

LINCOLNWOOD PARKS & RECREATION BOARD MEETING
Tuesday, October 13, 2015, 7:00 pm
Lincolnwood Village Hall – Council Chambers

AGENDA

- I. Call to Order
- II. Approval of Minutes of August 11, 2015 meeting
- III. Audience Participation
- IV. Old Business
 - a. Report of the Park Amenity Naming Subcommittee
 - b. Aquatic Center Master Plan Update
- V. New Business
 - a. Summer Day Camp Report
 - b. Summer Program Report
 - c. Move to approve a Resolution closing Lincoln Avenue on Sunday, November 22, 2015 between the hours of 8 am and 11 am for the Lincolnwood Turkey Trot
- VI. Chairperson's Report
- VII. Commissioners' Report
- VIII. Director's Report
- IX. Recreation Staff Reports
- X. Adjournment

Posted: October 7, 2015



Lincolnwood Park and Recreation Board Meeting
Lincolnwood Village Hall – Council Chambers
August 11, 2015
DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:05 P.M.

PRESENT AT MEETING

Park Board Members: Laura Tomacic, Grace Diaz Herrera, Art Lovering, Reese Gratch, Sarah Hardin, Victor Shaw, Amy Kaniff

Parks and Recreation Department Staff: Jan Hincapie, Chris Stachewicz, Katie Gamroth

Audience: Trustee Spino, Village Clerk Herman, Sue Bear Maine-Niles Area Special Recreation 6820 W. Dempster St. Morton Grove, Barbara Saunders, MNASR, 6820 W. Dempster St. Morton Grove, Paul Sortal 2100 Birchwood, Wilmette, IL 60091

APPROVAL OF MINUTES

On motion, Lovering/Hardin to approve the meeting minutes of the July 14, 2015. 7-0, motion passed.

AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC

A. Lincolnwood Fest Recap – Damien Kardaras, 2015 Fest Chairperson

Hincapie – The recap will be done at the Tuesday, August 18 meeting of the Village Board during the Committee of the Whole, starting at 7:15 pm.

B. MNASR Presentation – Sue Bear, Maine-Niles Area Special Recreation (MNASR) Executive Director

Bear- As noted in MNASR presentation

Hincapie – The senior program benefits immensely from the use of the vans. Please talk about the LiPoni Foundation.

Bear – The sole purpose of the foundation is to raise money for MNASR, Liponi foundation provides funding for \$30,000-\$40,000 in scholarships. The foundation money also goes towards the maintenance and purchase of the vans used by MNASR programs and member districts. The foundation hosts two special events year to generate donations: The Dinner Dance and the Mini Golf Outing.

Hincapie-The Village budgets \$130,000 for MNASR services. This covers the wages and FICA of inclusion staff for programs and the annual member contribution, which is the fee necessary to be part of the consortium and receive MNASR services. The annual contribution is determined by the assessed valuation of each community. The amount of training and knowledge gained from that investment is very valuable to the Village. MNASR makes sure all individuals, regardless of their ability, are able to participate in programs.

Lovering- Are you familiar with Gateway to Learning School?

Bear- Not with the school, I know there is a gateway recreation program

Lovering- Dorothy and Rodger Huff developed a school foundation for kids with special needs.

Bear- I will check into the school. The Mayor also been a large advocate of MNASR

Lovering- With all that is going on in Springfield are you concerned with funding?

Bear- We take a very conservative approach with the budget. The cost of doing business is going to increase. If the budget freeze is approved in Springfield, it will have an impact on our services. MNASR applies for grants from private and public foundations and does fundraisers to try to offset cost. We are lucky to have support of member districts and Liponi.

Hincapie-On the first Saturday in March there is a wonderful fundraiser to support MNASR, The Liponi Foundation Dinner Dance, and I highly recommend you go. It's a wonderful night for a meaningful cause.

OLD BUSINESS

A. Move to approve a Resolution Naming the Softball/Baseball Field #3 in Henry Proesel Park Alan Chapman Field

Before the Board is a request from Paul Sortal, a Niles West Alumni, to consider naming a field in Proesel Park after Alan Chapman. Mr. Chapman lived here as a child, attended Lincolnwood schools and was a respected athlete and scholar. The Board received a letter from Mr. Sortal and some support documents in their packet. The Board has a philosophical discussion about the naming of park land and amenities within parks in the July, following the presentation of this request. After that meeting Chairperson Gratch and Director Hincapie met and reviewed the park naming policy created by the parks and recreation naming subcommittee in 2012. Chairperson Gratch served on the naming subcommittee and saved her notes from all the discussions. Director Hincapie also gathered naming policies from other parks and recreation agencies.

The policy no longer allows naming parkland after an individual. Parkland is defined as mini-parks, neighborhood parks, community parks and bikeways. Throughout the subcommittee deliberations and the presentation to the Village Board, it was deemed appropriate to name amenities within parks and facilities after people. Therefore, it was recommended after this research that this proposed naming be considered an honorary naming

Board Discussion Points:

- Comments on the type of naming this would fall under; honorary, philanthropic, sponsorship
- Questions about could the name be changed if honorary naming; Could it be handled like a lease for a period of time?
- Questions about what park land refers to; definition was clarified as noted above.
- Naming of the scoreboard or the field

Hincapie- Leases tend to be with sponsors and not honorary namings. The initial letter was to name the field, and the scoreboard was a gesture. This is our first request and we are only going to receive more. This is a ground breaking request. There is no established criteria for the naming of amenities. If it is the desire of the Board, a subcommittee could be created to address the naming of amenities.

Sortal – As noted in letter

Sortal- Al is good friend, this is not from him at all. Al was an extraordinary person, and is very generous. He would be honored and would want this to be honorary, not bought. I think there is a place for going back to our youth and that is a part of history to capture and Al captured it. He is an honest and caring human being who embodied our youth.

Hincapie – Mayor Turry is in support of this naming

Tomacic- Mr. Chapman resides in Deerfield, what is he doing now?

Sortal – He works regularly, not because he needs to, but to be out there to be with people. He has twin girls, one that is special education teacher and other graduated medical school. I think that speaks to how Al raised them and the person he is.

Board Discussions-

- Addressed concerns with opening the door to naming of the field and what comes next
- Discussion of creating a sub-committee to look over the 2012 policy to address the naming of amenities within parks and facilities

Sortal- Al doesn't live here and hasn't for a while. He is always been very proud of being from Lincolnwood. He could be your Lincolnwood historian; he has Lincolnwood in his blood.

Gratch – Would it be meaningful to the people donating to have the score board have his name?

Sortal – I am sure whatever you do would be appreciated. If you feel like honoring someone, he would be the one

Lovering- Can it be a scoreboard or does it have to be a field?

Lovering- I consider Al a friend and I would be comfortable making a motion to accept a scoreboard that says *In Honor of Alan Chapman*.

Motion to approve a Resolution to accept the donation of a scoreboard valued at approximately \$5000 to be placed at Field #3 in Proesel Park that says *In Honor of Alan Chapman*. Tomacic/Kaniff all approved 7-0

The Board also agreed to put a sign on the fence near home plate that would include the Chicago Daily News Article by Jay McMullen, *Alan Chapman: All American Boy*

Motion to place a copy of the Chicago Daily News Article, *Alan Chapman: All American Boy*, on a metal sign the size of the park rule signs on the fence at Field #3
Herrera/Hardin all approved 7-0

Gratch- Do we have members to sit on the subcommittee? Art Lovering, Sarah Hardin and Victor Shaw. Try to come back with information .

Hincapie – This will go to the village board we will get a commitment from your group and we will have a dedication

B. Move to approve a Resolution Authorizing the Village Manager to Enter into a Contract Elanar Construction to Perform Work in O'Brien Park in Exchange for the Sculpture that was Inadvertently Removed During Construction

Hincapie- As most of you know, the sculpture at O'Brien Park that had been in the park for decades was inadvertently disposed of during the replacement of the playground, in spite of the fact that it was stated in the design specifications that the Village did not want to dispose of the sculpture and wanted it to be included in the design of the new playground. A resident notified the Village that the sculpture was gone. Staff went to work researching the sculpture. They found the artist who is now in his late 80's. The sculptures are no longer being made, so staff checked into buying a mold and having a new sculpture poured. Staff wasn't able to replace the sculpture or buy a new one, so we took the advice of the one of the residents around the park and negotiated with the contractor to make restitution by doing more work in the park.

Lovering – Could we get the best of both worlds, we have a lot of talented people in Lincolnwood, could we replicate it?

Hincapie – We also talked about using a different sculpture, but none are compatible with play equipment and we don't want to create a climbing hazard.

Lovering – what about the red one that used to be in the promenade? (Now in the NEID TIF along Pratt)

Stachewicz- It is much larger and if it were in the park, we would lose green space.

Hincapie- We will keep the neighbors informed as to how the issue will be resolved and allow them to give input.

Tomacic- How old was the sculpture?

Hincapie -1960's

Lovering- We used to have an old cannon in Flowers Park.

C. Consideration of Recommendation by the Parks and Recreation Board to Adopt an Ordinance Approving a Recreation Lease Between the Village of Lincolnwood and Commonwealth Edison Company for the Construction of Bike/Pedestrian Path

Hincapie- While a draft lease isn't available tonight, we hope to bring this to the Village Board on Tuesday, August 18, 2015. The biggest change in the lease from the one presented in August of 2014 is that the fee of \$48,500 has been waived by ComEd. Once the lease is approved, a copy will be sent to IDOT for approval. They are the administrators of the grant funding. If the project continues to move forward we will bid it out in March and build over the summer.

NEW BUSINESS

A. Strategic Planning Meeting – October

Hincapie talked a bit about the strategic planning process. The group will meet at 5 pm for dinner and discussion before the October meeting on Tuesday, October 13, 2015. Staff will give a report on the status of the 2012-2015 Strategic Plan and we will work to develop our next three year plan. This may require more meetings of the board to finalize the plan.

CHAIRPERSON'S REPORT

Gratch - Thank you all for tonight's discussion, it is hard to talk about people friends and family.

COMMISSIONERS' REPORTS

Lovering – Did we lose park trees?

Hincapie – We lost many branches, but no major trees in the parks

Lovering- I did see ComEd taking trees down on the path.

Hincapie – They will be removing Ash trees and other scrap trees along the right-of-way.

DIRECTOR'S REPORT –

The dedication of the Global Fitness Spot on Saturday, August 8, 2015 was wonderful. Steve and Donna Horwitz were very pleased. The Village is grateful for the donation of the fitness area from the Horwitz family and for a bench from the Jim Philips family. Other attendees asked about making donations as well.

STAFF REPORTS

A. SUPERINTENDENT OF RECREATION – GAMROTH

As noted in report.

- B. **SUPERINTENDENT OF PARKS AND FACILITIES - STACHEWICZ**
Stachewicz- We have a new pool schedule, and email went out to all pass holders. Next week we are open 6-9:30am we may vary the diving well and slides. Starting August 24 we will not be opening until noon. We are really feeling the crunch with people going back to school and will make sure the concession is open as well.
Hincapie- There is an issue at the pool regarding people wearing inappropriate swimwear. Some patron attire is restricted due to religious beliefs, but others are not. We have done some research and we do know there are modest options out there. Beryl Herman has volunteered to share her knowledge of other cultures with our department and has done further research. She is here with us tonight to share her findings.
Herman- Islamic women are to be covered from head to toe and men navel to knee. How closely the guidelines are followed depends on each person. It is appropriate to require Muslim swimwear available online through a number of websites. Modest swim wear can be obtained and worn.
Hincapie – Designated swimwear should always have a liner. There is a concern about people wearing street clothes, including underwear and bras. Some have come with sweatpants.
Tomacic- How about pictures? Showing street clothes, vs. modest clothing?
Herrera – Can we do signs?
Hincapie – If we hand something out that might be less obtrusive. We also have to address the language barrier.
Stachewicz- It might be the same that we had at UIC and it was no cotton or wool. This material is tough on filtration systems.
Tomacic – That is why photos might be good
Herman – Maybe have the handout translated into the 4-5 languages that would be most common.
Stachewicz- Our pool is open more than any pool around us, some are closed until Labor Day and others open at 4pm.
- C. **COMMUNITY CENTER PROGRAM SUPERVISOR - RIMDZIUS**
As noted in report
- D. **COMMUNITY OUTREACH AND MARKETING COORDINATOR – VERING**
As noted in report
- E. **YOUTH PROGRAMS COORDINATOR - FLETCHER**
As noted in report

ADJOURNMENT

Meeting adjourned at 9:00 P.M.

Park Board Minutes prepared by: Katie Gamroth, Superintendent of Recreation

Park and Recreation Board President:

Signature

Date

Lincolnwood Parks & Recreation

MEMORANDUM

TO: Members of the Park Board

FROM: Park Board Commissioner Sarah Hardin
Park Board Commissioner Victor Shaw
Trustee Jennifer Spino
Jan Peterson Hincapie, Director of Parks and Recreation

DATE: October 9, 2015

RE: Proposed Revisions to the Policy for Naming of Park Land, Buildings,
Facilities and Park Amenities

A request was received from Mr. Paul Sortal, a resident of Wilmette, to name Field #3 in Proesel Park after a former resident Alan Chapman at the July meeting. Mr. Chapman was an accomplished athlete and scholar when he attended Lincolnwood schools as a child and young man. While there is a policy governing the naming of park land, buildings and facilities, there were not established criteria for the naming of amenities within parks. This made it difficult for the Board to make an informed decision.

As a result of that request, a subcommittee of two park board members and the Village Board liaison to the Park Board was formed to review the current naming policy and consider criteria for the naming of park amenities. The subcommittee met on Thursday, September 24.

As a result of that meeting, a red-lined version of the 2012 Policy for the Naming of Park Land, Build & Facilities is being presented for review. The original 2012 policy is also provided for comparison.

	Village of Lincolnwood Policy	Effective Date: 1994
	Park Land, Building, & Facility Naming	Revision Dates: 1999, 2012, 2015

Purpose:

To establish a systematic and consistent approach for the official naming or renaming of park land, buildings, ~~and facilities and park amenities~~. ~~Examples of park land include, but are not limited to: mini parks, neighborhood parks, community parks and bikeways.~~

It is the objective of the Village of Lincolnwood:

1. To ensure that park land, buildings, park amenities and facilities are easily identified and located.
2. To ensure that names of park land, buildings, facilities and amenities will engender a strong public image and have public support.
3. To ensure that the names of park land, buildings, park amenities and facilities will stand the test of time and will be in the best interest of the residents of Lincolnwood.

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Definitions:

- Park Land: mini parks, neighborhood parks, community parks and bikeways
- Buildings: Structures owned and operated by the Village for the purpose of recreation such as the Lincolnwood Community Center
- Facilities: Recreation areas that encompass outdoor and indoor space that have a unique identify such as Proesel Park Family Aquatic Center
- Park Amenities: Features within park land, buildings of facilities including, but not limited to, athletic fields, skating facilities, disc golf course, rooms, playgrounds, slides,

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It is the objective of the Village of Lincolnwood:

- ~~1. To ensure that park land, buildings, and facilities are easily identified and located.~~
- ~~2. To ensure that names of park land, buildings and facilities will engender a strong public image and have public support.~~

Types of Naming Rights:

1. Honorary – While only allowed for park amenities, park amenities may be named to honor a resident, person or group who has met the established criteria set forth in this policy.
2. Philanthropic – Naming park land, buildings, facilities or park amenities to honor and recognize a significant financial contribution to the Village. The Village may consider naming the facility after the donor or a third party.
3. Sponsorship – Naming may be considered upon execution of a mutually beneficial business arrangement with an external entity.

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Policy:

It is the responsibility of the Park Board to recommend to the Village Board names for park land, buildings, ~~and~~ facilities and park amenities, or when appropriate, to change the existing name of park land, buildings, ~~and~~ facilities and park amenities of the Village. Naming shall be done only after a discussion has been held on the selection of the name, and an open process allowing for public input is held.

It is the policy of the Village of Lincolnwood to reserve the right to name or rename park land, buildings, ~~and~~ facilities and park amenities in a manner that best serves the interest of the community and ensures a worthy and enduring legacy for the Village's parks and recreation system. Naming will be done in a manner that will stand the test of time and will be meaningful for future generations of people residing in Lincolnwood.

A. Park land, Buildings, Facilities and Park Amenities may be named after streets, neighborhoods, subdivisions, natural assets, topography, purpose of the park land, building, facility or amenity, geographical locations, events, or concepts (e.g. Peace, Unity, Diversity).

B. Park land, Buildings, and Facilities may not be named after individuals, except in the case of famous historical figures (e.g. former presidents)-

C. Park Amenities may be named after individuals. (See Criteria Below)

~~DC.~~ The Park Board may solicit public input on park land, building, ~~and~~ facility and park amenity names through public meetings or other means.

~~ED.~~ The Park Board may hold public contests for the naming of park land, buildings, ~~and~~ facilities and park amenities. Such contests shall also be subject to the policies outlined above and are advisory, and are not binding.

~~FE.~~ Renaming of existing park land, buildings, ~~and~~ facilities and park amenities is discouraged, except to rename park land, buildings, ~~and~~ facilities and park amenities that are named after an individual whose character is or was such that continued use of the individual's name for park land, buildings and facilities is not in the best interest of the Village.

~~GF.~~ Park land, buildings ~~and~~ facilities and park amenities will be named only after discussion by the Park Board and then a waiting period of not less than sixty days. A ~~majority~~supermajority vote is required of the Park Board to name park land, buildings ~~and~~ facilities and park amenities or to change the name of park land, buildings ~~and~~ facilities or park amenities of the Village.

H. All naming must be consistent with the mission and vision of the Lincolnwood Parks and Recreation Department.

I. The Park Board reserves the right to reject any and all naming proposals for any reason.

J. The naming of park land, buildings, facilities and park amenities shall stand on its own merit and will not be precedent setting.

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Naming of Park Amenities after Individuals

A. Park Amenities may be named after individuals, but only if the established criteria:have been met.

- a. The individual must have lived in Lincolnwood for a minimum of 20 years
- b. The individual has contributed substantial services in the expansion and growth of the Village or were closely associated with a significant community event.
- c. If the individual is living, written consent must be given to allow the naming. If the individual is deceased, permission must be granted by closest relative.
- d. The individual must be in support of the Parks and Recreation Department's mission and vision.

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	<p>Village of Lincolnwood Policy</p> <p>Park Land, Building, & Facility Naming</p>	<p>Effective Date: 1994</p> <p>Revision Dates: 1999, 2012</p>
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To establish a systematic and consistent approach for the official naming or renaming of park land, buildings, and facilities. Examples of park land include, but are not limited to: mini-parks, neighborhood parks, community parks and bikeways. .

It is the objective of the Village of Lincolnwood:

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2. To ensure that names of park land, buildings and facilities will engender a strong public image and have public support.

Policy:

It is the responsibility of the Park Board to recommend to the Village Board names for park land, buildings, and facilities, or when appropriate, to change the existing name of park land, buildings, and facilities of the Village

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

- A. Park land may be named after streets, geographical locations, events, or concepts (e.g. Peace, Unity, Diversity).
- B. Park land may not be named after individuals.
- C. The Park Board may solicit public input on park land, building and facility names through public meetings or other means.
- D. The Park Board may hold public contests for the naming of park land, buildings and facilities. Such contests shall also be subject to the policies outlined above and are advisory, and are not binding.
- E. Renaming of existing park land, buildings and facilities is discouraged, except to rename park land, buildings, and facilities that are named after an individual whose character is or was such that continued use of the individual’s name for park land, buildings and facilities is not in the best interest of the Village.
- F. Park land, buildings and facilities will be named only after discussion by the Park Board and then a waiting period of not less than sixty days. A supermajority vote is required of the Park Board to name park land, buildings and facilities or to change the name of park land, buildings and facilities of the Village.

Lincolnwood Parks & Recreation

MEMORANDUM

TO: Parks and Recreation Board and Village Board Liaison Spino

FROM: Jan Peterson Hincapie, Director of Parks and Recreation

DATE: October 9, 2015

RE: Proesel Park Family Aquatic Center Master Plan

The Proesel Park Family Aquatic Center is in its 12th season of operation since being renovated in 2004. The facility is enjoyed by residents and non-residents, alike. Typically, the functional life of a swimming pool is around 30 years. During that time it is advisable to create new excitement for the facility so the users stay interested and engaged. While the Village has spent capital funds to keep the pool up to code and to add the double slide in the kiddie area, we really don't have a plan for the future. That is why staff proposed funding a master plan for the facility in this current year's budget. The master plan will allow for the Village to be ready in the event grant opportunities become available and will allow for future capital planning.

At the end of August a document was created to solicit proposals from qualified firms to complete this study. On September 11 three proposals were received. During the week of September 22 the three firms were interviewed. FGM Architects was the firm chosen to the work. A contract was executed on September 20 and a kick-off meeting with staff is planned for the afternoon before our meeting. Due to the cost of the study staff is not required to bring the contract forward for approval. The Village Manager is allowed to sign contracts under \$20,000.

This process will involve input from many factions including the Park and Village Boards, users and staff. Our estimated completion date is December 15, 2015. Attached you will find the proposal from FGM so you can learn more about their firm, experience and approach. Should you have any questions, please let me know. Staff will keep you abreast as we move forward. We look forward to your involvement in this exciting process!

