



**Village of Lincolnwood  
Parks and Recreation Board Meeting**

**Council Chambers  
6900 N. Lincoln Ave.  
Lincolnwood, IL 60712  
June 13, 2017  
7:00p.m.**

**AGENDA**

- I. Call to Order
- II. Approval of Minutes of April 11, 2017 meeting
- III. Audience Participation and Letters/Notes/Emails from the Public
- IV. Old Business
  - A. Pool Pass Sale Update
- V. New Business
  - A. Presentation of Five Year Capital Plan
  - B. Department Logo Update
  - C. GO Lincolnwood Update
  - D. Adopt-A-Path Program Update
- VI. Chairperson's Report
- VII. Commissioners' Reports
- VIII. Director's Report
- IX. Staff Report
- X. Adjournment

Posted: June 9, 2017



## Lincolnwood Park and Recreation Board Meeting

Lincolnwood Village Hall – Council Chambers

April 11, 2017

DRAFT MINUTES

### CALL TO ORDER

The meeting was called to order at 7:04 P.M.

### PRESENT AT MEETING

Park Board Members: Sarah Hardin, Laura Tomacic, Grace Diaz Herrera, Amy Kaniff

Parks and Recreation Department Staff: Laura McCarty, Katie Gamroth, Melissa Rimdzius

Village Board Liaison: Jennifer Spino

Village Staff:

Audience:

### APPROVAL OF MINUTES

On motion Kaniff/Tomacic approve the meeting minutes of the February 14, 2017. 4-0, motion passed.

### AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC

### OLD BUSINESS

#### A. Presentation of the 2016 Turkey Trot Report

**Gamroth-** Presentation of the 2016 Turkey Trot Report

**Board Discussion:**

- Comments on the 2016 apparel bid and the vendor's inability to fulfill the order
- Congratulates staff on a wonderful event

**Rimdzius-** Provides information regarding the termination of the 2016 apparel bid contract

#### B. Presentation of 2016 Fall Program Report

**Gamroth-** Presentation of 2016 Fall Program Report

**Board Discussion:**

- Inquires if non-residents are welcome to register for soccer
- Comments on new gyms in the area, questions if that could also be a factor in lower fitness participation
- Questions what the AARP program is

**Gamroth-** Confirms that non-residents are welcome to register for soccer

**Gamroth-** Mentions that fitness trends have cycles and that current programs may be cycling out which would lead to lower participation. Confirms that the department will continue to try new programs with the considerations for the limitations in the Community Center.

**Gamroth-** Informs board that AARP is a defensive driving class held in the Community Center approximately eight times a year. Taught by AARP, members and non-members are able to register for a two day class that for most will result in a discount on insurance

### NEW BUSINESS

#### A. Approval of a Resolution Awarding the Bid for Staff and Participant Apparel

**Gamroth-** Provides overview of bid process

**Board Discussion:**

- Notes Aquatic Center correction on slide
- Appreciates that Sunburst Sportswear came through for us last year
- Comments on importance of trust level

On motion Tomacic/Diaz-Herrera to approve a Recommendation to Adopt a Resolution to Award a Bid for the Provision of Apparel to Sunburst Sportswear of Glendale Heights, Illinois. 4-0, motion passed

**B. Approval of Amendment to Alltown Bus Service Inc., camp bus contract**

**Gamroth-** Provides overview of Alltown Bus Service Inc., contract

**Board Discussion:**

- Questions if staff has been happy with service over the past few years

**Gamroth-** Confirms there has been a nice working relationship with Alltown and that in 2018 the Village will go out to bid again

On motion Kaniff/Tomacic to approve a Recommendation to Adopt a Resolution Approving a Second Amendment to the Contract for Department of Parks and Recreation Bus Services with Alltown Bus Services Inc., of Skokie, IL. 4-0, motion passed.

**C. Discussion on Establishing Hours of Operation for the New Recreation Paths**

**McCarty-** Would like gather feedback on establishing hours of operation for the new recreation paths. Skokie, currently does not have hours on their extension but are looking to mirror their park hours. Typically there is a dusk mandate, light until dark or an actual time in place for path operations with the need being to deter people from using the paths when it is dark out. Looking at Proesel Park we have hours from 6am – 11pm and at the smaller parks from 5am – 9pm.

**Board Discussion:**

- Questions path hours to the south
- Comments on how the paths are very dark without light
- Notes that it is a commuter path and people will be using it for transportation, and many bikes will have their own light
- Looking to prevent people from inappropriate use and being loud
- Agrees that 5am is appropriate, but 11pm seems late
- Questions why the call boxes are not working

**McCarty:** Confirms she has been unable to find any hours posted to the south, which leads her to believe they do not have any. Notes the reason for the hours is strictly safety and will ultimately give the police something to enforce.

**Hardin:** Suggests 10pm as a closing time and between now and the next meeting would like the board to talk to residents and gather their feedback

**Rimdzius:** Informs board the call boxes have been bagged up to due to the 911 transition and Village staff are working to get those back up

**CHAIRPERSON’S REPORT –**

**COMMISSIONERS’ REPORTS –**

**DIRECTOR’S REPORT –**

**McCarty:** Notes April is a busy month with special events:

- First Egg Hunt hosted by Parks and Recreation, previously held by FOP, on April 8. Very successful event with approximately 350 in attendance
- Thursday, April 20 is Mom/Son Bingo at the Fire Department
- Tuesday, April 25 is Coffee with the Clergy in Council Chambers
- Sunday, April 30 is the inaugural Best Friends Walk in Centennial Park, giving our residents the opportunity to bring their dog out to participate in an event
- Go Lincolnwood is the new health and wellness initiative that will officially kick off in June. Looking to promote fitness and health by walking for 30 minutes a day

**Hardin:** Questions if there is an online log for Go Lincolnwood

**McCarty:** Confirms there is no online log, participants can stop in the office and pick up a copy or download one from our website

**STAFF REPORTS**

**A. SUPERINTENDENT OF RECREATION – GAMROTH**

**Gamroth:** Provides camp staffing update

**B. SUPERINTENDENT OF PARKS AND FACILITIES – RIMDZIUS**

**Rimdzius-** Provides update on G.G. Rowell Park

- Kids Around The World removed the playground on Monday, April 10
- Security fencing and preparation for the installation of the new equipment started today, Tuesday April 11.
- Estimated delivery of equipment is tomorrow, Wednesday, April 12
- With an estimated completion date of Friday, April 21

**Rimdzius:** Informs board that the prototype parent/child swing combo that Landscape Structures was creating is not a true parent/child swing. Staff is now looking to order one from the original manufacturer.

