

**LINCOLNWOOD PARK & RECREATION BOARD MEETING**  
**Tuesday, July 9, 2013, 7:00 pm**  
**Lincolnwood Village Hall – Council Chambers**

**AGENDA**

- I. Call to Order
- II. Approval of Minutes of June 11, 2013 meeting
- III. Audience Participation/Letters to the Department
- IV. Old Business
  - a. Central Park Basketball Court
  - b. Accreditation Update and Policy Approval
- V. New Business
  - a. Drake Park Playground Designs – Public Input
  - b. Lobster Boil in Proesel Park Proposal
- VI. Director's Report
- VII. Recreation Staff Reports
  - A. Superintendent of Recreation, Jan Springer
  - B. Superintendent of Parks & Facilities, Andy Thurman
  - C. Community Center Program Supervisor, Katie Smith
  - D. Community Outreach Coordinator, Genelle Iocca
  - E. Youth Programs Coordinator, Melanie Unterfranz
- VIII. Adjournment

Posted: July 3, 2013



## Lincolnwood Park and Recreation Board Meeting

Lincolnwood Village Hall – Council Chambers

June 11, 2013

DRAFT MINUTES

### CALL TO ORDER

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

### PRESENT AT MEETING

Park Board Members: Demerise Gratch, Gail Ito, Art Lovering, Laura Tomacic, Jennifer Spino, Barry Bass

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

Audience: Beryl Herman, John Frake, 9221 National Avenue, Morton Grove, Gregory Frey, 6448 N. Drake Avenue

### APPROVAL OF MINUTES

On motion Ito/Tomacic to approve the meeting minutes of the May 14, 2013 meeting. 6-0, motion passed.

### AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC

- A. Letter from Decatur Classical School - Pool Pass Thank You

### OLD BUSINESS

### NEW BUSINESS

- A. Drake Park Basketball Court Complaint

**Hincapie** – Mr. Frey’s letter was included in the packet. His garage is located adjacent to the basketball court. He has safety concerns and is also upset that balls hit his garage door. There is a low fence but it doesn’t stop balls from hitting the garage. Staff brainstormed several ideas to help alleviate the problems including a higher fence, cut off the entrance by running a fence all the way down. There is also a concern about people driving fast in the alley especially with kids going into the alley to get balls. There is a very faded sign that states “no play after 9pm” that is being replaced. Dealt with a similar situation in 2009. Having a police/Park Patrol presence alleviated the problem. May need to have a community meeting with the neighbors to gather input.

**Tomacic** –If it’s after 9pm, where are the police?

**Frey** – The neighbors are upset. This is an ongoing, escalating issue. Neighbors want the court removed. No one from Lincolnwood is using the court.

**Gratch** – Will have staff explore many different options. This is a multistep process.

**Hincapie** – Will involve Public Work and Police to brainstorm ideas to protect the garage door and address safety concerns.

**Ito** – Please call the police if it’s after 9pm.

**Hincapie** – Please keep calling the police. This is the only way to enforce the rules.

**Lovering** – Have Park Patrol go out at 9pm and 9:30pm to enforce the rules.

**Thurman** – We’ve already talked about this with Park Patrol.

**Frey** – The sound of bouncing balls is all day long, non-stop.

**Lovering** – We can’t do anything about the sound if it’s during park hours.

**Gratch** – You have to expect a certain amount of noise living next to a park. This park is 3-4 years out for renovations.

**Frey** – Can the court be removed altogether?

**Gratch** – Any recommendation can come back to the board.

**Bass** – Staff should look at netting or fencing to prevent balls from going into the alley. Could look at new surfaces that are made for reducing noise. Enforcement is key.

**Gratch** – Staff will bring back recommendations next month.

**Lovering** – Should the Traffic Commission be involved?

**Hincapie** – Not at this stage, but I will talk to Police Chief LaMantia.

- B. Parks and Recreation Month Proclamation

**Murphy** – July is Parks and Recreation month. This has been celebrated since 1985. The majority of our summer programs will be in full swing in July. Want to incorporate the message into as many events and programs as possible.

