

LINCOLNWOOD PARKS & RECREATION BOARD MEETING
Tuesday, February 14, 2012, 7:30 pm
Village Hall-Council Chambers

AGENDA

- I. Call to Order
- II. Approval of Minutes of January 10, 2012 meeting minutes
- III. Approval of Minutes of January 10, 2012 Strategic Planning meeting minutes
- IV. Audience Participation/Letters from the Public
- V. Old Business
- VI. New Business
 - a. Lincolnwood Wine Expo
- VII. Director's Report
 - a. Promenade Buy a Brick project beneficiary
- VIII. Recreation Staff Reports
- IX. Audience Participation
- X. Adjournment

Posted: February 10, 2012

**Lincolnwood Parks and Recreation
Board Meeting - January 10, 2012
Lincolnwood Village Hall – Council Chambers
Draft Minutes**

CALL TO ORDER

The meeting was called to order at 7:35 P.M.

PRESENT AT THE MEETING

Park Board Members: Demerise Gratch, Gail Ito, Art Lovering, Judith Snyder, Laura Tomacic, and Barbara Pabst, Absent: Barry Bass

Parks and Recreation Department Staff: Jan Hincapie, Andrew Thurman

Village Board Liaison: Not Present

Audience: None

APPROVAL OF MINUTES

On motion, Ito/Tomacic to approve the regular meetings minutes of December 13, 2011 meeting. 5 – 0, motion passed

AUDIENCE PARTICIPATION

None

OLD BUSINESS

A. Revisit Park Naming Policy – Gratch read meetings notes from past Village Board meetings and Park Board meetings. Would like to give a proper definition to “park property” as there are two different definitions in the policy.

Lovering: suggestion no naming for land-based assets. Something manufactured by people could be the distinction. Where do you have a dividing line? If it’s constructed we may consider naming after a person.

Pabst: Concerns about naming anything after a person, including man-made structures.

Gratch: Asked the Director to send out a copy of the draft park naming policy. She asked that all Park Board members send their modifications and input to the policy by Wednesday, January 25, 2012. This will be brought back and discussed at the February 14, 2012 Park Board Meeting.

NEW BUSINESS

A. Consideration of a recommendation from the Village Engineer to award a bid to Continental Construction, Inc. of Evanston for Channel Runne Park Phase II park renovation

Hincapie: Gave an explanation of Phase II of the Channel Runne Park development. Initial bid process was held in September. Only one bid was received and cost was over \$100,000 over budget. A second bid process was held in November. Three bids were received. Continental Construction was the

lowest, responsible bidder. There was an adding error in their proposal, but it didn't impact the outcome of the bid process. The base and alternate bid are being recommended. Approval has been given from the DNR to extend the project complete date to December 31, 2012. It was originally December 31, 2011. . This bid will be brought to the Village Board on January 17.

Lovering: They did bad math? That is a little scary. Hincapie asks anyone available from the Park Board to attend the January 17 Village Board Meeting.

APPROVAL OF MOTION

On a motion, Snyder/Ito, to accept the bid from Continental Construction for Phase II of construction at Channel Runne Park. 5 – 0, motion passed.

DIRECTOR'S REPORT

Invited all staff and board members to dinner at the Illinois Parks and Recreation Association Annual Conference. A presentation was given to the Village Board regarding alternate revenue sources. Staff will start interviews for the second IMRF year round staff position. Jan will be facilitating a session at the Annual Parks and Recreation Conference and will lead the IAPD Municipal Task Force meeting and participating in the IPRA Board meeting.

RECREATION STAFF REPORTS

A. SUPERINTENDENT OF RECREATION – JAN SPRINGER

As noted in report

B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN

Staff training will start on RecTrac registration software next week.

C. YOUTH PROGRAMS COORDINATOR – KATIE SMITH

As noted in report

D. COMMUNITY OUTREACH COORDINATOR – GENELLE IOCCA

As noted in report.

Lovering – Likes the ideas of diverse bands at the Summer Concert Series

Snyder – Lifeguards could announce Summer Concerts during safety breaks at the pool.

Hincapie: June 5, 2012 will be the Naturalization Ceremony at the Community Center.

ADJOURNMENT

On motion, Gratch, Ito, to adjourn meeting at 8:38 P.M.

Park Board Minutes prepared by: Andy Thurman, Superintendent of Parks and Facilities

Lincolnwood Parks and Recreation
Strategic Planning Meeting – January 10, 2012
Lincolnwood Village Hall – Council Chambers
Draft Minutes

CALL TO ORDER

The meeting was called to order at 5:38pm.

PRESENT AT MEETING

Park Board Members: Demerise Gratch, Gail Ito, Art Lovering, Judith Snyder, Laura Tomacic, Barbra Pabst

Parks and Recreation Department Staff: Jan Hincapie, Andrew Thurman

Village Liaison: Not Present

Audience: None

APPROVAL OF MINUTES

There are no minutes to approve.

AUDIENCE PARTICIPATION

None

STRATEGIC PLAN 2009 – 2012 UPDATE

Hincapie reported on the background of the Strategic Plan and the initiatives and input from five years ago. An overview was given in a PowerPoint presentation. This included an explanation and update on progress in all areas of the 2009-2012 strategic plan.