Village of Lincolnwood Proesel Park Family Aquatic Center Master Plan

Proposal to Provide Architectural Services

SUBMITTED TO

Ms. Janice Hincapie
Director of Parks and Recreation

Village of Lincolnwood
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712
847.677.9740 phone
jphincapie@lwd.org

SUBMITTED BY

Mr. John Dzarnowski, AIA
Principal and Director,
Municipal and Recreation
Principal-in-Charge

FGM Architects Inc.
1211 West 22nd Street,
Suite 705
Oak Brook, Illinois 60523
630.368.8319 phone
630.574.9292 fax
johnd@fgmarchitects.com



September 11, 2015

Ms. Janice Hincapie
Director of Parks and Recreation
Village of Lincolnwood
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712

Re: Request for Proposal to Provide Architectural Services to the Village of Lincolnwood for the Proesel Park Family Aquatic Center Master Plan

Dear Ms. Hincapie:

FGM Architects is pleased to submit our qualifications to provide planning services for the development of the Proesel Park Family Aquatic Center Master Plan for the Village of Lincolnwood. FGM has become one of the leading architects in the planning and design of community facilities in Illinois. Our project team has significant experience in the area of aquatic facility planning and design. We believe our experience will help make this a successful project and an outstanding aquatic facility for the Village of Lincolnwood.

FGM Qualifications As a key member of our project team, I personally have over 25 years of experience in aquatic facility design and have worked on all aspects of aquatic projects from facility audits to the design of neighborhood pools and family aquatic centers/water parks. Our staff has extensive knowledge in programming, designing, detailing and troubleshooting aquatic facilities. Our knowledge of this particular project type, including developing current facility trends, will be a major asset to our team while determining aquatic facility needs for your community and developing concept plans to support those needs. We will see your project through from inception through completion.

Consultant Team FGM Architects is proposing a consultant team that has successfully worked together on previous aquatic facilities. We have enlisted the services of renowned aquatics consultant Counsilman-Hunsaker & Associates, Inc. Since 1970, Counsilman-Hunsaker has engineered over 950 swimming pools. Their experience includes newly designed and renovated pool projects for park and recreation, competition venues, water parks, universities, resorts, spas, wellness and K-12 facilities. Counsilman-Hunsaker has completed over 150 facility audits and over 175 feasibility studies for the development of new or existing facilities. To complete this work effectively, the firm has studied more than 1,000 facilities in the United States and foreign countries. Their experience will bring cutting-edge ideas for you to consider to refresh and expand the bather load at your aquatic facility. FGM and Counsilman-Hunsaker have worked together on seven projects in just the past few years and will provide comprehensive feasibility study services together for this project.

Creativity/Innovations FGM Architects strives to develop innovative design solutions for each of our projects appropriate to each client's individual needs and which take advantage of the characteristics unique to the site where their aquatic facility is located. Our innovative approach will help maximize your budget. We will work with you to provide solutions that are economical, functional and aesthetically pleasing. We will offer you a balanced, common sense approach to the operational, functional, technical and aesthetic sides of design. We provide a comprehensive and integrated approach to the development of aquatic facilities. The project will achieve its strategic objectives in the most economical manner possible and we strive for design excellence in all of our projects. We can guide you through the process to enhance the experience of your future aquatic facility guest to keep them coming back again and again.

We are the right team for this project. Our team members have the experience and knowledge to provide you with comprehensive concept planning and aquatic design services and we have a long history of working well together. If we are fortunate enough to be selected for this project, we are confident in our ability to deliver your project on time, within your budget and with an exceptional level of service. Our clients are the most important factor in the whole project process. We will work with you and for you to ensure that your facility suits your needs today and for years to come. We look forward to the opportunity to further discuss our qualifications with you. Please call me at 630.368.8319 if you require any additional information or clarification of the information contained in these qualifications. Thank you.

Sincerely,



John Dzarnowski, AIA
Principal and Director, Municipal and Recreation
Principal-in-Charge
630.368.8319 phone
johnd@fgmarchitects.com

I hereby certify that the information contained herein is truthful and accurate.

Sworn before me this 11 day of September, 2015.



NOTARY PUBLIC

My commission expires:

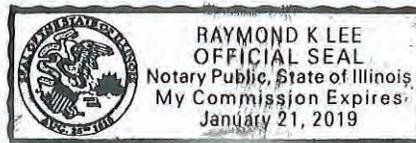


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Tab 1

Firm Overview



FIRM OVERVIEW

FGM Architects works with people and organizations that serve others and impact lives.

At FGM, we call ourselves a “community-based” architecture firm. That is, our practice is dedicated to enhancing communities through environments that make up the landscape of our daily lives. Over our 70-year history as a business—and through our work with countless municipalities—we have honed a set of values that have at their core **commitment, integrity and people.**

These guide everything we do.

With offices throughout Illinois and in St. Louis, Missouri, we know well the communities in which we work. Regardless of locale, our team is committed to delivering world-class design that is right-sized to scope, schedule and budget.

We’ve found that how we work with our clients is just as important as what we design. We believe in face time, listening and observing how users interact with their environment.

Because we work almost solely with publicly-funded organizations, we understand that the people we serve extend well beyond those we report to on a daily basis. As such, one of the most important things we do is involve stakeholders in every step of a project. The end result is a design solution backed by solid consensus; everyone has participated in its creation and understands the logic of the planning process. We help lead this process and act as a trusted advisor, providing our clients with the

information and technical advice they need to make decisions quickly and confidently.

At the end of the day, it’s about minimizing risk. To achieve this, we have to be a partner. We bring a balanced, common-sense design approach that considers all aspects of a building, not just the aesthetic.

Moreover, as a firm, we structure our services to minimize the risks associated with building projects, including revenue risk, financing risk, capital cost risk and operating cost risk. Above all, it’s the client’s mission that determines project priorities.

No project is ever a one-off. We fully expect to be with our designs for years to come. We are proud that we’ve worked with some communities for decades and know that small projects can have just as profound an impact on the user experience as multi-million dollar ones.



FIRM HISTORY

FGM has been in continuous operation since 1945. We have operated as an architecture firm known as FGM since 1963. During our history, we offered engineering services, which is reflected in the legal name change in 2002. Our legal name was changed to FGM Architects Inc. in 2008.

GROUPS WE SUPPORT

- Illinois Park & Recreation Association
- Illinois Association of Park Districts
- National Parks & Recreation Association

PROJECT EXPERIENCE

Recreation Clients	70+
Aquatic Projects	25+
Aquatic Studies	25+

LOCATIONS

FGM Oak Brook
1211 West 22nd Street, Suite 705
Oak Brook, Illinois 60523
630.574.8300 phone
630.574.9292 fax

FGM Chicago
200 West Jackson, Suite 1040
Chicago, Illinois 60606
312.948.8461 phone
312.948.8462 fax

FGM O'Fallon
475 Regency Park, Suite 200
O'Fallon, Illinois 62269
618.624.3364 phone
618.624.3369 fax

FGM St. Louis
10 South Broadway, Suite 1150
St. Louis, Missouri 63102
314.439.1601 phone
314.439.1602 fax

CONTACT

Mr. John Dzarnowski, AIA
Principal and Director,
Municipal and Recreation
Principal-in-Charge

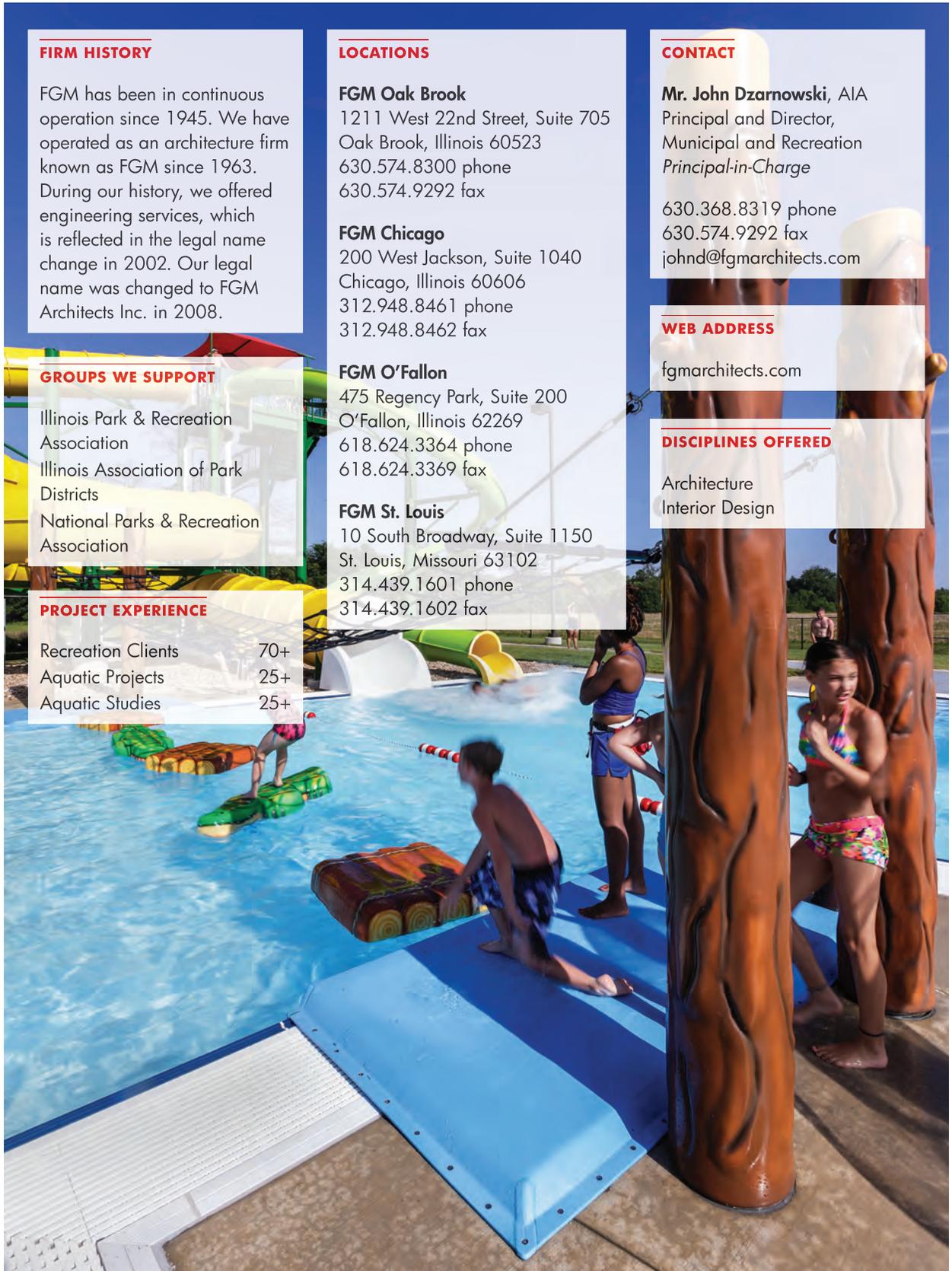
630.368.8319 phone
630.574.9292 fax
johnd@fgmarchitects.com

WEB ADDRESS

fgmarchitects.com

DISCIPLINES OFFERED

- Architecture
- Interior Design





Pool facilities and amenities that are kept up-to-date and reflect the wants and needs of your community inevitably make your pool successful and keep people coming back summer after summer.

For more than 30 years, FGM has been leading the conversation about aquatic recreation facilities throughout Illinois. Our team is solely focused on recreation and municipal architecture and our passion for our projects is evidenced in the smiles on the faces of kids and adults alike.

AWARD WINNING PROJECTS

RECREATION

- Illinois Park and Recreation 2014 Outstanding Facility of the Year Award, Park Ridge Park District Centennial Aquatic Center

- Aquatics International 2010 Dream Design Award, Lombard Park District Paradise Bay Water Park
- Illinois Park and Recreation 2009 Outstanding Facility of the Year Award, Lombard Park District Paradise Bay Water Park
- Illinois Park and Recreation 2002 Outstanding Aquatic Facility Award, Gurnee Park District Hunt Club Park Aquatic Center
- Illinois Park and Recreation 2000 Outstanding Aquatic Facility Award, Hanover Park Park District Seafari Springs Aquatic Center
- Illinois Park and Recreation 1997 Outstanding Facility of the Year Award, Streamwood Park District Park Place
- Illinois Park and Recreation 1995 Outstanding Facility of the Year Award, Elk Grove Park District Pavilion

FGM’s qualifications are enhanced by our core purpose, mission and values. **They are the cornerstones for how we manage our company**, support the needs of our clients and support the professional development of our associates. Our history and our approach to projects is based on these values.

CORE PURPOSE

FGM exists to enhance communities by creating quality environments.

MISSION

We provide architecture, planning and interiors services to a diverse clientele by assembling an integrated professional team who develops strong relationships and works collaboratively with the client to meet the client’s present and future needs.

VALUES

Commitment to Our Clients: We build long-term relationships by providing quality design and service that meets our clients’ needs, values and interests.

Commitment to the People of FGM:

We offer opportunity for quality professional life and support for quality personal life to all.

Ethical Conduct: We bring integrity, respect, fairness and honesty to all our relationships.

Commitment to FGM: We apply sustainable business practices. These include responsible fiscal management, market diversity and development of future leaders.

PARTIAL LIST OF SERVICES

Pre-Design Consulting

Strategic Facility Planning
Sustainable Design/LEED Planning
Programming
Site Analysis
Capital Improvements Master Planning
Facilities Master Planning
Grant Writing Assistance
Referendum Planning & Management
Alternative Financing
Alternative Project Delivery Systems
Program Management
Interior Design & Architecture
Pre-Design, Programming
Space Planning
Color & Material Coordination
Furniture Selection & Specifications
Equipment Planning
Graphics & Signage/
Wayfinding, Artwork
Move Management

Architectural Planning & Design

Facilities Long-Range Planning
Facilities Master Planning
Facilities Assessment & Programming
Financial Feasibility Analysis
Facilities Programming
Facilities Pre-Design/Planning
Equipment Programming, Planning & Coordination
Architectural Design
Urban Design
Restoration & Preservation
Construction Administration
3D Rendering & Animation
Site Analysis
Programming
Code Analysis

COMMUNITY POOLS EXPERTISE

Community pools help generate revenue, bring residents together all summer long, teach everyone to swim, encourage health and fitness, boost property values and provide families with affordable leisure activities. **FGM helps make it happen.**



Tab 2

Project Team



PROJECT TEAM

FGM will provide the Village of Lincolnwood with a qualified team of experts who will strive to deliver your project on time and on budget.

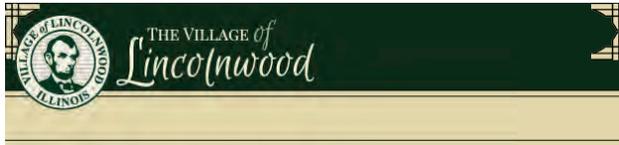
We offer you individuals with a proven record of experience who are committed to ensuring that your project will be of a highly distinctive quality.

FGM has developed a principal-led team dedicated to the Village of Lincolnwood. We anticipate that this team will work together on all projects for the Village.

Should one of the team members leave the firm or should any staff changes occur between the submission of qualifications and the award of contract, we will work with the Village to identify a mutually agreeable replacement.



ORGANIZATIONAL CHART



PRINCIPAL-IN-CHARGE

Mr. John Dzarnowski, AIA

PROJECT MANAGER

Mr. Ryan Rathman, AIA, LEED AP BD+C, CSI

FGM TEAM

Ms. Louise Kowalczyk, AIA, LEED AP

Project Designer

Mr. Ray Lee, AIA, LEED AP

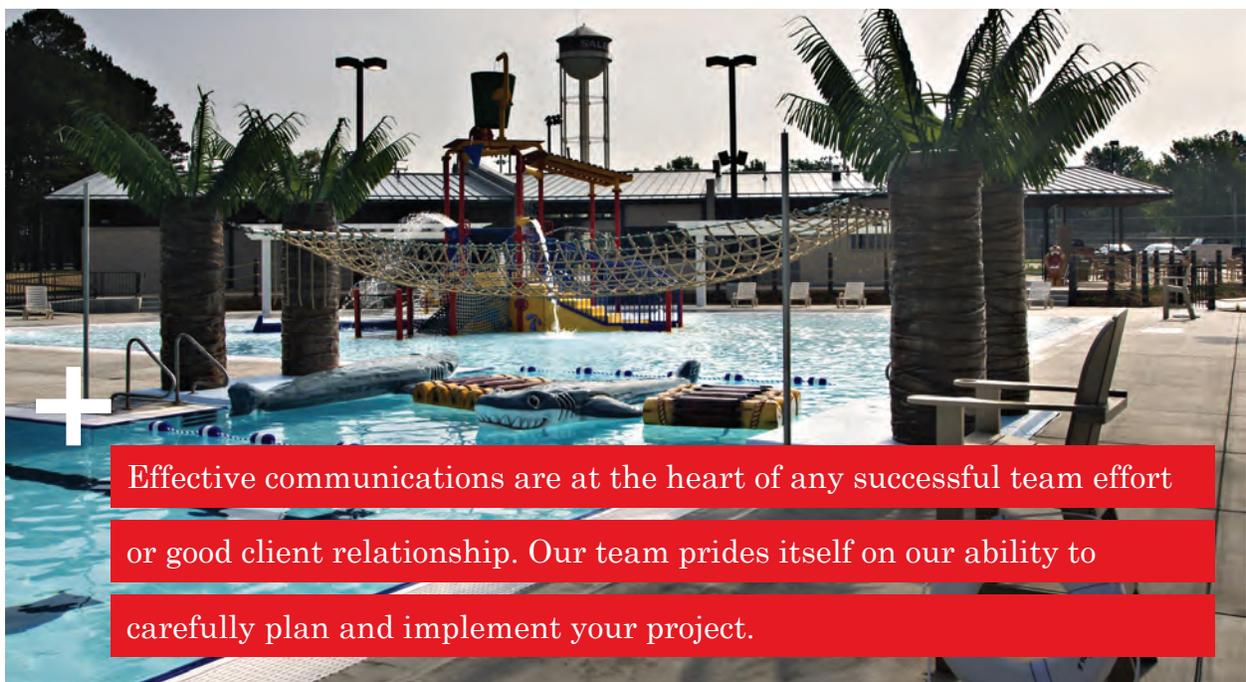
Technical Director



CONSULTANTS

Counsilman-Hunsaker & Associates, Inc.

Aquatic Engineering



Effective communications are at the heart of any successful team effort or good client relationship. Our team prides itself on our ability to carefully plan and implement your project.

PROJECT ROLE

John will lead the Village of Lincolnwood as the Principal-in-Charge.

EDUCATION

B. of Arch., University of Detroit, 1988

CERTIFICATIONS

Licensed Architect Illinois & Missouri, 1992 & 1993



John has been working with local municipal governments, park districts and those that lead them for more than 25 years.

CONTACT JOHN

630.368.8319 phone
johnd@fgmarchitects.com

THOUGHT LEADERSHIP

American Institute of Architects
Northeast Illinois Chapter of the American Institute of Architects, Past President

Illinois Association of Park Districts

National Recreation & Park Association

Midwest Institute of Park Executives

JOHN DZARNOWSKI, AIA

PRINCIPAL AND DIRECTOR, MUNICIPAL AND RECREATION / PRINCIPAL-IN-CHARGE

Through his involvement in a broad range of municipal project types, John offers significant expertise with the functional, technical and aesthetic elements which define a successful project. John’s goal is to assist each client in meeting their needs: “Helping my clients achieve their vision is what inspires me.”