**Ito** – Could put up a banner at the Summer Concert Series and use it year after year since it's always celebrated in the month of July.

**Lovering** – Would be worried about vandalism if we leave it up.

**Gratch** – Perhaps the pool would be a better location.

On motion, Ito/Bass to Recommend the Proclamation for July as Parks and Recreation Month to the Village Board. 6-0, motion passed.

C. Annual Report

**Hincapie** – Annual report will be presented at the June 18 Village Board Committee of the Whole meeting. Will send out start time of meeting to board members. The Proclamation will be read at 7:30pm.

**Ito** – Should add “pool” to #12 for clarification.

**Bass** – Are the lifts installed at the pool?

**Hincapie** – Yes they are.

**Ito** – Should list some Centennial activities in #1.

**Bass** – What is the status of plans to partner with the Purple Hotel for programming space?

**Hincapie** – We are back to the drawing board. We have six drafts of possible designs for the existing structure which is going to be demolished. Will use as concepts only during discussions with new developer.

D. Slammers Softball Tournament Request

**Thurman** – Have worked with the Slammers for the past 10 years. Use fields, sell snacks to players. Put up two small canopy tents; one for check-in and one for concessions.

**Frake** – 42 team tournament. Proesel Park is the hub where everyone needs to check in. Use parks in Skokie also but will have almost 200 players here in Proesel Park. This is our major fundraiser for the year, which allows us to keep costs down for players.

**Hincapie** – The Craft Beer Fest will take place Saturday and Sunday from 1-5pm in the Community Center so it's going to be a very busy area. Please pass this on to your coaches.

**Frake** – There was a 40 x 40 tent in the park last year. Will that be there this year?

**Hincapie** – Yes, the tent will be up in the same location.

**Frake** – We sell concessions close to the fields. Will think about using the 40 x 40 tent for check-in.

**Ito** – Important that no cars drive in the park.

**Thurman** – Park Patrol assists with the golf cart as needed.

**Lovering** – What do you do if it rains?

**Frake** – We do not have a rain contingency. We try to be as fair as possible and get in as many games as we can.

**Thurman** – Two field are lit, so you can play later into the evenings.

**Hincapie** – Must work with Andy and follow the Lightning Detection System (Thor Guard).

On motion, Lovering/Ito to Recommend the Approval of an Ordinance to Allow Two Canopies to be Erected in Proesel Park and the Sale of Concessions by the Slammers July 12-14, 2013. 6-0, motion passed.

## CHAIRPERSON'S REPORT

Thought Family Fun Fest was a blast, so well attended. The new parking lot was full! Come out on Thursday nights for the Summer Concert Series!

## COMMISSIONERS' REPORT

### DIRECTOR'S REPORT

Moving along with bike path plans. Had a great meeting with Glenview, Northbrook and Skokie. All are having issues with ComEd. Will join together to write one letter on behalf of all four communities.

Anticipate building on ComEd in early 2014. U.P. may be later.

**Lovering** – Is there an existing lease in Chicago?

**Hincapie** – It's not the same kind. Mt. Prospect is the only other community to execute a lease with ComEd. Attended a great shared services meeting.

**Lovering** – Where is Pooch Park?

**Hincapie** – Not sure but will let you know.

**Bass** – Who was present at the meeting from the Evanston Parks and Recreation Department?

**Hincapie** – No one, but I will be meeting with them.

## STAFF REPORTS

### A. SUPERINTENDENT OF RECREATION – JAN SPRINGER

Thanks to Katie Smith and Melanie Unterfranz for doing such a fabulous job preparing for the start of camp on June 17. Come out for the Summer Concert Series on Thursday nights. Genelle Iocca has a great band and family activity lineup for the eight-week series.