**Rimdzius:** Updates board on Springfield park and the post work that needs to be completed. Notes that the group that is installing G.G. Rowell will be completing the work at Springfield

**Board Discussion:**

- Questions if there have been any complaints from residents
- Impressed with how quickly the installation is being done

**Rimdzius:** Confirms no complaints have come into the office, just have heard some standard questions more curiosity

**Rimdzius:** Gives an Aquatic Center hiring update, confirms we are still in need of lifeguards and an Aquatic Center Coordinator. Notes lifeguards need to be 16 years of age, as the 15 year olds that have been hired in the past are not able to work all areas of the pool

- C. **RECREATION SUPERVISOR – ANTOSZ**  
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 8:15 P.M.  
Park Board Minutes prepared by: Katie Gamroth, Superintendent of Recreation

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

# LINCOLNWOOD PARKS & RECREATION

## Staff Report: June 2017



### UPCOMING EVENTS

Date	Event	Location
Saturday, June 3	Opening Day	Proesel Park Aquatic Center
Sunday, June 4	Go Lincolnwood Kick Off	Proesel Park Shelter
Thursday, June 8	Wind Gypsys	Proesel Park
Wednesday, June 14	Relativity	North Shore Theater
Wednesday, June 14	Camp Parent Orientation	Community Center
Thursday, June 15	Second Hand Soul	Proesel Park
Sunday, June 18	Father's Day Diving Challenge	Proesel Park Aquatic Center
Tuesday, June 20	Day Camp Begins	Proesel Park
Thursday, June 22	Community Park Play Date	Centennial Park
Thursday, June 22	Felix & Fingers	Proesel Park
Friday, June 23	Ahoy Matey! Pirate Adventure	Proesel Park Aquatic Center
Thursday, June 29	Community Park Play Date	M. Lester Flowers Park
Thursday, June 29	Wild Skies	Proesel Park

**Lincolnwood**  
Parks & Recreation

## **ADMINISTRATIVE OPERATIONS**

### **Staff and Park Board News:**

#### **New Faces:**

##### **Welcome Amina Elmhady**

Please join me in welcoming Amina Elmhady to the Parks and Recreation Board. Amina was appointed at the June 6, 2017 Village Board meeting and is filling the vacancy left by Amy Kaniff. Amina holds a Master of Science Degree in Counseling and a Bachelor of Art Degree in Psychology. She currently teaches for Northwestern University's Center for Talent Development where she designs and implements curriculum for gifted students. Amina has been a resident of Lincolnwood for 2.5 years and has four children. The Parks and Recreation Department Staff and Board look forward to working with her.

##### **Welcome Grace Antic**

Grace has joined the Parks and Recreation office team during our busy summer season to assist with program registrations and pool pass purchases.

##### **Welcome Aquatic Center and Day Camp Staff**

As of June 8, 2017 a total of 198 seasonal employees have been hired to work at the Proesel Park Family Aquatic Center and in our Day Camp Program. We are excited to welcome all of these staff as they are the face of our department during the busy season and help to ensure all participants have a safe and fun summer experience.

**Congratulations** to Katie Gamroth, Superintendent of Recreation who celebrated six years with the Village of Lincolnwood in May, Aryn Fletcher, Youth Programs Coordinator who celebrated four years with the Village of Lincolnwood in May, Linda Vering, Community Outreach and Marketing Coordinator who celebrated three years with the Village of Lincolnwood in and Julie Glowacki, Receptionist who celebrates three years with the Village of Lincolnwood this month.

**Congratulations** to all department staff on a successful beginning to the 2017 summer season! The season officially kicked-off with the Memorial Day Parade and Ceremony held on May 29. New to the parade this year children ages eight and under were invited to participate in the first annual kids bike parade with bikes, trikes, wagons or scooters decorated with a patriotic theme. The Proesel Park Family Aquatic Center opened the following weekend on Saturday, June 3. Many thanks to Melissa Rimdzius, Superintendent of Parks and Facilities and our outstanding Public Works staff for working diligently over the last few months to get the pool ready for opening day. Following opening day at the pool, on Sunday, June 4, the official kick-off for our new community-wide health and fitness initiative, GO Lincolnwood took place in Proesel Park. The event included inspirational speeches, a walk around Proesel Park, free giveaways from our sponsor Northshore University HealthSystem and raffle prizes. And then finally our summer concert series in Proesel Park began on Thursday, June 8 with an excellent performance from the Wind Gypsies. Hope to see you this summer at the many amazing and fun opportunities offered by the Parks and Recreation Department.

## MARKETING CHANNEL HIGHLIGHTS

	April	May	June
<b>FACEBOOK</b>			
Posts			
Total Followers	1,001	1,115	1,122
Total Reach	13,285	12,263	8,230
<b>TWITTER</b>			
Tweets	13	8	6
Impressions	2,650	1,394	195
Followers	175	180	187
Top Tweet	Best Friends Walk	GO Lincolnwood	Summer Concert Series
<b>INSTAGRAM</b>			
Posts	10	10	8
Likes	21	42	28
Followers	175	180	188

### Digital Brochure

	Summer Day Camp	Summer Programs
Reads	1,104	547
Impressions	2,126	793
Average Time Spent	0:06:07	0:04:39
Shares	2	3

