

LINCOLNWOOD PARKS & RECREATION BOARD MEETING

Tuesday, January 8, 2013, 7:00 pm

Lincolnwood Village Hall, Council Chambers

AGENDA

- I. Call to Order
- II. Audience Participation
- III. Communication from the Public
- IV. Approval of Minutes of December 11, 2012 meeting
- V. Old Business
 - A. Tennis Request for Proposal (RFP) Process
- VI. New Business
 - A. Turkey Trot Report
- VII. Chairperson's Report
- VIII. Commissioners' Reports
- IX. Director's Report
- X. Recreation Staff Reports
- XI. Adjournment

Posted: January 4, 2013



Lincolnwood Park and Recreation Board Meeting

Lincolnwood Village Hall – Council Chambers

December 11, 2012

Draft Minutes

CALL TO ORDER

The meeting was called to order at 7:34 P.M.

PRESENT AT MEETING

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

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

Village Board Liaison: John Swanson

Village Officials: None

Audience: None

APPROVAL OF MINUTES

Hincapie – Checked with our attorney and it is acceptable to record meetings to ensure accuracy of the minutes. Springer may record meetings or portions of meetings in the future.

On motion Tomacic/Pabst to approve the revised meeting minutes of the October 8, 2012 meeting. 6-0, motion passed.

On motion Ito/Bass to approve the meeting minutes of the November 13, 2012 meeting. 6-0, motion passed.

AUDIENCE PARTICIPATION

None

LETTERS TO THE DEPARTMENT

None

OLD BUSINESS

A. Handicapped Accessible Street Access to Parks

Hincapie/Thurman presented an overview of the ADA entrances that have been installed at Rossi, Kildare, Kenneth and O'Brien Parks. The Police Department supplied traffic data including the number of warnings and tickets issued for Chase and East Prairie. They also placed a radar trailer across from the ADA entrance at O'Brien Park. Chief LaMantia stated this is a safe, relatively slow street in Lincolnwood.

Gratch – Looked other parks in the area. Some were totally open with no stop signs. Feel like we look fine. Parks are not gated – they are open.

Ito – Mayor Daley installed fences in Chicago to keep drug users out of parks but it kept them in. There are good and bad points to everything. We should abide by the recommendations of the ADA. The Department did what made logical sense and upholds the ADA standards. As a parent, the only way to keep kids safe is to watch them.

Tomacic – In agreement with Ito. You can't gate a park. It's a parent's responsibility to watch their kids.

Lovering – A recommendation to improve park safety would be to install a stop sign on east/west Chase to slow traffic down.

Bass – After further consideration, would like to rescind my second of the motion last meeting. The current ADA ramp is satisfactory. Moving the ramp would be an undue burden/hardship for a handicapped person.

On motion from November 13, 2012, Snyder/Bass moves to recommend replacing the fence at O'Brien Park. 0-6, motion fails.

Hincapie – There are more parks to be addressed. How would the Park Board like staff to handle ADA access in the future?

Gratch – Looking at what you've done, this is not in our scope to micromanage. Staff should select the best place to have the access points located.

Hincapie – Staff may ask for your opinion if we run into a snag.

On motion, Lovering/Tomacic moves that the Park Board recommends the Traffic Commission considers installing a stop sign on Chase at East Prairie to slow traffic and to ensure the safety of park users. 6-1, motion passes.

Trustee Swanson – You may want to consider asking the Traffic Commission to monitor the safety of all parks.

Lovering – This is our immediate, pressing concern. I would rather ask them to look at a specific issue.

NEW BUSINESS

A. Springfield Park Playground Bid Recommendation

Hincapie – Began the playground replacement program in 2005-06, and have completed five parks since.

Thurman – Presented an overview of bids received. The low bid (Kee Construction) did not price specified equipment. They priced an alternate plan with less features. Hacienda Landscaping provided pricing for specified equipment. They were \$2,000 higher but their pricing includes everything that we asked for. Staff recommends awarding the bid to Hacienda Landscaping. This item will appear on the regular agenda (not consent) of the December 18 Village Board meeting.

On motion, Ito/Lovering moves to approve the bid by Hacienda Landscaping for the removal, purchase and installation of Springfield Park playground equipment in the amount of \$61,784. 6-0, motion passed.

Hincapie – \$120,000 was budgeted for this project. Village Manager Wiberg encouraged discussion of the completion of the park with the remaining money. The skate park was slated for Springfield Park. Staff will come back to you by the end of the fiscal year with information on completing that project.