- B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN**  
Office staff is doing a great job. We've been open the past four Saturdays and they've handled everything beautifully. IRMA report is included in your packet. Public Works is doing a great job. The pool is open, swim lessons start next week and Swim Team has been practicing.
- C. COMMUNITY CENTER PROGRAM SUPERVISOR, KATIE SMITH**  
As noted in report.
- D. COMMUNITY OUTREACH COORDINATOR, GENELLE IOCCA**  
As noted in report.
- E. YOUTH PROGRAMS COORDINATOR, MELANIE UNTERFRANZ**  
As noted in report.

**ADJOURNMENT**

On motion, Ito/Hardin to adjourn the meeting at 8:08 P.M.  
Park Board Minutes prepared by: Jan Wu, Superintendent of Recreation

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



## DIRECTOR'S REPORT

July, 2013

Jan Hincapie, Director of Parks and Recreation

[jphincapie@lwd.org](mailto:jphincapie@lwd.org)

### Bike Path Update

#### *ComEd Bike Path*

Lincolnwood hosted a meeting with representatives from Skokie, Northbrook, and Glenview to discuss their negotiations with ComEd. The Skokie attorney will draft a letter from all the municipalities to address issues in the lease that the group could discuss collectively. The goal is to expedite the process, which is taking abnormally long to complete for all communities.

Staff attended a meeting with ComEd staff to discuss the maintenance plan for the proposed bike path land. The Village was granted a waiver from the Prairie Standardization Plan that is normally a part of the lease.

#### *Union Pacific Railway*

Gewalt-Hamilton Engineering recently received the survey information for the Union Pacific land, including the property identification numbers for all parcels. Gewalt-Hamilton will be completing the phase II engineering, which should take 6-8 weeks. Once the phase II report has been approved by IDOT, the appraisal process will begin.

### Accreditation

Since our last meeting, we have had another visit from our accreditation mentor, John Hecker of the Des Plaines Park District. He went through all of the legal and recreation sections and went partially through finance. We are doing well. Jan Wu has developed a protocol for putting all the required documents in an electronic format. We are having our final visit at the end of September. Looks like we might be on the home stretch!

The Grand Opening/Ribbon Cutting for the Springfield Park and Skate Spot, originally scheduled for July 16, has been postponed. It is tentatively scheduled for August 20.



## **Superintendent of Recreation Report**

Jan Springer Wu, CPRP

**July 2013**

jspringer@lwd.org

### **Department Communication**

- **Facebook**

Facebook likes continue to climb. To date (7/2/13) we have 434 followers of our page. Some of our more popular posts include: First Day of Summer Day Camp (1,066 reaches), Cooling off at the Proesel Park Aquatic Center (327), Human Spheres Video (544) and Day Camp Parent Orientation (328).

- **Website**

American Eagle finalized the design of the Village's new homepage. The committee hopes to have the new website launched by early fall.

- **Constant Contact**

We have 3,057 current contacts, and our emails are greatly exceeding industry average of 20% for open rates. The following items were sent out during the past month with our open rates listed for each:

1. Peanut-Free Announcement for Prairie Dogs (73.5%)
2. Peanut-Free Announcement for Little Lincolns (71.2%)
3. Camp Parent Orientation (67%)
4. Pool "Join Facebook" (50.1%)
5. Day Camp Welcome Email #2 (59.4%)
6. Aqua Zumba (43.7%)

### **Distinguished Accreditation Program**

Staff continues to update materials and organize files electronically for the September 27 visit from the evaluation team. We will be evaluated on the following areas: Legal, General Management, Finance and Business Operations, Facilities and Parks, Personnel and Recreation Services. Staff has completed Legal and Recreation Services and will move forward with the remaining four areas prior to our next visit from our mentor later in the month.

### **Fall Brochure**

The first round of the fall brochure has been completed. We hope to have the publication mailed out the first week in August.