### Emails

	Date	Open Rate	Click Rate	Unsubscribed
Egg Hunt	4/6/2017	31%	4%	4
April/May Newsletter	4/7/2017	37%	13%	5
Mother-Son Bingo	4/11/2017	24%	2%	0
Best Friends Walk	4/13/2017	30%	4%	1
Spring Soccer Clinic	4/13/2017	27%	20%	0
Non-Res. Aquatic Center	4/18/2017	46%	18%	1
Best Friends Walk (2)	4/23/2017	35%	3%	3
Non-Resident Pass Info	5/5/2017	69%	3%	0
June Newsletter	5/22/2017	37%	16%	27
Tennis Lessons	5/23/2017	30%	11%	1
Memorial Day Parade	5/24/2017	27%	0%	0
Opening Weekend	6/1/2017	45%	0%	2
GO Lincolnwood	6/2/2017	27%	1%	3
Summer Concert Series	6/7/2017	17%	4%	3

## Press Releases

<b>Best Friends Walk</b>	Press release distributed
<b>Mother Son Bingo</b>	Press release distributed
<b>GO Lincolnwood</b>	Press release distributed
<b>Memorial Day Parade</b>	Press release distributed
<b>Summer Concert Series</b>	Press release distributed

## Online Promotions

Event	Dist. 74	Nextdoor	Chicago Parent	Oaklees Guide	Chicago Kids	Yelp	Metromix
Best Friends Walk	•	•	•	•	•	•	•
Mother Son Bingo	•	•		•	•	•	•
GO Lincolnwood	•	•	•	•	•	•	•
Memorial Day Parade	•	•	•	•	•	•	•

## Event Sponsorship

Date	Sponsor	Event	Amount	Notes
4/8/2017	RCN Cable	Easter Egg Hunt	\$150	Provided donuts and coffee to attendees
4/20/2017	Physicians Immediate Care	Mother Son Bingo	\$135	Provided small giveaway toys and first aid kits
6/4/2017	NorthShore University HealthSystem	GO Lincolnwood Rally	Ongoing contract	Provided water bottles to attendees

## RECREATION

### PROGRAMMING HIGHLIGHTS

#### Annual Egg Hunt

On Saturday, April 8 the Parks and Recreation Department coordinated and implemented the Annual Egg Hunt in Proesel Park. This event was previously planned and implemented through the Fraternal Order of Police, however it was determined this year that the event should become a Parks and Recreation Department managed event. A total of 3,000 eggs were purchased for the event and children age's two to 11 had the opportunity to hunt for the eggs in Proesel Park near the shelter. Age group starting times were staggered so all children had an equal opportunity to collect eggs. RCN was the event sponsor and they were on-site the day of the event to raffle off movie passes and distribute pens and doughnuts. Overall the event was a success with approximately 300 attendees.



#### Summer Day Camp

As summer day camp season quickly approaches, the summer camp office staff have been diligently scheduling interviews, processing reference checks and hiring staff. Approximately 78 staff has been conditionally offered positions and/or has been officially hired. Our camp continues to promote from within and develop staff at all levels as six counselors from the 2016 season have been promoted to site supervisors for the 2017 season.



## Memorial Day Parade & Ceremony

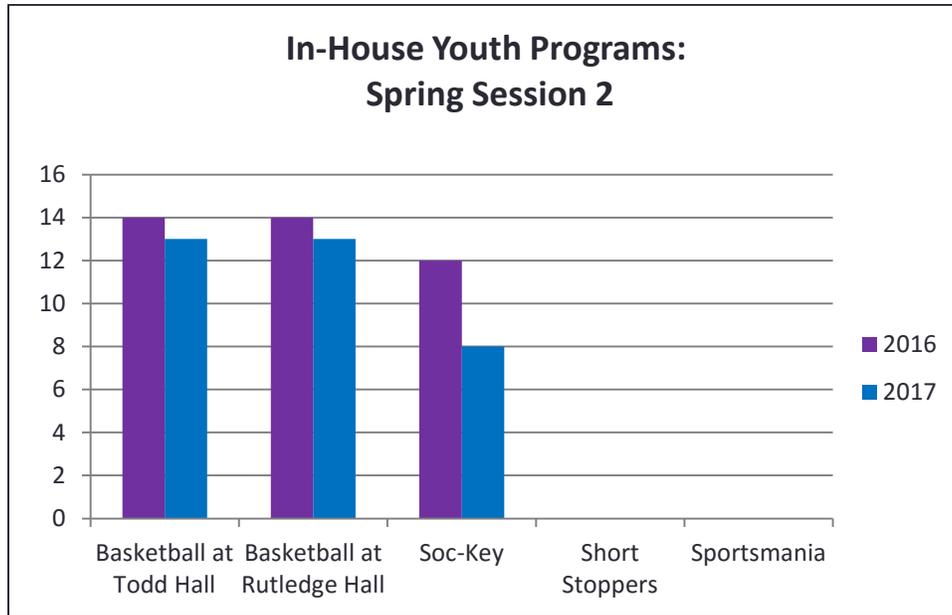
The Parks and Recreation Department presented another successful Memorial Day Parade and Ceremony in corporation with the American Legion Post #1226, Public Works, the Police and Fire Departments. The parade kicked off at the corner of Pratt & Cicero and concluded at Madeline's Garden in Proesel Park. The weather was perfect which resulted in fantastic attendance.



