

LINCOLNWOOD PARKS & RECREATION BOARD MEETING
Tuesday, June 12, 2012, 7:30 pm
or Immediately Following the 6:30 pm Bike Path Public Hearing
Lincolnwood Village Hall – Council Chambers

AGENDA

- I. Call to Order
- II. Approval of Minutes of April 10, 2012 meeting
- III. Audience Participation/Letters from the Public
- IV. Old Business
 - A. Plaque size modifications for HIAS Chicago
 - B. Lincolnwood Centennial Park Sign Subtitle
- V. New Business
 - A. Parks and Recreation Month Proclamation
- VI. Director's Report
- VII. Recreation Staff Reports
 - a. Jan Springer, Supt. of Recreation
 - b. Andy Thurman, Supt. of Parks & Facilities
 - c. Katie Smith, Community Center Program Supervisor
 - d. Genella Iocca, Community Outreach Coordinator
 - e. Melanie Unterfranz, Youth Programs Coordinator
- VIII. Adjournment

Posted: June 8, 2012



Lincolnwood Parks and Recreation Board Meeting

Lincolnwood Village Hall – Council Chambers

April 10, 2012

Draft Minutes

CALL TO ORDER

The meeting was called to order at 7:33 P.M.

PRESENT AT MEETING

Park Board Members: Demerise Gratch, Gail Ito, Art Lovering, Judith Snyder, Laura Tomacic, Barbra Pabst (Pabst and Tomacic arrived at 8:15 pm.)

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

Village Board Liaison: John Swanson

Audience: David Spector, 3924 W. Arthur Avenue, Suzanne Franklin, HIAS Chicago, 216 W. Jackson Blvd, Suite 700, Chicago

APPROVAL OF MINUTES

On motion, Snyder/Lovering to approve the regular meeting minutes of March 13, 2012 meeting. 4-0, motion passed.

AUDIENCE PARTICIPATION

Suzanne Franklin thanked staff for their efforts on the tree planting at Channel Runne and support of the June 21 celebration. Working with Village staff on signage for the Freedom Grove, which will be made of natural stone and contain a non-denominational quote. Ms. Franklin shared the two possible quotes and the Park Board really liked the quotes.

Lovering – need to make sure the new trees are properly watered once they are planted.

OLD BUSINESS

A. Review of the Draft Park Renaming Policy

Lovering reviewed policy, providing comments to make the document clearer.

Snyder – Under E, does renaming of an existing park mean removing a name? Perhaps add the word “removing” for clarity.

Ito – Suggest using numbers under the purpose and letters under policy for clarity.

Lovering – Date needs to be changed at the top of the page and the term park should be “park land” at the top and throughout the document.

Thurman – Shared attorney review comments which will be incorporated into the revised document.

- Under policy A, what is a concept? This term is vague. Will add examples including unity, independence and centennial to help clarify.
- Under policy E, will make changes per attorney review.
- Under policy F, will add “by Park Board” after discussion; the word “should” will be replaced with “will” in the first sentence.

Gratch – Is everyone comfortable with the 60 day waiting period?

Ito – In the past, this waiting period was used to allow people time to digest information and look at the situation more objectively.

Lovering – 60 days was a reflection period, a communication period; time to let things settle.

Ito – 60 days is better than 30 days if we are going to keep a waiting period in the policy.

Hincapie – An item can also be tabled.

Reese – Will keep in the 60 day waiting period.

On motion, Ito/Pabst to recommend approval of park renaming policy as amended. 6-0, motion passed.

B. Review of the 2012-2015 Draft Strategic Plan

Hincapie presented the revised document. Will change the date on page 5.

Ito – 2.2 should read, “Identify and develop programs addressing needs from Multicultural Task Force.”

Under 3 add “Explore partnership to increase programs meeting diverse needs.” 1.4 should be more specific with the number of parks to be renovated over a certain time period; needs to be measurable.