Initiative #1:

Maintain and Develop Parks and Facilities to Meet the Needs of the Lincolnwood Residents and Program Users

Snyder brought up the discussion of the opportunity for a skate park at Springfield Park.

Ito brought up the fact of the ComEd project and the future areas we should be working on and not developing parking lots.

Lovering: Inquired about schedule for the ComEd project. What is Skokie timeline for the project?

Discussion will be initiated with Skokie to determine how the two paths will meet at Lincoln and Jarvis.

Snyder: Remind other Village committees and staff about park projects and plans to help them see the whole picture. Open space and park amenities do attract businesses to the community. Supporting parks helps everyone.

Initiative #2:

Plan, implement and evaluate quality recreation programs and services to meet the needs of Lincolnwood and area program users.

Hincapie: Staff is working on developing reports and department wide evaluation forms.

Special events are very important to our objectives i.e.; summer concerts

Initiative #3:

Strengthen Community and Regional Public Relations

Hincapie: Great centennial events, cooperation with d219 and d74

What else can we do with ELL center and what have we done in the past?

Initiative #4:

Supplement the Capital Budget through the use of Grants

Hincapie: Grant work could help with the possibility for bathhouse renovations. This could be an OSLAD Grant.

Initiative #5:

Expand and improve Public Relations and Publicity Efforts

1. Discussion regarding Comprehensive Master Plan

2. Review of Department Mission and Vision

Review the Mission:

Snyder: How can we think about being more green, implementing green initiatives and maintaining green space, parks, gardens, “spaces” Reminding the village residents that green space is important,

What about recycling? we are implanting green initiatives, but the statements don’t say it.

Ito: We do represent the green beauty of the Village, people don’t see the value of the green spaces and we need to make them aware.

Lovering: social, environmental welfare and physical wellness. Diversity has rolled into many of the issues. Diverse population include in mission. Staff will report next month on new Mission ideas.

- “green” included in statement, the mission shouldn’t just be for facilities, PARKS!!!
- Social, environmental, and physical welfare
- Wellness
- Include Diversity in the mission

Value:

- Facilities should be equivalent to environment and park land.

Vision Statement:

Green spaces, people think buildings when they hear facilities.

Ito: changing a couple words can be important. The vision seems so out of touch and it's not that old. In the past they said no to the Park Board all of the time. We are getting support. The pool is a positive revenue producer for the Village.

Lovering: where is the mission statement in many organizations, ongoing fluid document. We should look at it more often.

3. Strategic Plan Update and Discussion

Board Conversation Initiative #1:

Ito: Community Center renovations, if we don't have items in place then it's hard to get the grants, Health Club option should be kept at the forefront of our discussions

Snyder/Ito: What are our priorities? Keep our "wish list" in the capital plan so we don't lose sight of what we think the community needs. We need to get back onto that schedule of replacing playgrounds.

Lovering: reprioritize or refocus on the parks and the schedule of maintaining parks. Population should be looking to us, people should be more aware of what we are doing and distribute these plans to different people and help get things done. Need a little energy or initiatives. Excite the community.

Ito: What is happening with the east side of Channel Runne. If there is the opportunity for a soccer facility on that side will people come? The argument has been that no one will know it is Lincolnwood. We need a park sign at the south end of Channel Runne that tells people that it is Lincolnwood's park.

The east side is one of our largest green spaces. Low cost temporary green space, community garden, soccer rental facility. Let's pursue.

Lovering: Do we have access to the UP and ComEd property before construction? Can we make sure everything looks nice and do some trimming and upkeep? When that's said can we do signage, marketing, dog park, core bushes back, people walking through. Incremental low cost upkeep. We can get volunteers to help with this.

Pool Facility: Support to do the bathhouse.

Ito: The bathhouse floor is terrible and even though it's cleaned it still looks dirty the plumbing is old too.

Ito: Let's use the environmental report card to influence change in the Village.

Hincapie: Staff will continue working towards recycling program in the parks..

Board Conversation Initiative #2:

Gratch: Task force initiatives over the next year.

Hincapie: We will do the Passport again.

Discussion of: Kids in middle school, what can we do? It's a problem in multiple areas.

Ito: What is the indoor playground?

Hincapie: Get funding for our scholarship program maximum \$500 per family per year from outside sources. Alternate revenue source and generation? Areas that have potential for alternate revenue source.

Lovering: College scholarship some \$ amount? We give a local person a scholarship if they choose to go into parks and recreation in college.

This idea received positive support from the board members.

Ito: Put out marketing at special events and become more transparent about all of our projects and gain support.

Special Recreation Levy: Snyder asked about this. Fund includes MNASR and inclusion of aids and handicapped accessible tables. Staff will continue to present costs related to ADA compliance to board for consideration in the levy.

Ito: It's very expensive to have assistance for children and adults with disabilities, which is why this levy was created. Why not use it?

Cooperative programming issues.

Middle school kids: Ito: This is a community issue, these are our kids. CPS uses the Parks.

Gratch: Should an after school program for middle school be free?

Hincapie: We will continue talks about cooperative programs and facility usage with the schools

Snyder: Looking at more of the junior high school students. Some teen centers have been successful. Teen and Middle School programs always have to be changing.

