

**LINCOLNWOOD PARK & RECREATION BOARD
REGULAR BOARD MEETING
Tuesday, September 11, 2012, 7:30 pm
Lincolnwood Village Hall, Council Chambers**

AGENDA

- I. Call to Order
- II. Approval of July 10, 2012 Minutes
- III. Audience Participation
- IV. Letters/Notes from the Public
- V. Old Business
 - A. Springfield Playground Renovation Design Presentation and Board Recommendation
 - B. Approval of a Resolution Closing Lincoln Avenue for the 2012 Turkey Trot
 - C. Discussion regarding 2012 Lincolnwood Fest
- VI. New Business
- VII. Chairperson's Report
- VIII. Commissioners' Reports
- IX. Director's Report
- X. Staff Reports
- XI. Adjournment

Posted: September 7, 2012



Lincolnwood Park and Recreation Board Meeting

Lincolnwood Village Hall – Council Chambers

July 10, 2012

Draft Minutes

CALL TO ORDER

The meeting was called to order at 7:32 P.M.

PRESENT AT MEETING

Park Board Members: Demerise Gratch, Gail Ito, Barry Bass, Judy Snyder

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

Village Staff: Tim Wiberg, Gerald Turry

Village Board Liaison: John Swanson

Audience: Scott Krone, CODA, LLC, 631 Lake, Wilmette, Jeremy Margolis, 6400 N. Cicero, Lincolnwood, Mark Kristoff, 6608 N. Knox, Lincolnwood

APPROVAL OF MINUTES

On motion Ito/Bass to approve the regular meeting minutes as amended of June 12, 2012 meeting. 4-0, motion passed.

On motion Ito/Bass to approve minutes as amended of June 12, 2012 bike path public hearing. 4-0, motion passed.

AUDIENCE PARTICIPATION/LETTERS TO THE DEPARTMENT

OLD BUSINESS

A. Turkey Trot Donations

Hincapie – In the past, charitable donations have been \$500-\$2000. Advertising the charity can make the race more appealing for participants. In 2011, we had participants bring in non-perishable food items for the Niles Township Food Pantry. Staff is looking for direction for the 2012 charity/charities.

Snyder – Did we also donate money to the food pantry in 2011 or just food?

Hincapie – No money, just food donations in 2011.

Snyder – I like the idea of continuing with support for the food pantry, monetarily or food donations and the Parks and Recreation scholarship program.

Hincapie – Thursday, August 2 is Lincolnwood Night at the fest with proceeds benefiting the scholarship program fund.

Ito – In the past we've done a local and national charity. Are we continuing with that? How do you feel we would do from a fundraising position with a local charity only? I'm in support of the food pantry. An email should be sent to absent board members to get their input.

On motion, Ito/Bass to recommend 2012 Turkey Trot charitable proceeds, monetary or food donations, to benefit the Niles Township Food Pantry. 4-0, motion passed.

NEW BUSINESS

A. Consideration of Ordinance Extending Park Hours For Exit Lighting

Hincapie – Police Department would like the Park Board to consider extending park hours on Friday, August 3 and Saturday, August 4, 2012 during Lincolnwood Fest. The fest ends at 11pm and the park closes at 11pm. By extending park hours, the Police Department will be better able to clear the park.

On motion, Bass/Ito to recommend the approval of an ordinance waiving Chapter 6, Article 3, Section 2 of the Village Code that governs the park hours, extending the closing of the park to 11:30pm on the Friday and Saturday of the 2012 Lincolnwood Fest. 4-0, motion passed.

B. Shore Galleries Gun Range in Relation to Parks and Proposed Bike Path

Gratch – Welcome discussion pertaining to how the proposed new Shore Galleries site relates to parks. Visited the site and would like to state the parking lot does not require people to cross over the proposed bike path as was previously stated.

Hincapie – Feel it’s important due to the timing of the bike path and the proposed Shore Galleries projects to discuss the issues. Did not make the connection prior to the public hearing. Met with Tim Clarke, Community Development Director, to become better educated on zoning codes. Tim Wiberg, Village Manager, will discuss the public process.

Wiberg – Purpose of attending this meeting is to establish the facts on the process followed by the Village with respect to Shore Galleries. Shore Galleries has operated on Devon Avenue in Lincolnwood for the past 56 years complaint-free. Their primary clientele is law enforcement agencies. The current site is approximately 400 feet from Lincolnwood Centennial Park; the proposed site would be 900 feet from the nearest park. The public meeting process for this project is as follows:

- April 3 COTW – Village Board did not object to Shore Galleries pursuing a new site
- April 17 – Village Board meeting – formally referred proposed zoning code text amendment to Plan Commission
- Notice required for public hearing
 - May 14 – letters mailed to property owners within 250 feet of subject property
 - May 17 – notice published in Lincolnwood Review
 - June 1 – agenda posted in Village Hall
- June 6 – Plan Commission conducts public hearing
- July 17 – Village Board begins formal consideration

Snyder – No trustee mentioned the bike path at the April 3 meeting.

Wiberg – No, and I take responsibility for that. There was no connection made to the bike path and Shore Galleries.

Wiberg – I take responsibility for not notifying the Park Board. Moving forward, we need to be more proactive in identifying global issues. Staff will forward meeting packets to each respective commission member:

- Village Board
- Plan Commission
- Zoning Board of Appeals
- Economic Development Commission
- Beautification
- Park Board

Snyder – The Plan Commission slide says “staff recommends” so how can you say you are not presenting sides? Shore Galleries now is not the same as what the new Shore Galleries wants to be. 400 feet from their current location to Lincolnwood Centennial Park is to the dump site at the far end of the park, not a well-used area of the park.

Wiberg – I measured beyond the dump site when figuring the distance of 400 feet.

Gratch – There is a transparency issue. When we as board members hear about a situation like this outside of our own village, it makes us as Park Board members look like we don’t know what’s going on. I think as a village, we need to ask the question, “Are we really asking people for input?” For the bike path public meeting, two different attempts were made to reach people. The ordinance states ½ mile radius, so why were property owners within 250 feet only notified and not within ½ mile?

Snyder – A public hearing was held in good faith for the bike paths without all of the information.

Margolis – Former Assistant U.S. States Attorney for 11 years, Illinois Inspector General for 3 years, Director of Illinois State Police for 4 years – when I looked at the location for the bike path and saw weeds and overgrowth, I immediately thought it would be a good thing for safety to have this area developed for a bike path. 90% of Shore Galleries’ users will be from the state, federal and local law enforcement community, bringing security to the bike path. I have no agenda. I live in Lincolnwood and feel from a public safety standpoint this will be a good thing. I want to make Lincolnwood an extraordinary place to live, work, raise a family.

Gratch – Park Board has a right to have a voice with the Village Trustees.

Bass – I would like more information on how the site will differ from the existing site.

Krone – I am the architect for the project. The retail space will be very similar in size; additional classroom, training area and two ranges. There are no ranges in the existing space.

Bass – Village approved a range in the 80s but never built it out.

Ito – Will there be a range at the new site?

Krone – Yes, two ranges open to the public.

Bass – I am familiar with shooting ranges. Have there been any accidents at Shore?

Krone – No, expanded our search to all of Cook and Lake Counties. There is a range in Bass Pro Shop at Gurnee Mills Mall.

Bass – The police presence at a gun range makes it a safe environment. You would be foolish to cause trouble there.

Ito – Is it sound-proof?

Krone – We’ve developed an acoustic model that is in compliance.

Snyder – Would like to see a correct map with the bike path included.

Gratch – You can go to the Plan Commission on the website – very specific and easy to get to.

Snyder – Are buffers being looked at?

Gratch – Would like the Village Board to look at the following items:

- Valid map of the site with bike path, parking area(s)
- Revisit the minutes of the 1994 ordinance that required the ½ mile radius notice; clarify the reason for the change to 250 feet
- Confirm this development does not jeopardize grant funding

Ito – Need to look at things more globally in the future to make sure things are addressed through all commissions/boards.

Gratch – It's more meaningful to have information sent to you than to be told where to go and find it.

Ito – There is a change in the way society is communicating. We see it with advertising for Market and Music. People will say they didn't know about it because they didn't open their email. I appreciate the comments from the speakers this evening.

Bass – I feel a large part of the issue is that some people are morally opposed to firearms. That issue is not the issue we are here to discuss. I have no opposition to this. Many people are excited, and many are not. We need to rely on the professionals in other departments.