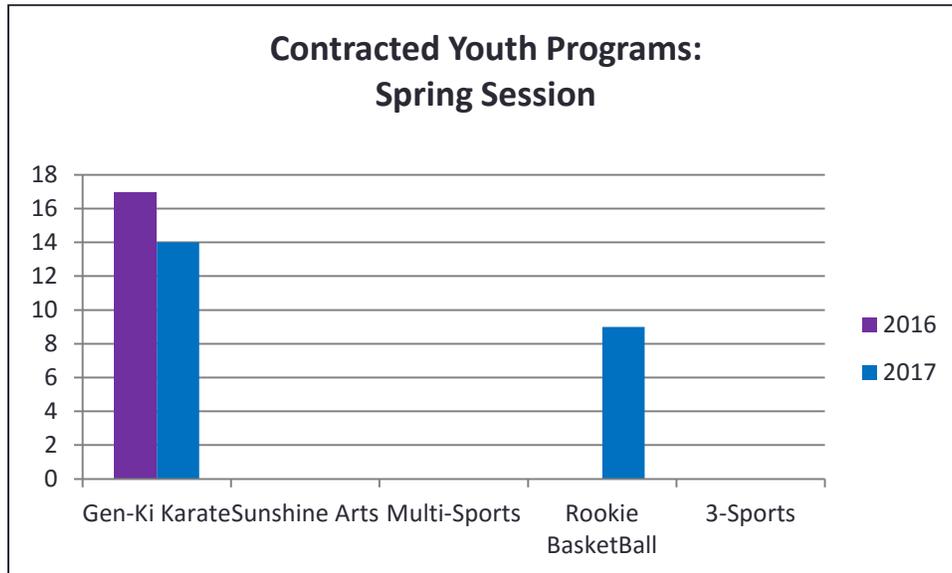
# YOUTH PROGRAMS

## Afterschool programs

- In-house programs include basketball, Soc-Key, Short Stoppers and Sportsmania. These programs are all held at the School District 74 campus and instructed by a Parks and Recreation Department employee. The chart below depicts total enrollment during spring 2017 compared to spring 2016. Short Stoppers and Sportsmania was canceled in 2016 due to low enrollment and not offered in 2017.

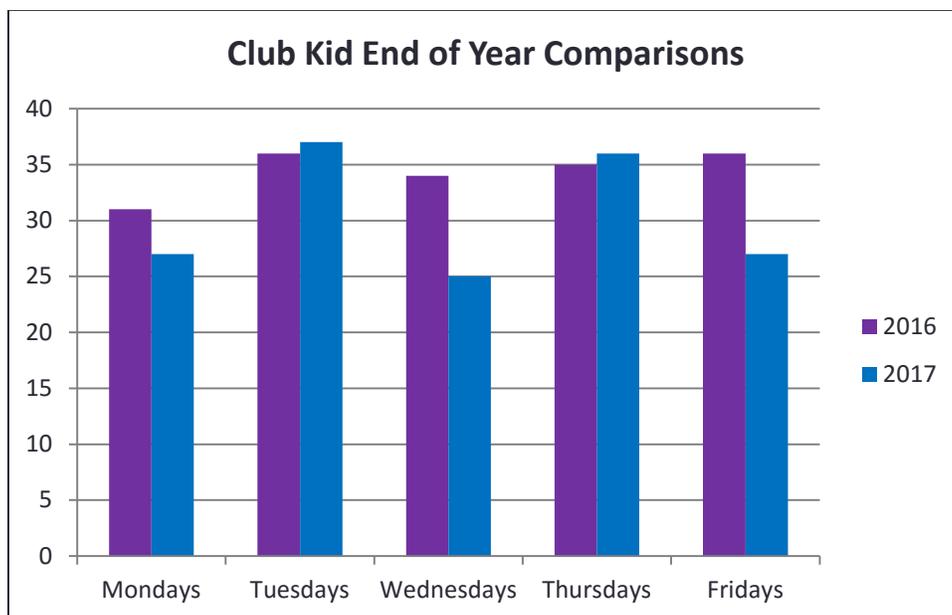


Contracted programs for the spring of 2017 included Karate, We Got Game Rookie Basketball and We Got Game 3 Sports. These programs are also held at the School District 74 campus and instructed by a contractual instructor. The chart below depicts the number of participants in each program. The programs that don't show any enrollment were canceled in 2016 and not offered in 2017. In 2017 3-Sports was canceled due to low enrollment.



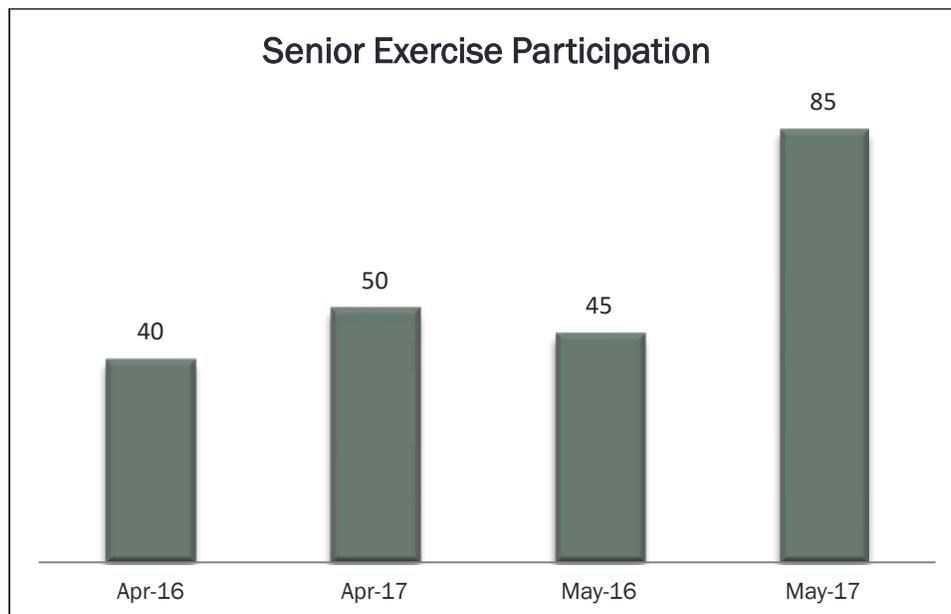
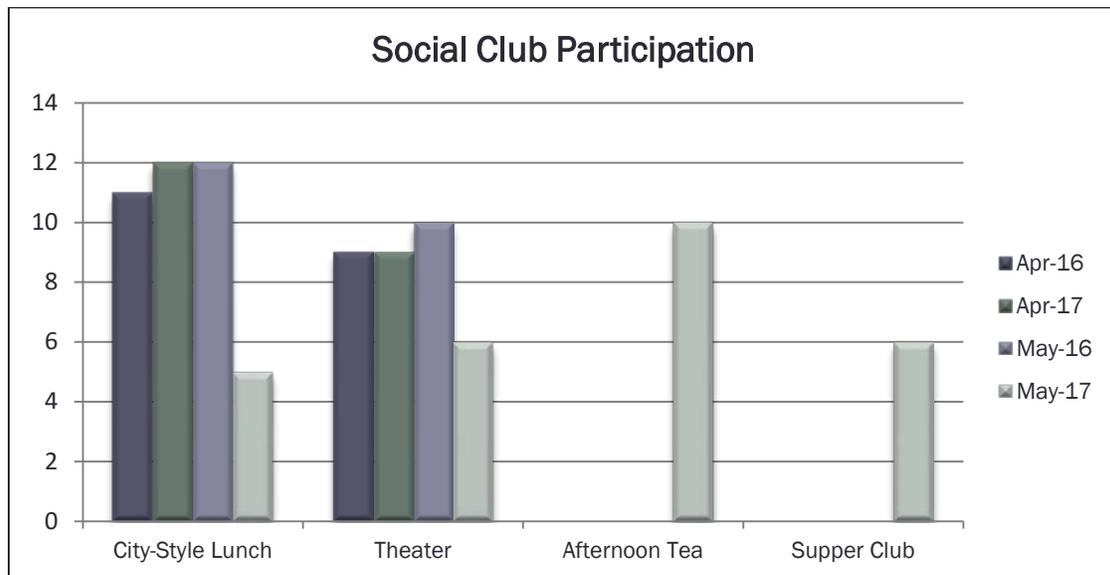
## CLUB KID