## **Superintendent's Report**

**Andy Thurman, Superintendent of Parks and Facilities**

**July, 2013**

[athurman@lwd.org](mailto:athurman@lwd.org)

### **Proesel Park Family Aquatic Center**

The pool has had a very slow June. Our staff had a great opportunity to do training while we were not that busy. This gave staff a lot of cold or rainy days to practice their skills and review the training videos. The lifeguards continue with Saturday in-service training as well.

The pool has already closed more days this year than it did all of last year. During the month of June in 2012 we had 25,085 members scan into the pool. This is comparable to 12,776 members in June of 2013. Our daily admissions are also down from last summer. June of 2012 saw daily admissions of \$45,065 and June of 2013 came in at \$20,068.

The average high temperature in June of 2013 was 78.5 degrees, while the average high temperature in June of 2012 was almost 85 degrees. This temperature difference and the amount of rainy days have played a large role in the degrees in attendance and revenue at the pool this year.

Swim lessons started on June 18. Staff is working well with the number of participants we have and accommodating those coming in late to the program. We struggled the first week with numbers as a large majority of our lessons are non-resident campers who were still in Chicago Public Schools. Numbers have picked up and we have also accepted more children for our private swim lessons.

The swim team hosts their first home meet this Wednesday, July 3 at 4pm. We have four consecutive home meets including the championship meet on July 24.

### **Lincolnwood Baseball Association**

The Lincolnwood Baseball Association is proud to announce that we are sending our first team to compete at Cooperstown Dreamspark during the week of August 9th through August 16th. The 11 members of the 12 years old and under team representing Lincolnwood have been playing together for 5 years and have established a unique bond. The team members are Peter Atsaves, Christopher Atsaves, Andrew Pabst, Lupe Murillo, Bradley Pawlow, Nicholas Lomahan, Glynn Elliott, Michael Karacic, Gabe Cohen, Niko Konstantopoulos, and Zachariah Reed. Coaches include Steven Pawlow, Louie Atsaves, Lupe Murillo, and John Lovestrand.

### **Park Inspections with IRMA**

Attached are the Park Inspections from IRMA from June.

### **Office Operations**

The office continues to be busy with pick-a-week camp registrations and swim lessons. We continue to have a part time staff member work in the office several hours a day to help accommodate our busy season.

### **Central Park Update**

Staff has installed signage at the entrance of each park stating rules and hours of the parks. Public works is painting the hours on the backboards in the next couple weeks as well.

We are looking to add fencing to the capital improvement fund for 2013/14. This would be a fence near the alley to avoid the basketballs and children running in the alley.

I cannot seem to find any court service that is soft and outdoor durable for the park. They do make a flex plastic court surfacing, but this would not deter the noise level.

Park Patrol has continued to monitor the park and will continue throughout the summer.



# Playground Inspection Report Summary

**Date(s) of Inspection:** June 2013

**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>
#2	PW		Broken plastic bucket on water toys
#3	PW		Poured and Play surface needs to be glued in some spots

## **KENNETH PARK** (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Needs sand for sand play area
#4	PW		Needs use stickers on equipment

## **KILDARE PARK** (Equipment New 2007)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	ParksRec		New clear plastic circle to be ordered summer 2013
#2	PW		Drinking fountain is leaking and needs to be replaced

## **GOEBELT PARK** (Equipment new 2007)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Blacktop on the ends of the basketball court spring 2013
#3	PW		Basketball court needs painting spring 2013
#3	PW		New ADA sand digger spring 2013
#3	PW		Holes drilled in swings for drainage
#2	PW		Please remove the horse and cones from the drain

## **O'BRIEN PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#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
#3	ParksRec		New mirror piece will be ordered and installed summer 2013
#4	PW		Sand needs to be ordered for this park
#2	PW		Please remove the tic tac toe board from the equipment