Gratch: If there was community space where they could go, they don't want adults. Some kids still need computers to do their school work.

Board Conversation Initiative #3:

Meetings with D74

Ito: address the reasoning behind attending lobbying sessions, what is your goal for attending these sessions? Director should continue to keep us abreast of issues at state and federal level. Continue to address current legislative issues facing municipalities.

Hincapie: We continue cooperative programming with Skokie and other area fitness centers to discuss a cooperative use agreement. Contact will be made with the Galter Center at Swedish Covenant Hospital.

Snyder: Invite ELL to a task force, reach out and keep them in mind.

Jan will reword the legislative lobbying piece.

Board Conversation Initiative #4:

Gratch: Do other municipalities require green space when areas are being developed? It can be viewed as a deterrent for businesses to come in as it costs them money. This was presented to the board around 2007-8 and did not receive support.

Continue to get money from grants.

Continue to send out emails and collect emails at events. Use constant contact in the future.

Lovering: Could we send out a Rec Newsletter?

Gratch: this would be something small, just highlighting some programs.

Pabst: Can we get into some other publications?

Lovering: There are people from other communities using our facilities/programs. Could we put our published documents in multiple languages? Would this help reach other residents?

Ito: Diversity Task Force can help with this.

Board Conversation Initiative #5

Promote motor-less transportation. Connecting to everyone, it makes sense to get to work.

Snyder: Explore translation for five languages for promotional information, possibility on the website

Other Initiatives:

Sponsorships

Marketing plans – Who can help initiate plans? Should we budget for a plan?

How about a marketing intern?

Sponsorship – Alternate Revenue Solicitation memo sent to the Board. We are developing a policy

Task Force - Diversity

Ito: it opens up the door to work with people from different cultures, slowly gets them saying this could work for us.

Pabst- Giving kids the opportunity to try and offer the program

Free programs are so important

Recommendations document:

Develop a volunteer program, based on hours can earn points and programs

Village is looking at branding Lincolnwood, possibly a tag line.

- Marketing our wonderful community is very important

We should develop standards for programs, parks and facilities.

4. Adjournment

On motion Snyder/Ito to adjourn the meeting at 7:25 P.M.

Strategic Planning Meeting Minutes prepared by: Andy Thurman, Superintendent of Parks and Facilities

Request For Board Action

REFERRED TO BOARD: February 21, 2012

AGENDA ITEM NO:

ORIGINATING DEPARTMENT: Parks and Recreation Department

SUBJECT: Approval of a Recommendation by the Parks and Recreation Board to Approve an Ordinance Allowing the First Annual Lincolnwood Wine Fest at the Community Center on Saturday, June 9 and Sunday, June 10, 2012

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Lincolnwood Chamber of Commerce would like to host the First Annual Lincolnwood Wine Fest at the Community Center on Saturday, June 9 and Sunday, June 10, 2012. The event, being done in cooperation with Lincolnwood Wine and Spirits, will be an adults-only event and will run from 1-5 pm each day. The Chamber of Commerce will rent the facility at the resident rate. The event will be held in both rooms of the Community Center and the patio area. The Chamber may erect a tent as part of the event if a large number of vendors are secured.

This fundraising event will feature wine-tasting with up to thirty vendors and accompanying appetizers and food. The Chamber will be required to acquire a Village liquor license, as well as a State Class S-E license to sell the liquor. Insurance for the event will be covered by Lincolnwood Wine and Spirits. Responsible alcohol service training is required as part of the licensing process. All food vendors will be required to be licensed through the Village.

Tickets for the event will be \$20, with \$2 from each ticket going back to Friends of the Community Center. The event will be publicized regionally. The Chamber is estimating 200-300 participants per day for this first year event.

Chapter 10, Article 2, Section 36 of the Village Code prohibits the sale or distribution of alcoholic beverages for any tangible consideration at the Community Center. The attached Ordinance would allow the sale and distribution of wine for fundraising purposes for the duration of this event.

FINANCIAL IMPACT:

Approximately \$2000 in rental revenue will be charged for the rental of the Community Center.

DOCUMENTS ATTACHED:

1. Proposed Ordinance
2. Draft minutes of the February 14, 2012 Parks and Recreation Board Meeting
3. Letter of application from the Chamber of Commerce

RECOMMENDED MOTION:

Move to approve an Ordinance allowing the First Annual Wine Fest at the Community Center on June 9-10, 2012 at the Community Center

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2012-____

**AN ORDINANCE WAIVING ENFORCEMENT OF
SECTION 10-2-36(A) OF THE VILLAGE CODE OF LINCOLNWOOD
FOR THE SALE OF WINE AT THE LINCOLNWOOD WINE FEST**

ADOPTED BY THE
PRESIDENT PRO TEM AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF _____, 2012.