The chart below depicts Club Kid enrollment at the end of the school year in 2017 compared to 2016. The Parks and Recreation Department partners with School District 74 to offer Club Kid, an afterschool program for Kindergarten through 5<sup>th</sup> grade.



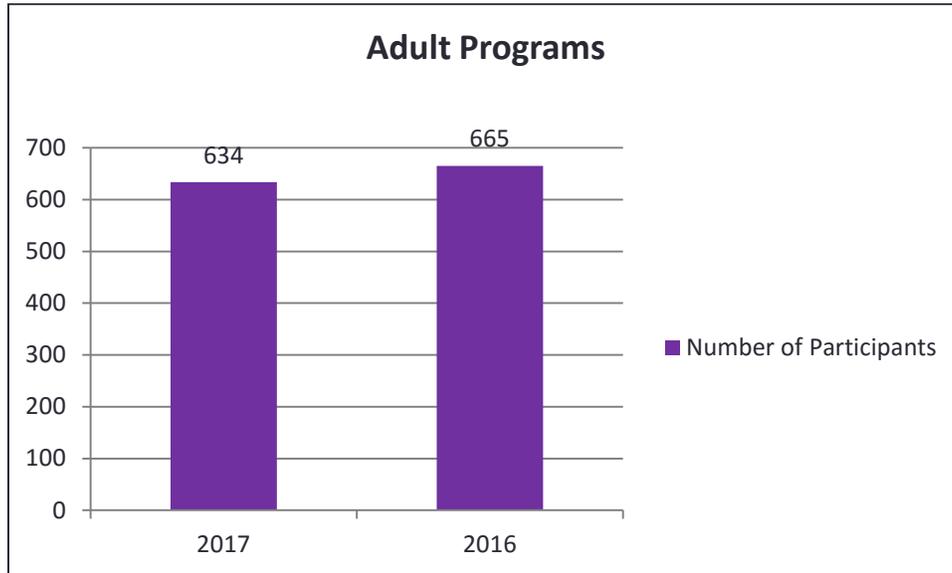
## Lincolnwood Social Club (Ages 55+)

Social Club numbers remain fairly consistent, with increases or decreases due to ticket availability, interest in performance or taste of cuisine. The Social Club is unable to utilize the M-NASR bus during the summer months for transportation. Due to the loss of the bus the City-Style lunch trips do not take place. In efforts to keep up participation, the Supper Club and Afternoon Tea programs were added. Reservations are made at local restaurants for an early dinner or to gather for afternoon tea. The participants drive themselves and meet the group there.



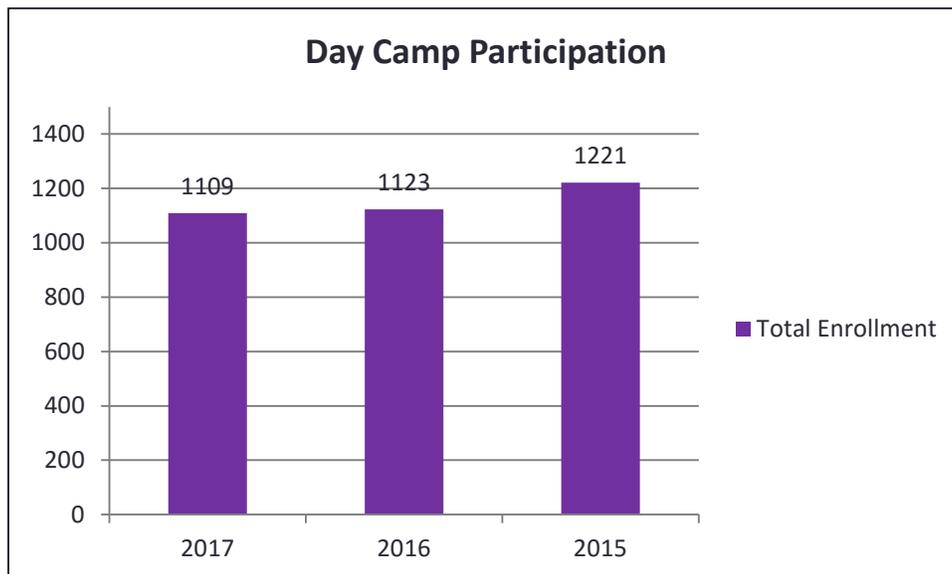
## ADULT PROGRAMS

Below are the final spring registration numbers for adult programs. Adult programs consist of Jazz Dance and fitness programs including: Zumba & Peace Yoga.