## **ROSSI PARK** (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		We need to order new swings in 2013
#3	PW		New ADA sand digger spring 2013

## **COLUMBIA PARK** (Equipment New 2006)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Basketball court needs painting BAD

## **CENTRAL PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Basketball court needs to be painted spring/summer 2013
#3	PW		Drill holes for swing drainage
#2	PW		There is a broken arm on one of the sand diggers

**DRAKE PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Mulch will be ordered summer 2013
#3	PW		Remove spring equipment
#3	PW		Holes need to be drilled in the swing seats

**SPRINGFIELD PARK (replaced spring 2013)**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
			No problems, park was built in April 2013

**G.G. ROWELL PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#4	ParksRec		New sand digger when park replaced

**FLOWERS PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Remove flower spring equipment
#3	PW		Blacktop for the basketball courts

Park Patrol Report  
June 2013

With the warm weather there have been more people in all of the parks.

1. Park Patrol personal are always checking in by the swimming pool and concessions stand to make sure there are no problems.
2. Park Patrol bike staff patrols the outlying parks every day to make sure everything is as perfect as possible.
3. Park Patrol reported to Andy Thurman that Columbia and Drake Park basketball backboards were installed, but the closing time was not painted on the boards yet. They will be painted on in the next couple weeks.
4. Park Patrol are settling arguments about how long people can play on tennis courts.
5. With all of the rain we have had to clear the park every time Thorguard goes off. We as the patrons to take shelter.
6. Park Patrol is always checking any picnic rentals to make sure people have proper permits from the Village.
7. Park Patrol is still paying more attention to Drake and Columbia Parks. So far there have been no new problems.
8. Park Patrol has been replacing nets at Proesel Park.
9. At Central Park there was a broken fence pole in the tennis courts and was reported to Mr. Thurman. Public Works took care of the issue.
10. Park Patrol bike staff reported that at Columbia Park 18 – 19 year old teenagers were starting to hang around. This information was passed along and there is a larger police presence near the park.
11. There was a rain delay for men's softball, after the rain stopped Park Patrol used eight bags of field dry and raked the fields so games could continue.
12. Springfield Park had a homeless man walking around. The bike patrol staff called the police and responded to the situation.

Vic Kast  
Park Patrol Supervisor



**Community Center Program Supervisor Report**

**July 2013**

Katie Smith, CPRP

ksmith@lwd.org

**Community Center**

Due to the Independence Day holiday, the Community Center will be closed the weekend of July 5<sup>th</sup>. We currently have five rentals booked this July totaling \$2,915 which is up from four in 2012. On July 13-14 the Community Center welcomes the Craft Beer Fest put on by BRAI –Events and Lincolnwood Wine and Spirits.

**Summer Camp/ACA**

Session I of camp is underway! Below is a break down per camp (*as of 7/1/2013 at 11:30am*) including both the full session registration and Pick-a-Week.

Day Camp Program	Session I		Session II		Pick-a-Week	
	2012	2013	2012	2013	2012	2013
Prairie Dogs	33	32	21	27	35	41
Little Lincolns	57	56	32	51	118	81
Camp Potawatomie	35	33	43	44	85	66
Rutledge Rockets	41	45	47	47	146	107
Adventure Camp	28	15	21	21	80	57
Camp 74	59	46	NA	NA	NA	NA
Warm-Ups	10	7	7	5	17	16
Overtime	23	22	31	34	44	29
<b>TOTAL</b>	<b>292</b>	256	<b>207</b>	229	<b>525</b>	397

*\*Note: Pick-a-Week appears down in 2013. The 2012 PAW total includes the entire summer. Staff anticipates 2013 PAW numbers to grow throughout the summer.*

Our scheduled visitation date for the accreditation process is July 29<sup>th</sup>. We are preparing the necessary information and documentation for the accreditation team’s visit.