On motion, Snyder/Ito to recommend approval of 2012-2015 Strategic Plan as amended. 6-0, motion passed.

NEW BUSINESS

A. Approval of an Ordinance Waiving the Competitive Bid Requirements and Accepting the Construction Management Proposal from Gewalt Hamilton, Inc. for Channel Runne Phase II Construction in an Amount Not to Exceed \$24,000.

Hincapie explained that the money for this portion of the project is not included in the grant. The total amount was negotiated down by staff.

Lovering – Will this project interfere with the HIAS event?

Hincapie – No, the work will be taking place on the other end of Channel Runne and we have notified the engineer and construction company that they cannot access the site at the other end.

Ito – Signage needs to be clear for bikers on the path during construction.

On motion, Ito/Lovering to recommend approval of an ordinance waiving the competitive bid requirements and accepting the construction management proposal from Gewalt Hamilton, Inc. for Channel Runne Phase II construction in an amount not to exceed \$24,000. 4-0, motion passed.

B. Approval of an Ordinance Waiving the Competitive Bid Requirements and Accepting the Rider for Construction Management Services from Land Design Collaborative, Inc. for Channel Runne Phase II Construction in an Amount Not to Exceed \$16,000.

On motion, Ito/Lovering to recommend approval of an ordinance waiving the competitive bid requirements and accepting the rider for construction management services from Land Design Collaborative, Inc. for Channel Runne Phase II construction in an amount not to exceed \$16,000. 4-0, motion passed.

C. Approval of an Ordinance Renaming Channel Runne Park to Lincolnwood Centennial Park

Gratch – Will be voting under the existing policy since the revised policy has not gone before the Village Board. Will need unanimous votes at two consecutive board meetings for the change to take effect.

Hincapie – Feedback from residents and elected officials is that no one knows the park belongs to Lincolnwood. By adding Lincolnwood to the name, this will help identify the parks as a Lincolnwood asset. The sign will be placed at Touhy/McCormick.

Trustee Swanson – It is within policy to vote tonight.

On motion, Tomacic/Lovering to recommend approval of an ordinance renaming Channel Runne Park to Lincolnwood Centennial Park. 6-0, motion passed.

DIRECTOR'S REPORT

Thanked staff for covering over her vacation and unexpected absence.

- ITEP Grants – Village Board recommended the overpass over Lincoln Avenue at the Union Pacific Railway and Phase III of Channel Runne Park for grant applications. The Village Board has shown great support for the Parks and Recreation Department projects.
- Bike Paths – We continue to move forward with both projects. A public hearing will be held at the May 8, 2012 Parks and Recreation Board Meeting. Residents around each path will receive notification of the public hearing so the board can hear feedback about the projects.
- Multicultural Task Force – Chairperson Beryl Herman has approximately six committee members. First meeting will be at 6pm on May 8, 2012.

RECREATION STAFF REPORTS

A. SUPERINTENDENT OF RECREATION – JAN SPRINGER

Constant Contact emails have been generated for the brick campaign. Participated in a webinar focused on customer service. Presenter was a former Disney employee with extensive customer service background. This is very timely with the summer season right around the corner.

B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN

Have two pool managers this summer. Attended an IRMA round table covering independent contractor agreements. Electrical engineer has been on site preparing for the field lighting project.

C. COMMUNITY CENTER PROGRAM SUPERVISOR, KATIE SMITH

Spring break programs were successful despite parents registering their children late for the program. Several new field trip locations were enjoyed which will be revisited by our campers this summer.

D. COMMUNITY OUTREACH COORDINATOR, GENELLE IOCCA

As noted in report.

E. YOUTH PROGRAMS COORDINATOR, MELANIE UNTERFRANZ

As noted in report.

ADJOURNMENT

On motion, Snyder/Ito to adjourn the meeting at 8:38 P.M.