SELECT EXPERIENCE

Mt. Prospect Park District, Mt. Prospect, Illinois

- Big Surf Aquatic Facility Audit

Northbrook Park District, Northbrook, Illinois

- Sports Center Pool Renovation

Pontiac Parks & Recreation, Pontiac, Illinois

- Aquatic Facility Feasibility Study

Deerfield Park District, Deerfield, Illinois

- Mitchell Park Pool Renovation

Park Ridge Park District, Park Ridge, Illinois

- Comprehensive Master Plan
- Centennial Aquatic Center
- Prospect Park

Des Plaines Park District, Des Plaines, Illinois

- New Chippewa Pools
- Prairie Lakes Community Center *
- Mountain View Adventure Center Mini-Golf *
- Golf Center Accessibility Improvements *

City of Mt. Vernon, Mt. Vernon, Illinois

- Aquatic Facilities Master Plan
- Outdoor Aquatic Facility
- Five City Parks Concepts

Bloomington Park District, Bloomington, Illinois

- Comprehensive Master Plan
- Parking Study
- Springfield Park Master Plan
- Johnston Center Accessibility Addition

- Johnson Center Elevator Addition
- Maintenance Facility *
- Recreation Center *
- The Oasis Water Park *
- Springfield Park North *

Channahon Park District, Channahon, Illinois *

- Tomahawk Aquatic Center *
- Facility Assessment & Plan *

Elk Grove Park District, Elk Grove, Illinois *

- Community Center Master Planning *
- Rainbow Falls Water Park *

City of Farmington, Farmington, Missouri

- Aquatic Center Feasibility Study

Geneseo Park District, Geneseo, Illinois

- Outdoor Pool Replacement

Village of Glencoe, Glencoe, Illinois

- Golf Clubhouse & Maintenance Building

Village of Hinsdale, Hinsdale, Illinois

- Pool Audit

Hodgkins Park District, Hodgkins, Illinois

- Recreation Center Addition & Renovation

Itasca Park District, Itasca, Illinois

- Itasca Depot Museum Concept Study
- Itasca Historical Depot Museum Renovation
- Itasca Waterpark Renovation *
- Spring Brook Nature Center

Lake Bluff Park District, Lake Bluff, Illinois

- Lake Bluff Pool Audit
- Lake Bluff Pool Repairs
- Blair Pool Concepts
- Fourth Paddle Tennis Court

* Project completed while John was affiliated with another firm or institution

JOHN DZARNOWSKI

Lombard Park District, Lombard, Illinois

- Moran Water Park Pool Audit
- Paradise Bay Water Park
- Sunset Knoll Recreation Center Concept Study *

City of McHenry, McHenry, Illinois

- Aquatic & Recreation Center

City of Moline, Moline, Illinois

- Riverside Aquatics Center Master Plan
- Riverside Aquatics Center Facility Audit

Morton Grove Park District, Morton Grove, Illinois *

- Comprehensive Master Plan *
- Harrer Park Sprayground *
- Prairie View Community Center Renovation *
- Historical Society Classroom Annex Building *

Naperville Park District, Naperville, Illinois

- 219 North Mill Street Maintenance Building *
- 425 West Jackson Avenue Office Remodeling *
- Springbrook & Naperbrook Golf Clubhouse Improvements *
- Community Center Building Conceptual Planning

North Berwyn Park District, Berwyn, Illinois

- Maple Park Pool Aquatic Feasibility Study

Oswegoland Park District, Oswegoland, Illinois

- Winrock Pool Concept Study

Olympia Fields Country Club, Olympia Fields, Illinois *

- Pool & Tennis Facility *

City of Pontiac Parks & Recreation, Pontiac, Illinois

- Swimming Pool/Waterpark Feasibility Study

City of Salem, Salem, Illinois

- Outdoor Aquatic Facility

Waukegan Park District, Waukegan, Illinois

- Belvidere Park District Pool

Woodhaven Association, Sublette, Illinois

- Aquatic Center Master Plan

Zion Park District, Zion, Illinois *

- Port Shiloh Pool *

PROJECT ROLE

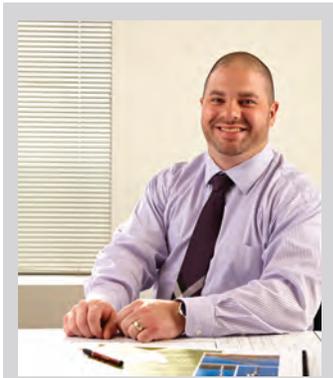
Ryan will lead the Village of Lincolnwood as the Project Manager.

EDUCATION

M. of Arch., University of Illinois at Urbana-Champaign, 2005
 B. of Science in Architectural Studies, University of Illinois at Urbana-Champaign, 2003

CERTIFICATIONS

Licensed Architect Illinois, 2011
 LEED Accredited Professional BD+C
 Certified Pool Operator



Ryan has been working with local municipal governments, park districts and those that lead them for more than 11 years.

CONTACT RYAN

630.574.8721 phone
 ryanr@fgmarchitects.com

THOUGHT LEADERSHIP

American Institute of Architects
 Construction Specifications Institute, Member
 U.S. Green Building Council

RYAN RATHMAN, AIA, LEED AP BD+C, CSI
SENIOR ASSOCIATE / PROJECT MANAGER

Ryan has distinguished himself as someone who has a great deal of passion for building construction, thoughtful and practical design and achieving the highest levels of excellence in everything he does. His professional architecture experience, background and practice, combined with summers he spent working as a construction laborer, provide him with the ability to understand the needs of a project from all perspectives.

SELECT EXPERIENCE

Mt. Prospect Park District, Mt. Prospect, Illinois

- Pool Audit

Northbrook Park District, Northbrook, Illinois

- Sports Center Pool Renovation

Deerfield Park District, Deerfield, Illinois

- Mitchell Park Pool Renovation

Village of Glendale Heights, Glendale Heights, Illinois

- Aquatic Center Renovations
- Sports Hub Addition & Renovations

Park Ridge Park District, Park Ridge, Illinois

- Centennial Aquatic Center Renovation
- Prospect Park

Bensenville Park District, Bensenville, Illinois

- Office Remodel

Chicago Ridge Park District, Chicago Ridge, Illinois

- Ball Fore Adventure Golf Activity Center

Chicago 16" Softball Hall of Fame, Forest Park, Illinois

- Addition & Renovation

Des Plaines Park District, Des Plaines, Illinois

- Prairie Lakes Community Center Roof Repairs

Park District of Franklin Park, Franklin Park, Illinois

- Facility Master Plan
- North Park Banquet & Community Center Renovations

Gurnee Park District, Gurnee, Illinois

- Hunt Club Park Community Center

Mundelein Park & Recreation District, Mundelein, Illinois

- Chalet Expansion

Round Lake Area Park District, Round Lake, Illinois

- Sports Center

Vernon Hills Park District, Vernon Hills, Illinois

- Green Facility Study

Wood Dale Park District, Wood Dale, Illinois

- Nature Center Master Plan

PROJECT ROLE

Louise will lead the Village of Lincolnwood as the Project Designer.

EDUCATION

B. of Arch., University of Illinois at Chicago, 1985

CERTIFICATIONS

Licensed Architect Illinois, 1989
LEED Accredited Professional



Louise has been working with local municipal governments, park districts and those that lead them for more than 30 years.

CONTACT LOUISE

630.574.8713 phone
louisek@fgmarchitects.com

THOUGHT LEADERSHIP

American Institute of Architects
Association of Licensed Architects
U.S. Green Building Council

LOUISE KOWALCZYK, AIA, LEED AP
PRINCIPAL / PROJECT DESIGNER

Louise has experience in the design and construction of recreational, municipal, public safety, fire service, library and educational facilities. She has outstanding planning and design talents, particularly in developing unique, attractive exterior building elevations and interior color and material schemes. Functionality and facility longevity are always top priorities in her designs.

SELECT EXPERIENCE

Deerfield Park District, Deerfield, Illinois

- Mitchell Park Pool Renovation

Village of Glendale Heights, Glendale Heights, Illinois

- Sports Hub & Aquatic Center Expansion & Renovation

Des Plaines Park District, Des Plaines, Illinois

- Parks & Facility Master Plan
- Chippewa Pool Design Study

City of Mt. Vernon, Mt. Vernon, Illinois

- Outdoor Aquatic Facility

Arlington Heights Park District, Arlington Heights, Illinois

- Camelot Park Recreation Center Addition & Renovation

Bolingbrook Park District, Bolingbrook, Illinois

- Annerino Center Renovation
- Facility & Parks Long-Range Plan

Chicago 16" Softball Hall of Fame, Forest Park, Illinois

- Softball Hall of Fame

City of Crystal Lake, Crystal Lake, Illinois

- Three Oaks Recreational Facility

Elmhurst Park District, Elmhurst, Illinois

- Indoor Facility Study

Park District of Franklin Park, Franklin Park, Illinois

- North Park Banquet Hall Renovation

Glendale Lakes Golf Club, Glendale Lakes, Illinois

- Glendale Lakes Golf Clubhouse Renovation & Addition Study

Glenview Park District, Glenview, Illinois

- Park Services Maintenance Facility
- Crowley Park Fieldhouse

Lake Forest Hospital Foundation, Lindenhurst, Illinois

- Health & Fitness Center

City of McHenry, McHenry, Illinois

- Recreation Center

Mundelein Park & Recreation District, Mundelein, Illinois

- Chalet Expansion

Oak Brook Park District, Oak Brook, Illinois

- Master Plan

Wheeling Park District, Wheeling, Illinois

- Chevy Chase Golf Clubhouse Master Plan
- Chevy Chase Golf Clubhouse Addition & Renovation
- Chevy Chase Golf Clubhouse & Banquet Facility
- Utilization Study

PROJECT ROLE

Ray will lead the Village of Lincolnwood as the Technical Director.

EDUCATION

B. of Arch., University of Illinois at Chicago, 1985

CERTIFICATIONS

Licensed Architect Illinois & Missouri, 1990 & 2013
LEED Accredited Professional



Ray has been working with local municipal governments, park districts and those that lead them for more than 30 years.

CONTACT RAY

630.574.8711 phone
rayl@fgmarchitects.com

THOUGHT LEADERSHIP

- International Association of Chiefs of Police
- International CPTED Association
- Illinois Association of Park Districts
- National Recreation & Parks Association
- American Institute of Architects
- Construction Specification Institute
- U.S. Green Building Council

RAY LEE, AIA, LEED AP
PRINCIPAL / TECHNICAL DIRECTOR

Ray specializes in the design and construction of recreation, municipal, public safety and library facilities. He is a superb cost estimator recognized for his knowledge of cost components, accuracy, developing the firm’s estimating process and his cost control abilities. These skills maximize a client’s budget. Ray has an outstanding knowledge of building materials and systems designed for safety and security.

SELECT EXPERIENCE

Village of Glendale Heights, Glendale Heights, Illinois

- Aquatic Center Renovations
- Sports Hub Addition & Renovations

Pontiac Parks & Recreation, Pontiac, Illinois

- Aquatic Facility Feasibility Study

Des Plaines Park District, Des Plaines, Illinois

- Parks & Facility Master Plan
- Chippewa Pool Pre-Design Study

Elmhurst Park District, Elmhurst, Illinois

- Indoor Facility Study

City of Farmington, Farmington, Missouri

- Aquatic Center Feasibility Study

Hanover Park Park District, Hanover Park, Illinois

- Seafari Springs Family Aquatic Center

Kankakee Valley Park District, Kankakee, Illinois

- Splash Valley Outdoor Aquatic Center

Lake Bluff Park District, Lake Bluff, Illinois

- Lake Bluff 2011 Aquatic Facility Cost Estimating Study
- Aquatic Facility, Beach & Recreation Center Renovation

City of McHenry, McHenry, Illinois

- Aquatic & Recreation Center

Roselle Park District, Roselle, Illinois

- Outdoor Aquatic Center Pre-Referendum Design

Schaumburg Park District, Schaumburg, Illinois

- Waterworks Indoor Aquatic Center
- Vehicle Storage Building

Streamwood Park District, Streamwood, Illinois

- Community Center with Indoor Aquatic Facility

Elk Grove Park District, Elk Grove Village, Illinois

- Jack A. Claes Pavilion Community Center
- Hattendorf Center Study
- Pirates Cove Entrance Building
- Skate Pavilion

Glenview Park District, Glenview, Illinois

- Crowley Park Fieldhouse
- Community Park West Maintenance Facility

Gurnee Park District, Gurnee, Illinois

- FitNation Aquatic Renovation
- Hunt Club Park Community Center Master Plan
- Hunt Club Park Community Center
- Outdoor Aquatic Facility
- Viking Park Recreation Center Expansion

Joliet Park District, Joliet, Illinois

- Inwood Golf Maintenance Building

Lake Forest Hospital, Lindenhurst, Illinois

- Health & Fitness Center



**CONTACT
COUNCILMAN-HUNSAKER**

10733 Sunset Office Drive,
Floor 4
St. Louis, Missouri 63127
314.894.1245 phone
councilmanhunsaker.com

AQUATIC EXPERTISE

With more than 40 years of experience in designing over 950 swimming pools, Councilman-Hunsaker's experience includes newly designed and renovated pool projects for park and recreation, competition venues, water parks, universities, resorts, spas, wellness and K-12 schools.

Their team brings exceptional collaboration skills and new project designs for the delivery of a high quality, creative aquatic facility. **They have completed over 150 facility audits and over 175 feasibility studies for the development of new or existing facilities.** To complete this work effectively, their firm has studied more than 1,000 facilities in the United States and foreign countries to help benchmark the creation of your new facility.

COUNCILMAN-HUNSAKER & ASSOCIATES, INC.
AQUATIC ENGINEERING

Councilman-Hunsaker offers an extensive portfolio of aquatic planning and design services from an existing facility evaluation to comprehensive concept development, from project visioning through design, engineering and construction administration to business management and aquatic operations. These services are completely customized and configured in a variety of ways to precisely fit your needs and desires.

SELECT EXPERIENCE

Northbrook Park District, Northbrook, Illinois

- Sports Center Pool Renovation

Pontiac Parks & Recreation, Pontiac, Illinois

- Aquatic Facility Feasibility Study

Deerfield Park District, Deerfield, Illinois

- Mitchell Park Pool Renovation

Mt. Vernon Park District, Mt. Vernon, Illinois

- Outdoor Aquatic Facility

Lombard Park District, Lombard, Illinois

- Moran Water Park Pool Audit

City of Salem, Salem, Illinois

- Outdoor Aquatic Center

Batavia Park District, Batavia, Illinois

- Hall Quarry Beach Mechanical Facility Audit & Impact Study

Effingham Park District, Effingham, Illinois

- Leisure Pool

Elmhurst Park District, Elmhurst, Illinois

- Indoor Facility Study

Granite City Park District, Granite City, Illinois

- Wilson Park Swimming Pool

Itasca Park District, Itasca, Illinois

- Audit & Assessment of Existing Facilities

Pleasant Dale Park District, Burr Ridge, Illinois

- The Chalet Family, Fun & Fitness Center Operational Audit
- Recreation Experience Planning Workshop

Grizzly Jack's Grand Bear Lodge, Resort & Waterpark, Oglesby, Illinois

Splash City Family Waterpark, Collinsville, Illinois

- New Family Aquatic Center

Dempster Development Center, Mt. Prospect, Illinois

- Pool & Teaching Pool

Hillsboro Area Health Services, Hillsboro, Illinois

- Fitness Center & Therapeutic Pool

Barrington Community Unit School District 220, Barrington Illinois

- Barrington High School Pool

Hinsdale Township High School District 86, Hinsdale, Illinois

- Hinsdale South & Hinsdale Central High School Audit of Existing Facilities & Future Needs

Lincoln-Way Community High School District 210, New Lenox, Illinois

- Lincoln-Way Central High School Pool

EDUCATION

B. of Science in Civil Engineering, Southern Illinois University Carbondale, 1994

CERTIFICATIONS

Licensed Professional Engineer Illinois, Wisconsin, Kentucky, Ohio & Washington D.C.
 Certified Pool Operator

THOUGHT LEADERSHIP

National Society of Professional Engineers
 American Society of Civil Engineers
 National Recreation & Park Association, Member
 World Waterpark Association, Member

SCOTT HESTER, PE

REGIONAL DIRECTOR AND PARTNER / POOL CONSULTANT

As a Regional Director and Partner of the firm, Scott leads a team of aquatic design professionals including engineers, architects and CAD Design support. Scott has been responsible for developing owner concepts into reality by assisting the design team in the creation of a facility program that results in a successful aquatic facility.

As a recognized leader with Councilman-Hunsaker, Scott has been the project manager and design engineer for projects with a large range of aquatic budgets.

SELECT EXPERIENCE

Northbrook Park District, Northbrook, Illinois

- Sports Center Pool Renovation

Pontiac Parks & Recreation, Pontiac, Illinois

- Aquatic Facility Feasibility Study

Deerfield Park District, Deerfield, Illinois

- Mitchell Park Pool Renovation

City of Mt. Vernon, Mt. Vernon, Illinois

- Aquatic Facilities Master Plan
- Outdoor Aquatic Facility

Lombard Park District, Lombard, Illinois

- Paradise Bay Water Park

City of Salem, Salem, Illinois

- Outdoor Aquatic Center

University of Chicago, Chicago, Illinois

University of Illinois at Chicago, Chicago, Illinois

EDUCATION

B. of Science in Computer Science, University of North Texas, 2004

Certified Technical Writer, University of North Texas

CERTIFICATIONS

American Red Cross Lifeguard Instructor
 American Red Cross Water Safety Instructor
 Certified Pool/Spa Operator Instructor

THOUGHT LEADERSHIP

National Recreation & Park Association, Revenue Management School
 National Intramural-Recreational Sports Association
 National Swimming Pool Foundation

KEVIN POST

PRINCIPAL AND STUDIO DIRECTOR / POOL CONSULTANT

Kevin serves as Principal and Studio Director overseeing operational services, including: Feasibility Study Analysis, providing information to communities desiring to build new aquatic facilities by conducting community workshops, researching demographics, developing design concepts, estimating construction and operating costs and projecting potential revenue. Kevin also offers facility audit coordination, presenting clients with options to repair, renovate or replace aging aquatic facilities due to functional and/or physical obsolescence, along with estimated project costs.

SELECT EXPERIENCE

Pontiac Parks & Recreation, Pontiac, Illinois

- Aquatic Facility Feasibility Study

City of Mt. Vernon, Mt. Vernon, Illinois

- Aquatic Facilities Master Plan
- Outdoor Aquatic Facility

Urbana Park District, Urbana, Illinois

City of Alexandria, Alexandria, Virginia

Alga Norte Park, Carsbad, California

City of Amarillo, Amarillo, Texas

City of Bartlesville, Bartlesville, Oklahoma

City of Baytown, Baytown, Texas

City of Burnett, Burnett, Texas

Cameron Run Regional Park, Alexandria, Virginia

City of Columbia City, Columbia City, Indiana

City of Dallas, Dallas, Texas

City of Falmouth, Falmouth, Massachusetts

City of Fort Worth, Fort Worth, Texas

City of Jacksonville, Jacksonville, Florida

City of Long Beach, Long Beach, California

City of Marion, Marion, Iowa

City of Riverside, Riverside, California

Tab 3

Project Experience



PROJECT EXPERIENCE

The greatest benefit the FGM team can bring to the Village of Lincolnwood is to ensure that your needs are translated into reality.

Our experience brings value to your project. We provide quality design that responds to the functional and aesthetic requirements of each project.

We consistently deliver projects that are reflective of the high level of energy and creativity of our team.

We have the leadership expertise to oversee the schedule, budget, communication and management issues involved in projects.

The projects we have highlighted on the following pages are just a few of the solutions FGM has provided to our clients to meet their special and unique needs.





MT. VERNON AQUATIC ZOO MASTER PLAN

FGM was initially hired by the City of Mt. Vernon to develop an Aquatic Master Plan which included an analysis of the existing facility, programming and planning for three concepts and providing a financial pro-forma for each of the identified concepts. Prior to developing a program for the facility, FGM and team member Councilman-Hunsaker held numerous in-depth stakeholder meetings and conducted a public forum to obtain valuable information from the community regarding their

desires for aquatic facilities in Mt. Vernon. The community ultimately identified a desire to explore concepts for an outdoor pool, an indoor pool and an outdoor pool with the addition of an indoor therapy pool. After analysis of the financial pro-forma based on the program and concept plan developed for each option, the City's aquatic task force decided to recommend the outdoor pool option to the City Council. FGM and Councilman-Hunsaker then presented the task force recommendation to the City Council identifying the preferred outdoor pool master plan option,

which was subsequently ratified by the City Council.

The outdoor pool, as designed, respects Mt. Vernon's wish to develop a unique aquatic experience in southern Illinois. There are no other facilities with this type of water play value in the region. The aquatic facility is themed around a now defunct zoo which was precious to many in the Mt. Vernon area and therefore the "Aquatic Zoo" was born.

Glimpses of the zoo themed water sprayground are framed through the entry gate separating the admission/pool manager/concessions building from the family changing room/locker room/pool mechanical building.