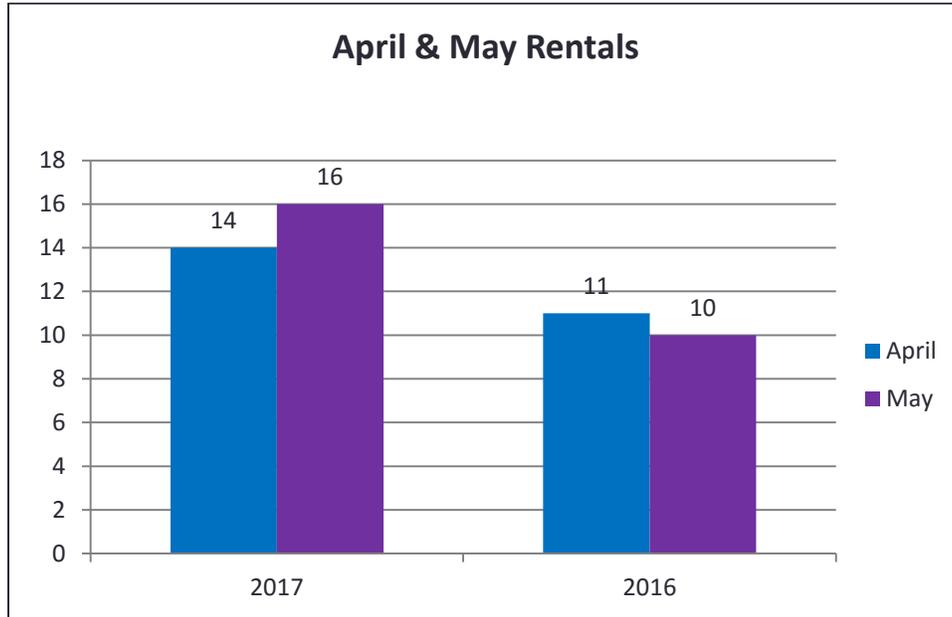
## DAY CAMP

The chart below displays final camp registration numbers for the 2015 and 2016 seasons and numbers as of June 7 for the 2017 season.



## COMMUNITY CENTER

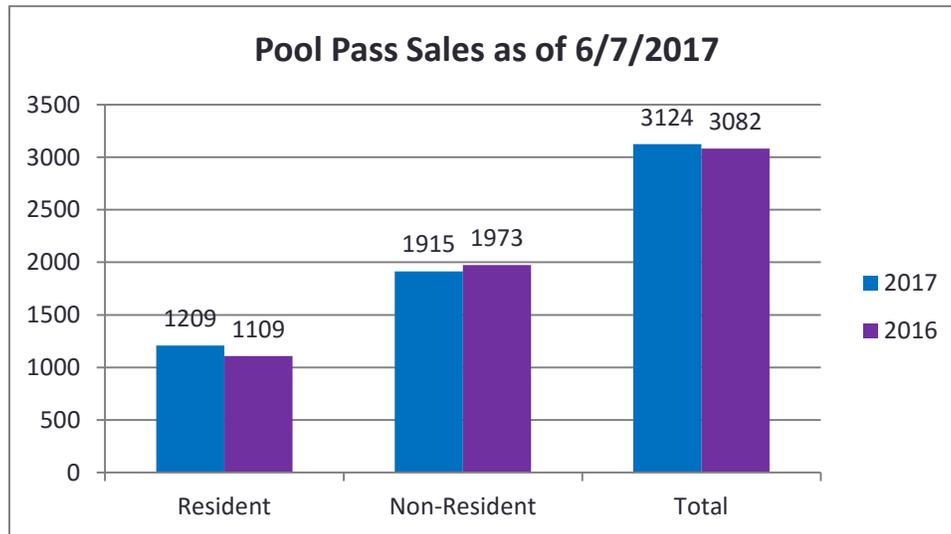
Many lively and fun events were held at the Community Center throughout the months of April and May. Events included birthday parties, bridal showers and variety of events. A total of \$10,403 in rental revenue was generated during the months of April and May compared to \$6,973 in rental revenue generated during April and May of 2016.



## PARKS AND FACILITIES

### AQUATICS

The Proesel Park Family Aquatic Center opened for the season on Saturday, June 3. We started off the season with great weather and a busy pool. Approximately 800 people visited the pool over opening weekend. The chart below depicts the total number of pool pass sales as of June 7, 2017 compared to last year at this same time.



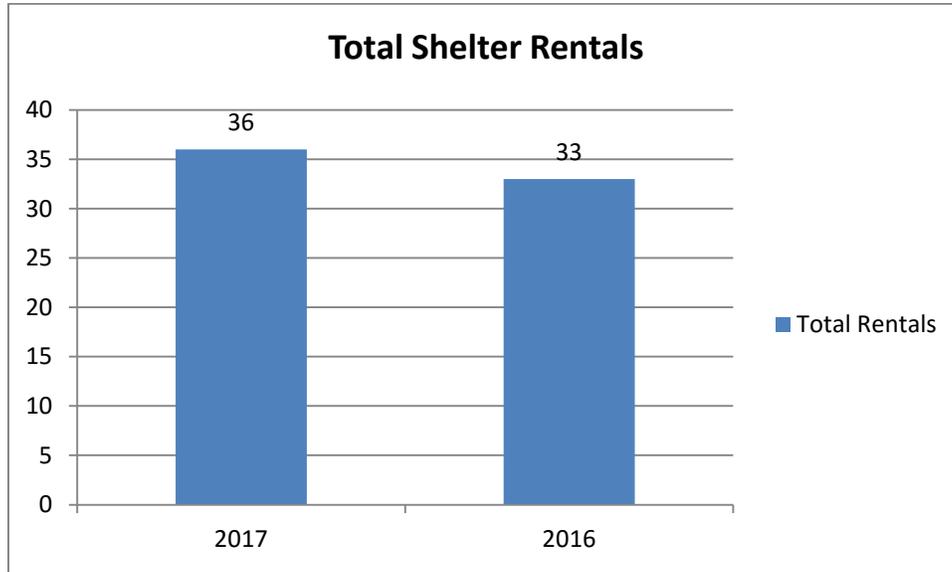
### SWIM LESSONS AND SWIM TEAM

Throughout the summer season swim lessons are offered at the aquatic center for Lincolnwood residents, pool pass holders and day camp participants. From water safety to skill refinement a variety of lessons are provided for age's 6-months and older to encourage confidence in the water and the lifelong skill of swimming. Private as well as group lessons are available. As of June 7, 2017 a total of 13 students are registered for private lessons and 242 for group lessons.