CHAIRPERSON'S REPORT

Judy Snyder resigned from the Park Board to Mayor Turry. I would like to thank Judy for her years on the Park Board. She did a lot of great things over the years.

Ito – Judy knew the history really well. She kept great records and could access information quickly. I will definitely miss that. She was instrumental in the pool renovations and for hiring professional staff in the Department.

Hincapie – Will miss her enthusiasm. “Rock on!” was one of her favorite sayings. She attended conference, special events, used the pool. She loved what we did. We thank her and wish her well.

COMMISSIONERS' REPORTS - None

DIRECTOR'S REPORT

Thank you to everyone for registering for conference. Please send your receipts to Thurman. In the process of removing signs for our parks in an effort to consolidate information as much as possible.

STAFF REPORTS

A. SUPERINTENDENT OF RECREATION – JAN SPRINGER

We have 104 “likes” on Facebook! The campaign will remain open through January 31, 2013. Please help spread the word!

B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN

Everyone worked so well on the Turkey Trot event. Have received great feedback from participants.

Ito – Impressed by the number of sponsors.

Hincapie – Iocca did a great job securing sponsors. She is very effective in her role.

C. COMMUNITY CENTER PROGRAM SUPERVISOR, KATIE SMITH

The grout has been cleaned at the Community Center – floors look great! Resident rentals are up considerably.

Lovering – Can the Community Center be used as a publicity site since we have so many people in the building for rentals?

Hincapie – We do have a bulletin board in the foyer advertising upcoming programs and events. We've talked about having a TV screen like they installed in Village Hall added to the lobby.

D. COMMUNITY OUTREACH COORDINATOR, GENELLE IOCCA

As noted in report.

E. YOUTH PROGRAMS COORDINATOR, MELANIE UNTERFRANZ

As noted in report.

ADJOURNMENT

On motion, Tomacic/Ito to adjourn the meeting at 8:19 P.M.

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



DIRECTOR'S REPORT

January, 2013

Jan Hincapie, Director of Parks and Recreation

jphincapie@lwd.org

Happy New Year!

Budget

Staff will have our budget meeting with the Administrative Budget Team on January 17 to discuss the proposed department budget and goals. We are excited about some of the program and special events that are included in the 2013-2014 Budget.

Illinois Park and Recreation Conference

All Recreation full-time program staff will be attending the Illinois Park and Recreation Conference from January 24-26 at the Hyatt in Chicago. I will be hosting a meeting of professionals working in the municipal setting on Thursday, January 24 and I will be speaking with two other colleagues in a session called, "Managing Multiple Priorities – Women in Leisure Services" on Saturday, January 26 from Noon-2:00 pm.

Centennial Park

The Centennial Park renovation is complete with the exception of a few minor punch list items. This Village will receive a reimbursement for 50% of the expenses incurred for the project in an amount not to exceed \$363,300.

Proposed Bike Path on the Commonwealth Edison property

As a follow-up to the December 4 meeting with officials from Commonwealth Edison (ComEd), staff will be meeting with the administration of American Publishing, Inc. (Lincoln and Jarvis) to discuss the use of a portion of their parking lot for the bike path. API currently leases the land from ComEd. We will determine the amount of square footage needed for the bike path and provide that information to ComEd. The majority of the path, starting at Devon, will travel on the abandoned railroad adjacent to the land under the high tension wires. Just prior to the Heartland Ice Arena, the path will cut across the land under the high wires and travel into the paved parking lot. It will cross over the entrance to API and stop at the grass area adjacent to the entrance. This land is actually within the Village of Skokie. The Skokie path will continue on the other side of Lincoln. Once this meeting takes place we should be fairly close to being able to draft a lease for the land.



Superintendent of Recreation Report

Jan Springer, CPRP

January 2013

jspringer@lwd.org

Department Communication

- **Facebook**

Our Facebook campaign continues through the month of January. As of 1/2/2013, we have 123 “likes” or friends following the Lincolnwood Parks and Recreation Department! As an incentive to follow us on Facebook, one lucky “friend” will be randomly selected on February 1 to be the recipient of a complimentary 2013 Proesel Park Aquatic Center membership! If you aren’t following us on Facebook, now’s the time!

- **Website**

I’ve updated the website adding programs and special events from the winter/spring brochure to all of our pages. The main page continues to act as our “homepage” with the most current news and information happening within our department. Our subdomain, www.recreation.lwd.org, is up and running after a few internal glitches. We are anxiously awaiting the new Village website but continue to make the best of the existing site.