Snyder – I have a problem when information is not clear. I want to know all of the details, want all of the facts when holding a public meeting. This is not about guns. The process has a flaw in it. I'm concerned about grant funding for the bike paths. The state would not allow a gun range on Touhy.

Hincapie – Will check on any conflicts pertaining to grant funding.

Gratch – The Village Board will discuss this at the July 17 meeting. Attend the meeting following the promenade ceremony to voice your opinion.

C. Metra Edgebrook Shelter Use

Hincapie – Resident Mark Kristoff, a rail enthusiast, contacted Mayor Turry (letter enclosed in packet) in support of the Village purchasing the Metra Edgebrook shelter once Metra removes it from its current location during a renovation project.

Kristoff – On a mission to preserve the Edgebrook train station shelter and to move the structure to a Lincolnwood park. Sent a letter and follow up email to Mayor Turry, noting the shelter would make a fine picnic area, highlighting the character and craftsmanship of the shelter. The structure could be moved in one piece by removing the bottom part, which is not original. Have contacted a company familiar with this sort of move and received an estimate of \$14,600 for the job. Public Works would be required to dig the holes and reinstall the shelter in a new location, perhaps at Flowers or Proesel Park. Willing to personally contribute finances to see this project through.

Gratch – The proposed location is in Flowers Park?

Kristoff – Measured areas in both Flowers and Proesel.

Hincapie – Asking for direction on the concept. Further analysis is needed if we go further with this.

Kristoff – The location in Flowers Park would allow for the structure to be moved in without trashing the park and would not interfere with any living trees. It could also provide a second entry point into the park from the bike path.

Ito – I think this is a fine idea if it is economical for the Village.

Hincapie – This has not been budgeted for so it would require a reallocation of funds. What is Metra's timeframe for this project?

Kristoff – Metra has stated possession would need to be taken in two weeks. If the Village would need more time to secure funding, I could make a no interest one-year loan.

Ito – We need to take into consideration the financial impact. Flowers Park has areas with nothing in it. You could put historical information under the shelter, which would be great information to have.

Bass – What are the dimensions of the shelter?

Kristoff – 11ft. x 45 ft.

Snyder – Reallocating funds means other projects that also require funding would be bumped, which is my only concern. Also, would need to see this done safely.

Gratch – I am a fan of reusing things. I have no issue with the concept. The initial price quoted was \$30,000. There are a lot of things in our budget that have financial implications. This is more of a timing issue, not a lack of interest. With the tight timeframe there is no way for this to come back to the Park Board.

Mayor Turry – It is difficult to ask Metra to work around our schedule.

Gratch – This is a great idea, and you've provided incredible information.

Ito – The interest is there but we can't trump another project to do this.

Mayor Turry – Metra would need to wait until next spring to move it.

Bass – Economically out of the question. If we were to put the shelter on the bike path it would require two moves since we do not have access to the land at this time.

Kristoff – The Village engineer's quote of \$30,000 included disassembling the structure and reassembling it.

Hincapie – Park Patrol could inspect the shelter.

Trustee Swanson – We have other projects on waiting lists. This would need to go through the budget cycle. The timeframe of the project is not helpful. It would be hard to find money to fund this.

Kristoff – I am offering the Village a no interest loan.

Trustee Swanson – I think it's a great idea, but it needs to go through the proper budget process.

Gratch – We are not in a position to decide how much is OK to spend. The idea is beautiful but we are not able to move on something in two weeks. We can direct staff to further discuss this.

Trustee Swanson – It costs money to direct staff to further discuss this.

Kristoff – Trustee Swanson, would you think it would be a fine shelter in Flowers Park?

Trustee Swanson – I would not feel comfortable. Metra is getting rid of the shelter for a reason. I would be more comfortable putting up our own shade structure.

Snyder – We couldn't afford to put up a shade structure in O'Brien Park.

On motion, Gratch/Snyder to recommend not moving forward at this time due to financial and time constraints with the purchase and relocation of the Metra Edgebrook shelter. 4.0, motion passed.

D. Intra-Village Communication

As discussed earlier, in an effort to think more globally, staff will forward meeting packets to each respective commission member:

- Village Board
- Plan Commission
- Zoning Board of Appeals
- Economic Development Commission
- Beautification
- Park Board

DIRECTOR'S REPORT

Thank staff for doing a nice job with summer programs and facilities. NorthShore Health System donated \$5000 for healthy camp snacks. Jody Temkin turned in her resignation effective August 31. We appreciate her efforts.

Ito – Typo in report – should read “inclusion” not “conclusion”

RECREATION STAFF REPORTS

A. SUPERINTENDENT OF RECREATION – JAN SPRINGER

As noted in report.

B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN

No closures at the pool. Pulled numbers this morning and we are up from last year in every area – swim lessons, daily admissions, concession sales.

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.

Hincapie – There was an incident outside of the pool. A male was reported behaving indecently. The man got away. Any suspicious activity should be report to 911.

Bass – Neighbors mentioned there was a situation they witnessed at the pool that took a lifeguard away from his/her position. Citizens were concerned with the way it was handled.

Thurman – The area should be cleared so staff can manage the situation safely. Talked to staff about clearing the pool and crowd control during emergencies.

Snyder – Witnessed a similar situation and it was handled properly. Reminder – Synchronized swimming show on July 27.

Ito – Watched situation with Judy. Staff cleared the pool, focused on the lady, then allowed swimmers back in.

Gratch – Thank you to everyone for tonight. Appreciate your respectfulness and thoughtfulness.

ADJOURNMENT

On motion, Ito/Snyder to adjourn the meeting at 9:18 P.M.

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

Parks and Recreation Board President:

Signature

Date

Request For Board Action

REFERRED TO BOARD: September 19, 2012

AGENDA ITEM NO:

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Approval of a Recommendation by the Parks and Recreation Board to Approve a Resolution to Close Lincoln Avenue Between Kostner Avenue and Pratt Avenue from 7:00 AM to 11:00 AM for the Turkey Trot Race on Sunday, November 18, 2012.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Ray Williams Turkey Trot Race for runners and walkers is in its thirty-sixth year. Participants run or walk the 5K or 10K race on the streets of Lincolnwood. A section of the race route is on Lincoln Avenue, which is a State Road controlled by the Illinois Department of Transportation (IDOT). IDOT requires a local government body to pass and submit a resolution accepting responsibility for the closing of the street.

The section to be closed is from Kostner Avenue to Pratt Avenue on the west side of the road. The Police Department will barricade the road and re-route traffic to a single lane on the east side of Lincoln Avenue. This is the same route used in previous years.

FINANCIAL IMPACT:

None

DOCUMENTS ATTACHED:

1. Proposed Resolution
2. Aerial of Road Closing
3. Unapproved Minutes of the September 11, 2012 Park Board Meeting

RECOMMENDED MOTION:

Move to approve a Resolution to close Lincoln Avenue between the Hours of 7:00 AM to 11:00 AM for the Turkey Trot Race on Sunday, November 18, 2012.

**RESOLUTION TO CLOSE A PORTION OF
LINCOLN AVENUE ON SUNDAY, NOVEMBER 18, 2012
FOR THE TURKEY TROT RACE BETWEEN
THE HOURS OF 7 A.M. AND 11 A.M.
(Draft, Pending Attorney Review)**

RESOLUTION NO. R2012-_____

WHEREAS, the Village of Lincolnwood desires to hold its Thirty-Sixth Annual Ray Williams Turkey Trot Race on Sunday, November 18, 2012 from 7:00 am. to 11:00 am.; and

WHEREAS, said race will require the closing of Route 41 (Lincoln Avenue), either partially or completely between Kostner Avenue and Pratt Avenue; and

WHEREAS, the State of Illinois requires the Village of Lincolnwood to assume the responsibility and liability involved in the closing of said route.

NOW, THEREFORE, BE IT RESOLVED, that the Village of Lincolnwood will assume full responsibility for the direction, protection and regulation of traffic during the time the detour is in effect, and all liabilities for damages of any kind occasioned by the closing of said state route.

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. AUTHORIZATION. On behalf of the Village, The Village Board authorizes the closure of Lincoln Avenue for the annual Turkey Trot on Sunday, November 18, 2012.

SECTION 3. EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and in the manner provided by law.