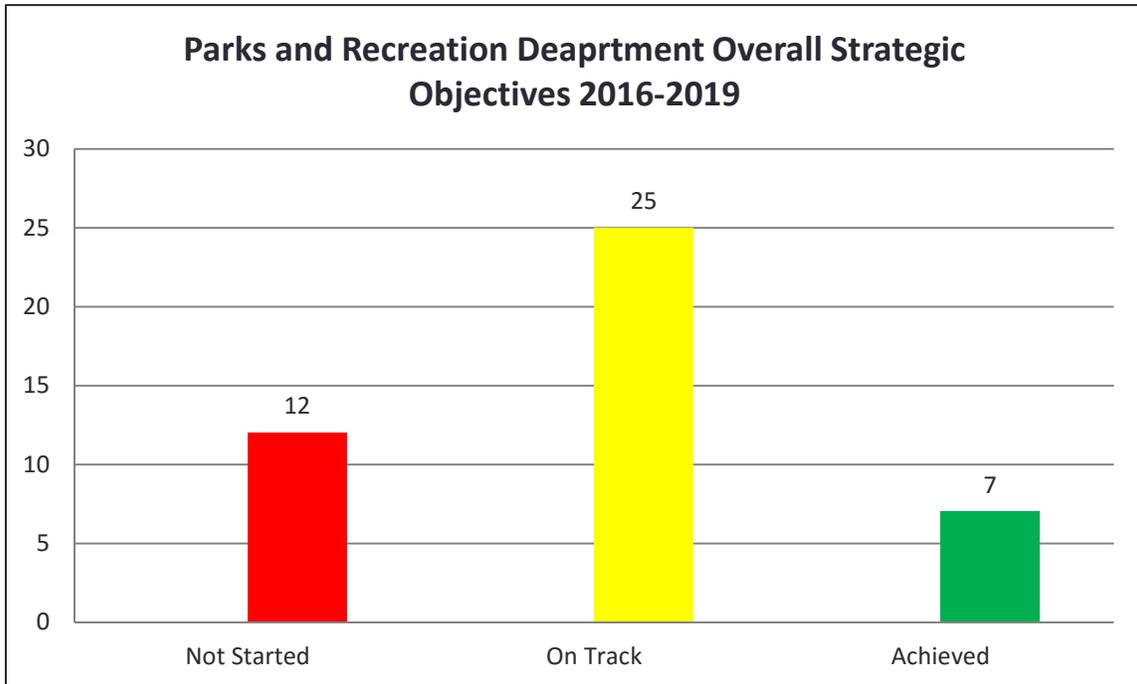
The Lincolnwood Lightning Swim Team is open to swimmers ages five and older. This program combines excellent training and instruction in competitive swimming with weekly meets to monitor progress. As of June 7, 2017 a total of 78 participants are enrolled in the Stroke Clinic which is a program designed for those interested in joining the swim team to refine their strokes, and 92 participants have registered for the swim team.

## PROESEL PARK PICNIC SHELTER

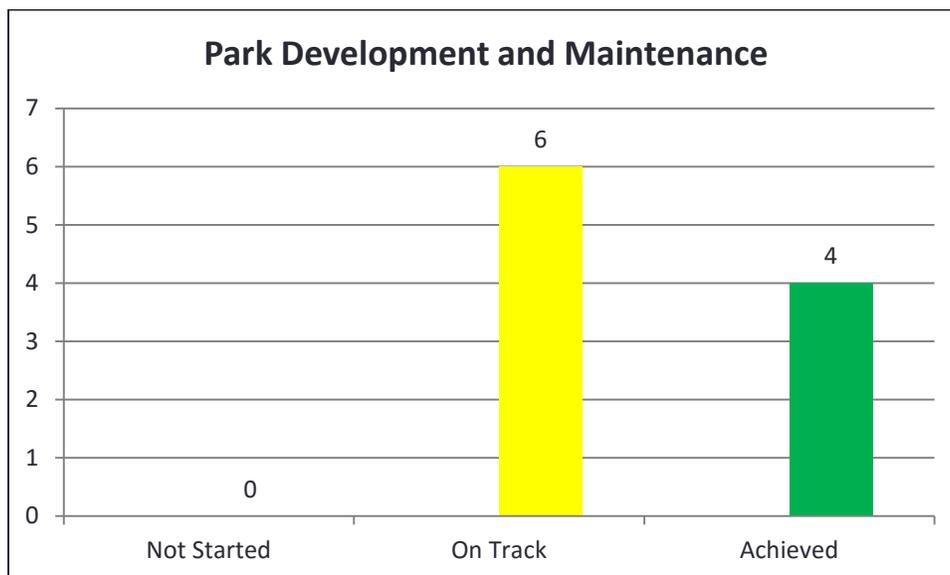
The Proesel Park Picnic shelter became available for rental on Monday, April 3. The chart below depicts the total number of shelter reservations as of June 8, 2017 compared to total number of reservations during the 2016 season.