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

Parks and Recreation Board President:

Signature

Date

Hincapie, Janice

Subject: FW: Thank you for all your help & support with the New Citizen Swearing In Ceremony

Dear Mayor Turry and Jan,

On behalf of HIAS Chicago, thank you both so much for co-sponsoring with us yesterday's fabulous swearing in ceremony of new citizens! The entire event was just perfect and so thoughtfully executed by Jan and her team.

We have received so many lovely emails about the ceremony. We thought it was pitch perfect- from the color guards, the musical high school trio, the moving and welcoming posters on the wall and the sea of faces of the new citizens, exuding all their pride and aspirations on achieving this important milestone. And the Mayor's speech and the speech by Mr. Kahn were both so heartfelt and moving. It was also so special to have Judge DerYeghiayan, who himself was an immigrant from Armenia and to have our own Board president, Irena Persky , a former refugee, deliver such a powerful and meaningful tribute to new citizens.

We feel so proud to share our 100th Anniversary with the Village of Lincolnwood. Our partnership embodies so many of the same values: a welcoming door, a shared belief in the value and contributions immigrants bring our community and our nation and an inclusive vision of the future.

Thank you for all your support and we look forward to the dedication of our Freedom Grove on June 21st and the celebration of the many accomplishments we have created together!

Warmly,
Suzanne & Susan

PS: Could you please send us Lithar Kahn's contact information. We would like to send him a personal thank you note and an invite to the June 21st event.

Suzanne Franklin, M.Ed.
HIAS Chicago, Director
216 West Jackson Blvd
Suite 700
Chicago, IL 60606
(312) 673- 3231
suzannefranklin@jcsf.org

A Seed is Planted... Our community Grows

For over a century HIAS Chicago has offered a broad spectrum of immigration services to help immigrants and refugees & their family members come to America & plant roots in our community. Join us in celebrating our 100th anniversary by sharing your immigration story. Visit our website at www.@hiaschicago.org



Celebrating 100 years of cultivating new lives in America

February 17, 2012

Village of Lincolnwood Board of Trustees
6900 N. Lincoln Avenue
Lincolnwood, IL 60712

Dear Village of Lincolnwood Board of Trustees,

I am writing to request an alteration to the size of our group donor plaque to be installed in the ground at the plaza at Pratt and McCormick in Channel Runne Park. Currently, we are approved to install a plaque sized at 15x21. In order to accommodate the number of donors on the plaque and visibility we are requesting a slight increase in plaque size to 20x24. This will ensure a person standing can read the quote and donor names. We greatly appreciate your consideration.

Address of Applicant:

Hebrew Immigrant Aid Society (HIAS) of Chicago
216 W. Jackson Blvd., #700
Chicago, IL 60606

Name of Organization Sponsoring the Activity:

HIAS Chicago

Persons at HIAS Chicago:

Suzanne Franklin, Director of HIAS Chicago
Amy Schiffman, Consultant to HIAS Chicago, Giving Tree Associates, Inc.
Lizzy Sternberg, Associate Consultant to HIAS Chicago, Giving Tree Associates, Inc.

Please be in touch if additional information is required to obtain approval. We thank you and appreciate your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Suzanne Franklin".

Suzanne Franklin
Director of HIAS Chicago

Designation of July as Park and Recreation Month

WHEREAS parks and recreation programs are an integral part of communities throughout this country, including Lincolnwood and

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the Village of Lincolnwood Board of Trustees has designated July as Parks and Recreation Month; and

WHEREAS the Village of Lincolnwood recognizes the benefits derived from parks and recreation resources

NOW THEREFORE, BE IT RESOLVED BY Mayor Gerald C. Turry and the Lincolnwood Village Board that July is recognized as Park and Recreation Month in the Village of Lincolnwood.

DIRECTOR'S REPORT

June, 2012

Jan Hincapie, Director of Parks and Recreation

jphincapie@lwd.org

Illinois Parks and Recreation Association

The Illinois Parks and Recreation Association is in the process of hiring a new Executive Director. As a member of the Executive Board I will be involved in the screening and interviewing of applicants. The goal is have a new Executive Director on board in the month of July.