HIGHLIGHTS

Project Role Architect of Record
Located in Mt. Vernon, Illinois
Completed February 2012

MT. VERNON AQUATIC ZOO MASTER PLAN

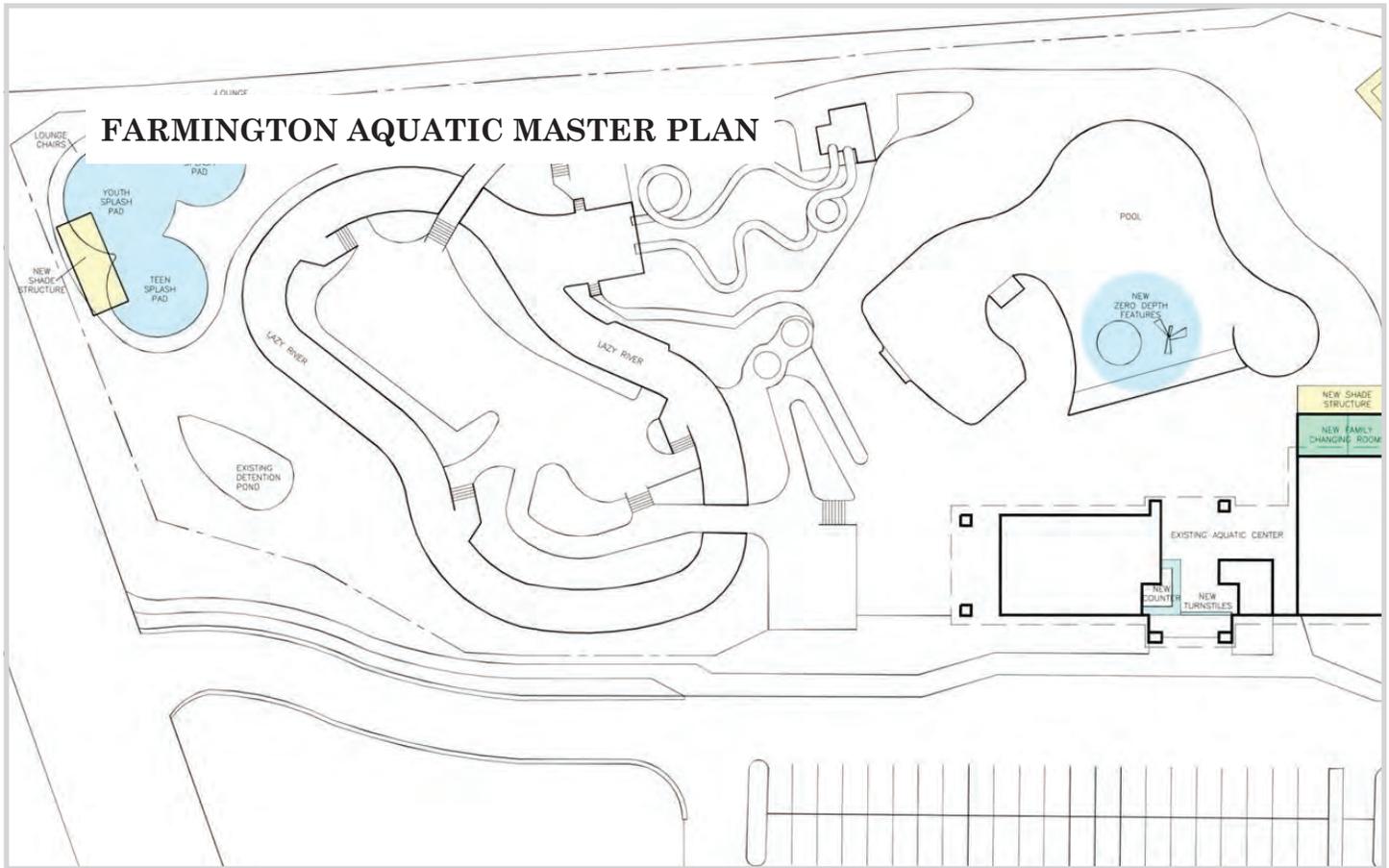


Once through the admissions turnstiles, bathers enter a courtyard and gathering space for those using the locker rooms or family changing rooms and will have a spectacular 180 degree view of the facility. Dominating the view directly in front of you is the aforementioned sprayground featuring two slides with a monkey-themed water dumping bucket, zebra and giraffe spray

animals and animal sound and light-themed geysers. Beyond the sprayground are glimpsed views of the water slides and lazy river.

To the left is a walkway leading to the leisure pool zero-depth entry and to the concessions area patio and turf. The leisure pool gently slopes from the zero depth to four feet of depth under a raft themed water walk. Just beyond the water walk is a long, enclosed

body flume slide and enclosed tube slide. Bathers utilizing the tube slide can exit the plunge pool immediately for another turn on the slide or stay in their tube to gently ride the lazy river. The far side of the lazy river narrows and becomes shallower to give you a quick ride in a "rapids" sections of the river before widening out again in to a more leisurely section of the river.



The City of Farmington engaged FGM to complete a master plan for a number of city facilities including their aquatic facility. The City would like to add features which generate continued excitement in the park and boost attendance. **They asked FGM to create a phased plan to create unique waterplay areas for different age groups and implement other planned changes over a phased period as funding is available.**

HIGHLIGHTS

Project Role Architect of Record
Located in Farmington, Missouri
Completed June 2013

To accommodate the City’s funding availability for projects, the FGM team devised a list of improvements, all with associated costs, in an effort to allow Farmington to select when funding becomes available.

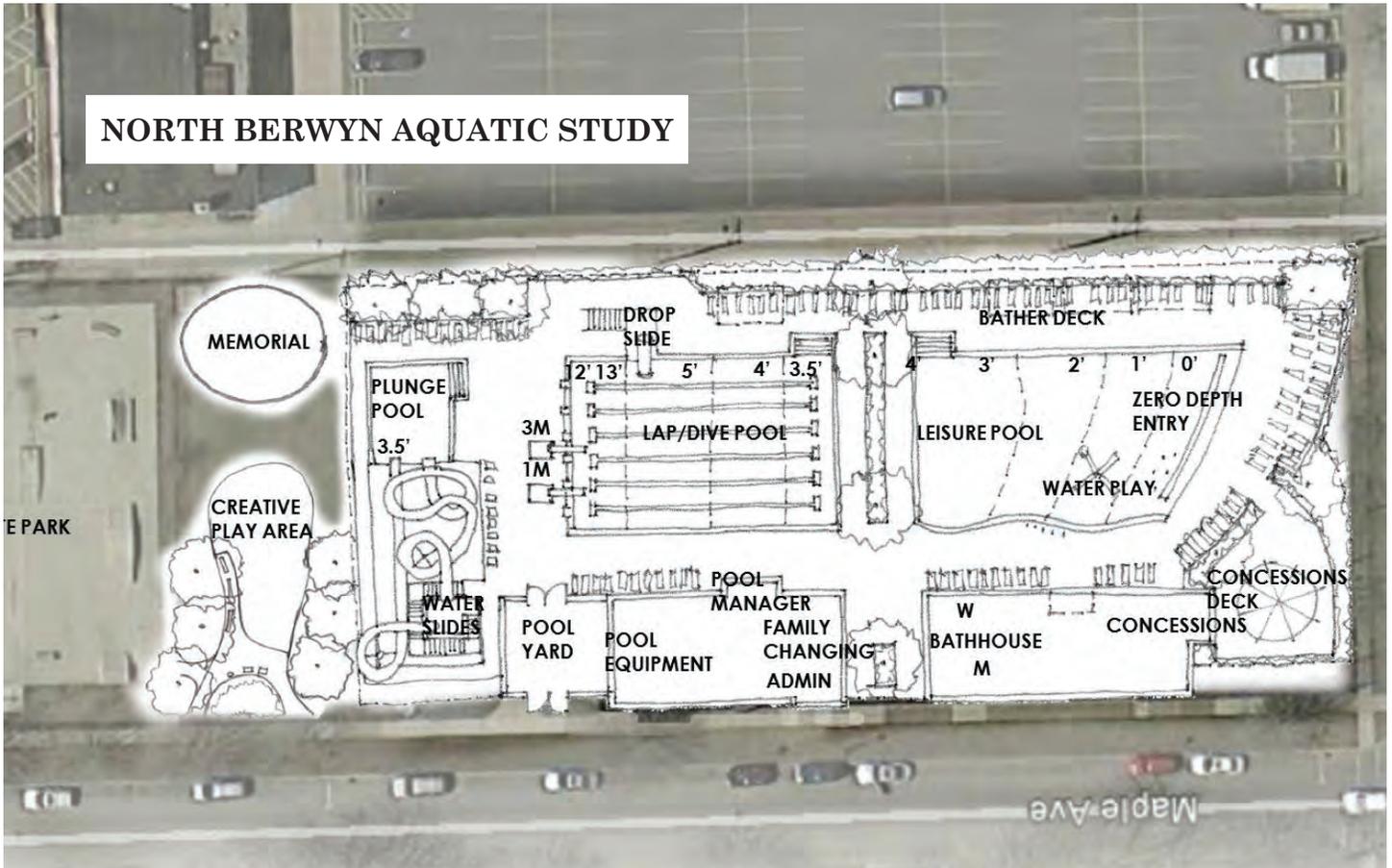
Projects identified:

- **2014** Installation of Shade Structures—large sail type structures will be installed on the deck and the lazy river
- **2015** Splashpad—New splashpad with three distinct circular areas for three different age groups and toddler area with bubblers and small pop jets, five to eight year-old area with

mid-sized water features and an adolescent/teen zone with larger features

- **2015** Small concession area and restroom/family changing room to support the new splashpad
- **2016** Additional party patios and party room attached to the indoor aquatic facility (adjacent to outdoor park)
- **Future** New features at zero depth area

The master plan for the aquatic facility will be implemented over several years as funding becomes available.



NORTH BERWYN AQUATIC STUDY

The North Berwyn Park District decided to undertake an aquatic study to plan how to utilize two existing pool facilities in the District. The City of Berwyn donated two pools to the District some years ago, with one facility being closed and the second “mothballed” for later use, as both were inoperable at the time of donation. The District is moving forward with a study of the second pool and its surrounding

park property to create concepts for redevelopment. Since there are no operating pools in the District, this park would provide the first and is a much-needed recreation feature for Berwyn residents.

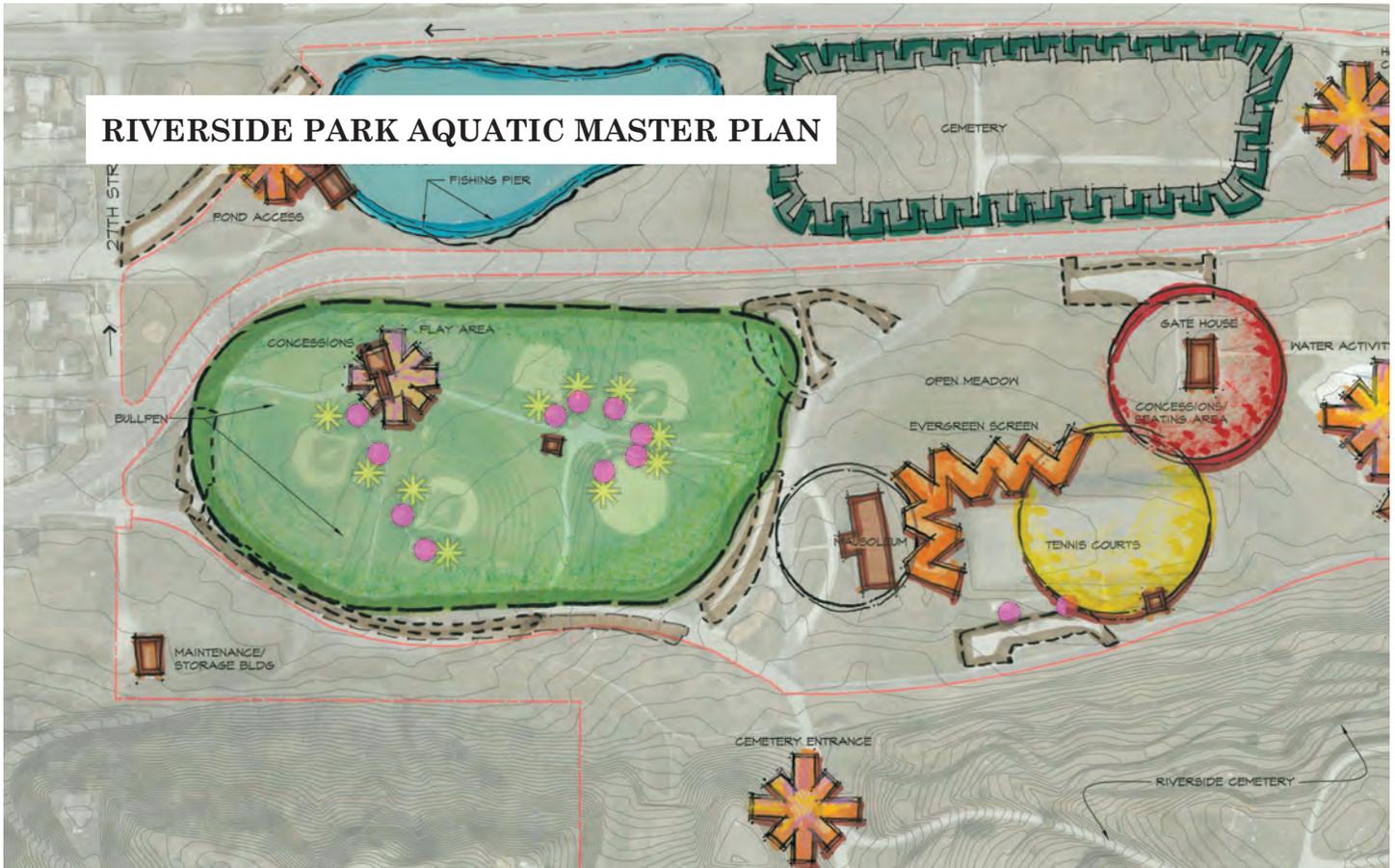
This study goes hand-in-hand with the Open Space Land Acquisition & Development (OSLAD) grant for which the District is applying. Public community meetings to discuss the

plans were held and the plans were adjusted accordingly. FGM prepared budgets along with the concept plans. Both of these aid in the preparation for the OSLAD grant.

The pool is designed to be developed in phases. The first phase is to respond to community need for a leisure pool. The second and final phase includes facilities for lap swim and the addition of water slides.

HIGHLIGHTS

Project Role Architect of Record
Located in North Berwyn, Illinois
Completed June 2014



RIVERSIDE PARK AQUATIC MASTER PLAN

The City of Moline’s Riverside Park is a gateway to the community, centrally located and a historic part of the City. Now home to a baseball complex, a tennis complex, an aquatic center and other amenities such as a walking path, it formerly was a cemetery for Moline’s original settlers. **The City is undertaking a Master Plan of the historic park with PRI and FGM teamed for the project.**

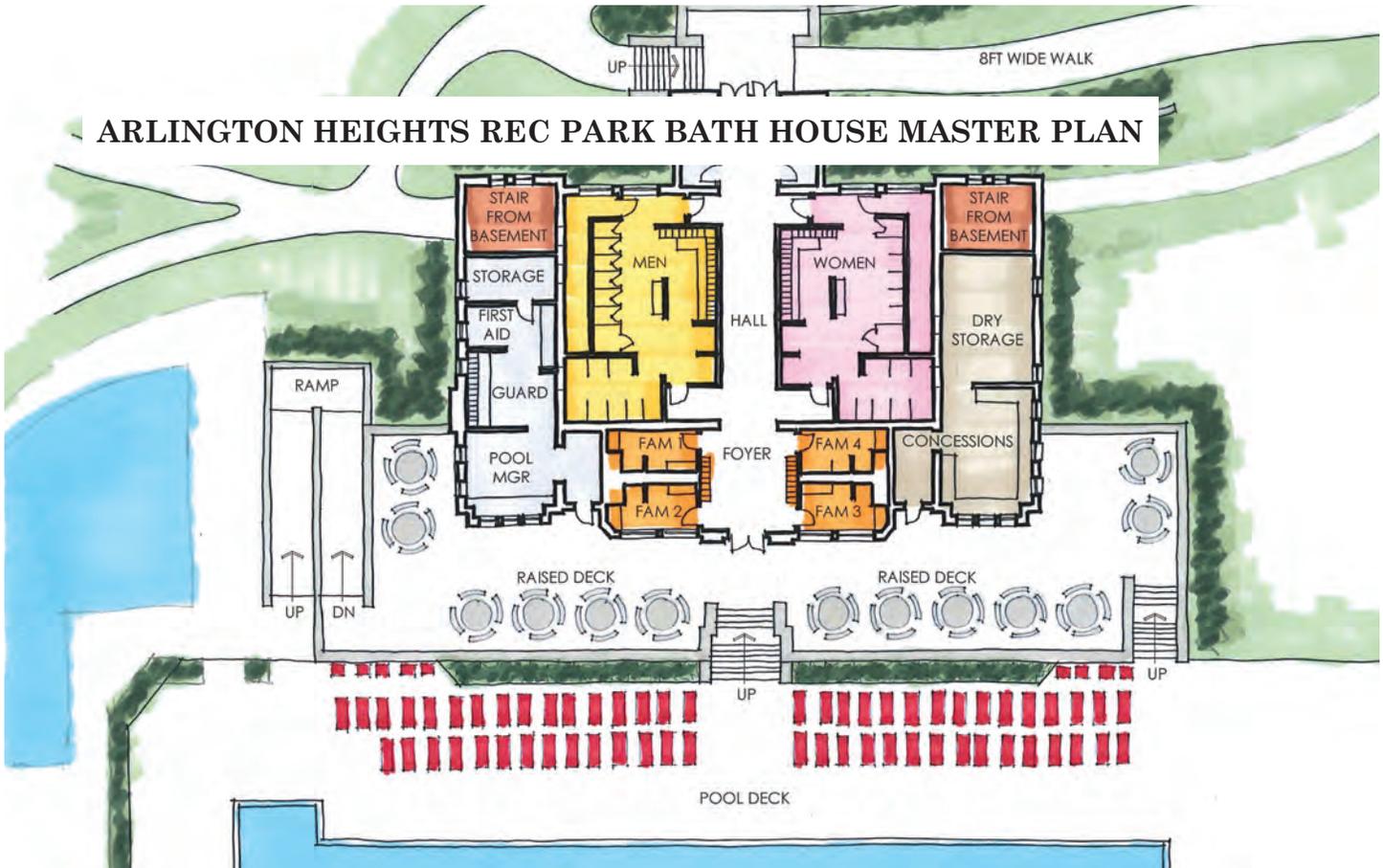
FGM’s focus is on the Aquatic Center, as the park’s aquatic facilities were facing decisions on how to

increase attendance and community use. Neighboring communities had recently made improvements to their aquatic facilities, prompting Moline to investigate ways to attract local users back to its facilities and improve amenities, while also bringing in additional revenue for the City.

Introducing new amenities is a key goal of the Master Plan. After losing an amenity several years ago, the City wants to add excitement and energy to the facility, without adding to the bather load. A secondary goal

is to add additional accommodations for swim teams to hold regional meets. Enabling the rest of the facility to function uninterrupted during swim competitions is important to the City, as leisure users could still enjoy the facility without disrupting other activities. The City also has a long-term goal to add additional leisure features, such as a slide or lazy river. To identify and prioritize ways to achieve these goals, FGM held a series of meetings and focus groups with park users.

HIGHLIGHTS
Project Role Architect of Record
Located in Moline, Illinois
Completed September 2014



ARLINGTON HEIGHTS REC PARK BATH HOUSE MASTER PLAN

FGM designed concept plans to convert a historic community center, which originally contained a bathhouse in the basement, into a modern-day bath house, including amenities such as four family changing rooms, locker rooms, pool manager/guard room, concessions and a raised viewing deck for swim team competitions to be held at the District's Olympic-size lap pool. **This repurposing of an existing building will allow Recreation Park in Arlington Heights to maintain its**

unique character and deliver modern amenities to bathers.

FGM Architects assisted the Arlington Heights Park District with Master Planning of four neighborhood parks with an eye toward pre-referendum planning for renovations and/or additions to four of the District's community centers.

FGM held a series of community meetings and attended multiple board meetings for each park to assist the Park District in developing a Master Plan approved by the Park Board of Commissioners for each park. The public input process for each park began with a vision/programming

community meeting in which the community assisted in developing the goals for each park, including determining site and building amenities. After several additional community meetings and many board meetings, Cost Estimates to implement each master plan and phasing plans were developed for each park. This process was successful because it incorporated community input in the programming, planning and budgeting of each facility and helped to build grass roots support for each project. Following a successful future referendum, FGM will assist with the renovations and/or additions to each of the four existing community centers.

HIGHLIGHTS

Project Role Architect of Record
Located in Arlington Heights, Illinois
Completed June 2011



MT. VERNON AQUATIC MASTER PLAN

FGM was hired by the City of Mt. Vernon to perform an analysis of the existing facility. After completion of the facility analysis, the FGM team members held numerous in-depth stakeholder meetings and conducted a public forum to obtain valuable information from the community to

begin the design process. The team determined the needs of the City and the aquatic program.

FGM developed three options for the City of Mt. Vernon as a result of the forum process. These options include an outdoor option, an outdoor with indoor therapy pool option and an

indoor option. Each of the options incorporated a program, concept plan and Financial Pro Forma. Following a visioning meeting with the City's aquatic task force, a final recommendation will be made to the City Council identifying the preferred master plan option.

