



Village of Lincolnwood Park and Recreation Board

Board Meeting
Tuesday, February 14, 2023
7:00pm

Council Chambers
Lincolnwood Village Hall
6900 N. Lincoln Avenue
Lincolnwood, IL 60712

Meeting Agenda

- I. Call to Order**
- II. Minutes Approval**
 - a. January 10, 2023, Meeting
- III. Old Business**
 - a. Continued Discussion Regarding Summer Camp Refund Policy
 - b. Continued Discussion Regarding Proesel Park Sign Replacement
- IV. New Business**
- V. Public Forum/Audience Participation**
- VI. Directors Report**
- VII. Staff Report**
- VIII. Chairperson's Report**
- IX. Commissioners' Reports**
- X. Adjournment**

Posted: February 10, 2023



**Village of Lincolnwood
Parks and Recreation**

**Board Meeting
Tuesday, January 10, 2023
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 7:00PM.

PRESENT AT THE MEETING

Chair Person: Courtney Tucker

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

Village Board Liaison: Grace Diaz Herrera

Parks and Recreation Department Staff: Nadim Badran, Nicole Interrante, Kandice Newton

II. APPROVAL OF MINUTES OF THE DECEMBER 13, 2022, BOARD MEETING.

On motion Tucker approves the meeting minutes of the December 13, 2022, Park and Recreation Board meeting. 6-0, motion passes.

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

NAYS: None

ABSTAIN: None

III. OLD BUSINESS

No old business

IV. NEW BUSINESS

A. Parks and Recreation Biennial Report

Badran: Presents information from memo included in the Board Packet.

Board Discussion: A discussion followed among the Parks and Recreation Board and the Parks and Recreation staff.

On motion, Delisi makes a motion to approve the 2021-2022 Parks and Recreation Biennial Report with additions from Commissioner Lovering and Commissioner Brennan.

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

NAYS:

ABSTAIN:

B. Summer Camp Parent Survey Report

Interrante: Presents information from memo included in the Board Packet

Board Discussion: A discussion followed among the Parks and Recreation Board and the Parks and Recreation staff

C. Discussion Regarding Summer Camp Refund Policy

Badran: Presents information from memo included in the Board Packet

Board Discussion: A discussion followed among the Parks and Recreation Board and the Parks and Recreation staff regarding making changes to the Summer Camp Refund Policy. Park Board is in agreement to make a stronger refund policy and to bring it back to the February 14, 2023, meeting.

V. PUBLIC FORUM/AUDIENCE PARTICIPATION

None

VI. DIRECTOR'S REPORT

Badran:

- Director Hawk is on the mend and will likely be back next week.
- Welcome to Kandice Newton, the new Recreation Supervisor that oversees Summer Camp.

VII. STAFF REPORTS

No staff reports

VIII. CHAIRPERSON'S REPORT

Tucker:

- Welcome, Kandice
- Thank you, Nadim

- Happy New Year, looking forward to what's to come

IX. COMMISSIONER'S REPORTS

None

X. ADJOURNMENT

Meeting adjourned at 7:43PM

Motion to adjourn: Lovering/Malca

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

NAYS: None

Park Board Minutes prepared by Julie R. Glowacki

Park and Recreation Board Chairperson: _____
Signature Date



MEMORANDUM

TO: Park and Recreation Board

FROM: Karen Hawk, Director of Parks and Recreation

DATE: February 14, 2023

SUBJECT: Continued Discussion Regarding Summer Camp Refund Policy

Background

During the 2022 summer camp season, the Department saw a significant number of registration cancellations totaling approximately \$18,800 in refunds. Many of these refunds were issued due to changes in childcare needs for families. While the Department understands that family childcare needs may change due to a variety of reasons including family vacations, summer school enrollment, change of programs, and family responsibilities, cancellations can have a detrimental impact on the summer camp program. Pre-camp planning includes hiring staff, planning for daily activities, supply and equipment purchasing, field trip deposits, and bus service planning. Pre-camp planning and associated spending on these items begin in mid-March. Additionally, all contracted vendors for our specialty require a minimum number of participants to run the camp. There are times when the difference between a camp running at the minimum enrollment or that camp being cancelled is dependent upon one participant. When late cancellations occur, it may negatively impact an entire camp session.

The Department is reviewing and updating the refund policy to address the number of refunds issued due to cancellations. It is important that the multiple expense factors be considered, while also providing a fair policy for families that have changes in their childcare needs.

The current summer camp refund policy is as follows:

- A 100% refund will be given prior to the start of each camp session less a service charge. Service charges are as follows: \$10 for fees under \$50; \$20 for fees \$50-\$200, \$30 for fees over \$200.
 - These fees are only charged once per child, so if a family cancels one child out of three camp sessions, the maximum charged is \$30.