Final Goal Report – Fiscal Year, May 1, 2011-April 30, 2012

- 1) Complete the Comprehensive Master Plan for parks and recreation by April, 2011

The Comprehensive Master Plan was presented to and approved by the Park Board and Village Board in May, 2011. This document will serve as a roadmap for the future of the Department as the staff and board plan for program implementation, park and facility development and public relations.

- 2) Complete the Americans with Disabilities Inventory and Transition Plan by March, 2011

The Americans with Disabilities Inventory and Transition Plan was completed in March of 2011 and approved by the Park Board in April, 2011. A five-year transition plan was developed to aid in the planning of capital and facility expenditures.

- 3) Successfully implement 100th Anniversary Celebration by December, 2011.

Staff planned a variety of events and commemorations for the 100th birthday of Lincolnwood including a Kick-off Reception in Village Hall in January, The Centennial Winter Carnival in January, The 100th Birthday Party at Camp, Providing a free pool pass to the 100th resident to purchase a pass, The adult event, Passport to the World in September, the Centennial Gala in November, providing a free registration for future Turkey Trots to the 100th finishers in the 5k and 10k races, and the Ceremonial Filling of the Time Capsule in December. A centennial logo was developed by a resident in a contest and banners for Lincoln and Touhy Avenues were designed by another area designer.

- 5) Propose a recycling program for the parks and facilities by December, 2011.

In conjunction with the Public Works Department and Groot, a recycling program is being developed which will include the installation of recycling bins at the pool and Proesel Park.

- 6) Earn Distinguished Agency Accreditation Status by January, 2012.

The Department is anticipating a final visit in summer, 2012 from the accreditation team once the Personnel Policy is reviewed and presented to employees.

Goals for May 1, 2012 through April 30, 2013

- 1) Start the American Camping Association (ACA) accreditation program for day camps by May 1, 2012. This accreditation program outlines the best standards for operating a day camp in the areas of administration, staffing, training, safety, participant management, programming, and facility management. Obtaining accreditation will increase efficiency and quality to the program and will further improve the reputation of the camp by current and potential future users.
- 2) Restructure and enhance the Summer Concert Series, utilizing themes and involving the local and regional business community by July 1, 2012. The proposed series would be expanded to encompass six weeks and will involve local restaurants providing food for sale and companies exhibiting and selling their wares.
- 3) Update Parks and Recreation Strategic Plan by June 1, 2012. The Department Strategic Plan is a three-year plan that serves as a roadmap for the operations of the department in key areas. The Plan is reviewed and updated in a planning session attended by department staff and the Parks and Recreation Advisory Board. The initiatives of other planning documents such as the Comprehensive Master Plan for Parks and Recreation, the Village's Strategic Plan, the Village Bikeway Plan, The Channel Runne Master Plan and the Community Center Feasibility Study are incorporated into the Strategic Plan, as well.
- 4) Develop an implementation plan for the Comprehensive Master Plan by April 1, 2013. The Comprehensive Master Plan was approved by the Village Board in May, 2011. It was developed in concert with staff, elected and appointed officials and the community under the leadership of an outside firm as a way to assess all the operations, programs, facilities, parks and public relations of the department. A list of suggested improvements was compiled for key areas. This plan, as identified in its name, is much more comprehensive than the Strategic Plan and will provide guidance for as many as ten years. Staff will develop a plan to systematically address the improvements and modifications outlined in the plan.
- 5) Complete the appraisal and negotiation processes of the Union Pacific Railway by April 30, 2013. The Village has received a Congestion Mitigation Air Quality grant from the Federal government to acquire the Union Pacific railway as it runs from Devon Avenue to Touhy Avenue to build a bike/pedestrian path. This goal, as outlined in the Village Bikeway Plan, is to develop a bike path that will be approximately a mile long that will connect to a similar path in Chicago at Devon Avenue. Engineering of the site will be completed in 2012 at which time the Village will start to negotiate a price to

purchase the property. The construction of the path will start in the 2014-2015 timeframe.