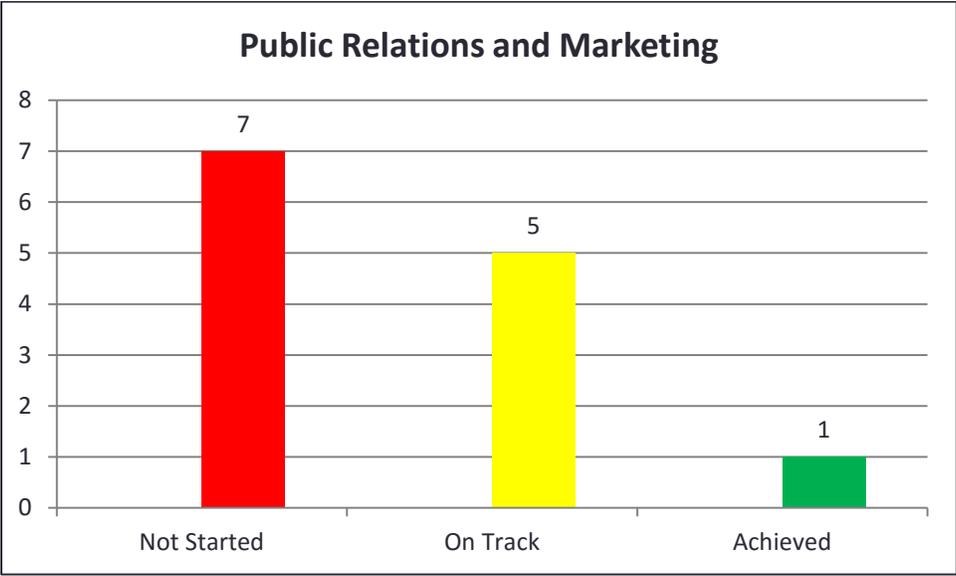
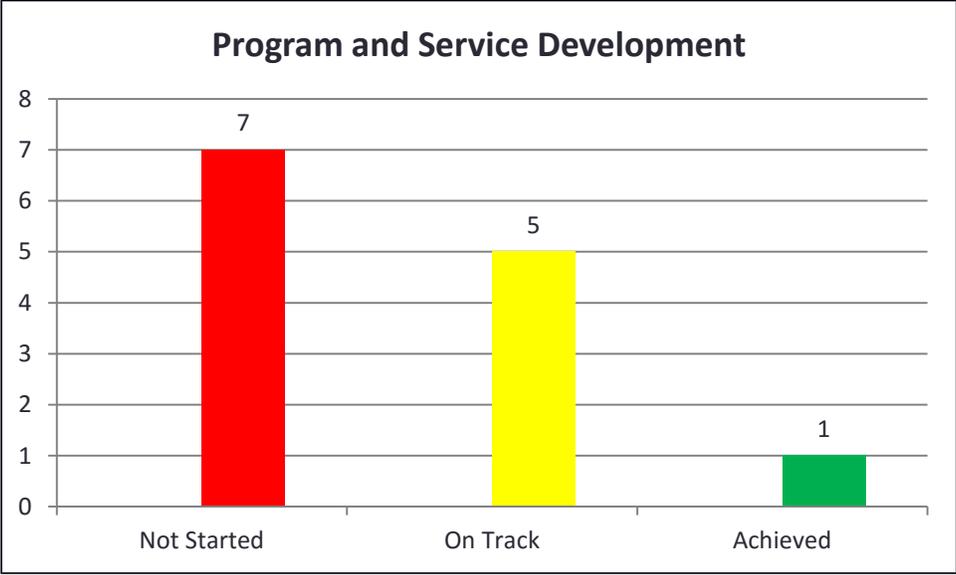


## OVERALL STRATEGIC OBJECTIVES

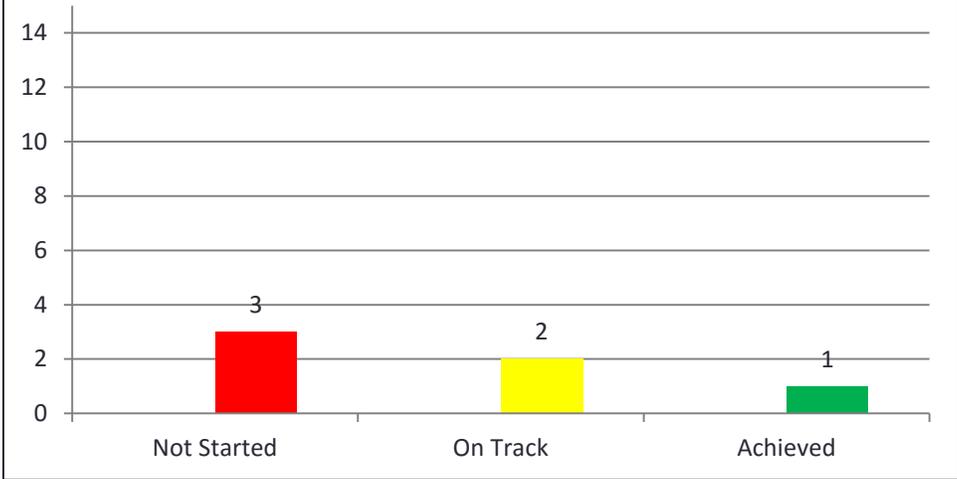


The following charts depict the status of strategic objectives based on strategic goals/focus areas.





### Grants and Partnerships



LINCOLNWOOD PARKS & RECREATION  
PRESENTS THE 2017

# SUMMER CONCERT SERIES

JUNE 8 - JULY 27

<p><b>JUNE 8</b> <b>WIND GYPSYS</b> Classic rock &amp; blues</p> <p><b>JUNE 15</b> <b>SECOND HAND SOUL</b> Motown, soul &amp; rock 'n' roll</p> <p><b>JUNE 22</b> <b>FELIX &amp; FINGERS</b> Dueling pianos</p> <p><b>JUNE 29</b> <b>WILD SKIES</b> Folk &amp; Americana</p>	<p><b>July 6</b> <b>ROCKSTAR RODEO</b> Rock 'n' country</p> <p><b>JULY 13</b> <b>JOSE VALDES &amp; THE MAMBO ALLSTARS</b> High energy Latin dance rhythms</p> <p><b>July 20-23</b> <b>LINCOLNWOOD FEST</b></p> <p><b>July 27</b> <b>FINAL SAY</b> Today's pop hits</p>
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**PROESEL PARK**  
7055 N. KOSTNER AVE.  
THURSDAYS | 7-8:30 PM | BINGO & CHILDREN'S ACTIVITIES START AT 6PM  
[WWW.RECREATION.LWD.ORG](http://WWW.RECREATION.LWD.ORG)