IT IS FURTHER AGREED that efficient, all weather detours will be maintained, conspicuously marked and judiciously police patrolled for the benefit of traffic deviated from the state route.

PASSED this 19th Day of September, 2012.

AYES:

NAYS:

ABSENT:

ATTEST:

Gerald C. Turry
Village President

Beryl Herman
Village Clerk

CERTIFICATION

I, Beryl Herman, the duly elected Village Clerk of the Village of Lincolnwood of the County of Cook, State of Illinois, do hereby certify that I am the keeper of the books and records of the Village of Lincolnwood and that the foregoing is a true and accurate copy of a resolution duly adopted by the Village Board of Trustees at a meeting duly convened and held on the _____ day of _____, 2012.

Beryl Herman
Village Clerk

(SEAL)





DIRECTOR'S REPORT August/September, 2012

Jan Hincapie, Director of Parks and Recreation

jphincapie@lwd.org

Summer, 2012 - Can It Really Be Over?

It is hard to believe that I just finished my sixth summer with the Village of Lincolnwood. We are so fortunate to have such a dynamic team in place. We have seen incredible results because of their pride in their work and their ability to effectively manage staff. We continue to look for new ways to improve parks and recreation services in Lincolnwood in a quality and cost-effective manner. Thanks to the department staff; from the seasonal that worked a few hours a week to our full-time staff that "steered the ship". Initial financial numbers look very good. We have managed to establish a positive reputation in the market place, both for our residents and our participants from throughout the region. We said good-bye to our Clerk/Receptionist, Jody Temkin on August 31. Jody has been the face of our department for three years and we wish her the best in retirement.

We are also grateful to the staff of Public Works for their constant support of our initiatives. They fulfill our requests with a smile and we couldn't accomplish what we do without them.

Accreditation

We did not make cut-off for this year's accreditation review. The review of the Village's Personnel Policy Manual was one of the major components that was still missing and it was not improved by the cut-off date. We will continue to work on the files and hope to be evaluated next fall. We won't stop until we get this designation! Upon completing this process we will be the only municipality and the smallest agency to be accredited in the state.

Bike Paths

The Village met with representatives of ComEd and the developers of the Purple Hotel to discuss the recreational lease for the proposed bike path on the ComEd right of way. The developers of the Purple Hotel are interested in securing a commercial lease for additional parking. The bike path will run down the former railroad bed, which is now a

service road. We are still negotiating with the owners of the Publishing Company at the end of the trail at Lincoln and Jarvis. Currently, they have a parking lot across the right of way, so we are trying to figure out a way to get bikers through the area in a safe manner without displacing their employees. We have another meeting with ComEd and Weiss Properties on September 25 to discuss the terms of our recreational lease.

I will be interviewing an IDOT-approved appraiser on Tuesday for the Union Pacific railway. The next step after getting approval of phase I engineering is to get the property appraised. Following the approval of the phase 1 report is the development of construction documents which will happen simultaneously with the appraisal and negotiation for the purchase of the property. If the process moves along we could be constructing the path by next fall. We need to own the property by June to make this schedule. The project is bid through IDOT and 80% is paid through the CMAQ grant program.

Women in Leisure Services

Our department hosted a meeting of the Illinois Chapter of Women in Leisure Services on Thursday, August 23. The luncheon meeting featured a roundtable discussion on four topics. We had a speaker on marketing and branding from FGM Architects, one of our sponsors. We had 17 people in attendance.

Turkey Trot

This year's event is planned for Sunday, November 18. Solicitation is underway for product and monetary sponsors. Registration is live on Active.com, which is a change from the last couple of years. We switched to a popular registration company in lieu of using our online registration program for ease of registration and extra promotion. If you are interested in volunteering please let us know.



Superintendent of Recreation's Report

Jan Springer, CPRP

August 2012

jspringer@lwd.org

Website Updates & Enhancements

The Parks and Recreation homepage continues to be updated with new programs, announcements and acknowledgements. We've received positive feedback about the photos and highlighted programs and events. Pages also updated include Turkey Trot, Club Kid/School's Out, Special Events, Adult Softball, Seniors, Proesel Park Family Aquatic Center and the Parks and Recreation Board information.

Constant Contact

We have 4,300+ contacts! Our database has grown considerably over the past six months. Emails that have gone out most recently include:

- Passport to the World
- Adult Softball League
- Surf and Turf - Zumba
- Club Kid
- Summer Day Camp - Survey
- Summer Day Camp - The Last Hurrah
- Market and Music Series Weekly Newsletter
- Restaurant Opportunity Webinar (Administration)

Attached is an email tracking report listing all of the emails sent since we started working with Constant Contact in late March. The highlighted information listed under "Comparative Metrics" shows our total number of open emails (8380 or 35.9%). The industry average is 18.7%, so we are well above average for the number of emails opened by our participants.

The other highlighted information shows the emails that had over a 50% open rate. The highest open rate was 81.8% for a day camp welcome email sent to 229 day camp parents. This clearly illustrates the impact using Constant Contact has had on our email communication.

Social Club

The August-September newsletter has been mailed and we have received lots of positive feedback regarding the day trips and theater outings, so much so that we have a waitlist for several of the fall trips. Programs that have filled to capacity include Xanadu at Drury Lane (9/20), City-Style Lunch Bunch at Rosebud (8/24) and City-Style Lunch Bunch at Sixteen (9/12). We will look to expand trips that fill if possible or schedule a second trip so not to disappoint any of our members.

Fall Brochure

The fall brochure has been sent to Woodward Printing with an anticipated delivery date of August 6. I would like to thank staff for their work on this publication. It was the smoothest process thus far, and I believe the finished product will highlight our department rather well. Please take some time to look through the brochure when you receive it. I appreciate your feedback.

Turkey Trot

The Lincolnwood Turkey Trot is “live” on Active.com! All online registration will be handled through Active.com; RecTrac will be used for walk-in, race day and mailed/faxed registrations. We are also doing “instant ads” with Active.com. Links to our event information will be sent out via Active.com through newsletters, email blasts, etc. If someone clicks through to our registration information, \$0.50 will be deducted from our bank. If they do not click through, we aren’t charged anything. Additionally, the Lincolnwood Turkey Trot will appear in two issues of Chicago Athlete as well as their newsletter and targeted email to membership in the Chicagoland area. Our goal is to reach 2,000 participants, which I believe is very attainable.



Print Report

Lincolnwood Parks and Recreation
Email Tracking Report
8/1/2012

Comparative Metrics

	Sent	Bounces	Opens	Clicks	Forwards
Overall	25994	10.1% (2633)	35.9% (8380)	6.3% (531)	0.0% (2)
Last 3 months	19370	9.8% (1896)	32.7% (5712)	5.3% (304)	0.0% (1)