Published in pamphlet form
by the authority of the
President Pro Tem and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois
this ____ day of _____, 2012

ORDINANCE NO. 2012-__

**AN ORDINANCE WAIVING ENFORCEMENT OF
SECTION 10-2-36(A) OF THE MUNICIPAL CODE OF LINCOLNWOOD
FOR THE SALE OF WINE AT THE LINCOLNWOOD WINE FEST**

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, the Lincolnwood Chamber of Commerce & Industry ("**Chamber**") is a not-for-profit organization organized to promote local businesses within the Village; and

WHEREAS, the Chamber desires to host the "**Lincolnwood Wine Fest**" on June 9 and 10, 2012, in the Lincolnwood Community Center located at 6900 North Lincoln Avenue in the Village ("**Community Center**"); and

WHEREAS, the Chamber desires to sell wine at the Lincolnwood Wine Fest; and

WHEREAS, Section 10-2-36(A) of the Village Code of Lincolnwood ("**Village Code**") prohibits the sale or distribution of alcoholic beverages for tangible consideration at the Community Center; and

WHEREAS, the Chamber filed a request with the Village Board, seeking a waiver of enforcement of Section 10-2-36(A) of the Village Code to permit the sale of wine at the Lincolnwood Wine Fest ("**Requested Waiver**"); and

WHEREAS, the President Pro Tem and Board of Trustees have considered the request of the Chamber and have determined that it will grant the Requested Waiver, but only in accordance with the provisions of this Ordinance, and specifically subject to the conditions set forth in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED 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 Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. WAIVER. In accordance with the home rule powers of the Village, and subject to, and contingent upon, the conditions, restrictions, and provisions set forth in Section 3 of this Ordinance, the Village President Pro Tem and Board of Trustees shall, and do hereby, waive the enforcement of Section 10-2-36(A) of the Village Code to the extent necessary to permit the sale of wine at the Lincolnwood Wine Fest.

SECTION 3. CONDITIONS. Notwithstanding any right that may be applicable or available pursuant to the provisions of the Village Code or any other rights the Chamber may have, the waiver granted in Section Two of this Ordinance shall be, and is hereby, expressly subject to and contingent upon the operation of the Lincolnwood Wine Fest in compliance with each and all of the following conditions:

- A. Compliance with Regulations. Except to the extent specifically provided otherwise in this Ordinance, the operation of the Lincolnwood Wine Fest shall comply at all times with all applicable Village codes and ordinances, as the same have been or may be amended from time to time.

- B. Dispensation, Sale, and Consumption of Alcoholic Beverages.
 - 1. Compliance with Liquor Ordinance. No alcoholic beverage shall be dispensed, served or consumed at the Lincolnwood Wine Fest except in strict compliance with Article 2 of Chapter 11 of the Village Code. Specifically, and without limitation of the foregoing:
 - a. Liquor Licenses. No alcoholic beverage shall be dispensed, served or consumed at the Lincolnwood Wine Fest prior to the issuance to the Chamber of all state and Village liquor licenses necessary therefor.
 - b. Community Center Permit. No alcoholic beverage shall be dispensed, served or consumed at the Lincolnwood Wine Fest prior to the issuance to the Chamber of a permit therefor, in accordance with Sections 10-2-36(B) and 10-2-36(C) of the Village Code.
 - c. Insurance. The Chamber shall procure all insurance policies required pursuant to Sections 10-2-9 and 10-2-36(B)(3) of the Village Code
 - 2. Sales of Wine Only. Other than wine, no beer, spirits, or other alcoholic beverage shall be dispensed, sold, or consumed at the Lincolnwood Wine Fest.
 - 3. Responsible Alcohol Service Training. Prior to the commencement of the Lincolnwood Wine Fest, the manager of the Lincolnwood Wine Fest, and all persons who will sell, mix, prepare, serve, or deliver alcoholic beverages at the Lincolnwood Wine Fest, shall complete the Beverage Alcohol Sellers and Servers Education and Training (BASSET) program, or a similar responsible alcohol service training program.

- C. Sale of Food and Beverages. No food or nonalcoholic beverages shall be sold at the Lincolnwood Wine Fest, except upon: (1) proper inspection by the Cook County Department of Health; and (2) the issuance of all Village permits required therefor.

- D. Raffles. No raffle shall be conducted at the Lincolnwood Wine Fest except: (1) in accordance with the Illinois Raffles Act, 230 ILCS 15/1 *et seq.* and Article 14 of Chapter 9 of the Village Code; and (2) upon issuance of a license therefor pursuant to Article 14 of Chapter 9 of the Village Code.

SECTION 4. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 5. EFFECTIVE DATE.

- A. This Ordinance shall be effective only upon the occurrence of all of the following events:
1. Passage by the Village President Pro Tem and Board of Trustees in the manner required by law;
 2. Publication in pamphlet form in the manner required by law; and
 3. The filing by the Chamber with the Village Clerk of an Unconditional Agreement and Consent, in the form of **Exhibit A** attached to and, by this reference, made a part of this Ordinance, to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance and to indemnify the Village for any claims that may arise in connection with the approval of this Ordinance.
- B. In the event the Chamber does not file fully executed copies of the Unconditional Agreement and Consent, as required by Section 5.A.3 of this Ordinance, within 30 days after the date of final passage of this Ordinance, the Village President Pro Tem and Board of Trustees shall have the right, in its sole discretion, to declare this Ordinance null and void and of no force or effect.

[SIGNATURE PAGE FOLLOWS]

PASSED this _____ day of _____, 2012.

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this _____ day of _____, 2012.

