



Village of Lincolnwood Park and Recreation Board

Board Meeting
December 9, 2025
6:15 pm

Gerald C. Turry Village Board Room
Lincolnwood Village Hall – 6900 North Lincoln Avenue

Meeting Agenda

- I. Call to Order
- II. Minutes Approval
 - a. October 14, 2025, Meeting
- III. Public Forum
- IV. Old Business
- V. New Business
 - a. 2025 Aquatic Center Annual Report
 - b. Recommendation Regarding the Aquatic Center Admission Process and Non-Resident Pool Pass Cap Increase
 - c. Recommendation Regarding Parks and Recreation Rental Policies
- VI. Director's Report
- VII. Staff Report
- VIII. Chairperson's Report
- IX. Commissioners' Reports
- X. Adjournment

Posted: December 5, 2025

**VILLAGE OF LINCOLNWOOD
REGULAR MEETING OF THE PARK AND RECREATION BOARD
MEETING MINUTES
GERALD C. TURRY VILLAGE BOARD ROOM
TUESDAY, OCTOBER 14, 2025**

Call to Order

Chairperson Tucker called the meeting of the Park and Recreation Board to order at 6:15 P.M. Tuesday, October 14, 2025, in the Gerald C. Turry Village Board Room of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Roll Call

On roll call by Kim Voulgarakis, the following were:

Present: Chairperson Tucker, Commissioners Lovering, Shaw, Frank, Tomacic, Malca, Grossman

Absent:

Also present: Director of Parks and Recreation Karen Hawk, Assistant Director of Parks and Recreation Michelle Artis, Recreation Supervisor Kandice Newton and Trustee Diaz Herrera.

Approval of Minutes

The minutes of the September 9, 2025, Park and Recreation Board meeting were presented for Park Board approval.

Commissioner Malca moved to approve the minutes of the September 9, 2025, Park and Recreation Board meeting. The motion was seconded by Commissioner Lovering. On roll call, the minutes were approved unanimously.

Public Forum

None

Old Business

None

New Business

2026 Proposed Park and Recreation Board Meeting Schedule

Presenter: Director of Parks and Recreation Karen Hawk

Background:

- Park and Recreation Board meetings have been scheduled for the second Tuesday of each month.
- Park and Recreation Board members are considering moving the regularly scheduled meeting to the third Monday of each month at 6pm beginning in 2026.

Park and Recreation Board Discussion:

- So, if we're not going to meet in January or February is this going to off put some issues that may come up.
- Correct we can convene a meeting if necessary. Staff are getting proposals together to have presented before that 2-month period to be discussed.

Commissioner Frank motioned to move to approve the 2026 Park and Recreation Board meeting dates. The motion was seconded by Commissioner Malca.

Upon Roll Call, the results were:

AYES: Commissioners, Frank, Lovering, Shaw, Malca, Grossman, Chairperson Tucker

NAYS: None

ABSENT: None

ABSTAIN: Tomacic

The motion passed.

2025 Summer Camp Annual Report

Presenter: Recreation Supervisor Kandice Newton

Program Overview:

- Parks and Recreation offered three three-week summer camp sessions, along with the option to register per week.

Park and Recreation Board Discussion:

- Quick question on the negative feedback regarding the 11% negative feedback
- Most of the comments were about surface under the tent and the crafts not coming home
- Elaborated on the resolution of the negative feedback
- What do you think the increase in registration is from
- Questioned why the drop off in Last Hurrah registration
- We had to limited offering due to the bus needing to return to school district needs. We are budgeting for field trips everyday so we can take more kids and have the bus company available for that.
- Registration was limited due to limited staff with kids going back earlier to school, so we had to limit the number of participants

- Commented on reasoning why registration is different – kids got out of school so late last year that this year it could have contributed to the increase too

Proesel Park Program Impacts

Presenter: Director of Parks and Recreation Karen Hawk

Background:

- The Village was awarded an Open Space Land Acquisition and Development (OSLAD) grant in 2025 for the renovation of the south end of Proesel Park.
- The project includes:
 - Renovation of the basketball courts, sand volleyball courts, inline skate court, tennis courts and the pedestrian paths.
 - Installation of a universally accessible playground with pour-in-place surfacing.
 - Installation of two dedicated pickleball courts
- The entire south end of the park will be closed due to the extensive scope of the project.

