



Village of Lincolnwood Parks and Recreation
Village Hall Council Chambers
MEETING HELD VIA GOTO MEETING AND AVAILABLE LIVE AT
WWW.LINCOLNWOODIL.ORG/LIVECABLE-CHANNEL/

Board Meeting
Tuesday, February 8, 2022
7:00pm

Governor Pritzker and Chair Person, Courtney Lynn Tucker, have each made a determination that the Park and Recreation Board's public hearings and meetings should be held virtually due to the COVID-19 pandemic and pursuant to Section 7(e) of the Open Meetings Act. This will be the only notice of the meeting, and where and how the meeting will be conducted. Information regarding the location of the public meeting and instructions for participating in the public hearing will be posted on the Village's website (www.lincolnwoodil.org) and will include updates as needed. Please contact Karen Hawk, Director of Parks and Recreation, at 847.745.4728 for confirmation of meeting location.

Agenda

- I. Call to Order
- II. Approval of the Minutes from the January 11, 2022 Park and Recreation Board Meeting
- III. Audience Participation and Letters/Notes/Emails from the Public

Anyone who desires to offer public comment during the meeting about any matter concerning the Village of Lincolnwood may do so by submitting an email to khawk@lwd.org prior to the commencement of the meeting, or by offering live oral comment at the stated time in the meeting agenda. To offer live comment, commenters must email khawk@lwd.org to receive the GoToMeeting credentials for the meeting to participate electronically. All Emails received will be read aloud during the Public Comment portion of the agenda. Emails should be kept to under 200 words to allow time for others to be heard and for the Board to progress through the public meeting agenda. The Park and Recreation Board typically does not immediately respond to public comments or engage in open dialogue, but the Park and Recreation Board is actively listening to all comments.

- IV. Old Business

- V. New Business
 - A. Discussion Regarding the 2022 Memorial Day Parade and Ceremony
 - B. Discussion Regarding Increasing Aquatic Center Non-Resident Season Pass Cap
- VI. Chairperson's Report
- VII. Commissioners' Reports
- VIII. Director's Report
- IX. Staff Report
- X. Adjournment

Posted February 4, 2022



**Village of Lincolnwood
Parks and Recreation**

**Board Meeting
Tuesday, January 11, 2022
7:00pm**

**Council Chambers
Lincolnwood Village Hall – 6900 North Lincoln Avenue**

Draft MINUTES

I. CALL TO ORDER

Tucker: The meeting was called to order at 7:04PM.

PRESENT AT THE MEETING

Chair Person: Courtney Tucker

Park Board Commissioners Present: Leah Brennan, Sokol Delisi, Kenneth Malca, Victor Shaw, Laura Tomacic, Art Lovering

Village Board Liaison: Grace Diaz Herrera

Parks and Recreation Department Staff: Karen Hawk, Anna Koperski-Walsh

II. APPROVAL OF MINUTES OF THE DECEMBER 14, 2021 BOARD MEETING.

On motion Tucker approves the meeting minutes of the December 14, 2021 Park and Recreation Board meeting. 6-1, motion passes.

AYES: Tucker, Brennan, Delisi, Malca, Shaw, Tomacic

NAYS: None

ABSTAIN: Lovering

III. AUDIENCE PARTICIPATION AND LETTERS/NOTES/EMAILS FROM THE PUBLIC

No audience participation.

IV. OLD BUSINESS

A. Recommendation Regarding a Potential Long-Term Agreement for the Concessionaire at the Proesel Park Family Aquatic Center

Hawk:

- Provides background on the concession stand at the aquatic center and the considerations for a long-term Agreement with Freddie's, which would incorporate Freddie's purchasing new concession equipment for the concession stand
- Explains considerations for a long-term Agreement with Freddie's, including the length of the agreement, options to renew the Agreement and the potential for increased revenue
- Describes how a third party vendor could possibly come into play and increasing sales with Freddie's, such as GrubHub or DoorDash

Board Discussion:

- Multiple statements that they never considered a third party vendor but are open to it
- Suggestion that the third party vendor should wait until after seeing how the first year goes
- Comment on length of Agreement and if Freddie's is open to less than three years
- Explains how Freddie's will be purchasing the new equipment, not the Parks department
- Statement regarding the percentage of gross sales and could it start off at five percent and then after that first year, the percentage could decrease
- Inquiry if there has been other interest from other companies, besides Freddie's
- Agrees on a 'one year test period' before adding in the third party vendor
- Suggests that in July the third party could give it a try
- Comment on logistics such as parking and where the third party vendor could be more workable
- Suggests having a designated parking spot for third party vendors and time limitations
- Question on quantity of items coming in
- Inquiries if it's possible to have a partnership with Freddie's and customers; customers would perhaps get a discount by ordering through Freddie's
- Concern of the allowance of food brought into the aquatic center, in the food/picnic area

On motion, Brennan/Lovering move to make a recommendation to the Village Board that the Park Board is in favor of a long term, three year, concession Agreement with Freddie's. Motion passes 7-0.