6) Finalize a lease agreement with Commonwealth Edison by December 31, 2012 for the right-of-way that runs from Devon Avenue to the intersection of Lincoln and Jarvis. As outlined in the Village Bikeway Plan, a bike/pedestrian path will be constructed in 2013 with partial funding from a Congestion Mitigation Air Quality (CMAQ) grant from the Federal government. Staff is in the process of working with Commonwealth Edison to draft a recreational lease for the property. A second grant has been awarded to partially fund an overpass at Touhy Avenue for the path. This path will be part of the Skokie Valley Trail, connecting at Devon Avenue to a similar path in Chicago and ultimately, traveling to the Wisconsin state line.



Superintendent of Recreation's Report

Jan Springer, CPRP

June 2012

jspringer@lwd.org

Website Updates & Enhancements

A dedicated webpage for the new Summer Market and Music Series is being finalized. Once completed, email blasts through Constant Contact will go out to our 2,800+ email addresses.

Camp information has been updated including the parent handbook, camp calendars and all necessary forms (friendship request, camper data, permission to dispense medication and allergy forms). An email was sent out via Constant Contact to all registered camp families directing them to the website for more information. No paper mailing will be sent out.

Social Club

I have submitted two grant applications to the Niles Township Government for consideration. On Monday, June 11 at 8pm, I will present the two applications to the board. The first application is for the Niles Township/Village of Lincolnwood Subsidized Taxi Program. We received \$3,000 in 2010 and 2011. I requested \$3,000 for this year to offset the cost of operating the program for our 24 members.

I requested \$5,500 for the Lincolnwood Social Club to be used for 50% of the estimated purchase price of a used 13-passenger mini bus currently owned by the Maine-Niles Association of Special Recreation. This vehicle will be offered to all member districts in late summer/early fall for \$11,000. Any money received from Niles Township would be used towards the purchase of the vehicle. The purchase of this vehicle would allow us more freedom with our senior trips. By having a 13-passenger bus in our fleet we could schedule regular social service trips to area grocery and convenient stores (i.e. Dominick's, Target, Wal-Mart, etc.). We could also schedule home pick-ups and do some evening travel which would greatly enhance our program.

Summer Day Camps

Preparations continue for the start of day camp on Monday, June 18. Katie Smith, Melanie Unterfranz and Monica Kim have been doing a fabulous job checking items off our massive 'to do' list! Thanks to all three members of our awesome management team for their hard work!

Katie Smith and I met with Greg Pollan and several Alltown Bus Service, Inc. staff to discuss the day camp transportation contract. We had some difficulty last summer with billing and overall customer service. In an effort to alleviate any repeat problems from last year, we reviewed the contract item by item with Alltown. We found two areas that needed further clarification from our legal team. We hope this additional level of clarity will be enough to ensure a smoother summer.

Miscellaneous Noteworthy Items

The 40' x 40' tent has been purchased with an estimated delivery date of mid-June. This tent will be utilized by several different programs including summer day camps, the new Summer Market and Music Series, swim meets and Turkey Trot. Public Works will be responsible for the set-up and take-down of the tent as well as off season storage.

To date, we have over 2,800 email addresses entered in Constant Contact. This data base allows us to market to specific audiences or to the email list as a whole for events/information with a broader base.

We are in the initial stages of compiling information for the fall recreation brochure with a tentative completion date of mid-July. The fall brochure will be our first publication being sent out through Door-to-Door Direct, an alternative to the U.S. Postal Service. We have had difficulty with the past three brochures reaching Lincolnwood residents. This greatly impacts the success of our programs. The Administration Department is also considering sending out the Connections Newsletter via Door-to-Door Direct. Three of the six newsletters may be bundled with our seasonal brochures for a significant cost savings.