Park and Recreation Board Discussion:

- This is a really large project is it going to be in stages or all at once
- The construction manager hasn't been hired for the project and we will know once that person is hired.
- Will there be drainage or similar issues addressed?
- There is some drainage that will need to be addressed.
- We are going to lose most of the park for a whole summer
- This was part of the Master Plan.
- There have been discussions about the south end of Proesel Park, the playground was the only renovation completed and that was done in 2018. The basketball, tennis, and inline skate courts, as well as the sand volleyball court were completed in 2001 with OSLAD funding. The timing with the Pratt Ave construction was nothing we could foresee with the timeframe of the required completion of the project
- The project is expected to be substantially complete in November, will this effect Turkey Trot?
- This will have no impact on Turkey Trot with the way it's setup and the only impact will be some parking spaces on the street. Next year is the 50th so it will be running no matter what. This is our premier park and these renovations will make it significantly better.
- Will there be no work on the Shelter but it's enclosed in the fencing.
- There will be construction of the paths so that will impact the shelter area and that is why it will be included in the fencing.
- I think it's a great project and I look forward to it.
- When is the pool construction going to occur?

Director's Report

Director of Parks and Recreation Karen Hawk – We are holding a conceptual design meeting for a recreation center and aquatic center on Thursday that everyone should attend. This is for potential construction. We want community feedback. E-bikes, motorized scooters – traffic commission meeting.

Staff Reports

Recreation Supervisor Kandice Newton - (presenting on behalf of Recreation Supervisor Alex Tagle) Park Patrol staff will finish their season on October 31. The Turkey Trot 5k/10K race and walk will be Sunday, November 23 and staff are looking for volunteers for the event. Anyone interested in volunteering for the event can reach out to Alex or Kandice. After Turkey Trot the department's next event will be Lincolnwood Lights on Thursday, December 4.

Recreation Supervisor Kandice Newton - (presenting on behalf of Recreation Julie Glowacki) Diwali is a new event offering this year. It is this upcoming Saturday October 18, and we are looking for more registrations. The next new event being offered this year is Dia de los Muertos, known as Day of the Dead, that will be on Saturday, November 1. Another new offering is Senior Bingo, and it is a hit. The next one is Friday, November 7. Last but not least is the 49th Annual Turkey Trot later in November on the 23rd and it is halfway sold out.

Recreation Supervisor Kandice Newton – The Annual Trunk-or-Treat event is coming up on October 26, and we are completely full with trunks. This December we will have a new offering called Santa's Workshop and planning and prepping are underway. Santa's Workshop will be held on December 13. Also in December is Winter Break Camp, registration is open and prepping for the camp has begun.

Assistant Director of Parks and Recreation Michelle Artis- During the September 9th meeting it was mentioned that a new ADA compliant picnic table would be added to Kenneth Park to complete the renovations, it was delivered, installed, and it looks great. Also, in September G.G. Rowell Park basketball courts were painted along with the backboards, and new netting was installed. At Proesel Park two new dugout benches were installed, one for the home team and one for the away team. Each bench is 15 feet long, providing ample seating for teams. Currently, Flowers Park has an ongoing project underway. Public Works Parks division has removed the fencing along the east side of the park from the basketball courts to the south entrance of the park and are in the process of cleaning up the treelined area along where the fence was located. On the northeast end of Flowers Park another Eagle Scout project was completed. In August, Sophie Gardner completed planting native Illinois plants and trees at the northeast entrance. The newest project was completed by Robert Martel, who designed, built, painted, and installed two wooden benches at the northeast entrance just off the Valley Line Trail. There's a bench on each side of the walkway into the park. If you haven't been by there, it's highly recommended.

Chairperson’s Report

Chairperson Tucker – If anyone wants to come out to Trunk-or-Treat I will be there and invite others to attend.

Commissioner’s report

Commissioner Lovering- Commented on Flowers Park and how nice it looks with the projects and the removal of the fence and cleanup. Mentioned it may be something that could happen at the Goebelt Park when it’s renovated, it just makes a park look so much more inviting/welcoming.

Adjournment

At 7:03 P.M., Chairperson Tucker called for adjournment of the Park and Recreation Board meeting.

