



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

**Board Meeting
Tuesday, May 10, 2022
7:00pm**

Agenda

- I. Call to Order
- II. Approval of the Minutes from the April 12, 2022 Parks and Recreation Board Meeting
- III. Audience Participation and Letters/Notes/Emails from the Public
- IV. Old 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
- V. New Business
- VI. Chairperson's Report
- VII. Commissioners' Reports
- VIII. Director's Report
 - A. Lincolnwood Fest Update
- IX. Staff Reports
- X. Adjournment

Posted: May 6, 2022



**Village of Lincolnwood
Parks and Recreation**

**Board Meeting
Tuesday, April 12, 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 7:00PM.

PRESENT AT THE MEETING

Chair Person: Courtney Tucker

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

Village Board Liaison: Grace Diaz Herrera

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

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

On motion Tucker approves the meeting minutes of the March 8, 2022 Park and Recreation Board meeting. 7-0, motion passes.

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

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. 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

Hawk: 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. The Park Board agreed to table the item until the next meeting, which will be Tuesday, May 10, 2022. On motion, Tucker recommends to table this item and continue the discussion at the next Park Board Meeting on May 10, 2022. 7-0, motion passes.

B. Lincolnwood Fest Main Stage Entertainment Discussion

Koperski-Walsh: 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. Staff will move forward with securing entertainment for the 2022 Lincolnwood Fest.

VI. CHAIRPERSON'S REPORT

Tucker:

- Speaks of a new social media challenge called the Orbeez Challenge on TikTok that has potential to be very dangerous. Encouraged us if you see something- say something! The orbeez do hurt if you get hit with them and awareness needs to be made about this. Please reach out to the Parks Department or Police Department if you see this happening.

VII. COMMISSIONERS' REPORTS

Delisi:

- Offers to provide a link to the Orbeez Challenge

Lovering:

- Valley Line Trail has a bench and states this is a really cool thing
- Presents that pickle ball is becoming a fast growing sport and asks if Lincolnwood has a pickle ball court

Malca:

- Brings attention to the cars on Kostner and how it seems to become a main drag once the weather improves, both directions down Kostner. States that there is high potential for someone getting seriously hurt. Asks if perhaps a police car can be stationed there. States these are high-powered cars, driving at a fast speed, looping around and then parking at the baseball fields. Would prefer this be taken elsewhere.

Brennan:

- Asks for update on Flowers Park

VIII. DIRECTOR'S REPORT

Hawk:

- Pool painting project is almost done, weather plays a factor with this project, three to four days left of work to get this wrapped up
- Currently hiring seasonal staff, applications available online. States that pay rate will be a minimum of fifteen dollars an hour
- Memorial Day Parade is coming back live this year and we are looking for entrants, please send them our way

IX. STAFF REPORTS

Koperski-Walsh:

- Presents pictures of the pool painting project
- New pool signs are up at the aquatic center
- Resident pool passes, more than 930 passes sold
- Non-Resident passes went on sale on April 2, 2022 at 9:00am and were completely sold out the following Tuesday by 10:00am
- Programs and rentals are doing well
- Camp update: 148 kids in specialty camps; 1379 weeks sold of traditional camp
- Egg Hunt and Bunny Bingo this past Saturday, despite muddy conditions, both events went really well
- Buddy Bingo is next Thursday, seven spots left! This will be held at the Fire Station
- Next event after Buddy Bingo is the Summer Sampler to get people out to see what we have and to try out some classes, such as floor hockey, pickle ball and tennis. Tote bags will be given to those that register that day!
- Memorial Day Parade the next event after Summer Sampler

X. ADJOURNMENT

Meeting adjourned at 8:07 PM

Motion to adjourn: Delisi/Lovering

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

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: May 10, 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 April 12, 2022 Park and Recreation Board meeting a recommendation regarding charging admission, the sale of goods or services, or collection of fees while utilizing Village Property for a rental was tabled to the May 10, 2022 meeting.

The Park and Recreation Board requested that Village staff seek guidance from the Village Attorney to determine whether or not guidelines could be put in place limiting the type of organizations that could charge admission, sell goods or services, or collect fees while utilizing Village Property for rentals. Feedback from the Village Attorney suggested that guidelines could be put in place that limits only not-for-profits or 501(c)3 organizations these privileges.

Discussion

With the understanding that a distinction may be made, Parks and Recreation Staff is seeking to continue the discussion with the Parks 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.

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: 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.