Superintendent's Report

June 6, 2012

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

Pool

The pool opened at 10am on Saturday, June 2. The week of May 21, we ran a lifeguard class to certify and recertify lifeguards. We also had all staff orientation the week of May 28. We have around 65 guards, 15 maintenance personnel, 15 front desk and 15 concession stand employees.

Our first weekend was fairly slow due to the mild weather we had. The first full week of the pool has also been slow due to the weather and children still being in school.

On Sunday, June 3, 2012 we had over 1,000 people come to the pool.

To date we have sold 1,325 resident passes and 2,000 non-resident passes.

The concession stand sold over \$2,500 in food and drinks the first weekend as well. We had to purchase a new freezer and hot water heater for the concession stand. Carol Morazoni is managing the concession stand again this year as well.

The Lincolnwood Lightning Swim Team started their stroke clinic on May 21, while regular practice started on June 4. The swim team has several home meets this year as well, but the championship will not be held in Lincolnwood this July.

Summer Softball

Our Friday night softball league will see the start of Field #2 with lights. We will start double-headers on Friday nights on Friday, June 8. The online system is very convenient to turn lights on, off, and see the reports of usage.

I will start to report light usage in the park in future board reports.

The final inspection shows several of the lights need to be adjusted to aim closer to the field and off of the soccer field area.

Lincolnwood Centennial Park

The first round of trees have been planted by HIAS in Lincolnwood Centennial Park, with another fifty to be planted in the fall. The pads for the Frisbee Golf Course have been laid and the baskets should be put up in the next couple weeks.

The bike path along the parking lot is being removed this week and pedestrians are being re-routed to the other side of McCormick Ave at crosswalks.

Park Inspection

The park inspection sheet is attached from the May park inspections.

Park Patrol

The May Park Patrol Staff Report is attached.

Playground Inspection Report Summary

Date(s) of Inspection: May 22, 2012

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>
Nothing needs to be addressed			

KENNETH PARK (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		There is a bike lock locked to the rack. Please remove.
#3	PW		There is a broken no dogs in the park sign. Please replace.

KILDARE PARK (Equipment New 2007)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		There is white paint on the tunnel window. Please clean off.

GOEBELT PARK (Equipment new 2007)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Railroad tie on the northside is broken and a potential hazard. Please remove.

O'BRIEN PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		There are large areas where the basketball poles were moved that need to be filled in with asphalt.
#3	PW		Please replace the new rim and backboard with the one ordered
#2	PW		There is a piece of concrete that broke off near the swing area

ROSSI PARK (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		There is a brick from the wall near the basketball court that needs to be replaced.

COLUMBIA PARK (Equipment New 2006)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		There is a screw missing on the wall near the bridge. Please fix
#3	PW		Please remove the pine cones from the play area

CENTRAL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		There is an extremely sharp edge on the tunnel slide. Please fix
#3	PW		Please take down the tied Frank Sacks Tennis flyer from the tennis fence

DRAKE PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		The red railing post is loose. Please look at this
#3	PW		There have been a lot of bottles left in the park at night

SPRINGFIELD PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Please replace the S hooks on the swings with closed hooks
#4	PW		Rotting wood on most equipment
#4	PW		Rust on most metal pieces of the equipment
#3	PW		Please look into tightening the spring equipment

G.G. ROWELL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Please look into replacing the sand digger that was broken and removed

FLOWERS PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		There is an infant seat that is broken and needs to be removed immediately.
#3	PW		There is a large section missing from the table top.

LINCOLNWOOD PARK PATROL-OVERVIEW

May 2012 was the month of welcoming back everyone in the parks. Park Patrol is happy to be back serving the community and making sure that the parks are safe and the facilities meet the needs of each age.