## **E-Town Tennis**

We currently have 24 campers enrolled in tennis lessons running in conjunction with the summer day camp program. E-Town also has two of their summer programs running this July including one adult and one youth tennis class offered at the Proesel Park. We have been able to generate quite a bit of interest and are fielding phone calls every day from interested participants. Staff is looking forward to seeing continued growth within the program.



## **Community Outreach Coordinator**

Genelle Iocca

**July 2013**

giocca@lwd.org

### **Family Fun Fest**

See the attached final report.

### **Senior Programming**

Many of the trips that we scheduled for summer and fall have already filled up. To allow more seniors to register, we have reserved larger buses for transportation on these trips. We have also noticed that our in-house monthly events are receiving higher attendance than in the past. The increase in attendance may be attributed to the lower registration fees generated by sponsors subsidizing the events.

### **Senior Expo**

The planning committee for the senior expo, "Thrive After 55: Resources for Living Well" continues to meet. We are very close to having all of our 25 tables filled. Many free health and wellness screenings will be offered including bone density, injury, balance/fall, foot/arch, hearing, memory, blood pressure, glucose, as well as flu shots. There will also be "Ask the Doctor" sessions for people that have health questions.

We are currently working on the promotion of the event and determining our expenses based on the income from sponsorships. A large banner will be put up in the mall by July 24th with expo information and sponsor logos. Promotional flyers are being distributed in the region. We are also researching the cost of goody bags for attendees to take home and finalizing entertainment and presentations.

### **Concerts in the Park**

The first concert of the series was attended by approximately 100 people. The weather was a bit cold, which probably attributed to the low attendance numbers. Chicago Tribute Anthology was very good and the human spheres activity was a big hit, attracting many kids and even some adventurous adults. There was a line to try the spheres the entire evening. Bingo attracted more participants this year than last year, and everyone that played seemed to enjoy the game and prizes. Hampton Inn & Suites is happy with their sponsorship and has given a verbal agreement that they will continue to provide free VIP passes for bingo at the concert series again next year.

The second concert was attended by approximately 150 people. The weather was warmer, which made the temperature perfect for being outdoors. The crowd again, was mixed with different ages and ethnicities; it was a great community event. The band was Tropixpulsion and the activity was a water slide, which the kids enjoyed. We also added a very talented face painter to the second concert and people waited in line for the artist's colorful creations. We will continue to have the face painter each week.

# Family Fun Fest Program Report

**Date:** Saturday, May 11, 2013  
**Time:** 1 to 3pm  
**Program Code:** N/A  
**Fees:** FREE  
**Total Attendance:** Estimate - 300 in attendance  
**Staff:** Genelle Iocca, Community Outreach Coordinator, Melanie Unterfranz, Youth Programs Coordinator, Melissa Steirer, Management Analyst, and Jan Springer, Superintendent of Recreation, and one volunteer – Beryl Herman, all onsite that day. Katie Smith, Community Center Supervisor was on the planning committee but not onsite for the event.

## Program Detail:

**Entertainment:** Family Fun Fest was a brand new event this year, created to highlight the newly renovated features of Centennial Park (formerly Channel Runne Park) located at 6801 McCormick Blvd. The event included kite flying demonstrations by Chicago Kites, fishing demonstrations by Legendary Angler Don Dubin, kayak jaunts down the Channel leaving from the new dock, provided by Kayak Chicago, disc golf demonstrations and play on the new nine-hole disc golf course. Music was provided by Marc Dvorac, and roaming stilt walking and juggling by Jason Kollum. Under the big tent there were yoga, tai chi, martial arts, and Rock 'n Kids demonstrations/classes. In addition, the Police Department provided bike registration and bike safety clinics.

**Food and Beverage:** Sugar Pie Café's cupcake truck was on-site to offer cupcakes for purchase. They sold approximately 120 cupcakes and were very happy and willing to return in the future.