Refund policies among other Park and Recreation agencies vary widely by organization. Agency comparisons are listed in the chart below:

Organization	Policy
Niles Park District	\$25 Service Charge on all cancellations
Winnetka Park District	5% of camp fees for cancellation
Wilmette Park District	100% refund prior to the two weeks before the start of camp Less than two weeks before the start of camp – 10% surcharge up to a maximum of \$75
Glenview Park District	10% cancellation charge per child, per camp session up to a maximum \$75 more than four weeks prior to the start of the camp session 20% cancellation charge per child, per camp session up to a maximum of \$200 less than four weeks prior to the start of camp
Evanston Parks and Recreation	Refunds issued on a case-by-case basis
Park Ridge Park District	Full refund less a \$3 administrative fee and the refund is credited to the household No refunds after the start of a camp session
Des Plaines Park District	Retention fee of \$15 plus a \$35 processing fee more than two weeks prior to the start of camp session Retention fee of \$30 plus a \$35 processing fee less than two weeks and up the Thursday before the start of the camp session Retention fee of \$60 plus a \$35 processing fee on or after the Friday before the start of the camp session
Skokie Park District	100% refund more than two weeks prior to the start of the camp session (typically has waitlists for camps so they don't charge an administrative fee) 75% refund one week prior to the start of the camp session 50% refund on the first day of the camp session 25% refund three days after the start of the camp session Non-refundable after three days into the camp session

It is important to note that all the above organizations offer full or prorated refunds for specific instances including medical reasons indicated with a doctor's note, attendance in summer school, or moving out of the area. Lincolnwood's current policy also allows for this.

At the January 10, 2023, Park and Recreation Board meeting, Parks and Recreation staff presented the following policy for consideration:

- 10% cancellation charge per child, per camp session up to a maximum of \$50 if a family cancels two or more weeks prior to the start of the camp session.
- 20% cancellation charge per child, per camp session up to a maximum of \$125 if a family cancels less than two weeks prior to the start of a camp session.

During the initial discussion, the Park and Recreation Board asked staff to revisit the recommended policy and create stronger terms and set higher fees for cancellations. After reviewing feedback and suggestions from board members, staff have made changes to the proposed cancellation policy.

Continued Discussion

Staff is proposing the following policy:

- 25% cancellation charge per child, per camp session up to a maximum of \$100 if a family cancels two or more weeks prior to the start of the camp session.
- 50% cancellation charge per child, per camp session up to a maximum of \$200 if a family cancels less than two weeks prior to the start of the camp session.
- No refund will be issued if a family cancels on the first day or camp or after.
- As our current policy states: full or prorated refunds for specific instances including medical reasons indicated with a doctor's note, attendance in summer school, or moving out of the area will be allowed.
- As suggested by a Park and Recreation Board member, the Department will also look at the possibility of extending the amount of time early bird registration for residents is open beginning with the 2024 camp season.

Staff are seeking a discussion with the Park and Recreation Board to solicit feedback regarding the proposed camp refund policy.



MEMORANDUM

TO: Parks and Recreation Board

FROM: Jeron Dorsey, Superintendent of Parks and Recreation

CC: Karen Hawk, Director of Parks and Recreation

DATE: February 14, 2023

SUBJECT: Continued Discussion Regarding Proesel Park Sign Replacement

Background

In December 2020, the Park and Recreation Board provided input and feedback regarding replacing two park signs at Henry A. Proesel Park. One sign is a 16ft cedar wood sign located on the corner of Morse Avenue and Kostner Avenue. The other is a 3ft cedar wood sign located on Lincoln Ave. During the discussion, staff presented information detailing the significant weathering and damage of both signs and the need for repair or replacement. The sign at Morse and Kostner is splintering and rotting. The sign at Lincoln needs minor stonework and repair or replacement of the sign panel. Drawings of new signs were presented to the Park and Recreation Board and additional feedback and input were provided.

Based on the input and feedback provided to the Parks and Recreation Department from the Park and Recreation Board, the following directions were provided to sign vendors for updated drawings:

- Replacement of both Henry A. Proesel park signs to match existing signs.
- Keep the existing look of both signs to honor Proesel Park as our “flagship park”.
- Replace sandblasted cedar wood panels on both signs and keep the brown color the same to compliment the roofs on the park shelter and aquatic center.
- Acid wash the stone on the Lincoln Avenue sign to extend its life and even out coloring.
- Provide options with different fonts for both signs.
- Provide options with fonts in lowercase and CAPS for Lincoln Avenue sign.
- Reinforce 16ft sign on Morse and Lincoln with a third wooden post in the middle.

Updated Designs

The Village has received updated design options for both the Morse and Kostner and Lincoln Avenue park signs that reflect the feedback and input provided by the Park and Recreation board.

The sign on Morse and Kostner is proposed to have the following updates: Install 16' sandblasted cedar panel, repair and repaint existing wood post and add a third wood support post to the middle, maintain the look of the existing sign to honor Proesel Park as "flagship park", keep the brown color the same to compliment the roofs on the park shelter and aquatic center, and provide options with different fonts in all CAPS.