- 1 The first two weeks of the month were cold so not many people were in the various parks. The last weeks of the month were warm and many people came out to use the Basketball Courts; Volleyball Courts; and Baseball Fields for fun and recreation.
- 2 Park Patrol found that in many of the parks, the water fountains were not working so Andy Thurman was notified and he in turn made sure they were again working.
- 3 The Wind Screens in the Tennis Courts of Proesel Park needed repair and this too was reported to Andy Thurman who took care of the problem.
- 4 Park Patrol found that all the plumbing by the Concession Stand bathrooms had to be hooked up and this was reported to Andy Thurman who made sure it was taken care of.
- 5 After checking the various parks, our team found that new basketball nets had to be installed.
- 6 On the evening shifts, Park Patrol are there for Adult Softball in Proesel Park and install and remove the bases as well as making sure that the field is in proper condition.
- 7 Park Patrol is constantly patrolling Proesel Park to make sure that everyone has a good time. Our Park Patrol Rover, who rides a bike, inspects all the parks to make sure that everything is perfect so the community can enjoy their activities.
- 8 When the weather is warm there is approximately 50 to 75 people playing Volleyball until 11.00 P and 40 people on the Basketball Courts.
- 9 Park Patrol have been stopping children from using water balloons as they are throwing them everywhere and the bathrooms are flooded with water.
- 10 The wooden fence at Columbia Park was broken and it was reported to Andy Thurman who had it repaired.
- 11 A Park Patrol Rover helped Lincolnwood Police at O'Brien Park who were looking for four suspicious people on bikes. However, the people were not found.



Vic Kast, Park Patrol Supervisor

LINCOLNWOOD PARK PATROL-OVERVIEW

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Vic Kast, Park Patrol Supervisor



Community Center Program Supervisor's Report

June 2012

Katie Smith

ksmith@lwd.org

Summer Camp

Camp starts Monday, June 18! Below is a breakdown of registration totals as of 9am on 6/5/12 compared to 2011 totals for the season.

Day Camp	Session 1		Session 2		Pick-a-Week	
	2011	2012	2011	2012	2011	2012
Tessville Tots	11	5	5	4	2	0
Prairie Dogs	25	32	17	18	43	14
Little Lincolns	38	57	10	29	101	74
Camp Potawatomie	19	32	28	34	44	45
Rutledge Rockets	28	35	28	31	75	101
Adventure Camp	20	23	31	17	67	37
Camp 74	62	55	NA	NA	NA	NA
Warm-Ups	3	12	9	9	9	8
Overtime	32	42	33	26	24	44
TOTAL	238	293	161	168	365	323

Due to low enrollment, Superstar Sports Camp was canceled. Participants registered for this camp were transferred to Rutledge Rockets.

All-staff camp training will be held June 11-15. The staff will complete CPR, First Aid, AED and Bloodborne Pathogens training led by the Lincolnwood Fire Department in preparation for summer employment. Additionally, seasonal employees will be trained by our management staff and day camp supervisors on the day camp staff manual, personnel policy manual, and the following breakout sessions:

- Keeping Track of Your Campers
- How to Talk to Parents
- Faking It: Being Enthusiastic Even When You Don't Feel Like It
- Angry Birds: How to Utilize the Incentive Program
- How to Step Up to the Plate: Transition Games
- Really? How to Make Good Choices

Memorial Day

We had beautiful weather for this year's Memorial Day Parade and Ceremony! Thank you to Public Works, Fire and Police Departments for their assistance. This event would not be possible without their efforts. We had a wonderful turnout for the parade with participation by members of the American Legion Post 1226, Mayor Turry, Lincolnwood Library, Lincolnwood Baseball Association, the classic car group, Niles West Marching Band, Human Relations Commission and the Parks and Recreation Board. It was a very special day not only to honor our heroes but

also to honor Mr. Bill Koch, Niles West Band Director. Mr. Koch is retiring this year, so this was a wonderful opportunity for Mayor Turry to present him with a key to the Village as a thank you for all of his support over the years. It was a very memorable day, and I hope you all able to join us next year!

