



**Village of Lincolnwood
Parks and Recreation Board
Meeting held in Village Hall Council Chambers**

**Board Meeting
Tuesday, April 12, 2022
7:00pm**

Agenda

- I. Call to Order
- II. Approval of the Minutes from the March 8, 2022 Parks and Recreation Board Meeting
- III. Audience Participation and Letters/Notes/Emails from the Public
- IV. Old Business
- V. New Business
 - A. Recommendation from the Park and Recreation Board regarding charging admission, the sale of goods or services, or collection of fees while utilizing Village Property for a rental
 - B. Lincolnwood Fest Main Stage Entertainment Discussion
- VI. Chairperson's Report
- VII. Commissioners' Reports
- VIII. Director's Report
- IX. Staff Reports
- X. Adjournment

Posted: April 8, 2022



**Village of Lincolnwood
Parks and Recreation**

**Board Meeting
Tuesday, March 8, 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 7:01PM.

PRESENT AT THE MEETING

Chair Person: Courtney Tucker

Park Board Commissioners Present: Leah Brennan, Sokol Delisi, Kenneth Malca, Laura Tomacic,

Village Board Liaison: Grace Diaz Herrera

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

II. APPROVAL OF MINUTES OF THE FEBRUARY 8, 2022 BOARD MEETING.

On motion Tucker approves the meeting minutes of the February 8, 2022 Park and Recreation Board meeting. 5-0, motion passes.

AYES: Tucker, Brennan, Delisi, Malca, Tomacic

NAYS: None

ABSTAIN: None

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

No audience participation

IV. OLD BUSINESS

No old business

V. NEW BUSINESS

A. Dog Park Discussion and Overview

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

Board Discussion:

- States she is for a dog park as long as its planned properly, asks about having a fob system for entry
- States that the idea of having dog classes at the dog park would be a great idea
- Expresses agreement into dog park; asks if a dog class would be an additional fee for paying members
- Asks for data of how many dog permits are issued in the Village of Lincolnwood
- States that location will be very important and that the ComEd area would be a good location, not in the parks
- Comments that people are using tennis courts and the hockey rink to let their dogs run (makeshift places)
- Agreement into importance of location, states that he recalls we do not own ComEd or Centennial land, so questions if this is a viable option
- Questions if a survey will be done for dog park
- Voices support for dog park and says how Skokie Pooch Park is a good size, so perhaps a smaller park could work
- Questions administration time when it comes to cards/fobs at the dog park
- Questions liability, member versus non-membership
- Asks if cameras would be able to be installed
- Asks how closely we need to follow the Humane Society Recommendations and if we do not, do we open ourselves up to liability issues
- Questions changing the municipality code and updating
- Comments that Proesel Park is not the right place for a dog park
- Expresses that in regard to aggressive dogs, the owner needs to take control and be aware of their own dogs and each other's dogs
- Questions if this can be a revenue generating idea, down the line

Koperski-Walsh:

- Replies that a key fob system or something similar would need to be in place
- Replies dog classes would be for fee-paying, dog park members only
- Replies that the Finance department has only sold 100 dog permits in Lincolnwood
- States that ComEd is leased, this is the path and ten feet on each side
- Explains that in 2019, staff reached out to ComEd to see if staff could use the land as a dog park and ComEd stated no, because they need access to this land
- States that Centennial Park land is leased but we can put things in that park

- Replies that surveys will come out once Master planning is underway
- Consideration into having a cap if we build a smaller dog park
- Replies that cards/fobs would be similar to a pool pass, perhaps staff could build it so that the card could be used for more than one thing/program
- States that she will look into the Village's insurance carrier
- States that we can look into it but there may be controversy with cameras
- Explains that the Humane Society Recommendations are just recommendations and we do not need to follow them strictly and we are not opening ourselves up to liability issues
- States that yes, staff would work with the attorney and update codes as needed
- Explains the importance of a dog park and other purposes that it can have for people, as well as for the dogs
- Explains that land that is not in use would be best for a dog park
- Comments how dog park sides are helpful for different size dogs
- States how toys can be an issue in dog parks and why they're not allowed
- Replies that some park districts use their dog parks or indoor facilities for dog training

Hawk:

- States that as part of the Comprehensive Master Plan, we will be looking at land use and dog park site locations to determine if and where a dog park can be placed
- States that the community will have a lot of opportunity to provide input
- Explains how a pass would be used so that we can monitor the dog park
- Explains how indoor space was used for different programming needs and we could do the same for the dog park
- Explains that the type of turf that is put in will be important as well when determining price and upkeep

VI. CHAIRPERSON'S REPORT

Tucker:

- Happy International Women's Day!