- **Additional Communication**

Articles were submitted for the January/February Chamber Newsletter. The “early bird” registration rate for the Daddy Daughter Dance was highlighted. An article on the upcoming February 8th Senior Valentine’s Party and new and improved birthday party package were also featured. We hope to continue submitting information on a regular basis.

- **Day Camp Brochure**

Staff is working on the final revisions of the 2013 day camp brochure, which will be printed in full color! Our graphic artist has been able to include many photos taken last year, adding a very personal touch to the publication. We look forward to another great summer of day camp!

Social Club

Our seniors will surely be busy during January and February with all of the activities we have planned for them! Upcoming trips include Sunset Boulevard at Drury Lane, Now and Forever and South Pacific at Marriott Theatre, City-Style Lunch Bunch at Millennium Grill, and a new Passport Series featuring Greece with stops at Greek Islands, National Hellenic Museum and the Annunciation Cathedral. In-house activities include a free Tai Chi demonstration, two movies and lunches, a free concert by Tony Bernard, a free cooking demonstration by Lincolnwood Place, Heart Healthy Lunch and Learn sponsored by Concentra and our weekly drop-in programs including bridge, mah jongg and exercise.

Turkey Trot

Report will be presented in February.



Superintendent's Report **January 2013**

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

CSL Sports

This year the CSL (Central Suburban League) Basketball program is being run by the Skokie Park District in collaboration with Lincolnwood Parks and Recreation and the Morton Grove Park District. Lincolnwood has over 30 children signed up this year from Kindergarten all the way up to 8th grade. This is an increase of almost 10 participants from last year.

The coaches meeting and draft was held at the Skokie Park District on December 19 and the league begins games on January 12 and 13. This is a great way that Lincolnwood can offer programs that generally would not participation to continue. School District 219 will offer winter softball and baseball clinics at Niles North and Niles

West high schools on January 21 and March 3. There is a tentative coach's clinic planned for April 2013.

We did not have any registration for CSL football this fall. We will work to promote it more next year and hopefully raise enrollment.

Pool

Pool letters are going out to all returning summer staff. I will be posting a new job description for the pool manager as our manager from last year has found a full-time position.

Parks

We have started to take down a handful of the signs in numerous parks. I am working on developing a Park Rules sign to put in all parks for the summer of 2013.

In December the Public Works staff filled four of our parks with new mulch. We will be purchasing more mulch in the spring to properly fill all parks with a safe playing surface.

The Park Inspections sheet is attached.

Budget

The staff has completed all of their projections for the 2012/13 fiscal year and has drafted our first 2013/14 budget.

Playground Inspection Report Summary

Date(s) of Inspection: December 28 & 31

Inspector: Andy Thurman

Hazard Ranking System

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

PROESEL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Some railroad ties are starting to rot Mulch will be ordered for this park

KENNETH PARK (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Mulch is being ordered for this park (spring 2013)
#2	PW		Swings need drainage holes cut in them

KILDARE PARK (Equipment New 2007)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Mulch is being ordered for this park

GOEBELT PARK (Equipment new 2007)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Please drill a hole in the swing seats to allow for drainage
#2	PW		Basketball courts need to be filled in where hoops were moved
#2	PW		Mulch is being ordered for this park

O'BRIEN PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Please spread out picnic tables, moving some near basketball courts
#2	PW		Can we add a new sloped sidewalk into the park near the new sidewalk?
#4	PW		Equipment needs cleaning/painting at next remodel

New mulch was spread in December 2012

ROSSI PARK (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#4	PW		Basketball court needs to be painted/resurfaced at next remodel.
#3	PW		The water fountain needs to be painted (spring 2013)
#3	PW		The stand-up spinner needs to be tightened. It is wobbly.
#2	PW		Please drill a hole in the swing seats to allow for drainage

COLUMBIA PARK (Equipment New 2006)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		The water fountain needs to be painted

CENTRAL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#4	PW		Bridges have rust on them. Replace when park is renovated.
#4	PW		Basketball Court needs resurfacing and painting

New mulch was put down in December 2012

DRAKE PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#4	PW		Equipment needs cleaning/painting at next remodel
#4	PW		New sand toys when park is remodeled

SPRINGFIELD PARK (budgeted 2012/13)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
Park will be replaced 2012/2013			
#2	PW		Structure is rotting
#3	PW		Swings should have holes drilled to allow for drainage