Community Center Facility Report

The Community Center is busy this June. This month we have several exciting rentals including:

June 5 – Naturalization Ceremony

June 8-10 – Wine Festival

June 23 – Wedding

June is also the start of our summer programs at the Community Center. New sessions of Zumba, R.I.P.P.E.D., Yoga, and Tae Kwon Do will all start mid-June.



Community Outreach Coordinator's Report

June 2012

Genelle Iocca

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Pedal the Parks

Nine Lincolnwood parks were highlighted on May 19, 2012 at our bike season kickoff event Pedal the Parks! Approximately fifty participants enjoyed the day cycling from park to park, participating in fun challenges along the way. Thirteen area businesses sponsored the event, joining the Police, Public Works, Community Development and Administration Departments in making this event a success. A follow up meeting will be scheduled to discuss the future of the event.

Summer Market and Music

We are pleased to announce Hampton Inn and Suites as the 2012 official bingo sponsor for the Summer Market and Music Series! Each night of the series, Hampton Inn and Suites will provide five VIP one-night stay passes to award as prizes to the bingo winners.

We are looking for volunteers to sell bingo cards and to call the games. Please direct interested individuals to the Parks and Recreation Department. In addition to bingo, we will also have face painting each evening from 5-7pm and a chef demonstration sponsored by Swedish Covenant Hospital (date – TBD), so please help spread the word about this brand new family-friendly event!

Fridays for the Family

On May 11, 2012, Pedal the Parks was promoted at the Lincolnwood Town Center from 5:30-6:30pm. On June 22, the Summer Market and Music Series will be highlighted.

Birthday Parties

We continue booking birthday parties of various themes. For the month of June there are three parties booked including a carnival party, sports themed party and a wand party.

Social Club

I continue to assist with the senior activities including chaperoning trips, driving the M-NASR bus, facilitating in-house events and will lead the Friday morning walking club starting this Friday, weather-permitting.

Passport to the World

A second meeting for Passport to the World will be held on June 6, 2012 to determine interest from volunteers and set the date for the 2012 event.



Youth Program Coordinator's Report

June 2012

Melanie Unterfranz

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Summer Camp

We have hired over 60 amazing staff for this year's summer camp! Supervisor training is going well. On May 23, the 2012 management team attended M-NASR training at Oakton Community Center. On May 30, M-NASR staff Jessie Ritter spoke to the supervisors about behavior management. This year's supervisors will be much more involved in the All-Camp Training scheduled for the week of June 11-15.

In an effort to better prepare the staff, training will focus heavily on areas we had issues with last summer including how to lead activities, rainy day activities, transition games and keeping a positive attitude in stressful situations. Break-out sessions are planned for topics including preventing risky situations, pool safety, field trip procedures and allergy safety. Mandatory training will also cover the personnel policy manual, day camp staff manual and CPR/AED, first aid, and blood borne pathogen trainings.

We have ten entertainers booked for camp including the World of Reptiles, Round Lake Theater Company, Lincolnwood Library, Gary Kantor's Magic Show, Rock 'n Kids, Game Show Gurus and Sunshine Arts and Crafts. We also have over 40 field trips planned including Rink Side Sports, Sky High (indoor trampoline facility) Laser Quest, Vertical Endeavors, Milwaukee Brewers Game, Lincoln Park Zoo, Second City, Shoreline Boat Tour, Putting Edge Mini Golf and The Metropolis Theater in Arlington Heights.

Youth Classes

We are currently working on files for the fall recreation brochure. The Polar Express has been planned for December 1, 2012. More offerings will be held on the District 74 campus including Zumbatomic (kids' Zumba), Computer Explorers, Tae Kwon Do, Chess Wizards, Basketball, Soccer, Sportsmania and Amazing Art with Sunshine Arts and Crafts.

The schedule for Musical Theater is being finalized for the fall. Contractor Debbi Brodsky is outgrowing the Community Center space for her performances. She has been in discussion with Gorilla Tango Theater (formerly Skokie Theater) about holding her dress rehearsals and end-of-season performances there for a more realistic feel for the performers.