HIGHLIGHTS

Project Role Architect of Record
Located in Mt. Vernon, Illinois
Completed August 2012



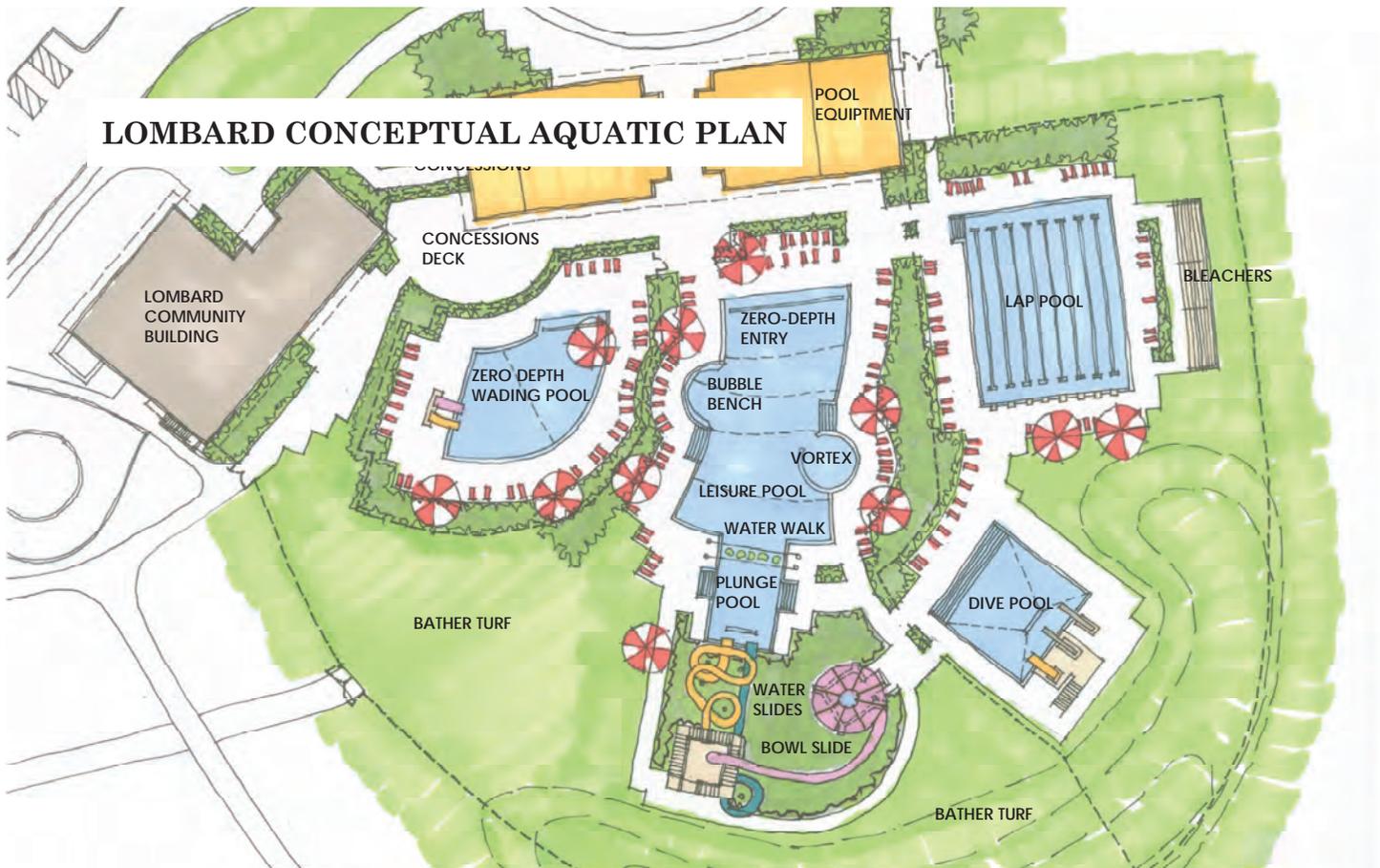
FGM conducted an Aquatic Facility Assessment and Conceptual Aquatic Planning for the Lake Bluff Park District.

FGM conducted consensus-building board workshops to identify desired aquatic features and review concept planning for a replacement aquatic facility. Referendum planning and management services include assistance in planning informational

presentations to the public, explaining the current status of the water park, extolling the need for a new facility and sharing the conceptual aquatic plans and budgets developed through focus group input.

HIGHLIGHTS

Project Role Architect of Record
Located in Lake Bluff, Illinois
Completed June 2010



FGM conducted an Aquatic Facility Assessment and Conceptual Aquatic Planning for the Lombard Park District.

FGM conducted consensus-building board workshops to identify desired

aquatic features and review concept planning for a replacement aquatic facility. Referendum Planning and Management Services include assistance in planning informational presentations to the public, explaining the current status of the water park,

extolling the need for a new facility and sharing the conceptual aquatic plans and budgets developed through focus group input.

HIGHLIGHTS

- Project Role** Architect of Record
- Located** in Lombard, Illinois
- Completed** February 2008

BIG SURF WAVE POOL FACILITY EVALUATION



FGM Architects and our consultant, Councilman-Hunsaker, were commissioned by the Mt. Prospect Park District to conduct a pool and facility audit of the existing facilities at Big Surf Wave Pool.

Big Surf Wave Pool and the bathhouse, originally built in 1960, underwent renovations to become a wave pool in 1984. The Park District hired FGM and Councilman to evaluate the condition of the bathhouse, check for code

compliance and determine the life expectancy of the facilities and equipment for both the pool and the bathhouse. The pool currently has a bather load of 800.

The pool audit consisted of three basic steps: first, investigate the existing condition of the facility; second, review facility data provided by Mt. Prospect Park District and third, prepare a report recommending short term and long term repairs to, or replacement of, the facility.

FGM's goal for the audit was to determine the best direction for the Park District heading forward which took the form of three options:

- Remodel the existing wave pool
- Demolish the entire pool and replace with a new pool
- Determine renovation requirements for the bathhouse

FGM will ultimately assist the Park District with budgeting for all options presented.

HIGHLIGHTS

Project Role Architect of Record

Located in Mt. Prospect, Illinois

Completed November 2014

BIG SURF WAVE POOL FACILITY EVALUATION





MITCHELL PARK POOL RENOVATION

The Mitchell Park Pool has served the Deerfield community for close to 50 years and now the facility's age has spurred the Deerfield Park District to evaluate how to improve it. The aluminum pool was leaking and approaching the end of its useful life. **Without raising taxes on the community, the Park District opted to use its resources to renovate the Mitchell Park Pool, adding features**

and reconfiguring the pool for more diverse uses.

The District plans to add a deep-well pool with a plunge slide and diving board area. The existing pool once had these, but they were removed. Adding them back gives bathers increased leisure features and draws in users. The District is also adding a new leisure pool that keeps lap lanes free at all times, rather than only at certain times of the day. The separation of lap lanes from leisure areas is a plus for the District. The

existing wading pool is set to be replaced by a combination splash pad and wading pool to diversify the leisure features available to users.

The District is opting to completely renovate the bathhouse and locker room areas. The concessions area will feature a new patio and the entire facility will be accessible. Construction will begin at the end of the season in August 2015 and is set to open for the start of the summer season in May 2016.

HIGHLIGHTS

Project Role Architect of Record

Located in Deerfield, Illinois

Size 935 bather capacity

Completed May 2016 (estimated)

Cost \$4,100,000 (estimated)

MITCHELL PARK POOL RENOVATION





CENTENNIAL POOL RENOVATION

The team of Stantec/Planning Resources Inc./FGM Architects completed a Comprehensive Master Plan (CMP) for the Park Ridge Park District in June 2013.

The aquatic portion of the master planning effort took a more futuristic look into the aquatic needs of the community complete with community participation, alternative service provider analysis and detailed aquatics evaluation of the market

HIGHLIGHTS

Project Role Architect of Record for Building Renovations & Additions

Located in Park Ridge, Illinois

Size 1,000 bather capacity

Completed May 2014

Cost \$6,238,700 (estimated)

service area. The target year for development of the master plan is 2020.

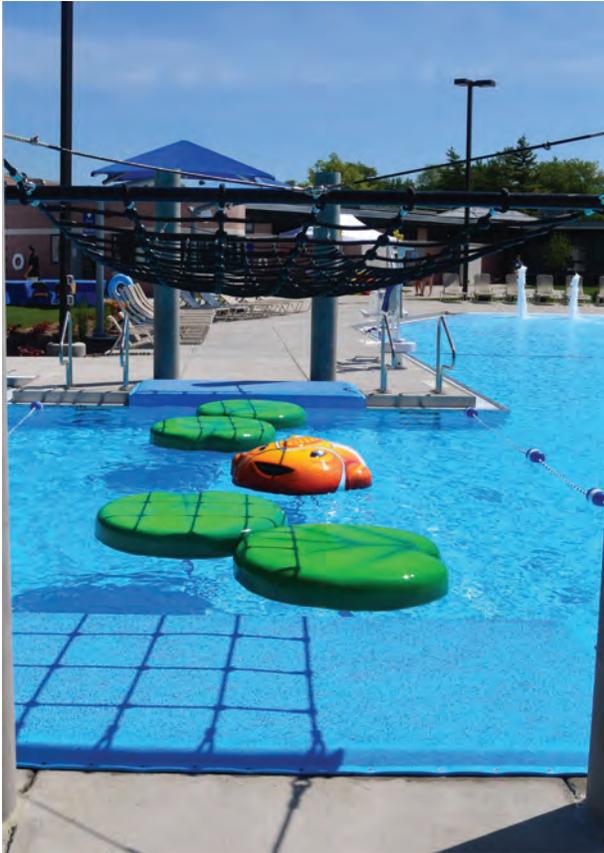
The general direction for aquatics, as determined in the master planning effort, is a moderate overall downsizing of the bather load capacity and modernization of facilities with a focus on providing a more balanced program that better addresses the recreational water needs for the community. Currently the aquatic facilities are most focused on the instructional and fitness type water, which has left the community needs for recreation and leisure water unsatisfied. As a result, there are a significant number of residents who

regularly go to neighboring park district pools which better address the modern recreational demands for more casual and entertaining water.

Centennial Pool was studied extensively during the CMP process and the results of that study led to development of a somewhat larger and more diverse renovated outdoor aquatic center to replace the 60-year-old facility.

The wading pool at Centennial Pool, renovated in 2008, remained in place for the renovated facility and acted as the anchor for the new aquatic features surrounding it on the site.

CENTENNIAL POOL RENOVATION



New amenities at Centennial Pool include a zero depth leisure pool with water volleyball and water basketball features, three dedicated lap lanes, a water walk and plunge pool with two water slides. A new eight-lane, 25-yard lap/dive pool with one-meter and three-meter diving boards completes the aquatic improvements to the pool. The bather load for Centennial Pool increased from 913 to 1,000.

In addition to new filtration and mechanical systems to serve the new pools and the existing wading pool, upgrades such as air conditioning were added to the renovated guard room and the pool manager's office. A new concession building with outdoor grill area completes the bather improvements which will be managed by a vendor during the pool season with the ability to functionally separate operations

within the building to allow the park district staff or association volunteers to manage baseball/soccer/sled hill concessions before and after the pool season.

The newly reconstructed Centennial Pool will enhance the leisure elements desired by the community as identified in the CMP and aquatic master planning process.



FITNATION FITNESS CENTER

The Gurnee Park District, in an effort to improve its fitness programs for the community, had the opportunity to purchase a space previously owned by a fitness franchise. **After purchasing this space, FGM was engaged to conduct a Master Plan, reviewing options to phase in much-needed improvements.**

Since the space was previously a commercial gym, the Master Plan determined what the facility needed for conversion into a community center. The Master Plan added swim lessons, locker rooms and family changing rooms.

FGM was retained to complete the conversion into a community space

for community health and wellness using a phased approach.

Phase 1 includes the locker room additions, which began construction in Summer 2014 and were completed in Fall 2014.

Phase 2 will address modifications to the pool.

HIGHLIGHTS

Project Role Architect of Record

Located in Gurnee, Illinois

Size 100,000 sf

Completed Fall 2014 phase 1

Cost \$1,000,000 phase 1

FITNATION FITNESS CENTER



SALEM AQUATIC CENTER



Located in Salem, Illinois, 20 miles north of Mt. Vernon, the new outdoor aquatic center replaces the previous, outdated city pool and bathhouse and provides the community with a new state-of-the-art aquatic experience, complete with everything from a competition lap pool to a modern zero-entry play area equipped with various water features, including two waterslides. The Salem community

HIGHLIGHTS

Project Role Architect of Record for Buildings

Located in Salem, Illinois

Size 3,000 sf bathhouse
650 bather capacity

Completed May 2010

Cost \$3,419,533.66

had outgrown and outlived the previous, 77-year-old pool. With the support of an enthusiastic community and a yearly competitive swim team, the new Outdoor Aquatic Center was eagerly anticipated.

FGM Architects was selected to plan and design the building structures required to support the new outdoor, aquatic center. The new Aquatic Center replaced the current Salem Pool and provides additional parking and support spaces for the facility.

Site conditions require that the pool and slide tower be framed on the north and west by a dense growth of trees which serve as a backdrop to the new facility. Additionally, FGM

Architects identified the desire for a 6,000 square foot Therapy Pool. This addition is located just north of the Aquatic Center.

FGM designed the project’s bathhouse and administration building to address the needs identified in the facility analysis, keeping in mind seasonal use, functionality and durability. Incorporating a design based from nautical reference, the bathhouse and administration building are composed of durable concrete block walls which terminate to a cement fiber siding before culminating at the extended, low pitch of an all encompassing roof.

SALEM AQUATIC CENTER



“Fin walls” of concrete block separate the two buildings while signifying the pool entrance. These high walls slope like nautical sails to the open end of the park and work to funnel incoming users into the aquatic center. These two buildings are approximately 3,000 square feet and are designed to house not only the bathhouse and administrative areas, but also include functions such as family toilet rooms, park toilet rooms, concessions and ticketing areas.



PARADISE BAY WATER PARK

Paradise Bay Water Park replaces an existing 50-year-old public pool which exceeded its functional and social life, providing a new vibrant gathering place for the Lombard community. Approaching the building, glimpses of the water park's amenities tease visitors. Excitement builds as pool patrons near the entrance and culminates after transitioning through the bathhouse "vestibule" with

HIGHLIGHTS

Project Role Architect of Record

Located in Lombard, Illinois

Size 6,430 sf bathhouse

1,150 bather capacity

Completed May 2009

Cost \$8,157,475

dramatic views of leisure water and slides: the "great room" of the aquatic facility. **FGM Architects worked with the Lombard Park District and neighborhood to revitalize this urban gathering space and re-spark interest in the community facility through innovative design.**

Access to the pool is gained from the admissions "gate," with guests strategically proceeding past family changing and locker rooms. This building is positioned to act as a buffer from a major arterial street

and railroad. Swimmer safety is maximized as the entire pool area is visible from the pool manager's office. Calypso Café concessions area is located between the new bathhouse and an existing community building to take advantage of servicing gatherings in an adjacent private deck. Sun shades constructed near the concessions block south and west sunlight from stainless steel concession stand surfaces, preventing patrons from inadvertent harm on sunny days.

PARADISE BAY WATER PARK





KANKAKEE VALLEY SPLASH VALLEY AQUATIC CENTER

✶ “When we began our project we had no idea what to expect or who we could count on. FGM answered those questions, taking us by the hand and leading us through citizen committee meetings, designing not only our

vision, but the citizen committees as well. With FGM’s constant attention this facility will open on schedule in June 2004.”

Mr. John Bessette
Park Board President, Kankakee Valley Park District

The Park District wanted their community involved in the design of their aquatic center and desired someone to lead them through the process. Since the funding came late in the spring, the design process needed to be condensed to allow

the pool to be opened the following season.

The design team worked with a citizen advisory committee to design a family-centered facility. It includes two zero-depth pool areas, one for toddlers and another for older children and adults, spray features and tot slides, a lap pool, lazy river, three water slides, a sand play area and party areas located off of the concession patio. To meet the required time schedule, the construction documents were completed in half of the usual time-frame.

HIGHLIGHTS

- Project Role** Architect of Record
- Located** in Kankakee, Illinois
- Size** 1,500 bather capacity
- Completed** June 2004
- Cost** \$5,794,537

KANKAKEE VALLEY SPLASH VALLEY AQUATIC CENTER



GURNEE HUNT CLUB PARK AQUATIC CENTER



The Park District wanted to create a unique aquatic facility to meet the needs of their community by involving as many residents as possible in the design process.

Initial planning for the project started with the team and the Park District touring snow-filled aquatic centers in January for initial ideas. Many design meetings were held with a Citizens Advisory Committee that

was represented by users of all ages, resulting in a truly community oriented design. The aquatic center features three slides, a waterfall and a children's interactive play area.

HIGHLIGHTS

Project Role Architect of Record

Located in Gurnee, Illinois

Size 1,500 bather capacity

Completed May 2002

Cost \$5,548,104

GURNEE HUNT CLUB PARK AQUATIC CENTER





SEAFARI SPRINGS AQUATIC CENTER

✶ “It was a pleasure beyond words to see the project come in within the budget allowance during the bidding. That is just not the ‘norm’ I have experienced with other major projects we have undertaken with other architectural firms.

FGM’s expertise on our job has been invaluable. I know that you have worked on other aquatic projects and it is those experiences that have probably been chief in the smooth way this project has evolved to this point.”

Mr. Larry Wheeler
Former Director of Parks and Recreation,
Hanover Park Park District

With a cost-efficient design that was completed on schedule for the 1999 swim season, the design was the winner of the Illinois Park and Recreation Association “Outstanding Facility Award.” The team carried the Seafari Springs unique jungle theme throughout the entire park, including misting palm trees with coconuts that spray water, gorilla and lion play features in the children’s sand area, elephant shaped fountains, rock waterfalls and a jungle play structure in the zero depth pool. The park also features a drop slide, three water slides and a lap pool.

HIGHLIGHTS

Project Role Architect of Record
Located in Hanover Park, Illinois
Size 1,000 bather capacity
Completed April 1999
Cost \$4,209,126

The Park District was looking to enhance their aquatic offerings to the community with a family-oriented aquatic center. Tight budget control needed to be maintained throughout the process.

SEAFARI SPRINGS AQUATIC CENTER





ARCTIC SPLASH INDOOR AQUATIC CENTER & FITNESS CENTER

After five successful years of operating the Community Center, the Park District wanted to add an indoor aquatic center to the facility to provide additional programming opportunities. Because of increasing membership, the fitness center also needed to be expanded.

The design team spent a great deal of time with the District's Board listening to their thoughts and needs and incorporated what was heard into the design. The indoor aquatic center features two pools: a zero-depth edge leisure pool with a mini lazy river vortex and water play features

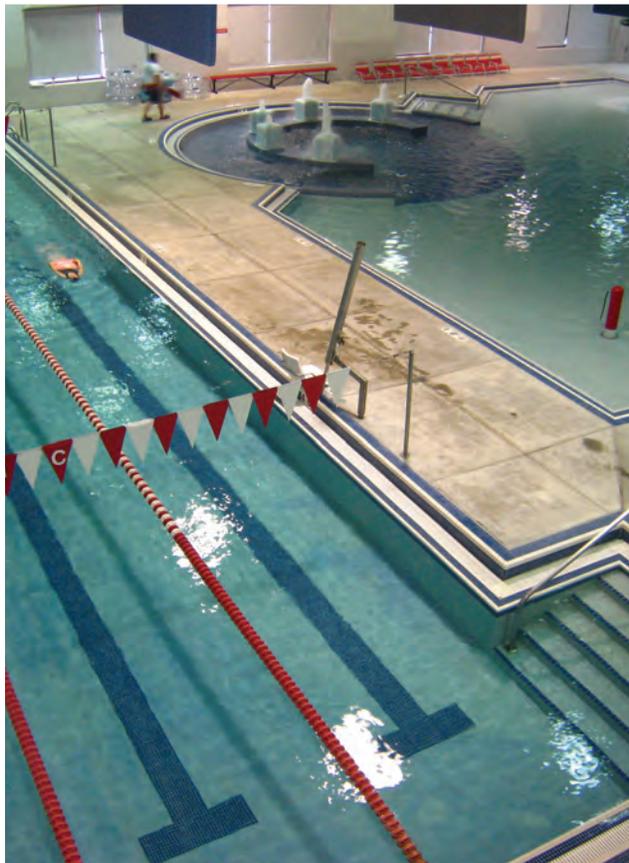
and a four-lane 25-yard lap pool. The expanded and renovated exercise rooms, complete with locker rooms, accommodated the community's growing interest in fitness.

Programs for the indoor aquatic center include senior swim, lap swim, swim lessons and parent/tot swim.

HIGHLIGHTS

Project Role Architect of Record
Located in Wheeling, Illinois
Size 20,778 sf
Completed December 1999
Cost \$3,515,300

ARCTIC SPLASH INDOOR AQUATIC CENTER & FITNESS CENTER





SCHAUMBURG WATERWORKS & FITNESS CENTER

The original idea for the Waterworks facility germinated over many years. **The Park District was looking to create a family-oriented, state-of-the-art indoor aquatic center that would enhance their offerings at their Community Recreation Center.**

The project was awarded as the result of an intensive design competition among three leading recreational design specialists. Each firm was instructed to design what they felt would be the most successful and profitable indoor aquatic facility.

Waterworks, at the time, was one of Illinois' largest indoor aquatic facilities with three different pools: a zero-depth edged leisure pool, a six-lane, 75-foot lap pool and a deep well pool.

HIGHLIGHTS

Project Role Architect of Record
Located in Schaumburg, Illinois
Size 48,202 sf addition
5,500 sf renovation
Completed June 1995
Cost \$6,217,000

SCHAUMBURG WATERWORKS & FITNESS CENTER



WHEELING FAMILY AQUATIC CENTER



The Park District purchased farm property in hopes of creating a master plan that would include a family focused aquatic center on the 86-acre parcel. A major portion of this property was located within

a floodway and flood plain which made the planning of the facility a major challenge.

Emphasizing a family atmosphere, the facility offers something for all ages.

With fun activities, ample supervision and security measures, the aquatic center is frequently cited as one of the most enjoyable and popular suburban water parks.

HIGHLIGHTS

Project Role Architect of Record

Located in Wheeling, Illinois

Size 1,500 bather capacity

Completed June 1993

Cost \$5,928,000

WHEELING FAMILY AQUATIC CENTER



Tab 4

References



REFERENCES

Below, please review FGM's park district references whom we have served with recent projects. Our references are the best testament to our work.

They provide confidence to the Village of Lincolnwood. At FGM Architects, we believe the greatest demonstration of our ability to deliver projects is our long-standing relationships with our clients, especially with park districts.