AYES: Tucker, Brennan, Delisi, Malca, Shaw, Tomacic, Lovering
NAYS: None

Hawk:

- Replies to the comment on waiting to add in third party vendors
- Details the concession Agreement being three year with two additional one year renewals; not less than three years
- Replies that Freddie's was the only submittal that was received
- Explains that there isn't much storage so it would likely be a personal vehicle pulling up
- Clarifies incentivizing with Freddie's

Koperski-Walsh:

- Explains how she had reached out to other communities regarding bids for concession contractors and it was challenging for others as well; Skokie didn't receive any
- Asks the Board if they would consider a trial period, perhaps June and July and then come August/September, then allow the third party vendor
- Clarifies how food is allowed into the pool: a soft-side cooler bag is allowed; outside food cannot be ordered and brought into the pool

V. NEW BUSINESS

A. Discussion Regarding Nanny Pass Fees, Name, and Policies at the Proesel Park Family Aquatic Center

Koperski-Walsh: Presents information from memo included in the Board Packet.

Board Discussion:

- Consideration of calling it Caregiver Pass
- Suggestion of calling it Plus One
- Inquiry of what a caregiver is: just for children or any kind of care provider
- Asks what happens if one nanny works for two different families and how that pass would work/look like
- Suggestion of Buddy Pass
- Offers the name Plus One Care
- Suggests a pass being \$150 which comes out to \$50 a month
- Proposes the idea of a flat rate of \$100, given that other fees are being paid along with this nanny pass
- Comments that the fee might resemble the residency of the nanny, resident or non-resident
- Inquiries if nanny pass requires a photo ID
- States that the non-resident nanny pass should be higher than the resident pass
- Inquiry as to how many nanny passes are selling each year
- Questions when the nanny can use the pass: only while with the family or also on their own, without the family
- Multiple Board members like Plus One Care

- Shares how this pass is different from a regular pass, since the nanny can only use it when employed by the family- says it doesn't seem this is a full pass so a full pass rate shouldn't be charged; suggests it not being quite so steep in price
- Suggestion of \$100 for a resident nanny and \$150 for a non-resident nanny
- Suggestion of the pass being a percentage off, such as 20%
- Suggestion of 10% or 20% discount
- Explains that 20% off for a resident would be \$80 and a non-resident would be \$226
- Suggestion of 25%: resident nanny would be \$77.25 and non-resident nanny would be \$213
- Agreement of a 25% discount for both resident and non-resident nanny pass
- Expresses understanding with the way in which the nanny pass is sold, on the families account and not separately

Koperski-Walsh:

- Explains rules of calling it a Caregiver pass because of ADA policies
- Describes how this pass would be for any type of caregiver, not just children
- Comment that a nanny that works for two families would only need one pass, not one pass per family
- Explains how staff want the pass to be specific with providing care
- Agrees that Plus One Care could work
- Asks about thoughts on the fee structure/price range for the nanny pass and explains current pricing
- Explains feedback from non-residents and how expensive it can get paying the non-resident fees for a family pass and a nanny pass
- Explains that a nanny pass does require a photo ID
- Replies that around 10 nanny passes are sold and that it's difficult to track, based on the way we have it set up in the system
- Explains how the nanny can only use the pass when present with the family
- Restates the names suggested for the pass: Plus One Care, Buddy Pass- asks if there is a preference
- Inquires about rates
- Asks for feedback about the nanny pass having to be on the family account and the pass needing to be purchased by the family
- Explains how staff will move forward with the care pass and resident passes go on sale on February 7 and tells Board how all passes will be sold on one website
- Shares with the Board the new way a family is being defined when it comes to selling a family pass

B. 2021 Fall Programs and Event Report

Koperski-Walsh: Presents information from memo included in the Board Packet.