VII. COMMISSIONERS' REPORTS

Brennan:

- Niles Township 'Coming Together'. Live in-person events and remote www.comingtogether.in

Delisi:

- Happy International Women's Day
- Applauds Mayor Patel's executive decision, and stands with him, to make the colors of the bridge over Touhy Avenue to the Ukrainian flag colors. We will never understand what it means or feels to go through what is happening in Ukraine. He would stand with Mayor Patel to keep these

colors on the bridge past St. Patrick's Day until this is resolved.

VIII. DIRECTOR'S REPORT

Hawk:

- In the process of first round interviews for the Recreation Supervisor Position
- Softball Tournament to Village Board next week
- Lincolnwood Fest update: website update, logo update, bands and vendors and management company

IX. STAFF REPORTS

Koperski-Walsh:

- Camp Update: 997 weeks of camp sold; last year 840 weeks sold at this time; 3009 weeks of camp sold in 2019.
- Specialty Camps: 58 weeks sold; last year 227 weeks sold
- Pool: residents can register, sold 252 pool passes, which includes two Care Passes and two Youth Passes
- Events: April 9th is Egg Hunt and Bingo, Summer Sampler to sample classes with onsite registration, Buddy Bingo at the firehouse, VIP Dance has been changed to September 16th with an Under the Sea theme. Summer Concert Series and Children's Concert Series are coming back this summer. Fest is the last weekend of July. Season ends with Movies in the Park on August 20th and September 10th.
- Explains to Park board how staff is looking to repair the movie screen and staff will evaluate it and replace if necessary

X. ADJOURNMENT

Meeting adjourned at 7:59PM

Motion to adjourn: Tomacic/Malca

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

NAYS: None

Park Board Minutes prepared by Julie Glowacki

Park and Recreation Board Chairperson: _____

Signature

Date



MEMORANDUM

TO: Park and Recreation Board

FROM: Karen Hawk, Director of Parks and Recreation

DATE: April 12, 2022

SUBJECT: Recommendation from the Park and Recreation Board regarding charging admission, the sale of goods or services, or collection of fees while utilizing Village Property for a rental

Background

At the December 7, 2021 Village Board meeting, the Village Code was modified to allow for the Park and Recreation Board to provide recommendations to the Village Board where policy direction and/or feedback is required. These items will be vetted and discussed at the Park and Recreation Board for a recommendation, prior to moving to the Village Board for final direction or action where required.

The Parks and Recreation Department has recently been approached requesting the sale of items and/or merchandise by both for-profit businesses and not-for-profit organizations during rentals held on Village property. The current policy is as follows:

No rental agreement will be issued to any party interested in charging admission, selling goods/services or collecting other fees unless given approval by the Village Board. The applicant must call the Recreation Office to be placed on the Village Board Agenda to gain said approval at least three months prior to the rental date. Events of this nature require appropriate liquor liability insurance to sell alcohol if applicable.

Policies for selling merchandise, charging admission and collection money at rentals on public property vary from organization to organization. In conducting research with other area Parks and Recreation agencies, policies varied widely. Some organizations such as Skokie Park District did allow for their renters to sell merchandise. It was unclear if there was a required vetting process by Skokie. Others such as Bensenville Park District, Evanston Parks and Recreation, Deerfield Park District, Elk Grove Park District, Glenview Park District and Northbrook Park

District allow for the sale of merchandise but only with express written permission of either their Board or Agency Director. The Itasca Park District will only allow for fundraisers that are properly vetted to host auctions, but not do not allow them to charge admission, and only with Board approval. Prospect Heights Park District does not allow anyone to solicit or receive contributions of money or anything of value in their park system.