We encourage you to contact the references listed for the following clients:

DEERFIELD PARK DISTRICT *

Mr. Rick Julison

Executive Director
847.572.2612 phone
rick@deerfieldparks.org

836 Jewett Park Drive
Deerfield, Illinois 60015

LOMBARD PARK DISTRICT *

Mr. Paul Friedrichs

Executive Director
630.953.6016 phone
pfriedrichs@lombardparks.com

227 West Parkside Avenue
Lombard, Illinois 60148

ARLINGTON HEIGHTS PARK DISTRICT

Mr. Steve Scholten

Executive Director
847.577.3000 phone
sscholten@ahpd.org

410 North Arlington Heights Road
Arlington Heights, Illinois 60004

NORTHBROOK PARK DISTRICT

Mr. Edward Dalton

Director of Parks and Properties
847.291.2960 phone
edalton@nbparks.org

545 Academy Drive
Northbrook, Illinois 60062

ITASCA PARK DISTRICT

Ms. Maryfran Leno

Executive Director of Parks and Recreation
630.773.2257 phone
maryfran@itascaparkdistrict.com

350 East Irving Park Road
Itasca, Illinois 60143

* Client reference for both FGM and our aquatic engineering consultant, Counsilman-Hunsaker & Associates, Inc.



Tab 5

Proposal and Fee Structure



September 11, 2015

Ms. Janice Hincapie
Director of Parks and Recreation
Village of Lincolnwood
6900 North Lincoln Avenue
Lincolnwood, Illinois 60712

Re: *Request for Proposal to Provide Architectural Services to the Village of Lincolnwood for the Proesel Park Family Aquatic Center Master Plan*

Dear Ms. Hincapie:

FGM Architects is pleased to submit this proposal for concept design services to explore long term options for the Proesel Park Family Aquatic Center. We are very interested in continuing our relationship with the Village of Lincolnwood with this important effort. We believe that our team is uniquely qualified to deliver aquatic facility master planning and design services for the Village of Lincolnwood.

- Our team members and consultants have extensive experience in recreational aquatic facilities and are skilled facilitators of community participatory processes.
- FGM provides a collaborative process with clients and consultants leading to a more integrated project approach and better quality of project documentation and coordination.
- FGM brings to the project a reputation for design excellence and quality service throughout Illinois.

We have enclosed a copy of our proposal for your review. Should you have any questions regarding the enclosed proposal or require additional information please let us know. We look forward to assisting the Village of Lincolnwood with this exciting project.

Sincerely,



John Dzarnowski, AIA
Principal and Director, Municipal and Recreation
Principal-in-Charge
630.368.8319 phone
johnd@fgmarchitects.com

FGM ARCHITECTS

Proposal to Provide

Architectural Services

for

AQUATIC MASTER PLANNING

Proesel Park Family Aquatic Center
Lincolnwood, Illinois

Submitted To:

Village of Lincolnwood

6900 North Lincoln Avenue
Lincolnwood, Illinois 60712

Submitted By:

FGM ARCHITECTS INC.

1211 West 22nd Street, Suite 705
Oak Brook, Illinois 60523

September 11, 2015

1.0 SCOPE OF PROJECT

- 1.1 Village of Lincolnwood, hereinafter referred to as the Owner, currently operates the Proesel Park Family Aquatic Center consisting of the following features:
 - 1.1.1 Fenced Children’s Wading Pool for ages seven years and younger, including interactive water toys and a miniature water slide
 - 1.1.2 Zero-Depth Leisure Pool with interactive water toys, water sprayers and two full size water slides
 - 1.1.3 50 meter x 25 meter “L-shaped” Main Pool featuring a handicapped entrance, two one-meter diving boards and one three-meter diving board
 - 1.1.4 Concessions area
 - 1.1.5 Bathhouse with men’s and women’s locker rooms
 - 1.1.6 Indoor and outdoor party rental areas
- 1.2 The Village of Lincolnwood intends to prepare a Master Plan addressing the following goals for the Proesel Park Family Aquatic Center:
 - 1.2.1 To maintain the facility at a high level of quality and efficiency, utilizing green (or sustainable) technology whenever practical
 - 1.2.2 To increase the attractiveness of the facility.
 - 1.2.3 To increase bather load by 200–400 people.
 - 1.2.4 To bring the facility into ADA compliance wherever possible and affordable
 - 1.2.5 To add family restroom/changing areas
 - 1.2.6 To maintain the integrity of surrounding park amenities
 - 1.2.7 To provide sufficient parking for the facility
 - 1.2.8 To explore the possibility of completing the irrigation system for the facility grounds (a portion of the facility interior is irrigated, the gardens outside the facility are not)
 - 1.2.9 To take a conservative approach to repairs, improvements, replacements and additions
- 1.3 Preliminary Program for the Aquatic Master Plan will be developed as a Part of the Project addressing the goals identified in **item 1.2** above.
- 1.4 Concept Plans addressing the goals identified in **item 1.2** above will be developed for the Aquatic Master Plan as a Part of the Project.
- 1.5 Estimated Total Project Budget including all anticipated construction costs and Owner “soft” costs, such as design fees, equipment, furnishings, testing, utility fees, etc. for the proposed Aquatic Master Plan will be developed as a Part of the Project.
- 1.6 Project schedule will be developed as a Part of the Project.

2.0 SCOPE OF ARCHITECT'S SERVICES

FGM Architects Inc., hereinafter referred to as FGM or Architect, shall provide the following Professional Architectural Services for the Project:

2.1 Aquatic Facility Assessment

- 2.1.1 The Owner intends to conduct an Aquatic Facility Audit of the Proesel Park Family Aquatic Center. The Aquatic Facility Audit will consist of three basic steps:
 - 2.1.1.1 Investigation of the existing condition of the facility
 - 2.1.1.2 Review of facility data provided by Village of Lincolnwood
 - 2.1.1.3 Preparation of a report recommending short term and long term repairs to the facility and outlining the feasibility and cost estimates of the proposed recommendations
- 2.1.2 The investigation of the Aquatic Facility shall include the objectives below while focusing on perceived or actual substandard conditions and/or shortcomings of the overall facility. The investigation will also include identification of any equipment and/or systems possibly requiring more intensive evaluation by consultants specializing in other disciplines not covered in this original proposal.
- 2.1.3 Investigative Objective—Description of the physical condition of the swimming pools including visual inspection of the following areas:
 - 2.1.3.1 Exposed pool piping and circulation systems including valves, gauges, flow meters and supports in mechanical room
 - 2.1.3.2 Pool filtration system
 - 2.1.3.3 Circulation pump
 - 2.1.3.4 Pool heater
 - 2.1.3.5 Chemical control, feeder and storage systems
 - 2.1.3.6 Pool structure and pool finish (visual only)
 - 2.1.3.7 Perimeter pool gutters
 - 2.1.3.8 Pool and deck markings
 - 2.1.3.9 Deck equipment (including dive stands)
- 2.1.4 Investigative Objectives—Commentary on the aquatic facility and support spaces and systems including:
 - 2.1.4.1 Bather preparation areas
 - 2.1.4.2 Pool management, staff and pool equipment areas
 - 2.1.4.3 Concession areas
 - 2.1.4.4 Bather decks, surface and drainage

- 2.1.4.5 Landscape and green spaces
- 2.1.4.6 Security and convenience fencing
- 2.1.4.7 Site and pool lighting
- 2.1.4.8 Pool Equipment building and other ancillary structures
- 2.1.5 Investigative Objectives—Compliance with applicable codes including:
 - 2.1.5.1 Americans with Disabilities Act (ADA) Accessibility Guidelines
 - 2.1.5.2 Illinois Accessibility Code (IAC)
 - 2.1.5.3 Illinois Department of Public health Swimming Pool and Bathing Beach Code
 - 2.1.5.4 Local Building Code
 - 2.1.5.5 Virginia Graham Baker Act requirements
- 2.1.6 Owner Provided Data—To assist in the preparation of the Aquatic Facility Audit, we would request access to or copies of the following items from the Owner, if they available:
 - 2.1.6.1 A written Village staff report regarding existing conditions or existing equipment problems and ongoing maintenance issues, including recent work completed at the pool
 - 2.1.6.2 Original and subsequent construction drawings, specifications, shop drawings and submittal data for the pool
 - 2.1.6.3 Operations and Maintenance Manuals and submittal or manufacturer’s data for equipment currently installed
 - 2.1.6.4 Copies of reports from regulatory agencies outlining any deficiencies in the facility
 - 2.1.6.5 Records of annual water usage, including estimate of current loss of water (quiescent) in 24 hour period
- 2.1.7 Facility Audit Report—Preparation of a final written report which will include prioritized recommendations for improvements to the existing aquatic systems and facility. The report will provide specific commentary on any necessary repairs, replacement or restoration of the aquatic systems and identify the priority status of each as immediate, remedial or long range. The Aquatic Facility Audit Report will contain the following information:
 - 2.1.7.1 Existing facility description of swimming pools.
 - 2.1.7.2 Current condition of swimming pool and bather support spaces and systems (including bathhouse and concessions)
 - .1 Assessment of current mechanical equipment and mechanical building
 - .2 Estimate of capacity of current mechanical system as it relates to expansion

- .3 Assessment of current bath house plumbing, entrance, and bath house structure
- .4 Assessment of current pool amenities, grading condition and estimate maintenance and repair
- .5 Evaluation of grounds and overall aesthetics of facility, including the possibility of completing the irrigation system
- .6 Overview of area surrounding park and assessment of current parking
- 2.1.7.3 Compliance with current codes including severity of infraction
- 2.1.7.4 Identification of safety concerns
- 2.1.7.5 Current swimming pool facility design and equipment trends
- 2.1.7.6 Sustainability recommendations
- 2.1.7.7 Identification of “wish list” features or changes desired in the facility
- 2.1.7.8 Recommended short and long term facility repairs/replacements
- 2.1.7.9 Cost estimates and feasibility analyses for above repair/replacement recommendations
- 2.1.8 The following likely invasive services are not included in this Proposal, and, if required to obtain a complete understanding of the aquatic facility, may be recommended in the future to be contracted for separately by the Village:
 - 2.1.8.1 Concrete testing of the pool shell(s)
 - 2.1.8.2 Determining cause of identified water loss/underground pipe testing
 - 2.1.8.3 Geotechnical testing and analysis of the site
 - 2.1.8.4 Determination of water table elevation at the site
 - 2.1.8.5 Identification of local aquifers at the site
 - 2.1.8.6 Locating electrical currents and their sources around the pools/electrical testing

2.2 Master Planning Services

- 2.2.1 Assist Owner to define Project goals and objectives
- 2.2.2 Define existing surface conditions to be protected, modified and/or demolished
- 2.2.3 Review Owner’s existing Project Site information, including (if available) topographic survey of Project Site
- 2.2.4 Prepare Aquatic Program defining elements to be included within Project
- 2.2.5 Identify current and desired vehicular and pedestrian circulation patterns

- 2.2.6 Prepare Conceptual Design Site Plan(s) graphically defining design intent for Aquatic Facility Master Plan. Plan to include location and configuration of proposed building(s); aquatic facilities and elements; entrance/exit driveways; pedestrian walkways and landscaping features. Architect shall prepare up to three (3) configuration options of proposed Conceptual Design Site Plan.
- 2.2.7 Prepare Estimated Total Project Budget based upon said Program and selected Concept Plan(s)—budget will be itemized to allow for potential phasing of improvements
- 2.2.8 Prepare Master Plan Report identifying:
 - 2.2.8.1 Recommendations for additional amenities in the current facility in existing footprint, including impact on parking
 - 2.2.8.2 Recommendations for additional amenities which would involve expansion, including impact on parking
 - 2.2.8.3 Recommendation for upgrades, maintenance and/or replacement of current mechanics, amenities and/or landscape
 - 2.2.8.4 Provide three different options for improvements at three different price levels
 - 2.2.8.5 Show a two to three year phasing plan for the highest price (or selected) option
- 2.2.9 Final design presentation to the Owner

2.3 Consultants

- 2.3.1 FGM has included an aquatic engineering consultant (Counsilman-Hunsaker) in this proposal.
- 2.3.2 Survey, geotechnical (soil borings), material testing and hazardous waste engineering services and other engineering services are not included in our proposal.

3.0 ARCHITECT'S COMPENSATION

The Owner shall compensate FGM Architects for professional Architectural services rendered in connection with the Project under this Proposal as follows:

- 3.1 For all professional services in connection with the Aquatic Facility Assessment Services as described in **Paragraphs 2.1 and 2.3 above** and Master Planning Services as described in **Paragraphs 2.2 and 2.3 above** we propose a **Stipulated Sum of \$15,000 plus Reimbursable Expenses** as defined within this Proposal. Local travel (travel less than 100 miles), phone, fax, and printing of review sets for design coordination shall not be charged as a Reimbursable Expense. Stipulated Sum above **includes two (2) site visits by our Aquatic Consultant**, related travel expenses and 10 copies of the final report. Please see attached "Anticipated FGM Architects Fee" spreadsheet for an estimated of the tasks anticipated for this portion of the project.

- 3.2 For any Additional Services authorized by the Owner beyond the scope of this Proposal, FGM shall be compensated on the basis of the hourly rates described in the attached Hourly Rate Schedule for the professional and technical employees engaged on the Project plus Reimbursable Expenses.
- 3.3 In addition to the compensation above, FGM shall be reimbursed for additional expenses in connection with the Project, invoiced to the Owner at One Hundred Ten Percent (1.10) times Architect's actual direct cost of same, for the below items. **We recommend establishing a Reimbursable Allowance of \$200, which FGM shall not exceed without prior written approval of the Owner. Reimbursable Allowance includes costs for anticipated items 3.3.1 below.**
 - 3.3.1 Expense of postage and/or delivery
 - 3.3.2 Fees and expenses of any additional Consultants not included in **item 2.3** above
 - 3.3.3 Travel and living expenses in connection with Architect's Aquatic Consultant's out-of-town travel as authorized by the Owner over and above that indicated in **item 3.1** above
 - 3.3.4 Expense of models authorized by the Owner
- 3.4 Payments
 - 3.4.1 Payments shall be made monthly by the Owner to Architect upon receipt of Architect's invoice and in accordance with the Local Government Prompt Payment Act
 - 3.4.2 Non-payment of invoices shall constitute grounds for discontinuing service

4.0 Form of Agreement

- 4.1 Should our proposal be acceptable, it is our intention to enter into a formal agreement using an AIA Standard Form of Agreement, FGM Agreement or Owner form of Agreement with modifications as mutually accepted.

We appreciate this opportunity to be of service to the Village of Lincolnwood for this exciting Project.

HOURLY RATE SCHEDULE
Effective November 1, 2014*

Where the fee arrangements are to be on an hourly basis, the rates shall be those that prevail at the time services are rendered. Current rates are as follows:

Arch IV	\$185.00
Arch III	140.00
Arch II	110.00
Arch I	85.00
Project Administrator III	105.00
Project Administrator II	80.00
Project Administrator I	70.00
Principal	\$230.00

*Rates are subject to adjustment each November 1st.

Anticipated FGM Architects Fee
 Village of Lincolnwood
 Aquatic Master Planning
 FGM Architects Inc.
 September 11, 2015

ANTICIPATED FGM ARCHITECTS FEE

DESIGN FEE

Fee based on an hourly rate
 of \$175.

Aquatic Facility Assessment

- Site Observ./Existing Data Review
- Owner/Staff Meeting
- Draft Report
- Revisions/Final Report

Programming

- Site Observ./Existing Data Review
- Owner/Staff Meeting
- Program/Initial Budget Development
- Owner/Staff Review
- Program/Budget Revisions

Master Planning Concepts

- Concept Development
- Owner/Staff Meeting

Budgeting

- Budget Develop./ Phasing

Design Revisions

- Drawing Revisions
- Staff Meeting

Final Presentation

Contingency

HOURS	STAFF	COST
4	1	\$700
4	1	\$700
36	1	\$6,300
16	1	\$2,800
4	2	\$1,400
2	2	\$700
12	1	\$2,100
2	2	\$700
8	1	\$1,400
24	1	\$4,200
3	2	\$1,050
12	1	\$2,100
24	1	\$4,200
2	2	\$700
3	2	\$1,050
6		\$1,050
102		\$31,150

Proposed Fee

\$15,000



MEMORANDUM

TO: Katie Gamroth, Superintendent of Recreation
FROM: Melissa Rimdzius, Community Center Program Supervisor
DATE: September 3, 2015
SUBJECT: 2015 Summer Camp Annual Report

Lincolnwood Summer Day Camp had another successful season in 2015. Included in this report is an overview of this program, including:

- Program Specifics
- Enhancements and Accomplishments
- Financial Comparison – Fiscal Year 2014-2015 vs. 2015-2016
- Participation Comparison – 2014 vs. 2015
- Staffing Overview
- Parent Feedback
- Recommendations for 2016

Program Specifics

Lincolnwood Summer Day Camp hosted nine and a half weeks of camp fun and excitement this summer! Our team welcomed campers between three and fifteen years of age at nine different recreational camps. Registration in all camps was open to both residents and non-residents, with priority registration and an early discounted fee given to Lincolnwood residents.

All of the camps spent the season in Proesel Park and the Shelter, our main campsite, filling the park with action and adventure throughout the summer months. Overall, camp registration totaled 1,264, with 482 enrollments for full sessions, 739 for the Pick-a-Week option, and 43 for the post-camp program. On a weekly basis, between 26 and 266 campers were at the campsite each week as seen in the matrix below.

Individual Camper Participation by Week

Week	Total Campers	Week	Total Campers
June 10-12	153	July 13-17	266
June 15-19	181	July 20-24	253
June 22-26	218	July 27-31	254
June 29-July 2	211	August 3-7	245
July 6-10	228	August 10-14	26

Every summer camp program included field trips, on-site children's entertainment, and special treats every other Friday. Specialized activities were offered in conjunction with the camp program, including swim lessons through the Proesel Park Family Aquatic Center and tennis lessons through E-Town Tennis. Participants from five camps were able to register for swim lessons and campers from four camps were eligible to register for tennis lessons.

Enhancements and Accomplishments

At the end of the 2014 summer day camp program, the management team met and discussed areas of success in 2014 and ways to enhance in 2015. The following program changes were made this summer:

- Tennis lessons were offered to our oldest campers after the camp day instead of mid-morning. This change provided an opportunity for Adventure Camp to take longer field trips to new locations, while still enjoying recreational swim and other on-site activity opportunities in the afternoon.
- New entertainers and field trips were incorporated into the summer camp program, including: Kidworks Theatre, Ben's Bubble Show, Park Ridge Carnival, Randall Oaks Farm & Foot Golf Course, Abt Electronics, Whirlyball, Comedy Sportz, Skokie Lagoons, and Medieval Times.
- The 3rd Annual Camp Family Picnic took place between the first and second sessions of camp. Liberty Bank sponsored the event this year, providing financial support and on-site activities and prizes for event goers.
- Parents and caregivers of Prairie Dogs campers were invited to enjoy special camp activities, including a theater performance, world fair, and Little Tikes car race.
- With the Pick-A-Week option continuing to grow in popularity, consistent registration and camper paperwork deadlines were established to ensure a smooth transition of paperwork, staffing, and camper groups between weeks. These deadlines resulted in fewer last-minute changes to rosters.
- For the second summer in a row, Camp 74 participants were transported to Proesel Park after school. This allows for flexibility in activity planning and gives campers the opportunity to fully enjoy all of the on-site amenities.
- Last Hurrah, our summer extension camp for children grades K-5, was scheduled to take place during the first week of school for School District 74. A shortened, two-day registration option was created and offered for Lincolnwood Students to accommodate this program conflict.
- In order to gain the attention of college and high school students during winter break, camp staff recruitment began in December, and the first group interview was held mid-January. An advertisement for summer camp staff was also included in the Winter/Spring Program Guide.
- A legal bid process for transportation service was conducted prior to the start of the camp season, resulting in a continuation of services with Alltown Bus Company, Inc.