Board Discussion:

- None

VI. CHAIRPERSON'S REPORT

Tucker:

- Reports that she is going to a networking event later this week, Friday, with other local Park District Commissioners via ZOOM and wishes everyone a happy New Year

VII. COMMISSIONERS' REPORTS

Delisi:

- Mentions a triangular piece of land in the Towers, GG Rowell Park, and how he thinks it would look nice if we could light it up around the holiday season
- Shares of the Instagram page that is featuring Lincolnwood and how this might keep us on the map

Malca:

- Agrees with the above commissioner's report and notes that his stepson has stated that Lincolnwood is popular on Instagram for the lights of Lincolnwood

VIII. DIRECTOR'S REPORT

Hawk:

- Speaks of the approval of Special Events Management agreement and is in the Mayor's office for approval for the 2022 Lincolnwood Fest
- Planning is underway. Lincolnwood Fest will be July 28-31, 2022
- Explains that next month, department staff will bring to the Parks and Recreation Board the liquor sales for concerts in Proesel Park through our concession vendor

IX. STAFF REPORTS

Koperski-Walsh:

- Interviews for the Recreation Supervisor, which was Olivia Zdeb's position, are underway and it is hoped to fill that vacancy by early February
- Speaks of new mitigations in the COVID-19 pandemic and that vaccinations are required for those five years and above in facilities that are serving food and/or beverage
- Explains that with news of the most updated mitigations, winter classes were postponed a week while the new mitigations were understood
- Clarifies that those 18 years and younger that are in programming do not

need to show proof of vaccination; those 19 years and above in programming, do need to show proof of vaccination, such as the yoga and Zumba classes

- Mentions that masks are still required when indoors
- Explains that vaccinations for the VIP Dance are also required as Skokie is following suite with mitigations; a new date might be looked into
- Provides an update that Buddy Bingo event has been moved outdoors to the Pavilion so that vaccinations are not required

X. ADJOURNMENT

Meeting adjourned at 8:28PM

Motion to adjourn: Delisi/Tomacic

AYES: Brennan, Malca, Tucker, Delisi, Shaw, Tomacic, Lovering

NAYS: None

Park Board Minutes prepared by Julie Glowacki

Park and Recreation Board Chairperson: _____

Signature

Date



MEMORANDUM

TO: Parks and Recreation Board

FROM: Anna Koperski-Walsh, Superintendent of Parks and Recreation

DATE: February 8, 2022

SUBJECT: Discussion Regarding the 2022 Memorial Day Parade and Ceremony

Background

The Village typically hosts an annual Memorial Day Parade that begins at Cicero and runs along Pratt to Keeler Avenue and ends at Madeleine's Garden in Proesel Park. Each year, hundreds of residents come out to view the parade along the route. Following the parade, a small ceremony is held at Madeleine's Garden. While the event was started by Lincolnwood's American Legion Post 1226, it has since then been incorporated into the Parks and Recreation Department's event portfolio.

Due to the status of the COVID-19 pandemic, the parade was cancelled in 2020 and 2021. The ceremony portion of the event was held virtually in 2020 and in person in 2021. Many other communities planned similar virtual events and cancelled parades during the pandemic. The Department presented a Memorial Day activity update to the Park and Recreation Board during the April 13, 2021 meeting. The presentation included details about other community events and lack of guidance from the Illinois Department of Public Health and the Restore Illinois Plan.

Discussion

The Parks and Recreation Department is in the early planning phases of the 2022 Memorial Day Parade and Ceremony. Currently, the parade is held on Memorial Day starting at 10:20am. Just prior to the start of the parade, a children's bike parade begins at 10:15am and is led by a Bike Patrol Police officer. In the past, parade participants consisted of:

- Lincolnwood Police vehicles and Honor Guard
- Lincolnwood Fire Department
- Young Marines Flag Color Guard
- American Legion

- Vehicles from local Dealerships with Village Dignitaries
- A High School Band or contracted Brass Ensemble
- Lincolnwood Baseball and Softball Association
- Classic Cars and Vehicles
- Military Vehicles
- Lin Mar Towing
- Other Civic Groups and Walkers

After a two year hiatus of the parade, the Department is seeking feedback from the Park and Recreation Board about the future of the parade and opportunities for improvements. The Village wants to ensure that the parade and ceremony hold true to the vision of the overall day.



MEMORANDUM

TO: Parks and Recreation Board

FROM: Katie Gaughan, Recreation Supervisor

DATE: February 1, 2022

SUBJECT: Discussion Regarding Increasing Aquatic Center Non-Resident Season Pass Cap

In January of 2020 the Parks and Recreation Staff reevaluated the Aquatic Center Fee structure and in conjunction with the Park and Recreation Board and Village Board an update was made to both the resident and non-resident fees. Prior to 2020 there was no clear rationale as to the pricing differences between each level of the resident and non-resident fees. At that time, both the Park and Recreation Board and Village Board voted to implement the current fee structure. The below chart provides the current prices for both resident and non-resident pool passes.