Emails

Date Sent	Email Name	Sent	Bounces	Spam Reports	Opt-outs	Opens	Clicks	Forwards
7/31/2012	Club Kid Fall Promo	55	5.5% (3)	0	0	32.7% (17)	5.9% (1)	0
7/31/2012	Fall Adult Softball	35	11.4% (4)	0	0	32.3% (10)	0	0
7/27/2012	Zumba Fitness - Surf & Turf Party	98	13.3% (13)	0	0	51.8% (44)	2.3% (1)	0
7/27/2012	Copy of Passport Save the Date	23	4.3% (1)	0	0	36.4% (8)	0	0
7/27/2012	Passport Save the Date	2090	7.7% (161)	0	0.8% (16)	33.2% (641)	1.4% (9)	0
7/24/2012	Market & Music Week #6 Email	2223	11.0% (245)	0	0.4% (8)	25.2% (499)	1.2% (6)	0
7/20/2012	Copy of Market & Music Week #6 Email	4	0	0	0	25.0% (1)	0	0
7/17/2012	Market & Music Week #5 Email	2257	11.2% (252)	1	0.2% (5)	27.2% (545)	0.2% (1)	0.2% (1)
7/13/2012	Session I Day Camp Survey (PAW 1-4)	223	4.9% (11)	0	0	51.4% (109)	28.4% (31)	0
7/12/2012	Week 4 Last Push	1181	4.1% (49)	1	0.1% (1)	25.8% (292)	2.1% (6)	0
7/11/2012	Restaurant Opportunities Webinar 7-11-12	141	14.2% (20)	0	0.7% (1)	42.1% (51)	5.9% (3)	0
7/9/2012	Market & Music Week #4 Email	2244	11.3% (254)	2	0.2% (5)	29.8% (593)	0.8% (5)	0
7/6/2012	Copy of Market & Music Week #4 Email	4	0	0	0	75.0% (3)	0	0
7/6/2012	Session I Day Camp Survey	211	4.7% (10)	0	0.5% (1)	57.7% (116)	37.1% (43)	0
6/29/2012	Naming Contest Final Push	1110	11.4% (127)	* 4 *	0.5% (6)	32.9% (323)	8.0% (26)	0
6/27/2012	Copy of Week #2 Market & Music	2284	11.3% (257)	* 4 *	0.5% (12)	26.4% (536)	1.5% (8)	0
6/27/2012	Zumba Party Starters	85	10.6% (9)	0	0	53.9% (41)	9.8% (4)	0
6/25/2012	Promenade Dedication Email	9	0	0	0	44.4% (4)	0	0
6/21/2012	Copy of Promenade Dedication	11	0	0	0	45.5% (5)	40.0% (2)	0
6/20/2012	Promenade Dedication	232	9.1% (21)	0	0	38.4% (81)	13.6% (11)	0
6/19/2012	Week #1 Market & Music	1057	4.2% (44)	0	0	32.3% (327)	0.9% (3)	0
6/13/2012	Promenade Naming Contest	1110	12.2% (135)	1	0.3% (3)	48.3% (471)	9.1% (43)	0
6/12/2012	Copy of Market & Music	138	4.3% (6)	* 1 *	1.4% (2)	42.4% (56)	1.8% (1)	0
6/12/2012	Email Created 2012/06/12, 11:04 AM	2215	11.4% (252)	2	0.3% (6)	37.0% (726)	1.2% (9)	0
6/12/2012	Parent Orientation Reminder	253	5.1% (13)	0	0	76.2% (183)	47.5% (87)	0
6/4/2012	Summer Zumba	77	11.7% (9)	0	1.3% (1)	44.1% (30)	13.3% (4)	0
5/31/2012	Day Camp Welcome Email	229	3.9% (9)	0	0	81.8% (180)	60.0% (108)	0
5/18/2012	Copy of Pedal the Parks Reminder	11	18.2% (2)	0	0	77.8% (7)	14.3% (1)	0

5/14/2012	Email Created 2012/05/14, 3:09 PM	343	7.3% (25)	0	0	40.9% (130)	16.9% (22)	0
5/14/2012	Pedal the Parks Reminder	1989	11.8% (234)	1	0.3% (5)	40.2% (705)	2.6% (18)	0
5/11/2012	Copy of Copy of pedal the parks	605	2.1% (13)	* 1 *	0.3% (2)	60.1% (356)	3.7% (13)	0
5/7/2012	Copy of pedal the parks	24	0	0	0	33.3% (8)	12.5% (1)	0
5/4/2012	pedal the parks	1547	13.9% (215)	1	0.5% (7)	48.5% (646)	5.4% (35)	0
4/12/2012	Brck Campaign - Pool Members	776	18.0% (140)	0	0.1% (1)	41.2% (262)	3.1% (8)	0
4/11/2012	Copy of Copy of LWD Brick Campaign - Public Email	7	14.3% (1)	0	0	16.7% (1)	100.0% (1)	0
4/10/2012	Copy of LWD Brck Campaign - Public Email	510	12.2% (62)	* 1 *	0.8% (4)	36.8% (165)	0	0
4/10/2012	LWD Brick Campaign - Public Email	190	5.3% (10)	0	0.5% (1)	47.2% (85)	3.5% (3)	0
4/5/2012	Brick Campaign - Employee Email	111	5.4% (6)	0	0	14.3% (15)	26.7% (4)	6.7% (1)
3/28/2012	2012 Early Bird Day Camp Deadline	206	6.3% (13)	0	0	42.0% (81)	4.9% (4)	0
3/26/2012	2012/03/26 15:51:20	76	9.2% (7)	* 1 *	1.3% (1)	39.1% (27)	33.3% (9)	0

Key For Table

[Print Report](#)

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Opens	Emails your contacts received and viewed.
Opened percent	Number of opened emails divided by the number of emails delivered (delivered = emails sent minus emails bounced).
Clicks	Contacts who clicked on a link within your email.
Click-through percent	Number of clicks divided by the number opened.
Forwards	Number of times the email was forwarded using the Forward Email to a Friend link.
Forward Email to a Friend percent	Number of forwarded emails divided by the number opened.
Overall	Totals since using Constant Contact.
Last 3 months	Totals for the last three months.



Superintendent of Recreation's Report

Jan Springer, CPRP

September 2012

jspringer@lwd.org

Website Updates & Enhancements

The Village has requested a subdomain for the Parks and Recreation Department. The subdomain will be www.parksandrecreation.lincolnwoodil.org, allowing us to direct people to our online content without having to go through the Village homepage. We anticipate this alleviating a great deal of confusion for residents and guests accessing our information.

Constant Contact

I will be attending a workshop on September 6 presented by Constant Contact. The workshop, "7 Keys to Email Marketing" takes place in Lake Forest and is free of charge to Constant Contact customers.

We continue to rely heavily on Constant Contact for our email communication. I've attached the most current email statistics. As you can see, our open rate (frequency of people opening an email sent from us) is higher than industry average, yet our click rate (frequency of people clicking on a link in an email sent from us) is lower. I hope to learn new strategies at the workshop for increasing both rates.

Emails with the highest **open rate** include:

- Day Camp Welcome Email (81.8%)
- Pedal the Parks Reminder (77.8%)
- Day Camp Parent Orientation Reminder (76.2%)
- Market & Music Email – Week #4 (75.0%)
- Day Camp Survey – Session I (57.7%)

Emails with the highest **click rate** include:

- Day Camp Welcome Email (60.0%)
- Day Camp Parent Orientation Reminder (47.5%)
- Promenade Dedication (40.0%)

Social Club

The October/November newsletter is in draft form. Several members have requested a day trip to Milwaukee, WI, museum outings and more theater trips. In addition, plans are being made for the holiday party in December. For the past three years, the party has been held at Monastero's with very low attendance. I am looking at several different venues for this year's party including the Community Center to spark some interest and increase participation.

Winter/Spring Brochure

Staff is working on files for the 2013 Winter/Spring brochure with an estimated completion date of late October and a delivery date of the week of November 19. This particular publication is difficult for staff due to the heightened activity with the start of fall programs, Turkey Trot and the Thanksgiving holiday.

Turkey Trot

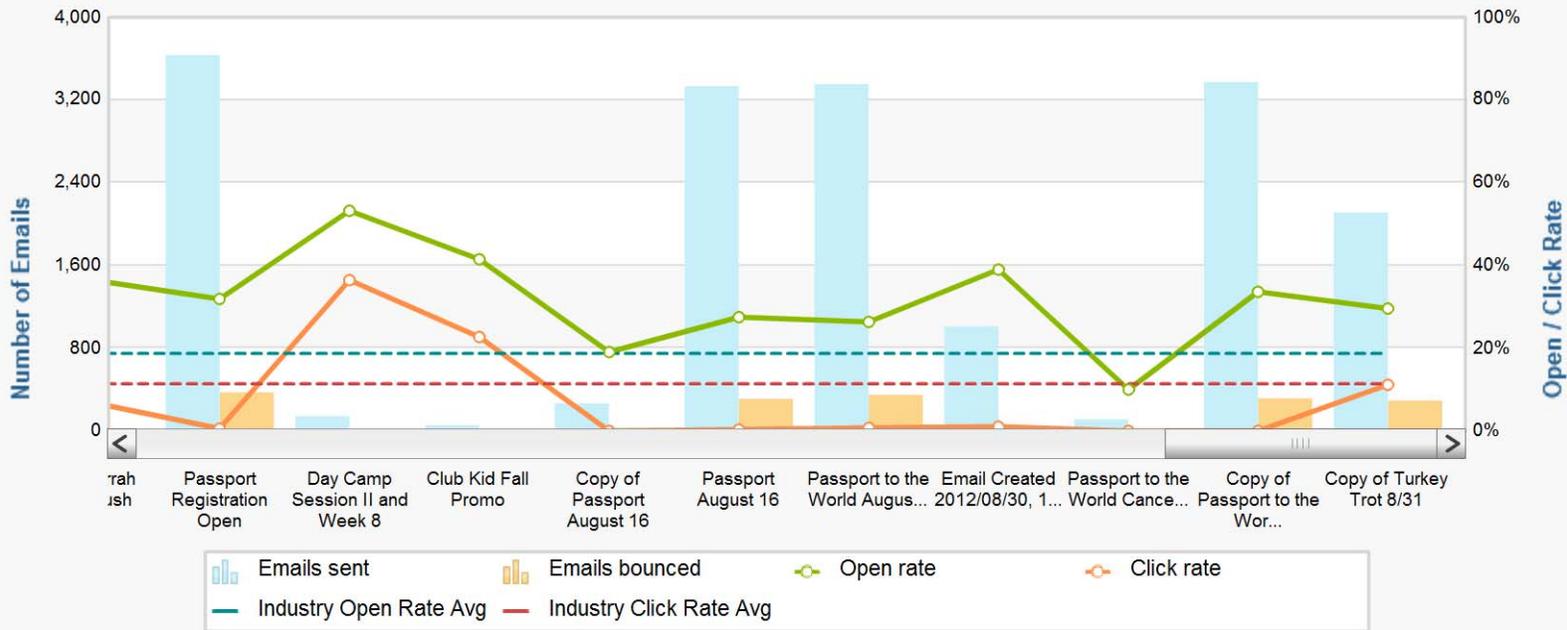
As of 9/5/2012 @ 11:30am, 37 participants have registered for the Turkey Trot online via Active Works as follows:

Lincolnwood	7
Skokie	2
Arlington Heights	2
Chicago	16
Evanston	1
Hammond, IN	1
Herbert	1
Prospect Heights	1
Schaumburg	1
Superior, CO	2
West Chicago	2
Wilmette	1
Unknown	1

Staff will continue to track participant addresses for those registering through Active versus RecTrac to determine whether the online surcharge impacted their registration decision.

Staff continues to prepare for the November 18 event. We have ads in Chicago Athlete (two editions plus online newsletter) and Instant Ads with Active.com (only charged if someone clicks on pop-up ad). We hope with our increased marketing efforts we will reach our goal of 1800 participants!

Email Statistics





[Print Report](#)

Lincolnwood Parks and Recreation
Email Tracking Report
9/5/2012

Comparative Metrics

	Sent	Bounces	Opens	Clicks	Forwards
Overall	46479	9.9% (4610)	33.9% (14201)	5.1% (729)	0.0% (2)
Last 3 months	31274	9.6% (3000)	30.9% (8750)	3.5% (304)	0.0% (1)

Emails

Date Sent	Email Name	Sent	Bounces	Spam Reports	Opt-outs	Opens	Clicks	Forwards
8/31/2012	Copy of Turkey Trot 8/31	2112	13.9% (293)	1	0.4% (8)	29.6% (538)	11.2% (60)	0
8/30/2012	Copy of Passport to the World Canceled	3373	9.3% (314)	1	0.3% (11)	33.6% (1029)	0	0
8/30/2012	Passport to the World Canceled	111	9.9% (11)	0	0	10.0% (10)	0	0
8/30/2012	Email Created 2012/08/30, 11:48 AM	1011	4.4% (44)	0	0.1% (1)	39.0% (377)	1.1% (4)	0
8/21/2012	Passport to the World August 21	3354	10.4% (350)	3	0.5% (18)	26.4% (792)	0.8% (6)	0
8/16/2012	Passport August 16	3335	9.3% (311)	* 7 *	0.5% (16)	27.5% (832)	0.4% (3)	0
8/16/2012	Copy of Passport August 16	266	11.3% (30)	* 1 *	0.4% (1)	19.1% (45)	0	0
8/10/2012	Club Kid Fall Promo	56	5.4% (3)	0	0	41.5% (22)	22.7% (5)	0
8/10/2012	Day Camp Session II and Week 8	141	1.4% (2)	0	0	53.2% (74)	36.5% (27)	0
8/7/2012	Passport Registration Open	3635	10.3% (373)	2	0.5% (19)	31.9% (1040)	0.6% (6)	0
8/7/2012	Last Hurrah Final Push	246	4.5% (11)	0	0	36.6% (86)	7.0% (6)	0
8/6/2012	Last Hurrah Email	243	4.5% (11)	0	0	52.2% (121)	2.5% (3)	0
8/3/2012	Turkey Trot Save the Date	2532	8.9% (226)	0	0.1% (2)	33.8% (779)	7.8% (61)	0
8/3/2012	Day Camp Survey Week #7	37	0	0	0	40.5% (15)	20.0% (3)	0
8/1/2012	Day Camp Survey Weeks 4-6	88	1.1% (1)	0	0	54.0% (47)	25.5% (12)	0
7/31/2012	Fall Adult Softball	35	11.4% (4)	0	0	35.5% (11)	9.1% (1)	0
7/27/2012	Zumba Fitness - Surf & Turf Party	98	13.3% (13)	0	0	51.8% (44)	2.3% (1)	0
7/27/2012	Copy of Passport Save the Date	23	4.3% (1)	0	0	45.5% (10)	10.0% (1)	0
7/27/2012	Passport Save the Date	2090	7.7% (161)	0	0.8% (16)	34.2% (660)	1.5% (10)	0
7/24/2012	Market & Music Week #6 Email	2223	11.0% (245)	0	0.4% (8)	25.4% (502)	1.2% (6)	0
7/20/2012	Copy of Market & Music Week #6 Email	4	0	0	0	25.0% (1)	0	0
7/17/2012	Market & Music Week #5 Email	2257	11.2% (252)	1	0.2% (5)	27.3% (548)	0.2% (1)	0.2% (1)
7/13/2012	Session I Day Camp Survey (PAW 1-4)	223	4.9% (11)	0	0	51.9% (110)	28.2% (31)	0
7/12/2012	Week 4 Last Push	1181	4.1% (49)	1	0.1% (1)	25.8% (292)	2.1% (6)	0
7/11/2012	Restaurant Opportunities Webinar 7-11-12	141	14.2% (20)	0	0.7% (1)	43.0% (52)	5.8% (3)	0
7/9/2012	Market & Music Week #4 Email	2244	11.3% (254)	2	0.2% (5)	29.8% (594)	0.8% (5)	0
7/6/2012	Copy of Market & Music Week #4 Email	4	0	0	0	75.0% (3)	0	0
7/6/2012	Session I Day Camp Survey	211	4.7% (10)	0	0.5% (1)	57.7% (116)	37.1% (43)	0

6/29/2012	Naming Contest Final Push	1110	11.4% (127)	* 4 *	0.5% (6)	32.9% (323)	8.0% (26)	0
6/27/2012	Copy of Week #2 Market & Music	2284	11.3% (257)	* 4 *	0.5% (12)	26.4% (536)	1.5% (8)	0
6/27/2012	Zumba Party Starters	85	10.6% (9)	0	0	53.9% (41)	9.8% (4)	0
6/25/2012	Promenade Dedication Email	9	0	0	0	44.4% (4)	0	0
6/21/2012	Copy of Promenade Dedication	11	0	0	0	45.5% (5)	40.0% (2)	0
6/20/2012	Promenade Dedication	232	9.1% (21)	0	0	38.4% (81)	13.6% (11)	0
6/19/2012	Week #1 Market & Music	1057	4.2% (44)	0	0	32.3% (327)	0.9% (3)	0
6/13/2012	Promenade Naming Contest	1110	12.2% (135)	1	0.3% (3)	48.3% (471)	9.1% (43)	0
6/12/2012	Copy of Market & Music	138	4.3% (6)	* 1 *	1.4% (2)	42.4% (56)	1.8% (1)	0
6/12/2012	Email Created 2012/06/12, 11:04 AM	2215	11.4% (252)	2	0.3% (6)	37.0% (726)	1.2% (9)	0
6/12/2012	Parent Orientation Reminder	253	5.1% (13)	0	0	76.2% (183)	47.5% (87)	0
6/4/2012	Summer Zumba	77	11.7% (9)	0	1.3% (1)	44.1% (30)	13.3% (4)	0
5/31/2012	Day Camp Welcome Email	229	3.9% (9)	0	0	81.8% (180)	60.0% (108)	0
5/18/2012	Copy of Pedal the Parks Reminder	11	18.2% (2)	0	0	77.8% (7)	14.3% (1)	0
5/14/2012	Email Created 2012/05/14, 3:09 PM	343	7.3% (25)	0	0	40.9% (130)	16.9% (22)	0
5/14/2012	Pedal the Parks Reminder	1989	11.8% (234)	1	0.3% (5)	40.2% (705)	2.6% (18)	0
5/11/2012	Copy of Copy of pedal the parks	605	2.1% (13)	* 1 *	0.3% (2)	60.1% (356)	3.7% (13)	0
5/7/2012	Copy of pedal the parks	24	0	0	0	33.3% (8)	12.5% (1)	0
5/4/2012	pedal the parks	1547	13.9% (215)	1	0.5% (7)	48.5% (646)	5.4% (35)	0
4/12/2012	Brick Campaign - Pool Members	776	18.0% (140)	0	0.1% (1)	41.2% (262)	3.1% (8)	0
4/11/2012	Copy of Copy of LWD Brick Campaign - Public Email	7	14.3% (1)	0	0	16.7% (1)	100.0% (1)	0
4/10/2012	Copy of LWD Brick Campaign - Public Email	510	12.2% (62)	* 1 *	0.8% (4)	36.8% (165)	0	0