Financial Comparison – 2014 vs. 2015

Program Revenues

Program Name	2015 Actuals	2016 Budget	2016 Estimates	2016 Variance
Prairie Dogs	\$ 26,567.78	\$ 27,000.00	\$ 23,693.90	\$ (3,306.10)
Little Lincolns	\$ 64,245.00	\$ 65,000.00	\$ 40,857.00	\$ (24,143.00)
Camp Potawatomie	\$ 79,016.00	\$ 75,000.00	\$ 114,059.70	\$ 39,059.70
Rutledge Rockets	\$ 84,247.40	\$ 90,000.00	\$ 95,324.61	\$ 5,324.61
Adventure Camp	\$ 69,216.00	\$ 65,000.00	\$ 53,248.71	\$ (11,751.29)
Camp 74	\$ 19,808.00	\$ 20,000.00	\$ 22,668.00	\$ 2,668.00
Warm-Ups	\$ 4,529.00	\$ 4,500.00	\$ 7,384.50	\$ 2,884.50
Overtime	\$ 22,814.00	\$ 22,000.00	\$ 30,507.80	\$ 8,507.80
Specialty	\$ 5,640.00	\$ 5,000.00	\$ 3,257.00	\$ (1,743.00)
The Last Hurrah	\$ 8,402.00	\$ 9,000.00	\$ 9,642.00	\$ 642.00
Leader-in-Training	\$ 1,650.00	\$ 4,200.00	\$ 1,251.00	\$ (2,949.00)
Finance Fee	\$ 100.00	\$ 500.00	\$ 125.00	\$ (375.00)
REVENUE TOTAL	\$ 386,235.18	\$ 387,200.00	\$ 402,019.22	\$ 14,819.22

Program Expenses

Program Name	2015 Actuals	2016 Budget	2016 Estimates	2016 Variance
Wages - Full-Time	\$ 60,400.00	\$ 68,162.00	\$ 68,162.00	\$ 0.00
Wages - Seasonal	\$ 155,350.00	\$ 155,000.00	\$ 154,650.00	\$ (350.00)
Payroll - Benefits	\$ 36,283.00	\$ 37,096.00	\$ 37,096.00	\$ 0.00
Purchased Services	\$ 22,898.60	\$ 29,000.00	\$ 23,573.62	\$ (5,426.38)
Facility Rental	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,070.68	\$ 1,100.00	\$ 700.00	\$ (400.00)
Training	\$ 680.99	\$ 700.00	\$ 766.13	\$ 66.13
Other Contractual	\$ 1,846.00	\$ 1,900.00	\$ 1,900.00	\$ 0.00
Concessions/Food	\$ 5,130.80	\$ 5,500.00	\$ 5,779.74	\$ 279.74
Transportation	\$ 20,448.59	\$ 23,000.00	\$ 19,691.00	\$ (3,309.00)
Credit Card Charges	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 0.00
Program Supplies	\$ 10,712.49	\$ 11,150.00	\$ 10,804.93	\$ (345.07)
EXPENSE TOTAL	\$ 316,321.15	\$ 334,108.00	\$ 324,623.42	\$ (9,484.58)
NET	\$ 69,914.03	\$ 53,092.00	\$ 77,395.80	\$ 24,303.80

Areas of note include:

- Compared to revenue in 2014, there was a substantial increase in revenue for several camps in 2015. The camp name and respective increase in revenue is as follows: Camp Potawatomie (44%), Rutledge Rockets (13%), Camp 74 (14%), Last Hurrah (15%), Warm Ups (63%), and Overtime (34%). There was also a significant decrease in revenue for Prairie Dogs (11%), Little Lincolns (36%), Specialty Camps (42%), and Adventure Camp (23%).
- A prorated option for the first session of camp was offered to Chicago Public School students to accommodate their later release from school. Participants who completed school after the beginning of the prorated session were able to register for the Pick-A-Week option for the first session. The majority of CPS students began camp during the second and third week of the summer.
- Full-time wages includes 50% of the Superintendent of Recreation’s salary, 50% of the Community Center Program Supervisor’s salary, and 10% of the Receptionist’s salary.
- Seasonal/hourly wages include 20% of the Youth Program Coordinator’s salary and 40% of the seasonal office staff’s salary.

Participation Comparison – 2014 vs. 2015

2014 Participation Matrix

2014					
Camp Program	Total Enrolled	Unique Enrollment	Resident Enrolled	NR Enrolled	Percent NR Enrolled
Leader in Training	3	3	3	0	0%
Prairie Dogs	93	51	16	35	69%
Prairie Dogs Overtime	57	23	3	20	87%
Little Lincolns	191	109	37	72	66%
Camp Potawatomie	171	87	42	45	52%
Rutledge Rockets	212	98	52	46	47%
Adventure Camp	194	76	40	36	47%
Camp 74	40	40	33	7	18%
Warm-Ups	50	24	10	14	58%
Overtime	134	62	36	26	42%
The Last Hurrah & OT	41	27	14	13	48%
TOTALS	1186	600	286	314	52%

2015 Participation Matrix

2015					
Camp Program	Total Enrolled	Unique Enrollment	Resident Enrolled	NR Enrolled	Percent NR Enrolled
Leader in Training	2	2	0	2	100%
Prairie Dogs	77	42	25	17	40%
Prairie Dogs Overtime	34	17	9	8	47%
Little Lincolns	153	74	26	48	65%
Camp Potawatomie	269	123	60	63	51%
Rutledge Rockets	256	116	64	52	45%
Adventure Camp	142	65	27	38	58%
Camp 74 & OT	53	45	35	10	22%
Warm-Ups	62	28	14	14	50%
Overtime	173	78	41	37	47%
The Last Hurrah & OT	43	26	6	20	78%
TOTALS	1264	616	307	309	50%

Areas of note include:

- Unique enrollment, which represents the individual children enrolled in each program, increased camp-wide by 16. This number increased for Camp Potawatomie, Rutledge Rockets, Camp 74, Warm Ups, and Overtime. Unique enrollment decreased for Prairie Dogs, Prairie Dogs Overtime, Little Lincolns, Adventure Camp, and Last Hurrah.
- The percentage of non-resident enrollment, when compared to unique enrollment for the entire camp program, declined this summer. Three years' history of this data shows that unique enrollment and the percent of resident campers increases each summer.

Staffing Overview

The 2015 day camp season consisted of 60 staff members: 24 returning and 36 new hires. The management team consisted of two new leaders, and included the Community Center Program Supervisor and two part-time Camp Coordinators. Thirteen Site Supervisors were hired, including seven staff who previously worked with the program, and five new leaders.

Camp staff recruitment began near the end of December 2014. Similar to last year, job postings were submitted on several college job boards, direct emails were sent to advisors at schools with majors in education and child development, information was passed on to staff at the local elementary and high school districts, flyers were placed throughout Village Campus, and returning staff were encouraged to reach out to their friends. Temporary postings were also purchased and displayed on Care.com, resulting in the hiring of four new Site Supervisors and both of the Camp Coordinators. New this year, the Parks & Recreation Department's Winter/Spring Program Guide included information about applying for summer employment,

Turkey Trot volunteers from local schools were directly contacted about summer employment opportunities, and staff represented the Parks & Recreation Department at the Evanston High School Summer Job Fair. Many of these same recruitment practices will continue to be implemented in future years.

This is the fourth year the Lincolnwood Summer Day Camp program has conducted group interviews, as well as individual interviews, for summer camp staff. This year’s application process involved an online form that allowed applicants to submit and edit their interview and camp placement preferences electronically and at their convenience. This system will continue to be used in future summers, both as a way to gather information from applicants and gather feedback from staff during the summer camp season.

Challenging winter weather again led to conflicts during staff training for both local teachers and students. The majority of training for the camp team was held during the evening in early June, with daytime training sessions being held in the days immediately before the start of camp. Each training session included large and small group educational sessions led by the camp leadership team, as well as several interactive teambuilding activities and camp games.

Parent Feedback

A 14-question online survey was sent out to all campers at the end of each session. Forty-six parents completed the survey, providing us with valuable feedback about our marketing efforts, camp structure and content, and their first-hand experiences with camp.

The following matrix shows a breakdown of 46 completed surveys by specific camp:

Day Camp	Number of Responses	Response Ratio
Prairie Dogs	7	15%
Little Lincolns	6	13%
Camp Potawatomie	14	30%
Rutledge Rockets	12	26%
Adventure Camp	4	9%
Camp 74	3	7%

When asked how they learned about Lincolnwood Summer Day Camp, 39% of respondents indicated they were past participants, 24% heard about the camp from a friend, 21% saw the camp offerings in the day camp brochure, and 11% learned about the camp via the website.

Ten choices were given for favorite aspect of Lincolnwood Day Camp. Just as the past two years, pool time (80%) ranked the highest. For the first time in three years, staff members ranked second (63%) and field trips ranked third (59%). Respondents were also encouraged to comment on their child’s favorite aspect of camp, as seen below:

- *My son has done 2 years of Prairie Dogs and this was his 1st as a Little Lincoln. He couldn't stop talking about all the fun things they've been doing, and it's clear how much he loved the counselors. Thank you!*
- *Everything :)*
- *I think they really like every aspect of it - water wars, meeting new people (that we have seen around town) and they constantly talked about their camp counselors.*
- *My child had a great time and loved it all!!*
- *My older daughter loved her counselor (Abby) so much that she was in tears after her last day because she missed Abby so much. I loved that the counselors were good role models who seem to genuinely like children. They kept them so busy and both my daughters loved every activity. A truly wonderful experience. They're already looking forward to next summer.*
- *My child loved camp & all the counselors!*

Parents were asked to rate how well the program met their expectations on a number of different criteria. 1= Much Worse Than Expected, 2= Somewhat Worse Than Expected, 3=Met Expectations, 4=Somewhat Better Than Expected, 5=Much Better Than Expected. Below is a breakdown of the responses:

Answer	1	2	3	4	5
Safety	1	1	14	7	23
Quality of Program	0	3	13	6	24
Attentiveness of Staff	1	1	11	4	29
Friendliness of Staff	0	0	13	1	32
Ease of Communication	0	4	10	8	24
Ease of Registration	0	1	14	8	23
Value for the Registration Fee	0	3	14	9	20

Parents were asked to rank their satisfaction with eight camp features. 1= Very Dissatisfied, 2= Somewhat Dissatisfied, 3=Neutral, 4=Somewhat Satisfied, 5=Very Satisfied. Below is a breakdown of the responses:

Feature	1	2	3	4	5
Field Trips/Entertainers	1	1	2	6	33
Arts and Crafts	1	0	8	8	26
Camp Games	1	1	4	9	28
T-Shirts	0	1	4	11	27
Swim Lessons	0	2	23	3	15
Tennis Lessons	0	0	26	3	14
Weekly Newsletters	0	2	6	10	25
Website Information	0	2	15	6	20

About 90% of respondents indicated they would recommend the program to a friend and sign up for the program again. In the comments section, respondents indicated pricing, age of their children, situations unique to their child, and specific aspects of program content as reasons they may not return. When asked about camp fees, 43% felt it was very or somewhat expensive, while 35% felt it was priced right and 13% found it to be very expensive.

When asked to describe their camper's favorite summer camp memory, parents responded:

- *My daughter had the best summer ever! She was looking forward to go to her summer camp & see her new friends.*
- *Making new friends and feeling safe with staff.*
- *Tennis lessons and the fun themes.*
- *He loved the Peggy Notebart field trip. He told me a butterfly landed on his face :)*
- *Playing with John the unit head and Miriam her counselor. All of the staff was super nice and a wonderful addition to the program!*
- *Probably her counselor, Lamiya. She really loved her and will remember her fondly.*
- *My son loved playing with his friends, loved playing in the sand and swimming in the BIG pool.*
- *Overnight for sure!*
- *My son loves the staff and really enjoyed the team games.*
- *She absolutely adored her counselors; she loved the show that the camp put on, and swim lessons.*
- *My son really loved overtime. The counselors at overtime just showered him with love and attention.*
- *My daughter really loved learning and performing her dance for the family picnic. Everyone made her feel super talented as she learned the dance.*
- *My kids loved the camp staff. They loved going to the carnival and swimming at the pool 3x/week. They also liked the weekly themes and arts/crafts that went along with them, especially the superhero week. They also enjoyed all the games. So many fun memories for them this summer!*
- *My son said that the last day of camp was so much fun that it was his best day ever. He loved making his superhero cape.*

Some parent suggestions include:

- *Have a five full day program for preschool kids. I would put my son there the whole summer if I had someone to pick him up every day but with the only 3 days a week and early ending, I would have to spend a lot more money hiring someone to drive him.*
- *How about a postcard from the counselor at some point saying something about how your kid is doing?*
- *It's hard to see the photos when they come in the weekly newsletter. I wonder if you could set up a portion of the website and post camp photos there. Then you could link from the newsletter to the photos and parents could print them out.*
- *That there would be more feedback as to how the swim lessons were going.*
- *It would be nice if there was the option of lunch.*

- *Would like to see registration "packaged" a bit easier for registration, meaning can you create packages and then allow us to register for the packages rather than like "a la carte" I had to pick camp, overtime, swim lessons, per session, per child, etc....it was just a bit much for two kids. Otherwise you guys are perfect!*

Additional parent comments include:

- *I thought it was great that I could email and get things resolved very easily. My kids tend to lose things all the time - so the team was very helpful in tracking down objects many times (shoes, beach towel, 4 baseball hats).*
- *The only drawback was that the price was a little tough for us. It was worth every penny to have such a great counselor to camper ratio, but it's really expensive compared to most other day camps.*
- *My daughter had the best summer camp ever. This was her 1st experience, and she really enjoyed it. I want thank Melissa, and the rest of the staff for everything. I will definitely sign her up for next summer.*
- *I had five families from my kids school attend the camp based on my saying how great camp is.*
- *This was my daughter's first summer camp and she loved it. So glad you have the Little Lincoln option for 3 days a week. It was perfect for us and we both loved her first experience at summer camp. We plan to be back next year!*
- *Out of all the years, the staff this year was exceptional! The best staff ever. Starting from Melissa who is a pleasure to work with to the counselors. Also overtime was great with Ms. Jojo.*
- *It's a wonderful camp, staff to child ratio is excellent, the kids have a chance to swim nearly every day, they do lots of fun activities, it's just an overall wonderful place to send your kid- and it's reasonably priced - even for non-residents!*
- *The kids came home every day dirty, exhausted and with pink cheeks. What more can you ask for?*

Recommendations for 2016

After another outstanding camp season, the leadership team met to review feedback from the parents and staff, and discuss possible improvements. Below are our goals/recommendations for the 2016 season:

- Consider expanding the post-camp tennis lesson to include Rutledge Rockets campers, highlighting the option for campers who also participate in Overtime.
- Research the feasibility of providing an online-only camper data form, utilizing an online survey service. This would allow parents the opportunity to complete and submit forms online, which is especially convenient for campers who arrive on the first day of camp without a form or parent to complete the form.
- Research the feasibility of offering a fee-based morning and afternoon bus stop in Chicago, for campers who are at least 15 minutes' drive from Proesel Park during the peak driving times before and after camp.

- Research the possibility of contracting with a local, lunch service provider to offer camp families the option to purchase nutritious meals for their children 3-5 days per week.
- Extend the contract with Alltown Bus Company for transportation services.
- Increase marketing efforts for Prairie Dogs and Little Lincolns, especially in the Chicago neighborhoods bordering Lincolnwood.
- Advertise the option of pro-rated session fees for Chicago students who will be in school until Tuesday, June 21, 2016.
- Extend the early bird registration discount of \$25 for full-session camps to non-residents. Lincolnwood Summer Day Camp is a tradition for both resident and non-resident families, and this serves as a benefit and token of appreciation to these families for continuing to choose our program.
- Implement camp-wide meetings twice per session to provide ongoing training and ensure consistency in service throughout all camp programs.
- Return to the previous camp schedule of two, 4-week sessions of Prairie Dogs, Little Lincolns, Camp Potawatomie, Rutledge Rockets, and Adventure Camp. Create a pre-season camp and extend the post-season camp program to fill the gaps between the school year and camp sessions. For summer 2016, the pre- and post-session camps will each last 2-3 weeks. This action is recommended instead of extending the camp sessions to ensure consistency in leadership and staffing for the individual camp programs.
- Work with local enrichment program providers to offer programming for Lincolnwood School District students beginning late-August. The seasonal camp team typically consists of college students and teachers, who are unavailable to work camp at that time due to school year commitments.



MEMORANDUM

TO: Jan Hincapie, Director of Parks and Recreation
FROM: Katie Smith Gamroth, Superintendent of Recreation
DATE: September 10, 2015
SUBJECT: 2015 Summer Program Report

This report outlines participation numbers and revenues/expenses for recreation programs offered during June - August, 2015. The report includes the following program areas:

- Special Events
- Community Events
- Tot/Youth Programming
- Birthday Party Packages
- Exercise, Fitness and Health
- Jazz Dance
- Tennis Programs
- Lincolnwood International Soccer Academy
- Senior Programming
- Athletic Facility, Tennis and Shelter Rentals

Special Events

Summer Concert Series

The Summer Concert Series started off strong with a local favorite, The Wind Gypsies who enjoyed some rare warm weather in June. The following concerts had much cooler weather, and even with the cool temperatures we still attracted crowds upwards of 300 with top festival circuit bands the Stingrays, The Beach Bum Band, and Final Say. The weather finally cooperated for the ABBA Salute evening (7/9) attracting upwards of 500. Activities including bingo, face painting and the rental activities such as the mechanical surf board, cliffhanger and wrecking ball from the Fun Ones were all very popular during the series. The crowds for bingo doubled or tripled from last year. One concert was cancelled (7/16) due to an electrical storm. To promote the series, press releases, email blasts and social media were used. Chicago Parent, Oaklee's Guide, Lincolnwood Review, Chicago Kids and Chicago Timeout Kids also posted an advertisement for the series.

Staff Recommendations: *Continue with the eight weeks of concerts with the children's activity and Bingo. Look into booking again with Bass-Schuler for higher quality bands at more reasonable pricing.*

Program	Ages	# of Participants	Revenue
Summer Concert Series	All	1,500+	0
Donation – Hampton Inn & Suites (bingo prizes)			\$1032
Donation – Country Financial (T.V raffle prize)			\$400
Sponsorship – Liberty Bank			\$400
Sponsorship – NorthShore University Health Systems			\$800
Sponsorship – Country Financial			\$500
TOTAL			\$1,700
TOTAL EXPENSES			\$14,229
NET INCOME			\$(12,529.35)

Movie in the Park

Our first Movie Night in Centennial Park featured the 1985 classic, “Back to the Future.” The event ran from 8:30pm until roughly 10:25pm. We had approximately 100 in attendance, which was a great start for a new event. The sponsors handed out goodies, including lemonade and glow straws, and we provided popcorn and water.

Staff Recommendations: Staff suggests blocking off the gravel hill leading down to the water to prevent traffic through the event, and also having a stationed staff member near the parking lot to direct cyclists to the other path.

Program	Ages	# of Participants	Revenue
Movie in the Park	All	100	0
NorthShore Health Systems			\$200
Liberty Bank			\$200
TOTAL			\$400
TOTAL EXPENSES			\$404.52
NET INCOME			\$(4.52)

Community Events

Lincolnwood Library Partnership

In partnership with the Lincolnwood Library, the Parks and Recreation Department provided three new programs this summer: Storytime in the Park, Safety-Break Storytime, and the Summer Book Cart. Storytime in the Park was held one Monday morning each month. This summer’s sites included Centennial Park, Drake Park, and M. Lester Flowers Park. Safety Break Storytime took place Tuesday afternoons, June 9 through August 11, in Concession Stand Pod One. The Summer Book Cart was available June through August, and was regularly stocked with a variety of reading materials for all ages.

An example of promotional, electronic flyers and a picture posted by the Lincolnwood Library on social media are included below.



Staff Recommendation: Continue this partnership again next summer and explore ways in which it can be expanded and enhanced to best serve our community.

Community Park Play Dates

Thursday morning Community Park Play Dates were held June 18 through August 6. The goal of this new program was to provide structured recreational activities for residents in their neighborhood parks, while also introducing program participants to parks throughout the community. Each program was planned by "The Fun Crew" (A Camp Site Supervisor and 1-2 Camp Counselors) and consisted of active group games and an outdoor craft. This summer's crafts included superhero cape decorating, springy spiral snakes, pipe cleaner and paint fireworks, craft stick picture frames, friendship bracelets, string art, puffy sand paintings, and tie dye t-shirts. Between seven and fifteen children participated in each week's activities along with their caregivers.

July 18 – Springfield Park

Superhero Capes

July 25 – M. Lester Flowers Park

Springy Spiral Snakes

July 2 – Kenneth Park

Pipe Cleaner & Paint Fireworks



Staff Recommendation: Offer this program again next summer, utilizing summer camp staff and resources.

Tot/Youth Programming

Youth/tot programming was condensed this year due to many cancellations last year. The Tot/Kid Rock program was offered again as a joint program with the Morton Grove Park District. The program was offered to two and three year olds and focused on music and movement.

The first Lincolnwood Skateboarding Lesson program took place on Tuesday evenings, July 14 through August 4, at Springfield Park Skate Spot. Eight children, ages six through ten, participated in this introductory class that took place over four weeks.

Staff Recommendations: Continue to offer skateboarding lessons in the summer months and research possible tot programs to hold here in Lincolnwood and offer cooperative programs with neighboring park districts to see if we can attract more participation.

Program	Ages	# of Participants	Revenue
Tot Rock	12-24 Months	0 – Cancelled	\$0
Kid Rock	2-3 Years Old	4	\$258
Skateboarding Lessons	4-10 years	8	\$330
TOTAL			\$588
TOTAL EXPENSES			\$330.60
NET INCOME			\$257.40

Birthday Party Packages

The Parks and Recreation Department did not host any birthday parties at the Community Center during the months of June, July and August. Staff attribute this to the Proesel Park Family Aquatic Center providing rental space for parties.

Staff Recommendations: Continue offering birthday party packages, researching and adding new themes to remain current.

Month	# of Parties	Party Themes	Revenue
June	0		0
July	0		0
August	0		0
TOTAL	0	\$0	
TOTAL EXPENSES		\$0	
NET INCOME		\$0	

Exercise, Fitness and Health

The Community Center is regularly booked with fitness classes during the prime post-workday time period; this schedule of evening classes continued through the summer months. New this summer, both Zumba and RIPPED were offered outside one evening in early June. These free classes were held at the Proesel Park Party Tent located near the Family Aquatic Center. An early morning Nia class was also offered in an effort to engage fitness participants at the beginning of the day. Six participants enjoyed one, four-week session of this class. The second four-week session was cancelled due to low enrollment. Staff found that the majority of the summer Nia students also participate in Senior Exercise, which led to students making a choice between the two classes on Thursday mornings. During the Fall season, the morning Nia class will be offered on Friday mornings to eliminate this conflict for potential students.

Staff Recommendations: Continue offering evening fitness classes with the current contractual instructors.