Pass Type	Resident Fees		Non-Resident Fees
	Early Bird	Regular	Regular
Individual	\$93.70	\$103	\$283
Youth Pass (pass holders 2-12 years old must be accompanied by someone 16 and old)	\$93.70	\$103	\$283
Family of 2	\$137.70	\$153	\$421
Family of 3	\$164.70	\$183	\$503
Family of 4	\$191.70	\$213	\$586
Family of 5	\$218.70	\$243	\$668
Family of 6	\$245.70	\$273	\$751
Family of 7	\$272.70	\$303	\$833
Each Additional	\$27	\$30	\$83
Senior (age 55+)	\$69.30	\$77	\$212
Senior Couple	\$114.30	\$127	\$349
Care Pass	\$62.73	\$69.30	\$212

In the existing aquatic center policies, there is no cap on the number of resident pool passes that can be sold per season. However, there is a cap of 2,100 on non-resident pool passes. This policy was put into place due to concerns of overcrowding. During the 2020 discussion regarding pass pricing, the subject of increasing the non-resident fee cap was discussed. It was determined that the Department would revisit making changes to the non-resident cap after the fee structure had been in place. The facility has not reached capacity on any one day in the past three summers, and only experienced it on one or two days during prior summers. It is important to note that on those days that reached capacity, the facility used the one in, one out entry plan for approximately 45 minutes to an hour. Without the concern of overcrowding, the cap on sales primarily limits the amount of revenue that can be collected to support the aquatic center operations. The 2021 summer season was the most recent since 2017 that the aquatic center sold out of non-resident passes. Additionally, the facility did not experience any at or near capacity days. The most visits in a day was experienced on June 13, 2021 with a total for the day of 907 entries.

As the projected 2022/2023 budget stands, the Parks and Recreation Department expects that the aquatic center will operate at a loss. The facility has several items that will be impacting the aquatic center budget. Outside of the regular ongoing upkeep needs, the Department will be purchasing approximately 400 deck chairs to replace old and broken chairs, and new shade structures for the facility as the current ones have exceeded their expected life. Temporary patching and repairs were done to three of the shade structures during the 2021 summer season. Along with the two capital improvement items, the increase to the minimum wage will also be impacting the expenses for the 2022 summer season. As the facility continues to age the Department is working to create an equipment maintenance and replacement plan to mitigate large expenses all at once. However, the facility is nearing the typical end of its 20 year life expectancy. As with any aging facility, there are increased expenses to maintain the pools, filters, deck and locker rooms. The Department will continue to work to prolong the facilities life with ongoing upkeep and replacements plans. The table below shows the expected expense and revenue for the 2022 fiscal year.

2022 Aquatic Center Budget	
Total Revenue	550,350
Total Expenses	554,960
Net	-4,610

As the Department evaluates plans to mitigate ongoing upkeep costs, staff has considered an increase to pass prices. Although staff continues to work on improvements throughout the facility, there have not been any significant updates to the facility that would translate into increased pass fees. Much of the facility has remained the same since its renovation and rebuild in 2007. For this reason staff would like to find another opportunity for increased revenue outside of a fee increase.

The Parks and Recreation Department has done research into what fees other aquatic facilities in comparable communities are charging for resident and non-resident passes. Research shows the Proesel Park Family Aquatic Center continues to be one of the most expensive passes. The table below provides the pass price comparison for the most commonly purchased passes.

Comparison of Season Pass Fees						
Community or Facility	Individual Resident	Individual NR	Family of 2 Resident	Family of 2 Non-Resident	Family of 4 Resident	Family of 4 NR
Lincolnwood	\$103	\$283	\$153	\$421	\$213	\$586
Wilmette	\$100	\$252	\$167	\$419	\$219	\$534
Prospect Heights	\$52	\$62	\$104	\$124	\$208	\$248
Park Ridge	\$100	\$152	\$151	\$226	\$226	\$342
Deerfield	\$104	\$156	\$144	\$216	\$204	\$306
Niles	\$100	\$135	\$143	\$205	\$204	\$330
Elk Grove	\$150	\$215	\$180	\$216	Each Additional \$30	Each Additional \$40
Bensenville	\$120	\$144	\$180	\$252	\$240	\$288
River Forest	\$88	\$149	\$143	\$242	\$165	\$264

As Lincolnwood remains one of the more expensive passes, staff is seeking feedback regarding increasing the non-resident pass cap from 2,100 to 2,500 in an effort to mitigate increased upkeep expenses without increasing the cost of passes. In 2021, non-resident pass fees made up 47% of the total facility revenue. Non-resident passes sold out in 2021 and brought in revenue of \$279,179. It is estimated that with an additional 400 passes available, there could be an increase in non-resident pass sales and overall facility revenue. Depending on which types of pass options are sold, the Department has the potential to bring in an additional \$50,000 to \$100,000.