Lawrence Elster, President Pro Tem
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of _____, 2012

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

#10944809_v1

EXHIBIT A

UNCONDITIONAL AGREEMENT AND CONSENT

TO: The Village of Lincolnwood, Illinois ("**Village**"):

WHEREAS, Ordinance No. 2012-_____, adopted by the Village President Pro Tem and Board of Trustees on _____, 2012 ("**Ordinance**"), grants a waiver of enforcement from Section 10-2-36(A) of "The Village Code of Lincolnwood," as amended, to permit the sale of wine by the Lincolnwood Chamber of Commerce & Industry ("**Chamber**") at the Lincolnwood Wine Fest on June 9 and 10, 2012, at the Lincolnwood Community Center; and

WHEREAS, Section 5 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Chamber shall have filed, within 30 days following the passage of the Ordinance, its unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Ordinance;

NOW, THEREFORE, the Chamber does hereby agree and covenant as follows:

1. The Chamber shall, and does hereby unconditionally agree to, accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.

2. The Chamber acknowledges and agrees that the Village is not and shall not be, in any way, liable for any damages or injuries that may be sustained as a result of the Village's authorization of the operation of the Lincolnwood Wine Fest or its adoption of the Ordinance, and that the Village's approvals do not, and shall not, in any way, be deemed to insure the Chamber against damage or injury of any kind and at any time.

3. The Chamber shall, and does hereby agree to, hold harmless and indemnify the Village, the Village's corporate authorities, and all Village elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the Village's adoption of the Ordinance authorizing the operation of the Lincolnwood Wine Fest.

Dated: _____, 2012.

ATTEST:

**LINCOLNWOOD CHAMBER OF
COMMERCE & INDUSTRY**

By: _____
Its: _____

By: _____
Its: _____



DIRECTOR'S REPORT

February, 2012

Jan Hincapie, Director of Parks and Recreation

jphincapie@lwd.org

Illinois Park and Recreation Conference

All Recreation program staff attended the Illinois Parks and Recreation Conference. As usual, it was a great opportunity to network with fellow professional and board members. I have agreed to another term as Chairperson of the Municipal Task Force for the Illinois Association of Park Districts and will chair a Municipal Committee of the Illinois Park and Recreation Association in 2012. Both groups are working to better serve and represent the parks and recreation officials and professionals in the municipal setting.

I coordinated a session called "Strong Women, Strong Members, Strong Communities" I did the session with three other female colleagues. We talked about managing multiple priorities and being a working mom. We were pleased to have 79 individuals in attendance.

I was recently elected to the Executive Committee of the Illinois Park and Recreation Board and I will serve as secretary during the 2012 calendar year. This commitment takes me out of the office approximately 6-8 times per year.

Budget Update

Staff participated in a budget meeting with the administrative budget team and the budget workshop with the Village Board. The renovation of Springfield Park at \$120,000 is still in the budget at this time. Once again, staff proposed utilizing the Special Recreation Levy for costs associated with ADA compliance, but the board chose not to use the levy. All capital funds for bike path and Channel Runne are still included in the budget at this time. The budget workshop involved an overall view of the budget. The next step will be a more detailed view.

Fully Staffed – AT LAST!

I am so pleased to announce that our department is fully staffed for the first time since July! I really believe we have an incredible team in place and we look forward to the future with excitement and anticipation.

Accreditation Update

Today, February 10, 2012, we had a visit from our accreditation mentor, John Hecker. We went through the standards for personnel and we did really well. He will return on March 6 to officially score us. At that time he will determine if we are ready for the next step. Our final visit will be in the September, 2012 timeframe. Thanks to Jan and Andy who have jumped in on this project and done great things!



Superintendent of Recreation's Report

Jan Springer, CPRP

February 2012

jspringer@lwd.org

Youth Programs Coordinator

I am pleased to introduce Melanie Unterfranz as our new Youth Programs Coordinator! Melanie started her employment with the Village on February 6. Melanie has an extensive background with the YMCA having held positions in Des Plaines, Niles and Naperville. She is a graduate of Purdue University with dual Bachelors of Arts in Psychology and Youth, Adult and Family Services.

Melanie will be working very closely with Katie Smith, sharing an office at the Community Center. Programs under Melanie's responsibility include day camp coordination, afterschool programs, and special events. Please join me in welcoming Melanie to the Lincolnwood Parks and Recreation Department!

Recreation Program Distribution

Please review the attached Program Distribution Chart. This document lists programs and areas of responsibility for the following positions: Superintendent of Recreation, Superintendent of Parks and Facilities, Community Center Program Supervisor, Youth Programs Coordinator and Community Outreach Coordinator.

Birthday Party Report

Please see the attached report submitted by Genelle Iocca, Community Outreach Coordinator outlining her first birthday party on January 7, 2011. We hope this program continues to gain momentum as the word gets out to area parents looking for new venues.

Winter Carnival

Please come out to Proesel Park on February 26 from 1-3pm for the 2nd Annual Winter Carnival! Activities include horse-drawn carriage rides, inflatable bounce house and obstacle course, dog sled demonstrations, carnival games, food and drink (available for purchase), music by K-Hits Radio 104.3 and a kids' dash called the Winter Waddle for 10 year olds and younger (\$12 pre-registration fee). Weather-dependent activities include snow painting, ice skating demonstration and skate rental and snow shoe and cross country ski rental. Regardless of weather, this event is sure to be a hit!