**Logistics:** A map of the event was given to attendees with the schedule of activities printed on the other side. Signs were placed around the site to help guide people to specific areas and warn bicyclists to slow down while riding through the area. Overall the activities were well-placed and easy to find. Activities centered around the new parking lot just off of McCormick Blvd.

**Contest:** A Family Fun Fest art contest was promoted prior to the event with very little response; we only received one entry. We extended the deadline to July 12 and continue to promote the contest.

**Promotion:** Whiz rings, kites and water bottles were given out in exchange for email addresses. One hundred kites were handed out, approximately 75 whiz rings and 75 water bottles. We collected 79 email addresses that day, which have been used to promote our special events.

Promotion of the event also included information in the winter/spring, day camp and summer brochures as well as flyers and postcards sent to area schools and banners and large yard signs placed on-site for three weeks prior to the event. Postcards were also mailed out to every household in Lincolnwood and several press releases were sent out with coverage in the Lincolnwood Review. Email blasts were also sent to people that registered to receive Lincolnwood Parks and Recreation

information. The event was highlighted on the Parks and Recreation website. In addition, we visited the District 74 schools to greet kids as they left school and handed out a postcard promoting the event.

**Feedback:** Response from attendees was positive. Due to the overwhelming response to the kayak rides, we are coordinating additional excursions down the Channel for this summer and fall. Kayak Chicago is the first to be contacted to lead the trips. We collected 29 emails from those people that signed waivers to ride in kayaks that day. These emails will be used to promote the additional excursions. We will also be offering a disc golf class by Dave Barish and John Cleaveland in September for those people interested in learning how to play the game. We will be sure to market these offerings to the Fun Fest attendees that provided their email addresses.

**Financial Breakdown:**

<b>Family Fun Fest Financial Breakdown</b>			
<b>Expenses</b>	<b>FY2012-13 Budgeted</b>	<b>FY2012-13 Actual</b>	<b>Variance</b>
Entertainment	\$1800	\$700	\$1100
Food/Beverages	\$1000	\$0	\$1000
Goody Bags	\$500	\$480	\$20
Miscellaneous	\$0	\$410	(\$410)
<b>Total Expenses</b>	<b>\$3300</b>	<b>\$1590</b>	<b>\$1710</b>

The financial breakdown shows that we were able to keep expenses down by negotiating with businesses to offer their demonstrations and classes at no charge. We felt we were able to provide a quality event with activities that highlighted the park’s features.

**Miscellaneous Notes:** Staff supports the use of a food truck for another event. Food trucks are a great way to offer food and beverages, but reduce our commitment and involvement, while being approved by the Cook County Health Department.

Public Works was invaluable in helping us with this event. Unfortunately, this event occurred during their busiest time. Planning next year’s event, we would suggest moving the date to mid-June, after the pool opens, so that Public Works has sufficient time to prepare for the event.





## **Youth Program Coordinator Report**

Melanie Unterfranz

**July 2013**

munterfranz@lwd.org

### **Afterschool Programming**

#### **Afterschool Athletics**

I have met with the principals of Todd Hall and Rutledge Hall. They are excited to have our afterschool classes back again this fall. The athletic classes that we are planning to offer include: Soccer/Sockey, Sportsmania and Basketball. This fall we will also be offering two sessions of Archery at Proesel Park Shelter on Wednesdays. Both summer sessions of Archery have filled to capacity with ten participants each.

#### **Contractual Classes**

The following classes will be held this fall at District 74:

- Karate with Fonseca Martial Arts at Rutledge Hall
- Computer Explorers at Rutledge Hall
- Zumbatonic at Rutledge Hall
- Amazing Art with Sunshine Arts and Crafts at Todd Hall

Magic class with Gary Cantor is scheduled for August 14<sup>th</sup> at the Community Center for the summer and October 15<sup>th</sup> for the fall session.

### **Birthday Party Packages**

We had a birthday party on Saturday, June 30. The theme was Princess/Super Heroes and it went very well.