Key For Table

[Print Report](#)

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Superintendent's Report

August 2012

Andy Thurman, Superintendent of Parks and Facilities athurman@lwd.org

Pool

The month of July was very busy for us at the pool. We only had a couple days where we had to close down due to weather and only for a couple hours.

The swim team finished their season in championship fashion again this year winning the "A Division" Championship Meet in Buffalo Grove on July 27. Congratulations to the swim team, this is their eighth straight championship.

Below are the updated numbers from the past several years compared to this year. Staff has continued to review pool the amount of members scanning in and paying this year. We have not had to deny anyone access due to overcrowding and reaching our maximum bather loads.

Pool Daily Revenue			
	2010	2011	2012
June	\$ 27,136	\$ 52,310	\$ 45,045
July	\$ 45,861	\$ 26,843	\$ 41,269
Total	\$ 72,997	\$ 79,153	\$ 86,314

Monthly Visit Reports			
	2010	2011	2012
June	11,056	10,505	17,206
July	15,937	17,784	15,902
Total	26,993	28,289	33,108

Concessions			
	2010	2011	2012
June	\$ 24,789	\$ 24,940	\$ 40,059
July	\$ 37,951	\$ 42,588	\$ 33,618
Total	\$ 62,740	\$ 67,528	\$ 73,677

The concession stand has continued to keep up with the demand of our members this summer. Due to the fact that we have not closed very often our numbers at the concession stand has been very good as well.

During the month of August you will see sections of the pool closed due to limited guard availability. Most of our guards go back to school the week of August 20 and a lot of our college staff leaves the week of August 13. We have posted signs about partial pool closings already.

The pool will be closed the week of August 27 through August 31 and re-open for Labor Day weekend.

Summer Softball

Our summer softball season is coming to a close. All of our leagues are scheduled to finish by August 24. Our three leagues have been very successful this year and should grow next summer. We are looking forward to fall softball and the possibility of having a co-ed league on Friday nights.

The weather held up great for the summer leagues and we only had one night canceled the whole summer.

I added the new field lights usage report below. The lights have been great for staff, special events and ofcourse our leagues. You can see the security lights get the most usage in the park as they are scheduled every night from sunset until 11:30pm. The main lights are controlled for all events and helped out tremendously for Lincolnwood Fest this year.

Musco Control-Link Usage Report		
By Facility and Field		
Usage Type of Light Usage		
Sun 07/01/2012 - Tue 07/31/2012		
Summary by Facility and Field with totals		
Facility	Field	Total Auto Hours Usage
Proesel Park	Softball #3	46.75
Proesel Park	Security #3	111.93
Proesel Park	Security #2	119.68
Proesel Park	Softball #2	29.53
Lincolnwood	TOTALS	307.89

Springfield Park

We have received drawings from one company and waiting on drawings from several more. We are planning on presenting the drawings during the September Park Board meeting.

Clerk/Receptionist Position

We received over fifty applications for the Parks and Recreation Clerk position. Interviews will start on August 9.

Park Patrol

Please see attached report

Park Inspections

Please see attached report

LINCOLNWOOD PARK PATROL-OVERVIEW

July 2012 was the month of intense heat and brought many participants to the various parks for the assortment of programs and special events that they could enjoy and keep cool. Park Patrol made sure that the parks were safe and the facilities met the needs of every patron.

- 1 Due to graffiti, Park Patrol was asked to monitor Channel Run more often to make sure it was free of scratchings; inscriptions; drawings; etc. on all of its' public surfaces.
2. Park Patrol always checks with the Pool Managers to make sure there are not any disorderly patrons. On a few occasions, Park Patrol has removed disruptive individuals from their area.
3. At night, Park Patrol escorts the workers from the Concession Stand to their cars for safety purposes.
- 4 During the hot weather, Park Patrol gave cold water to the people in the park who participate in the walking; or various sport activities.
5. All equipment that is broken in the parks is reported to Andy Thurman who makes out work orders and channel them for repair.
6. Park Patrol reported graffiti on the Tennis Courts in Proesel Park to Ms. Jan Hincapie. The graffiti was removed and repaired in a quick manner.
7. When the Thor Guard goes off in the parks, Park Patrol immediately asks everyone from the areas to leave for their safety.
8. Our Park Patrol Rover, who rides a bike, inspects all the parks to make sure that everything is perfect, reports all damage to Andy Thurman for repair..
9. Volley Ball courts are filled with players every night with approximately forty to seventy people per night. Park Patrol makes sure that they are properly controlled.
- 10.. Park Patrol installs all bases for adult baseball and monitors the games accordingly.
11. Mrs. Enright of 6624 Kilbourn likes the idea of Park Patrol and reported wasps in the sand box at O'Brien Park, the Rover came to her aid.



Vic Kast, Park Patrol Supervisor

Playground Inspection Report Summary

Date(s) of Inspection: July 30 & July 31

Inspector: Andy Thurman

Hazard Ranking System

- #1 – Condition should be corrected immediately, hazard level high
- #2 – Condition should be corrected as soon as possible, hazard level low
- #3 – Condition is aesthetic, brings the appearance of the park down
- #4 – ASTM Standard, will be fixed when the park is remodeled

PROESEL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Sand area needs to be cleaned and sand added
#2	PW	fixed	stand alone piece was missing a bolt, piece was fixed

KENNETH PARK (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Please add mulch to the swing area and rake wood chips
#2	PW		Please drill holes in the swing seats to let water drain
#3	PW		No Dogs sign is broken

KILDARE PARK (Equipment New 2007)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Please remove dead bushes
#3	PW		Please drill holes in the swing seats to let water drain
#3	PW		No Loitering sign is broken, please replace

GOEBELT PARK (Equipment new 2007)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		The railroad ties are rotting.
#2	PW		Please check the screws on the railroad ties. They are sticking up

O'BRIEN PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Broken fence post
#3	PW		Please spread out picnic tables
#2	PW		Please drill holes in the swing seats to let water drain

ROSSI PARK (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
N/A	N/A	N/A	N/A Nothing to report

COLUMBIA PARK (Equipment New 2006)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		The water fountain needs to be painted
#3	PW		We need to add mulch to this park

CENTRAL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		The top of the exit of the slide is very sharp
#2	PW		Please mulch by the swings
#3	PW		Wind screens on tennis courts need to be tightened.

DRAKE PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		The trash lids are not secured to the cans
#2	PW		Please mulch under the swings

SPRINGFIELD PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Wood is rotting under equipment. Will be stabilized or removed

This park will be renovated this fiscal year

G.G. ROWELL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Please mulch the spring equipment area

FLOWERS PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Please sweep the tennis courts. There is a lot of debris
#3	PW		Please tighten up the tennis screens. Rope is broken



Superintendent's Report **September 2012**

Andy Thurman, Superintendent of Parks and Facilities athurman@lwd.org

Pool

The pool season ended on Monday, September 3. We had a great year and the weather continued to cooperate through August. Overall, it was a good year. The complete pool report will be presented in October.

Summer Softball

The summer softball leagues were completed on Friday, August 24. Our three leagues have been very successful this year. The fall softball program started on Wednesday, September 5. We will have a Wednesday and Friday night league. The co-ed program did not take off as expected, but we might have a couple scrimmage games with the two teams interested in the league. This should help generate interest for the future.