Program	Ages	# of Participants	Revenue
Peace Yoga	16 years +	7	\$907
Zumba Plus Strength	16 years +	8	\$578
Zumba Plus Toning	16 years+	4	\$328
Zumba Combo Pack	16 years+	5	\$685
R.I.P.P.E.D. (Tuesday)	16 years +	9	\$563
R.I.P.P.E.D. (Thursday)	16 years +	1	\$70
R.I.P.P.E.D. Combo Pack	16 years +	8	\$1,232
Nia - Session I	16 years +	6	\$168
Nia - Session II	16 years +	0 – Cancelled	0

Drop-In Revenue – R.I.P.P.E.D/Zumba	108	\$657
TOTAL		\$5,188
TOTAL EXPENSES		\$3,441.20
NET INCOME		\$1,746.80

Juzz Dance

Juzz Dance, our adult drop-in ballroom dance program, continued with great success this summer and hosted 11 events June through August. The program did not take place on Friday, July 3 due to the Independence Day Holiday and Friday, July 24 due to Lincolnwood Fest.

Staff Recommendations: Continue offering Juzz Dance on Friday evenings in the Community Center; maintain holiday schedule implemented this summer.

Program	Ages	# of Participants	Revenue
June	21 years+	247	\$2,470
July	21 years+	446	\$4,455
August	21 years+	343	\$3,425
TOTAL		1,036	\$10,350
TOTAL EXPENSES		\$7,245	
NET INCOME/LOSS		\$3,105	

Tennis Programs

E-Town Tennis has now been with us for an entire year. Staff continue to see the highest participation numbers with tennis during the summer months. This summer we had nine tennis classes run: Two adult tennis classes, four camp classes, and three youth classes.

Staff Recommendations: Continue to offer a combined youth and camp tennis lesson after camp hours. This will draw camp kids in as well as kids that do not attend the camp program, increasing the chance of the program running.

Program	Ages	# of Participants	Revenue
Adult Tennis – Session One	16+	3	\$510
Little Lincolns & Camp Potawatomi – Session One	K-2 nd grade	16	\$1,264
Rutledge Rockets - Session One	3 rd -5 th grade	13	\$1,027
Adventure Camp-Session One	6 th -9 th grade	8	\$632
Little Lincolns & Camp Potawatomi – Session Two	K-2 nd grade	20	\$1,580
Rutledge Rockets -Session Two	3 rd -5 th grade	12	\$948
Adventure Camp-Session Two	6 th -9 th grade	5	\$395
Youth Tennis – Session Three	7+	1	\$90
TOTAL		78	\$6,446
TOTAL EXPENSES		\$4,512.20	
NET INCOME		\$1,933.80	

Lincolnwood International Soccer Academy

Led by professional coach and Lincolnwood resident Ned Dervisevic, the goal of the summer camp was to help players of all levels improve their game in a fun and safe atmosphere that stresses respect and sportsmanship. The curriculum covers both technical and tactical skills, with the goal of challenging players technically, tactically, physically, and mentally. All participants were evaluated on skills and age to form camp groups.

Staff Recommendations: Continue to offer a soccer camp program to build participation for the fall league.

Program	Ages	# of Participants	Revenue
Kickers	5-8 years old	12	\$1,500
Half Day 9am-12pm	9-14 years old	5	\$715
Half Day 1pm-4pm	9-14 years old	1	\$135
Full Day 9am-4pm	9-14 years old	6	\$1,250
Extended 4pm-6pm	9-14 years old	0	\$0
TOTAL		24	\$3,600
Sponsorship – Loeber Motors			\$500
Total Revenue			\$4,100
TOTAL EXPENSES			\$3,075.76
NET INCOME			\$1,024.24

Senior Programs

The Lincolnwood Social Club has not yet met the enrollment number staff was striving for. The Lincolnwood Social Club currently has 86 members. Of those, 38 are Lincolnwood residents and 48 are non-residents. While we are not yet at enrollment, we have seen an increase in participation of group trips from the winter months. During the summer months, the Social Club loses access to the Maine-Niles Special Recreation Association 13-passenger mini bus, due to MNASR utilizing the bus for their camps. New this year, staff met with the Morton Grove Park District to do some cooperative programming for the senior age group. Two combined trips were booked for this summer.

Staff Recommendations: Offer larger programs during the summer months due to the need for a charter bus for all transportation. Members are also more likely to participate with good weather. Coordinate early with the Morton Grove Park District and other surrounding senior programs to work on combining summer program options.

Program	# of Participants	Revenue	Program	# of Participants	Revenue
Lunch and Bingo – June	9	\$90	Lunch – Jaffa Bakery	5	\$0
Art Institute	7	\$266	The Bikinis	9	\$585
Lunch – Village Inn	6	\$0	Lunch and Bingo- July	0 - Cancelled	\$0
Shoreline Boat Tour	8	\$440	Lunch and Bingo - August	2 - Cancelled	\$0
Chicago Film Tour	10	\$800	Lunch –The Lucky Platter	7	\$105
Morton Arboretum	7	\$455	Lunch – Jameson’s	7	\$0
Senior Exercise-Drop In					\$441
TOTAL					\$3,182
SPONSORSHIP TOTAL					\$2,000

TOTAL REVENUE	\$5,182
TOTAL EXPENSES	\$4,628
NET INCOME	\$554

Athletic Facility, Tennis and Shelter Rentals

Lincolnwood residents are able to rent out the Proesel Park Shelter and athletic fields. Rentals go on sale in early April and available for use May 3 – October 26 on weekends only. Due to renovations in September, the Proesel Park Shelter was closed for three weeks. Due to the closure, revenues for shelter rentals were down.

Facility	# of Rentals	Revenue
Proesel Park Shelter	28	\$5,620
Party Tent	3	\$375
Athletic Fields - Soccer	528.50 Hours	\$9,080
Athletic Fields - Ball	65.5 Hours	\$490
Tennis Courts	296 Hours	0
TOTAL		\$15,565
* OPERATIONAL EXPENSES ARE INCLUDED IN PARKS BUDGET AND UNABLE TO BE ACCURATELY TRACKED		*
NET INCOME		\$15,565

Summer Participation and Revenue/Expense Totals

As noted below, our largest revenue-generating programs are Jazz Dance, Tennis and Exercise, Fitness and Health. Staff are very excited to see such a strong turnout for the first round of the Lincolnwood International Soccer Academy camp program, and anticipate growth in this program next year. Senior program is budgeted to break even; Special Events are budgeted at a loss for the 2015-16 fiscal year.

Program Area	# of Participants	Revenue	Expenses	Net Income
Special Events	1,500+	\$2,100.00	\$14,633.52	\$(12,533.52)
Tot/Youth Programs	18	\$588.00	\$360.60	\$227.40
Birthday Party Packages	0	\$-	\$-	\$-
Exercise, Fitness and Health	108	\$5,188.00	\$3,441.20	\$1,746.80
Jazz Dance	1,036	\$10,350.00	\$7,245.00	\$3,105.00
Tennis Programs	78	\$6,446.00	\$4,512.20	\$1,933.80
Lincolnwood International Soccer Academy	24	\$4,100.00	\$3,075.76	\$1,024.24
Senior Programming	275	\$5,182.00	\$4,628.00	\$554.00
Athletic Facility Rentals	5,000	\$15,565.00	\$-	\$15,565.00
SUMMER TOTALS	6,539	\$49,519.00	\$37,896.28	\$11,622.72

***EXPENSES ARE INCLUDED IN PARKS BUDGET AND UNABLE TO BE ACCURATELY TRACKED**

Request For Board Action

REFERRED TO BOARD: October 20, 2015

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 22, 2015

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Ray Williams Turkey Trot Race for runners and walkers is in its thirty-ninth 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 October 13, 2015 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 22, 2015.

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2015-

**A RESOLUTION APPROVING THE CLOSURE OF A PORTION OF
LINCOLN AVENUE ON SUNDAY, NOVEMBER 22, 2015 BETWEEN
THE HOURS OF 7 A.M. AND 11 A.M
FOR THE ANNUAL TURKEY TROT RACE**

WHEREAS, the Village desires to hold its 39th Annual Lincolnwood Turkey Trot Race on Sunday, November 22, 2015 from 7:00 am. to 11:00 am. ("*Turkey Trot*"); and

WHEREAS, the Turkey Trot requires the closure of that portion of Lincoln Avenue between Kostner Avenue and Pratt Avenue; and

WHEREAS, Lincoln Avenue is a right-of-way owned and maintained by the State of Illinois; and

WHEREAS, the State of Illinois requires that the Village assume the responsibility and liability involved in the closure of a portion of Lincoln Avenue as a condition of such closure; and

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 CLOSURE. The Village President and Board of Trustees shall, and do hereby, approve the closure of Lincoln Avenue between Kostner Avenue and Pratt Avenue for the Turkey Trot ("*Lincoln Avenue Closure*").

SECTION 3. ASSUMPTION OF RESPONSIBILITY AND LIABILITY. The Village President and Board of Trustees shall, and do hereby, approve the assumption by the Village of: (a) full responsibility for the direction, protection and regulation of traffic during the Lincoln Avenue Closure; and (b) all liabilities that would otherwise be the responsibility of the State of Illinois for damages of any kind occasioned by the Lincoln Avenue Closure. The Village President and Board of Trustees further agree that the Village will maintain all-weather detours during the Lincoln Avenue Closure, which detours will be conspicuously marked and patrolled by police personnel for the benefit of traffic deviated from Lincoln Avenue.

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

[SIGNATURE PAGE FOLLOWS]

PASSED this 20th day of October, 2015.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of _____, 2015

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

ATTESTED and FILED in my office this
____ day of _____, 2015

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

#10604659_v2



Lincolnwood Parks & Recreation

DIRECTOR'S REPORT

October, 2015

Jan Hincapie, Director of Parks and Recreation

jphincapie@lwd.org

Summer is but a memory...

With the absence of a September meeting we didn't get the chance to talk about summer! While we had some intermittent challenges, it was, overall, a good summer.

Update on Bike Paths

The lease for the ComEd land has been executed and submitted to IDOT. The project will be bid out by IDOT and the bid opening will be in January, 2016. Construction will begin in the spring. The bridge over Touhy will be built approximately two years later.

The Village is in the final stages of purchasing the UP land. The goal is to bid out the project in March. Construction would start in early summer.

Frieda Proesel Shelter Renovation (the shelter in Proesel Park)

As you may recall, the Friends of the Lincolnwood Community Center a non-profit foundation supporting parks and recreation in Lincolnwood, donated \$100,000 to renovate the shelter in Proesel Park. It is a heavily used facility and it is looking rather tired. Public Works has jumped in to spearhead this project. They have replaced the asphalt surrounding the perimeter of the shelter and are currently installing sewer pipes to allow for better drainage. In the past the building has not had gutters so the water falls directly around the perimeter and causes muddy conditions. With the replacement of the roof gutters will be installed that will allow for drainage into the storm sewer. The replacement of the roof, soffit, fascia and installation of gutters will be completed in the spring. We will also be repairing the floor, updating the lighting, replacing the doors, renovating the bathrooms, painting and tuck-pointing.

The shelter is rented to residents every weekend from Memorial Day through September, so this renovation will be enjoyed by many. Thanks to the Public Works Department for their assistance!

Brochure Design

The Department has contracted with a new graphic designer for our seasonal program brochures so you will see a new look with the 2016 Winter-Spring brochure. Let us know what you think!

O'Brien Park Playground Improvements

After a lengthy negotiation with Elanar Construction, work is nearly completed at O'Brien Park following the accidental disposal of the beloved sculpture that was featured as part of the sand play area. Elanar leveled and surfaced the basketball court and installed pour in place material at the two playground structures. A handicapped swing will also be installed as part of the bank of swings. A *letter* was sent to all residents within 1/8 mile of the park. We received two negative responses from the letter. One of the residents suggested doing further improvements to the park as restitution, which was a great idea. The fence in the park has also been painted as requested by a resident.

Lincolnwood Parks & Recreation

Superintendent of Recreation

Katie Smith Gamroth

October 2015

kgamroth@lwd.org

Winter/Spring Brochure

Work on the 2016 Winter/Spring Brochure is underway. We are very excited to be working with our new designer and cannot wait for the finished product. This is the first time Grace has done a project such as this, and has been wonderful to work with. We anticipate going to press in late October with the delivery in early November.

Social Club Programming

This past September the Lincolnwood Social Club promoted with the Morton Grove Park District the first co-operative senior trip to Sanfilippo Estate. Unfortunately, even with the combined groups, the program did not attract enough participants and ended up being cancelled. The second co-operative trip is scheduled for Friday, October 16 at the Skokie Holocaust Museum to see the special exhibit of: Light and Noir; Exiles and Emigres in Hollywood, 1933-1950.

The November and December newsletter was sent out to Social Club members the first week in October. This is my favorite newsletter to create because we offer such wonderful Holiday programming for our members. This newsletter highlights an annual Thanksgiving Luncheon, Holiday Party at the White Eagle, and tickets to see the highly rated "Beautiful – The Carole King Musical".

Turkey Trot

Registration update, currently we have 150 registered runners (*as of October 5, 2015 at 10am*). Staff is working with Sunburst Sportswear for this year's race shirts, and getting prices from Indestructo Rental Company for the tents and Service Sanitation for the portable restrooms. Promotional emails are being sent out via Constant Contacts to remind our runners that the deadline for early registration is coming up in early November.

Lincolnwood Parks & Recreation

Superintendent of Parks and Facilities

Chris Stachewicz

October 2015

cstachewicz@lwd.org

Proesel Park Family Aquatic Center

The Aquatic Center is officially closed for the 2015 season. Staff is working on closing up the facility and winterizing the pool.

Staff is currently working with FGM Architects on the Proesel Park Family Aquatic Center Master Plan. We had three firms submit proposals and staff felt FGM would be best suited for the project.

Proesel Park

This month we hosted Grossinger Auto for their annual staff appreciation picnic on Sunday, September 20 in Proesel Park. Thank you to Park Patrol for all of their help with this rental. They did a great job picking up trash, keeping the park clean, and ensuring safety, privacy and satisfaction of the Grossinger picnic.

The Sunday soccer league came to a close on Sunday, October 4. They have been playing since May and ended with their tournament on the 4th.

Shelter rentals are coming to an end as well. In April, when shelter reservations were open to Lincolnwood Residents to rent, the majority of the dates were booked. Dates left available to rent were mainly left in May, which was an undesirable month for the shelter due to poor weather. Renovations in the shelter began at the end of September, with our last rental on September 20.

Park Patrol will finish their season on Saturday, October 31st this year. They have done an outstanding job throughout the summer with soccer rentals, softball rentals, and picnic rentals. Park Patrol has made Proesel Park a safer, more enjoyable place for residents and non-residents.

Office Operations

Julie has been working with staff on the Winter/Spring brochure and the November/December senior newsletter. She has also been gearing up for Turkey Trot registrations.

Julie has been spending time researching historical information about the individuals after whom parks are named. This information will be edited and utilized for signs at the each of the parks to educate the public about the individual.

Staff has worked with the Finance Department to order a PCI compliant credit card terminal that will work with RecTrac, our registration software.

Park Inspections

The park inspection report for September is attached.

Playground Inspection Report Summary

Date(s) of Inspection September 5, 6, 2015
Inspector: Chris Stachewicz

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		Play structures need to be cleaned

KENNETH PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Replace basketball net
#3	PW		Pick up trash

KILDARE PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Replace basketball net
#3	PW		Paint water fountain

GOEBELT PARK (Equipment new 2007)

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

O'BRIEN PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Remove broken picnic tables

ROSSI PARK (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Replace basketball net
#3	PW		Sand area needs to be raked

COLUMBIA PARK (Equipment New 2006)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Remove graffiti

CENTRAL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Paint play structure

DRAKE PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Replace basketball net
#3	PW		Repaint basketball court

SPRINGFIELD PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Remove broken picnic tables

G.G. ROWELL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>
#2	PW	

<u>Description</u>
Remove broken picnic tables

FLOWERS PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>
#3	PW	

<u>Description</u>
Remove broken picnic tables

CENTENNIAL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>
#3	PW	
#3	PW	

<u>Description</u>
Pick up trash around theater and channel
Empty trash cans

Lincolnwood Parks & Recreation

Community Center Program Supervisor

Melissa Rimdzius

October 2015

mrimdzius@lwd.org

Community Center

The Community Center currently has 16 rentals booked for the month of October, with events taking place on every Saturday and Sunday this month. Last year a total of 12 rentals took place during the month of October. Anticipated rental revenue for the 13 large room and 3 small room rentals combined is \$5,747. This is the second year in a row that the facility has experienced an increase in rentals during the month of October.

Fitness

The Community Center hosts fitness classes five days per week this season, as well as D'Original Jazz Dance Program on Friday evenings. Typically another Zumba class is held on Wednesday nights; that class was not scheduled to take place this season at the instructor's request, but will resume again in January. Included below is a matrix of registration totals for the first session of fall fitness classes in 2014 and 2015.

Day & Program	2014	2015
Sunday Zumba	13	16
Monday Yoga	18	11
Tuesday RIPPED	5	5
Thursday RIPPED	3	2
Tuesday/Thursday Combo	14	7
Friday Morning Nia	N/A	5
Total	53	46

Turkey Trot

Volunteer recruitment has begun and we are right on track. Thus far, about thirty community members and staff have registered to volunteer on race day including representatives from Lincolnwood Baseball and the Human Relations Commission. I have reached out to several schools and previous volunteers regarding this year's event, and will be attending the Niles West High School Volunteer Fair on October 9 in order to directly talk to teens about this and other volunteer opportunities with the Parks & Recreation Department.

A variety of volunteer positions are still available, including: course marshal, water station, packet pick-up, finish line, gear check, sponsorship tent, registration, and the Drumstick Dash youth race. If you are interested in volunteering, contact Melissa at mrimdzius@lwd.org or 847-745-4728 by November 9.

Lincolnwood Parks & Recreation

Community Outreach and Marketing Coordinator

Linda Vering

October 2015

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Family Fun Fest & Car Show

Despite some cloudy and very windy weather, we had a fairly good turnout for this year's Family Fun Fest. In addition to the online and social media promotion of the event, we also placed a front page ad in the Lincolnwood Review. We also had one sponsor, Liberty Bank at this event. We discussed separating the two activities next year.



Touch a Truck (Sept. 19)

Touch a Truck was again held at Lincolnwood Town Center mall, and with the nice weather we had a strong turnout. Because of mall regulations, we are not able to have our own sponsors at this event, but a few mall vendors were in attendance. We provided pink and yellow plastic construction hats for kids and raffle prizes. Two new banners were ordered for the event, which we will store here, that we can use each year at the mall on the day of to draw in more participants.



Fitness Banner

We created a new banner to promote our weekly fitness classes at the Community Center. This banner will be displayed on the community center.

Turkey Trot Medals

We created new turkey trot top finisher medals, and discussed providing finisher medals instead of bags. We agreed to look into finisher medals for the 2016 race.



Email Marketing

The following targeted emails were created and sent to promote various programs/events in August:

- Turkey Trot Promotion
- Fall Fitness Promotion
- Family Fun Fest Promotion
- Touch a Truck Promotion

Sponsorship

Sponsorship information for September events:

Liberty Bank	<ul style="list-style-type: none">• Family Fun Fest
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Lincolnwood Parks & Recreation

Youth Programs Coordinator

Aryn Fletcher

September 2015

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Autumn Youth Programs

Programs for the first fall session have been running for about a month. Below are the updated participant numbers for each program:

<u>Program</u>	<u>Session 1</u>
Basketball @ Rutledge	14
Ciao Bella Sewing	2 (canceled)
Karate	15
Kids First Afterschool	8
TechStars Get Coding	6
Basketball @Todd Hall	13
Short Stoppers	6
Sportsmania	10
I Love Art	2 (canceled)

A few of our classes had to be canceled due to low enrollment. Recreation staff advertised the classes through the virtual backpack on the School District 74 website, Facebook, Twitter (both Lincolnwood's and School District 74's), constant contact emails, and fliers to Club Kid participants.

Fall session two classes begin the end of October, staff continue to advertise via media outlets and hope to fill them all. Basketball at Rutledge Hall for 3-5 graders has already filled with a waitlist.

Club Kid

Club Kid is currently on a waitlist until an additional staff member is hired. Staff are working hard to find an additional counselor for the program. Resumes are being accepted and interviews have begun. If anyone is interested in joining the staff at Club Kid please contact Aryn Fletcher at afletcher@lwd.org.

Family Fun Fest

Family Fun Fest was held on Saturday, September 12 at Centennial Park from 11am-3pm. Events at Family Fun Fest included kayaking, kite decorating, Geocaching, Sugar Pie Café food truck and the Lincolnwood Police Department were on-hand with bike safety information. This year we collaborated with the 16th Annual Lincolnwood Classic Car Show. The car show was stationed on one end of the park with the Family Fun Fest activities were on the other. All ran smoothly, and staff will be evaluating if the Family Fun Fest and Car Show combination is the correct combination of events for the Family Fun Fest in 2016.

Pumpkins in Proesel

Pumpkins in Proesel is our new Halloween event. New this year, the event will take place on Saturday,

October 24 from 1-3PM instead of on October 31. Weather pending the event will be held in Proesel Park and have a large pumpkin bounce house, music, a hot cocoa truck, face painting and a dozen carnival games. The inclement weather location will be at the Community Center.