We are still looking for volunteers for the Winter Carnival. Should you be available, please contact Genelle Iocca.

Continuing Education

The IAPD/IPRA Conference inspired me! I have registered for the following upcoming workshops/webinars:

- Creating Way Cool Organizations – IPRA Webinar (3/7)
- USA Track and Field Seminar – Oak Brook (3/19)
- World Class Customer Service – IPRA Webinar (4/10)
- IPRA Education Institute – IPRA (4/20)

Program Responsibility Distribution – Recreation Department

(Revised 12/21/11)

* Growth Area

Superintendent of Recreation <i>(Full-time)</i>	Superintendent of Parks and Facilities <i>(Full-time)</i>	Community Center Program Supervisor <i>(Full-time)</i>	Youth Programs Coordinator <i>(Part-time 20-25hrs/week)</i>	Community Outreach Coordinator <i>(Part-time 20-25hrs/week)</i>
<p>Overall responsibility for all programs in the Parks and Recreation Department</p> <p>Publicity/Dept. Promotions</p> <ul style="list-style-type: none"> • Website coordination • Social Media coordination • Brochure coordination <p>Senior Program</p> <ul style="list-style-type: none"> • Coordinates newsletters • Promotion of programs <p>Summer Day Camps – Administration only</p> <p>Special Events – ASSIST</p> <ul style="list-style-type: none"> • Winter Carnival • Memorial Day <p>Turkey Trot – Overall coordination and marketing</p> <p><u>Committee Involvement</u></p> <ul style="list-style-type: none"> • Customer Service Committee • Communications Committee 	<p>Overall responsibility for all parks and facilities in the Parks and Recreation Department</p> <p>Aquatics – Overall supervision</p> <p>Liaison to Public Works</p> <p>Liaison to District 219</p> <p>Office supervision and RecTrac coordination</p> <p>Adult Softball</p> <p>Youth Sports Feeder Programs – CSL Feeder Programs</p> <p>Special Events – ASSIST</p> <ul style="list-style-type: none"> • Halloween Event • Winter Carnival <p>Turkey Trot – Registration & Course</p> <p><u>Committee Involvement</u></p> <ul style="list-style-type: none"> • Safety Coordinator and Safety Committee • IT Committee 	<p><u>Community Center Programs</u></p> <p>Fitness/Athletic Programs:</p> <ul style="list-style-type: none"> • Zumba • Tai Chi • Yoga • Pilates • Sand Volleyball Leagues (NEW) <p>*Youth/Tot Programs</p> <ul style="list-style-type: none"> • Indoor Playground <p>Tennis Program</p> <ul style="list-style-type: none"> • Youth Instruction • Adult Instruction <p>Registration (NEW) & Rentals</p> <p>Club Kid & School's Out Field Trips/Breaks</p> <p>Summer Day Camps – Overall supervision</p> <p>Special Events - LEAD</p> <ul style="list-style-type: none"> • Memorial Day <p>Special Events – ASSIST</p> <ul style="list-style-type: none"> • Halloween Event • Polar Express • Winter Carnival <p>Turkey Trot – Volunteers</p> <p><u>Committee Involvement</u></p> <ul style="list-style-type: none"> • Wellness and Events Committee 	<p><u>Youth/Teen Programs & Special Events</u></p> <p>Summer Day Camps – Coordinator #1 (second coordinator seasonal staff)</p> <p>Afterschool Programs:</p> <ul style="list-style-type: none"> • Musical Theatre • Magic by Gary • Tai Kwon Do • Computer Explorers • Afterschool Athletics (Todd & Rutledge Hall) <p>Archery</p> <p>Teen Programs</p> <ul style="list-style-type: none"> • *Ski Club <p>Special Events - LEAD</p> <ul style="list-style-type: none"> • Daddy Daughter Dance (Feb) • Mother/Son Event (April) • Halloween Event (Oct) • Polar Express (Dec) <p>Special Events – ASSIST</p> <ul style="list-style-type: none"> • Winter Carnival <p>Turkey Trot – Drumstick Dash</p>	<p><u>Youth, Family and Community Programs and Special Events</u></p> <p>Fridays for the Family</p> <p>Friday/Saturday Open Gym at Lincoln Hall</p> <p>Sponsorships/Partnerships – Department-wide</p> <p>*Birthday Parties</p> <p>Special Events - LEAD</p> <ul style="list-style-type: none"> • Concerts in the Park (June-July) • Winter Carnival (Feb-March) • Passport to the World (March-April 2013) • Pedal the Parks (May) • Touch-A-Truck (September) <p>Special Events – ASSIST</p> <ul style="list-style-type: none"> • Halloween Event • Polar Express <p>Senior Program</p> <ul style="list-style-type: none"> • Assist with trips and in-house activities <p>Turkey Trot – Sponsorship</p>

Special Event Timeline

January	February	March	April	May	June	July	August	September	October	November	December
IPRA Conference (J & K)	Daddy Daughter Dance			Pedal the Parks	Day Camp	Day Camp	Day Camp	Touch A Truck	Halloween Event	Turkey Trot (ALL)	Polar Express
	Winter Carnival		Passport to the World (2013)	Memorial Day (K)	Concert Series	Concert Series					
				*Mother/Son Event							



Superintendent's Report

February 2012

Andy Thurman, Superintendent of Parks and Facilities

athurman@lwd.org

Baseball Field #2 Lighting Project

Ashley Englemann and I met with the engineer from Robinson Engineering on February 1 to discuss the lighting project and visit the site. Robison Engineering is giving us the detailed work we need to go out to bid on February 17. Soil testing was done on Monday, February 6, and ComEd has been contacted to discuss the power availability in the current box near the pool concession stand.