Naperville Park District offers a Commercial License for those wishing to utilize their facilities for commercial business purposes. According to their commercial license application, “commercial business purposes include any activity for gain or for which any charge is made or any commercial sale, rental, exhibition, or distribution of goods or services, including without limitation the giving of instruction or lessons for a fee, upon District property.” Examples include programs, tours, merchandise sales, food and beverage sales, etc. This type of license is typical for non-Park District instructors looking to utilize Park District space to organize camps, classes, individual training, clinics, etc., that are not in direct competition with District programs, and not a business looking to sell items.

The Village of Lincolnwood Parks and Recreation Department does not currently have set guidelines regarding what type of rentals that may be approved to sell merchandise and/or charge admission. The current policy only states that it must be approved by the Village Board. The request must be approved three months in advance of the rental.

Discussion

Parks and Recreation staff are seeking a discussion with the Park and Recreation Board to determine if guidelines should be set to determine what, if any, type of rental should be allowed to charge admission, sell goods or services or collect fees when utilizing Village property for a rental.

The rental policy items to be addressed by the Park and Recreation Board are as follows:

1. Should the rental policy remain as is with no changes as stated above?
 - a. This would allow the Village Board to determine on a case by case basis as to whether or not they will allow the rental the ability to charge admission, sell goods or services or collect fees.
2. Should set guidelines be addressed to determine what type of rental is eligible to charge admission, sell goods or services or collect fees?
 - a. This would provide clear guidelines and understanding of what type of rental would allow for charging admission, selling of goods or services, or collecting fees.
3. If the Park and Recreation Board were to determine guidelines should be set, what are those guidelines?

Recommendation

Parks and Recreation staff request a recommendation from the Park and Recreation Board regarding charging admission, the sale of goods or services, or collection of fees while utilizing Village Property for a rental.



MEMORANDUM

TO: Park and Recreation Board

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

DATE: April 12, 2022

SUBJECT: Lincolnwood Fest Main Stage Entertainment Discussion

The Lincolnwood Fest (Fest) Main Stage hosts entertainers all four days of the Fest. This year, the Village is expecting to book thirteen Main Stage entertainment acts. There would be three entertainers on Thursday, Friday, and Sunday and four on Saturday. This is more than in prior years when there were anywhere from eight to twelve entertainers. The Parks and Recreation Department has been working closely with Special Events Management (SEM) to book a variety of different genre artists and entertainers within the local and regional communities. The chart below includes nine artists currently being considered.

Artist Name	Genre	Band Info & Music Sample
The Neverly Brothers	Rock n' Roll Tribute from Elvis to the Beatles	http://www.theneverlybrothers.com/
Run Forest Run	90's pop and R&B Hits	https://www.rfr90sband.com/ https://www.youtube.com/watch?v=19-ITpUeeI4
Ultrabeat	Pop Artist Dance Music	https://www.ultrabeatband.com/
Breakfast Club	80's Tribute Band	http://thebreakfastclub.com/page1.html
Infinity	Rock Journey of the Past and Present	https://www.infinity2k.com/
Latin Groove	Tropical Music: Salsa, Cumbia, Merengue, Latin Jazz	https://www.chicagolatingroove.com/
Rosie & The Rivets	Retro Rock & Roll Tribute from the 50's & 60's	https://www.rosieandtherivets.com/
The Long Goodbye	Originals and Rock Covers	https://spoti.fi/373R7BZ
School of Rock	Youth Students: Variety of Genres	N/A

Discussion

The Parks and Recreation Department is seeking a discussion with the Park and Recreation Board about Main Stage entertainers for the 2022 Lincolnwood Fest. In addition to the entertainers listed above, the Department is also seeking suggestions of additional bands and different genres to fill the thirteen entertainment slots. It is important that Lincolnwood Fest remains a community event and maintains many of the traditional aspects of the Fest while also adding a variety of new entertainers and other various aspects. Park and Recreation Board members are encouraged to listen to the provided links listed above prior to the April 12, 2022 Park and Recreation Board meeting.