I added the new field lights usage report below. The lights have been great for staff, special events and, of course, our leagues. You can see the security lights get the most usage in the park as they are scheduled every night from sunset until 11:30pm. The main lights are controlled for all events and helped out for Lincolnwood Fest this year.

The information provided is all users. We can break down the usage of Lincolnwood Baseball and Lincolnwood Parks and Recreation Programs.

Field	Usage
Softball #3	42:15:00
Security #3	137:04:00
Softball #2 (new)	29:23:00
Security #2 (new)	129:19:00

Springfield Park

We have received drawings from three different companies for the design of Springfield Park. These ideas will be presented to the Park Board at the September 11 meeting. We hope to have this project completed this fall.

Clerk/Receptionist Position

Chris Quill has accepted the position as our new Clerk/Receptionist in the Parks and Recreation Department. Chris has worked as a Multi Media Editor for the past 6 years and most recently at the Chalet in Wilmette as a Customer Service Representative. Her first day is September 10. Please stop by and welcome Chris to the team.

Park Inspections

Please see attached report

Playground Inspection Report Summary

Date(s) of Inspection: August 23, 24 & 27

Inspector: Andy Thurman

Hazard Ranking System

- #1 – Condition should be corrected immediately, hazard level high
- #2 – Condition should be corrected as soon as possible, hazard level low
- #3 – Condition is aesthetic, brings the appearance of the park down
- #4 – ASTM Standard, will be fixed when the park is remodeled

PROESEL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Sand area needs to be cleaned and sand added
#2	PW		Trees trimmed to allow the shelter light to be visible in the park

KENNETH PARK (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Please add mulch to the swing area and rake wood chips
#2	PW		Please drill holes in the swing seats to let water drain
#3	PW		No Dogs sign is broken

KILDARE PARK (Equipment New 2007)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Please drill holes in the swing seats to let water drain
#3	PW		No Loitering sign is broken, please replace

GOEBELT PARK (Equipment new 2007)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		The railroad ties are rotting allow the north end of the park.

O'BRIEN PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Please spread out picnic tables
#2	PW		Please drill holes in the swing seats to let water drain
#3	PW		Water fountain hose is exposed
#3	PW		The spinning XOX game does not spin on the equipment
#2	PW		The chains on the swings are knotted

ROSSI PARK (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		There is dirt being run onto the court due to the rain. Please sweep
#3	PW		We need to add mulch to this park

COLUMBIA PARK (Equipment New 2006)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		The water fountain needs to be painted
#3	PW		We need to add mulch to this park

CENTRAL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		The top of the exit of the slide is very sharp
#2	PW		Please mulch by the swings
#3	PW		Wind screens on tennis courts need to be tightened.

DRAKE PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		There is a bolt that is exposed on the shovel of the sand digger
#2	PW		Please mulch under the swings

SPRINGFIELD PARK (budgeted 2012/13)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Wood is rotting under equipment. Will be stabilized or removed

This park will be renovated this fiscal year

G.G. ROWELL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Please mulch the spring equipment area
#3	PW		The graffiti is still visible on the south facing equipment

FLOWERS PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Please sweep the tennis courts. There is a lot of debris
#3	PW		Please tighten up the tennis screens. Rope is broken
#3	PW		Please remove the "no playing hard ball sign"
#3	PW		There is another sign in the park that is broken this sign is along the walkway and needs another bolt



Community Center Program Supervisor's Report

August 2012

Katie Smith

ksmith@lwd.org

Summer Camp

Summer Camp is wrapping up with one week left. Below is a breakdown per camp (*as of 8/1/2012 at 10:00am*) including both the full session registration and Pick-a-Week.

Day Camp Program	Session 1		Session 2		Pick-a-Week	
	2011	2012	2011	2012	2011	2012
Tessville Tots	11	6	5	5	10	1
Prairie Dogs	25	33	20	21	45	35
Little Lincolns	38	57	18	32	115	118
Camp Potawatomie	19	35	28	43	57	85
Rutledge Rockets	30	41	32	47	101	146
Adventure Camp	27	28	31	21	99	80
Camp 74	70	59	NA	NA	NA	NA
Warm-Ups	4	10	10	7	12	17
Overtime	12	23	34	31	29	74
TOTAL	236	292	171	207	468	556

Registration numbers are up at least 20% in all three areas (Session 1, Session 2 and Pick-a-Week). Most notable increases occurred in Little Lincolns, Camp Potawatomie, and Rutledge Rockets.

At the end of each session, we send out surveys to our parents to gather feedback. Here are a few comments from this year's results:

Please tell us your camper's favorite 2012 day camp memory.

*I would ask him but he is napping after a fun day at camp. ☺

* The experience overall was a great one for her. She was here from overseas, so the day camp environment helped her feel right at home, and meeting new friends. Experiencing all of the field trips was amazing for her.

*Really loved all the activities, the friendliness of the staff and the ease she had in relating to other campers.

Community Center

With summer camp coming to an end, we are gearing up to give the Community Center a face lift! Mid-August the walls will be getting a much needed fresh coat of paint. A deep cleaning will be scheduled for the building as well.

Even with summer camp coming to an end, the Community Center will be filled with activity. We have our summer fitness classes in full swing. We also have six weekend rentals booked for the facility.

Club Kid

It is hard to believe, but school is right around the corner. Club Kid will once again be held at Rutledge Hall. Unfortunately, our fabulous director Monica Kim will not be returning to the program. We have interviews scheduled for early August with staff training immediately following. True to Lincolnwood trends, parents are slow to register. We have started advertising the program and have a new incentive in place to encourage early registration. We hope the \$25 gift certificate is enough to get them in the door and registered!

ACA

We are working towards gaining accreditation through the American Camp Association. I have met with our ACA rep and have reviewed the standards that are required. Together, we developed the timeline (see below) to ensure we are ready for 2013.

Task	Date
Meet with ACA advisor (Gordie Kaplan) to review the process guide; Review Standards, regulations, and guidelines	June 2012 √
Complete Self-Assessment; Written documentation to be reviewed by camp visitor prior to camp visit.	October 2012
Complete sections: Site and Food Service, Transportation, Mandatory Info.	December 2012
Complete sections: Operational Management, Health and Wellness, Program Design and Activities	February 2013
Complete sections: Program-Aquatics, Program-Trip and Travel, Human Resources	April 2013
Schedule visitors to camp for July 2013	April 2013
Finish Human Resources hiring portion with staff ratios	June 2013
ACA visitor comes to camp	July 2013



Community Center Program Supervisor's Report

September 2012

Katie Smith

ksmith@lwd.org

Community Center

The Community Center is getting a face lift! With a long summer behind us it is time to put some much needed T.L.C. into the Community Center. Stop by and check out our weed-free patio, freshly painted railings and updated paint in the large room. Yes, the blue accent walls are gone! We still have a few more projects on our "to do" list including grout cleaning, painting in small room (pillars) and updated lobby furniture.

Fall Programs

Our fall fitness classes have started. We have new evening sessions of the popular R.I.P.P.E.D. and Zumba classes. These programs have had such a successful summer session that we are happy to offer three more classes this fall. Additionally, yoga and tai chi are gearing up to complete our fall fitness lineup at the Community Center!

Club Kid

It is hard to believe, but school is back in session. We have had a slow start with registration for Club Kid, but true to Lincolnwood the participants came through at the very last moment. Below is a breakdown of numbers for the 2012-2013 Club Kid program. *(As of 9/5//12 at 8am)*

	Monday	Tuesday	Wednesday	Thursday	Friday
2011-2012	19	15	13	16	13
2012-2013	15	20	15	22	18

The success of this program can be attributed to the dedicated staff and the popularity of the "School's Out" program. Many non-Club Kid participants were introduced to our after school care, and were very pleased with the program. Several made the switch from their former childcare provider to us! Our first "School's Out" field trip of this year is September 21 to Go Bananas. We would love to pick up a few more Club Kid participants after the trip!

American Camp Association (ACA)

With this year's day camp behind us, it is time to focus on next year's program. We are working towards American Camping Association accreditation for the 2013 season. Staff is currently completing the self-assessment with a completion date of late October.