G.G. ROWELL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3			Mulch is being ordered for this park
#4			New sand digger when park replaced
New mulch was installed December 2012			

FLOWERS PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Remove boxes by tennis courts
#3	PW		Please replace tennis nets
#3	PW		Please drill holes in swing seats to allow drainage
#4	PW		Blacktop by tennis and tree needs to be replaced
#2	PW		Remove flower spring equipment



Community Center Program Supervisor Report

January 2013

Katie Smith

ksmith@lwd.org

Community Center

Winter classes start mid-January. The Community Center is booked six days per week with the following fitness offerings:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Zumba	Yoga	Zumba	Tai Chi	RIPPED	Boot Camp

Our latest fitness program, Bill's Boot Camp, is scheduled on Friday evenings from 7:15-8:15pm. This is not your typical boot camp; Bill is a U.S. Army Certified Personal Trainer and is focused on encouraging participants to achieve their fitness goals. Bill's Boot Camp combines cardio, hand weights and exercise bands in a socially-interactive atmosphere. Register today!

While the Community Center itself is busy with Parks and Recreation Department activities, we also have five rentals booked for the month bringing in \$1,800 in rental income. This is a \$500 increase from 2012.

Club Kid/School's Out

Winter Break Escapes was cancelled due to low enrollment. We made a few changes to the program this year by only offering four days since last year enrollment was low, and unfortunately we still did not generate the interest in the program that we were hoping for. We will re-evaluate before going forward with this program next year.

American Camp Association Accreditation

In mid-January our mentor will be coming out to meet and go over the progress that we have made on our ACA accreditation. We will review the sections that have been completed to make sure we are on the correct. Our mentor will also inform of any changes made the process over the past year.



Community Outreach Coordinator Report

Genelle Iocca

January 2013

giocca@lwd.org

Senior Programming

Seniors enjoyed a holiday tea at the Four Seasons Hotel on December 14. As a special treat, we drove up and down Michigan Avenue and took in all of the lights and sights of this festive time of year. January will be filled with exciting opportunities for seniors as well. Lunches will be coordinated at our local Olive Garden and Outback Steakhouse. A free concert featuring Tony Bernard (sponsored by Concentra PC) will be held at the Community Center on January 18th. The month ends with a cooking demonstration at the Community Center by the chef of Lincolnwood Place.

Fridays for the Family

On January 18 we will promote the Indoor Playground program at the Lincolnwood Town Center Mall. Our focus will be sharing information with stay at home moms, dads, and caretakers of young children. We will hand out flyers at the mall's indoor playground in the afternoon, and have a few of our cars and riding toys for the kids to play in.

Turkey Trot

A thank you letter was sent to 40 Turkey Trot sponsors and donors with documents that listed their names, photos of the event and information about next year's race.

Concerts in the Park

Bands are being reviewed and booked now for the Summer Concert Series. We will be providing entertainment for eight weeks. We will not be continuing with the market portion of the event.



Youth Program Coordinator Report

January 2013

Melanie Unterfranz

munterfranz@lwd.org

Afterschool Programming

Afterschool Athletics

After school athletics enrollment is filling quickly. Soc-key and Basketball at Rutledge Hall have both reached capacity with waitlists forming for both programs.

Class	Enrollment
Soc-key	12
Sportsmania	7
Basketball at Todd	8
Basketball at Rutledge	16

Contractual Classes

Contractual classes ran very smoothly again this session. We will continue to offer Zumbatomic, Computer Explorers, Tae Kwon Do, Amazing Art and Chess Wizards.

Special Event Updates

Daddy Daughter Dance – February 1

The Daddy Daughter Dance will again be held at Monastero's Ristorante. New this year, we are offering an early registration discount of \$10 to couples who register before January 18. The evening includes dinner, dancing led by a DJ and a photo booth. The girls will also have a bracelet craft with beads shaped like candy hearts to work on while giving their dads a rest from the dance floor.

Birthday Party Packages

Our birthday party packages continue to build momentum. We have an Angry Birds Party and an Indoor Playground Party booked in January. Staff is in the process of assembling a birthday party portfolio for parents to look through when planning their little one's big day!

Summer Camp

This summer we are introducing a Leader-in-Training (LIT) program for our older campers ages 13-15. We will interview and accept a maximum of 10 campers per session. During each four week session, LIT campers will work with the younger children, assisting counselors in camp activities. At the end of each week, they will plan and lead an age-appropriate activity. LITs will also work on team building, leadership activities and community service projects.