Illinois Park and Recreation Association Conference

I was able to attend the IPRA Conference on Thursday, January 26 through Saturday, January 28. Some of the sessions I attended included; construction site observation, staff training/orientation, presenting at meetings, having the difficult decision with staff and bringing people back to the parks.

Pool

Pool Lifeguard, Maintenance and Concession applications have been coming in pretty regularly since the beginning of January. We are advertising for the manager position as well and the application due date closes on February 10, with interviews starting shortly after that.

Office Staff

We have posted a part-time seasonal front office clerk position for the busy summer months. This position will work approximately 20 – 25 hours a week from April until August.

Central Suburban League Monthly Meeting

Niles West is still working on securing a tennis provider for the new tennis bubble slated for the fall of 2012.

Basketball, through Skokie Youth, is almost half way through their season and Lincolnwood had just over 20 kids sign up through the Parks and Recreation Department.

Lincolnwood Baseball

Registration took place at the Community Center during January and the deadline is February 15 to sign up. I am sitting down on February 9 to review the baseball schedule for the spring and summer of 2012.

RecTrac Training

Three of the Parks and Recreation staff took the RecTrac Registration Software Training in January. There was a lot of good information presented that will help streamline operations. This was the first time for any of the staff to take a multiple day training course with the software since we switched in 2009.



Program Supervisor
Katie Smith, Community Center Program Supervisor

February 2012
ksmith@lwd.org

A few words from our new Youth Programs Coordinator, Melanie Unterfranz.

I am Melanie Unterfranz, the new Youth Program Coordinator, and very excited to be here and join the Lincolnwood Recreation team! I grew up in Downers Grove and am currently living in Lincoln Park. I went to Purdue University and graduated with a degree in Youth, Adult, and Family Services, and another degree in Psychology. My previous experience is in youth and family program development at the YMCA, where I was for over five years. I have managed summer camps and after school care programs, athletics, preschool enrichment programs, adventure programs, and special events. I'm excited to get to know all of you and am located in the Community Center. Please stop by and say hi!

Summer Camp

Currently, we are working on revamping the summer camp staff interviewing process. We are working on making the process more interactive and hands-on to ensure that the highest quality staff are hired to care for our children this summer. After completion, we are going to start bringing in the candidates and evaluating them.

Scheduling and planning the summer camp field trips and special events are also on our agenda this month. A few changes we have made for camp since last year including a location change from the pool to O'Brien Park for Tessville Tots.



Program Supervisor

Katie Smith, Community Center Program Supervisor

February 2012

ksmith@lwd.org

Community Center

The Community Center is full of activity. Our weekend classes including Tae Kwon Do and Zumba have both taken off this month. With the success of these two weekend classes, I am proud to say that the Community Center offers classes seven days a week.

This month, the Community Center is booked with rentals every weekend. We are excited to host the Senior Valentines' Day Party on February 10th with musical entertainment provided by Tony Bernard, as well as M-NASR and Cub Scouts functions later in the month.

The office has been reconfigured to better house two separate work stations. Brainstorming sessions have taken place regarding better use of the entryway and lobby area to allow for easier and more convenient check-in for fitness classes. Stay tuned for more details!

Youth Programs

All of our youth programs are up and running. Club Kid continues to grow with parents utilizing the "Add-A-Day" option. Computer Explorers is seeing continued success now that classes are held at Rutledge Hall. Youth sports classes remain steady with classes reaching enrollment maximums. The second session of classes will start in mid-March.

IPRA Conference

This was my first year at conference, and it was a great experience! I was able to attend several workshops and got some great ideas including:

- Ways to utilize free marketing venues such as Facebook and Twitter,
- Fresh, new sports classes concepts
- Insight into programming for teens



Community Outreach Coordinator's Report
Genelle Iocca

February, 2012
giocca@lwd.org

Daddy Daughter Dance

The Daddy Daughter Dance will be held February 10, 2012 at Monastero's Ristorante from 6-9pm. There will be a buffet dinner, DJ-led games and a photo booth. We currently have 52 couples registered. Registration will remain open to accommodate any last minute interested couples. A full program report will follow next month.

Fridays for the Family

On February 3, 2012 the Winter Carnival was promoted at the Lincolnwood Town Center from 5:30-6:30pm. Flyers for the new Ski Club program and 2012 day camp brochure were also available for shoppers. The Winter Carnival mascot, Pauly Penguin, was on-site delighting kids and adults alike. Pauly was a big hit, attracting interest in the Winter Carnival as well as the Winter Waddle kids' dash.