Community Outreach Coordinator Report

August 2012

Genelle Iocca

giocca@lwd.org

Passport to the World

This year's committee is busy working on the new menu and talking to businesses, friends and family about the event. Currently the committee is looking for sponsors to help with our budget, a DJ to play ethnic music the entire evening, and is making sure the vendors are approved by the health department. The health department inspector will be at the event this year to make sure our food is supplied by appropriate vendors, that we serve the food properly and that the food is kept at correct temperatures.

At the last meeting, the committee agreed to set the ticket price at \$25 per person. In order to break even on the event we must sell 144 tickets. Registration for the event is available online, at the Parks and Recreation office and committee members will have tickets to sell by next week. To assist with ticket sales, Pioneer Press has agreed to trade a ¼ page color ad about the event for a sponsorship. Please plan on attending the event and selling tickets to family and friends. The event will be held on September 8 starting at 7:30pm in the Community Center.

Touch a Truck

We had our first meeting on July 20 with representatives from police, fire, public works and Lincolnwood Town Center. This year's event will be very similar to last year's. It will be held at Lincolnwood Town Center from 11am to 2pm. We are reaching out to local businesses to try to add more vehicles and activities to the event. Confirmed so far are: Haagen-Dazs for ice cream samples, Old Navy for face painting and possibly popcorn, Groot's natural gas truck, a school bus from Positive Connections and a moving truck from Hollander Storage and Moving Company. B96 is not available but we will definitely get another radio station involved. This is a great community event for kids and their families. The event will be held on September 8 from 11am to 2pm. Volunteers are needed.

Market and Music

Overall the Market and Music got a positive response from the community. Popular weekly musical entertainment along with kids' attractions seemed to be a winning combination. Our most heavily attended evening was when we offered and promoted free laser tag along with the pop band Shy Violet. We had approximately 500 people attend that evening.

The market portion of the event started out strong with almost 20 vendors, but the variance in attendance from 100 people (the week that the Lincolnwood Chamber Orchestra played and we had hot, rainy weather) to most other weeks with 250 to 300 people was still not enough to keep some of the vendors. The extremely hot weather two weeks in a row really dampened attendance for both the market and music portions. The swing dance lesson was not well attended due in large part to the extreme heat. Bingo was enjoyed by everyone that played with an average of 25 people each week. The face painting was popular. The chef demonstration drew about 25 people, even with the threat of rain.

The weather was a huge variable with this event. We did not cancel or postpone any of the weeks. The vendors were inconsistent in their turnout which did not present a consistent message for the market as a meal destination. However, we drew a large age range and ethnically diverse crowd of people each week. With some changes to food options, kid activities, band selection, and length of series, we hope to see this event grow in future years.

Turkey Trot

I have sent out sponsorship information to many businesses in the community. The silver (\$300) gold (\$600) and diamond (\$1,000) levels are at the same price points as last year as well as the VIP status (\$2,000). We have added a presenter status (\$10,000) that includes a much greater amount of promotion and a coveted spot on the front of the Turkey Trot t-shirt. I will be following up with potential sponsors this month, and will be working the phones and meeting with businesses heavily in September and October for a strong sponsor presence at the event.



Community Outreach Coordinator's Report

Genelle Iocca

September 2012

giocca@lwd.org

Passport to the World

The Passport to the World event scheduled for September 8 was canceled due to low ticket sales. In order to break even on the event, we needed to sell 144 tickets. On August 29, ten tickets had been sold. With ten days before the event, we were concerned that we would not sell the 134 tickets resulting in a significant loss of revenue for our department. We made the decision to cancel the event so committee members could cancel their food orders with area restaurants and not incur the cost of food. We were also able to cancel with the rental company and DJ.

My recommendation is not to hold the event again because the cost to put on the event is too high for the \$25 ticket price, and I do not feel the community would support a higher ticket price.

Touch-A-Truck

Sixteen vehicles including a fire truck, ambulance, dump truck, squad car, mail truck, school bus and moving van will be parked at the Lincolnwood Town Center Mall on September 8 from 11am to 2pm. Free and open to the public, Touch-A-Truck is the perfect event for young children and their families to explore these big rigs. In addition, free Vitamin Water, garlic bites, pizza, popcorn and face painting will all be part of the fun. Hats and goody bags will be distributed while supplies last. The Mix Road Crew from FM 101.9 will be on hand to provide fun music and games. We hope for great weather and a large turnout for this fall favorite!

Turkey Trot

We do not have a presenting sponsor this year for Turkey Trot. However, we already have a VIP sponsor (\$2000), two Gold Sponsors (\$600), three Silver Sponsors (\$300) equaling \$4100 in cash and coffee, hot chocolate, and Kefir drinks donated. I will begin to work the phones and meet with businesses heavily in September and October for a nice sponsor presence at the event.



Youth Program Coordinator's Report

August 2012

Melanie Unterfranz

munterfranz@lwd.org

Summer Camp

We are finalizing the details for The Last Hurrah, the final week of day camp running August 13-17. Nikki Saez, our current Adventure Camp supervisor, will oversee this camp. The week is pirate themed complete with a field trip to Navy Pier for a ride on a pirate ship! On Monday campers will tie-dye pirate bandanas. Tuesday includes a walking field trip to Lou Malnati's for pirate pizza making. Wednesday's adventure is to Navy Pier, and Thursday's trip to the Northbrook Aquatic Center would definitely satisfy even the finickiest pirate. Friday will wrap up the week with a pirate themed scavenger hunt!

Currently, we have 19 children registered for The Last Hurrah. Maximum enrollment is 50. To promote the program, we have attached flyers to our newsletter for all of our current camp parents and have sent out an email via Constant Contact. We hope to fill the camp with lots of mini pirates to end the 2012 day camp season on a high note!

Youth Classes

This fall we are offering more classes at Rutledge Hall and Todd Hall. At Todd Hall we are offering soccer session I and soc-key (combination of soccer and floor hockey) session II. Sportsmania and basketball will be held both sessions. New at Todd Hall, Sunshine Arts and Crafts is going to come out and present "Amazing Art" which includes tie-dye, pottery painting, acrylic painting, recycled crafts and more.

At Rutledge Hall on Tuesdays this fall we are introducing Zumbatomic, which is Zumba for children. Also offered at Todd Hall is Computers Explorers, Chess Wizards and Tae Kwon Do. Of course, we will continue to offer basketball with Merle Freeman, a Lincolnwood tradition.

Birthday Parties

I am currently working on updating the birthday party packages. I am looking at working with several contractual providers including Rock 'n Kids, Sunshine Arts and Crafts, Lou Malnati's and Gary Kantor's Magic. Additionally, I am developing a "party menu" to help parents plan the perfect event for their little ones.



Youth Program Coordinator's Report

September 2012

Melanie Unterfranz

munterfranz@lwd.org

Summer Camp

We had a strong finish this summer with "The Last Hurrah" concluding our nine weeks of day camp. We had a total of 33 children registered for the program with 13 staying for after care.

The camp management staff is working on the end of season program report for the day camp program. Overall it was a great summer, and we look forward to presenting the information to the Park Board later this fall.

Youth Classes

Fall classes start the week of September 10. We've expanded our offerings at both Todd and Rutledge Hall this year. Classes at Todd Hall include Soccer, Sportsmania, Basketball and Sunshine Arts and Crafts. Classes at Rutledge Hall include Zumbatomic, Computer Explorers, Chess Wizards and Basketball. We expanded three classes to accommodate children on waitlists and hope to continue doing so as registration numbers grow.

Birthday Parties

The birthday party packages are being revamped for winter. The new program will include a menu for each party with activities for parents/kids to choose from. Included in the new party themes are: Lego Party, Princess/Pirate Party, Mad Science Party, Angry Birds Party, Wii Dance Party, Sports Party, Playground Party, and Traditional/Carnival Birthday Party.

In addition to the parties above, we are working on partnerships with contracted entertainers to offer a Magic Party with Gary Kantor, Potter Painting Party with Sunshine Arts and Crafts and a Rock 'n' Kids Party.

Special Events

The Ghostly Get-Together is scheduled for Wednesday, October 31 from 4-5:30pm at the Community Center. Activities planned include an inflatable slide, hay ride, story teller, photo booth and music. Pizza and cotton candy will be served inside with S'mores roasted on the patio fire pit. Commemorative photo key chains will be made for everyone in attendance.

The Polar Express is set for Saturday December 1 with a departure time of 10:45am. We already have 34 people registered! Preparations for the Daddy Daughter Dance have started. We are looking at a possible new location to make the event more cost effective.