The sign on Lincoln is proposed to have the following updates: Install a sandblasted cedar panel with raised border, copy and underscore, repair and repaint one existing wood post, excavate and pour concrete for one new post, acid wash the stone to extend the life and even out the coloring, and provide options of different fonts in lowercase and CAPS.

Figure 1. Current Henry A. Proesel Sign
Located on Lincoln Ave

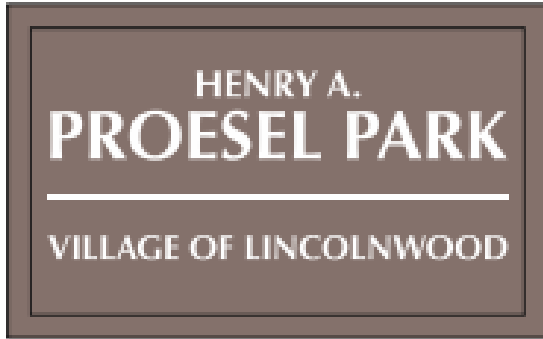


Figure 2. Proposed Henry A. Proesel Sign
Located on Lincoln Ave

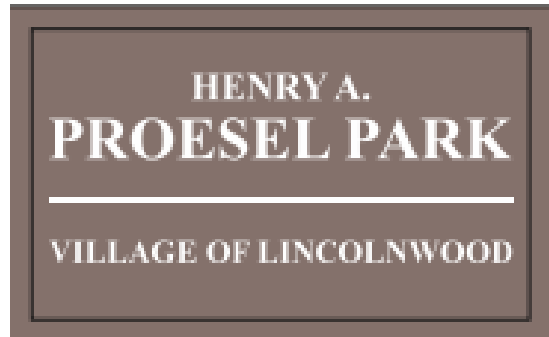


Different Font Options:

FONT: OPTIMA BOLD



FONT: TIMES NEW ROMAN BOLD

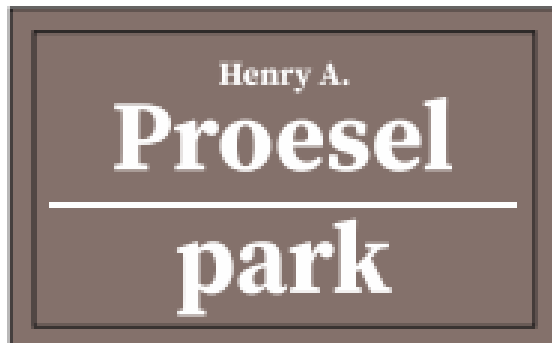


Below is the current font of the new park signs that were installed in all Village Parks in 2020

FONT: SOURCE SERIF PRO BOLD



FONT: SOURCE SERIF PRO BOLD



SANDBLASTED WOOD PANEL

SCALE: 3/4" = 1'

- SANDBLASTED CEDAR PANEL w/ RAISED BORDER, COPY & UNDERSCORE
- COPY PAINTED WHITE
- BACKGROUND PAINTED BROWN
- BORDER & UNDERSCORE PAINTED BROWN
- REPAIR & REPAINT EXISTING WOOD PBROWN
- ACID WASHING EXISTING STONE PRIOR TO INSTALLATION

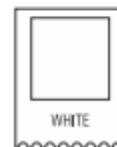


Figure 3. Current Henry A. Proesel Sign
Located on Morse and Kostner Ave

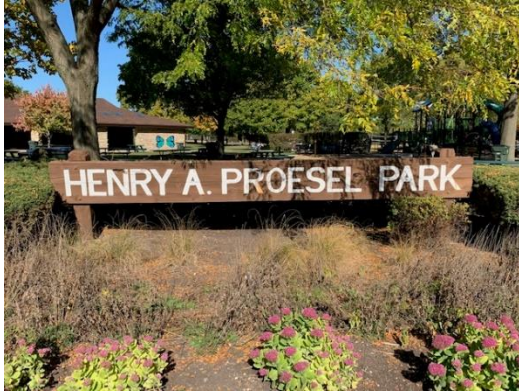


Figure 4. Proposed Henry A. Proesel Sign
Located on Morse and Kostner Ave



Different Font Options:

FONT: OPTIMA BOLD



FONT: TIMES NEW ROMAN BOLD



Below is the current font of the new park signs that were installed in all Village Parks in 2020

FONT: SOURCE SERIF PRO BOLD



- B** SANDBLASTED WOOD PANEL
SCALE: 1/2" = 1'
-
- SANDBLASTED CEDAR PANEL w/ RAISED BORDER, COPY & UNDERSCORE
 - COPY PAINTED WHITE
 - BACKGROUND PAINTED BROWN
 - BORDER PAINTED BROWN
 - FURNISH & INSTALL TWO(2) NEW 6"x6" WOOD POSTS PAINTED BROWN



Discussion

Parks and Recreation staff are seeking a discussion from the Park and Recreation Board regarding the updated designs for the replacement of the Proesel Park sign at Morse and Kostner and the sign on Lincoln Avenue.