Pedal the Parks

Planning has begun for the May 19 Pedal the Parks event. Five to seven parks will be highlighted with teams biking from park to park taking part in challenges, lunch and a finale celebration. Mayor Turry has been invited to participate in the planning and to host the event. In addition, staff is compiling a list of individuals, groups and businesses that may want to be involved in the planning and take responsibility for a part of the event. A second meeting will be scheduled for early March. Updates will continue monthly.

Summer Market and Music Series

For six consecutive weeks, Proesel Park will come alive with our new Summer Market and Music series. Concerts will be held from 7-8:30pm near the entrance to the Proesel Park Aquatic Center. Please mark your calendars now for the following bands:

- June 21 – Mr. Meyers Beach Party
- June 28 – The Flat Cats (swing – big band sound)
- July 5 – Lincolnwood Chamber Orchestra Quartet
- July 12 – Shy Violet (Katy Perry, Lady Gaga, etc.)
- July 19 – Out of Control (8 piece band with a large repertoire)
- July 26 – Maxwell Street Klezmer band

Beginning at 5pm each week, local vendors will set up shop selling everything from specialty and made-to-order food, produce and unique arts and crafts. We are striving to make this a meal destination for the community on Thursday nights. Staff is still working out the logistics and fee structure. A more detailed report will follow in March.

Social Club

I have been assisting with the Social Club outings and will be trained on how to drive the van on February 9, 2012.

Sponsorship

I am compiling a list of potentials and a sponsorship packet with a calendar of all our events throughout the year for sponsors to consider. Believe it or not, I am already meeting with potential sponsors for the 2012 Turkey Trot!

Winter Carnival

The Winter Carnival is shaping up to be a very fun and exciting event for the entire family on February 26, 2012 from 1-3pm. The event will be held in Proesel Park. A roaring fire will help keep attendees warm. Food and drinks will be available for purchase. Radio station K-Hits 104.3 will be on-site, providing music near the shelter. Dog sled and ice skating demonstrations (weather permitting) will be held near the shelter, and snowshoes, cross country skis, and ice skates can be borrowed during the event. For anyone who would like to try these winter sports, instructors will be on hand to give assistance free of charge. There will also be a two-horse team pulling a large carriage to allow guests to ride on the streets by the park. The Winter Waddle kids' race will be open to kids 10 years and under for a fee of \$12. Preregistration is required. An inflatable obstacle course, bounce house and all-star basketball game will round out the event for all to enjoy!

We have recruited 11 volunteers from the community to assist our staff in running the event. A memorandum is being submitted to allow dogs in the park that day.

Birthday Party Reconciliation

Lego Birthday Party

Date: Saturday, January 7, 2012
Time: 12pm to 2pm
Program Code: 105422.E
Fees: Member: \$225; Non-Member: \$280 (Deposit: \$250)
Total Registered: 1 party (20 children)
Staff: Genelle Iocca, Community Outreach Coordinator and Monica Kim,
Birthday Party Facilitator

Program Detail:

This was the first birthday party held by Lincolnwood Parks and Recreation. The theme of the party was Legos™ and golf. The timeline for the party was to first build a Lego™ picture frame during the first 20 minutes of the party. Then, the children began to make Lego™ towers in small groups leaving a hole in the bottom in order to putt a golf ball through the tower. A staff member took pictures of each child. After 20 minutes the towers were constructed and the children played miniature golf for the rest of the hour. These activities were followed by food and cupcakes that were provided by the parents. While the kids were playing golf and eating, one staff member printed the photos on the color copier in the office. The photos were then inserted into the Lego™ frames that the children had made.

Financial Breakdown:

Lego Birthday Party

Saturday, January 7, 2012

Program Revenue	
Resident Rate	\$ 225.00
Deposit (returned)	\$ 250.00
Total Revenue	\$ 225.00
Program Expenses	
Staff (one facilitator for 6 hours @ \$13.00/hr.)	\$ 78.00
Supplies for frames	\$ 39.95
Photo paper	\$ 10.74
Total Expenses	\$ 128.69
Program Net	\$ 96.31 (42%)

Miscellaneous Notes:

The party took one hour to set up and one hour to clean up, which was longer than expected. Set up of the party does need an hour because the rooms and activities need to be set up. , the party was held in the large room of the Community Center because the small room was booked. This meant that the food and activities were set up in the same room. Kids and their parents started eating during the activity, which stopped the activity temporarily and caused the activities to continue for two hours. In the future, it would be advisable to have the activities in the large room for an hour and then food and cake in the small room for an hour. This would help staff manage the party better and allow the staff time to clean up during the food and cake portion of the party. Also, the parents took a long time cleaning up which caused the staff to wait to tear down the tables and chairs. If the activity is cleaned up by the time the food and cake is over, then the staff can assist the parents with loading up.

The parent's feedback was that they thought it would be a good idea to have a separate facility attendant set up and tear down the room. This would allow the party staff to focus on the activities and assist the parents. They also liked that the activities and the food were all in the same room. They felt it helped all the parents build connections and feel comfortable while keeping an eye on their kids. The parent also thought a hook needed to be placed in the room for a piñata. Additionally, balloons for purchase would be helpful to the parent. Another idea is to have a sign outside the Community Center inviting guests to the party. Overall the parents were very pleased with the party and would recommend us to others.

The parent commented, "I was really happy. All the kids had the best time; they did not want to leave!"