Commissioner Lovering moved to adjourn, seconded by Commissioner Tomacic. The meeting was adjourned by voice vote.

Park Board Minutes prepared by Kim Voulgarakis

Park and Recreation Board Chairperson: _____
Signature Date



LINCOLNWOOD PARKS AND RECREATION



Proesel Park Family Aquatic Center Annual Report 2025



Report Contents

This report provides an overview of the season, broken down into the following sections:

- Season Highlights
- Season Passholder Survey Results
- Seasonal Aquatic Staff Overview
- Season Pass Sales
- Daily Admission Sales
- Aquatic Center Attendance
- Swim Lessons
- Lincolnwood Lightning Swim Team
- Concession Stand
- Overall Aquatic Center Financials
- Future Considerations



Season Highlights

Proesel Park Family Aquatic Center opened for the 2025 season on Saturday, May 31 and closed on Monday, September 1. Due to unseasonably cool temperatures, the Aquatic Center delayed the Memorial Day weekend opening.

Highlights for the 2025 season include:

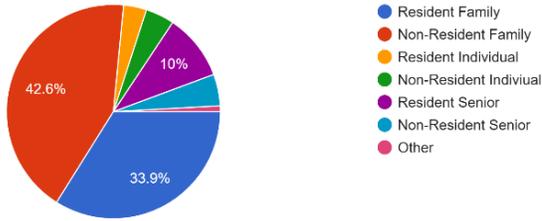
- New Buildings Foreman position oversaw the pump room and facility maintenance, allowing for smoother operations and improved water chemistry. This resulted in less pool closures compared to the 2024 pool season.
- Lincolnwood Lightning Swim Team won 1st place at the NISC Divisional Conference meet.
- Staff received many patron compliments on the professionalism and service of the staff, as well as facility cleanliness and operations.
- Non-resident season passes sold out within seven minutes of going on sale.
- Operational adjustments:
 - Daily admission fees were increased.
 - Business passes were offered to Lincolnwood business owners and their employees. These were previously offered only to business owners. 12 business passes were sold in 2025 compared to 4 sold in 2024.
 - New this year, resident passholders had the option to purchase guest punch cards at \$100 for 10 guests.
 - Gameplay in the grassy areas was no longer allowed due to safety concerns.
- Facility upgrades included:
 - Replacement of the main drain covers in the competition pool
 - Painting of the pool surfaces and lane line markers at the conclusion of the 2024 season
 - Painting of the locker room floors
 - Installation of emergency crash bars to the gates around the pool deck fence
 - Privacy screen installed along the pool fence by the kiddie pool and locker room areas
 - Additional picnic tables added to the concessions area
 - Signage upgrades
 - Rope repairs and painting of wood bollards and around the pool deck

Season Passholder Survey Results

Following the end of the pool season, a survey was emailed to all passholders to gather feedback on their experience. The survey results are summarized below.

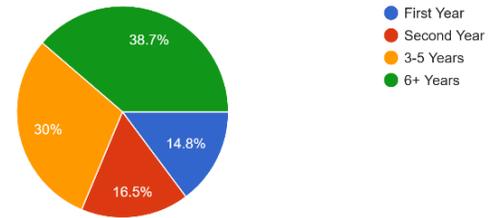
What kind of membership did you have?

230 responses



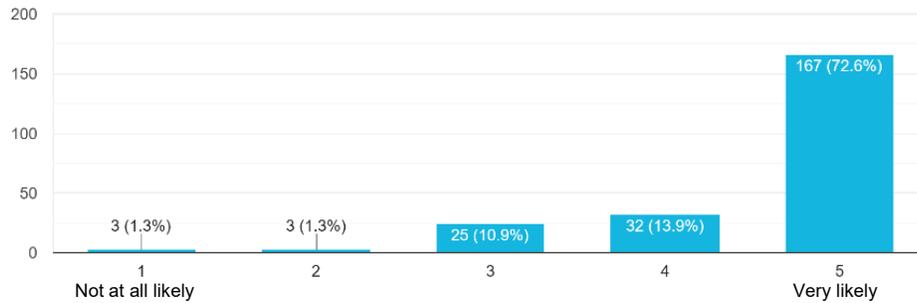
How many years have you been a member at the Aquatic Center?

230 responses



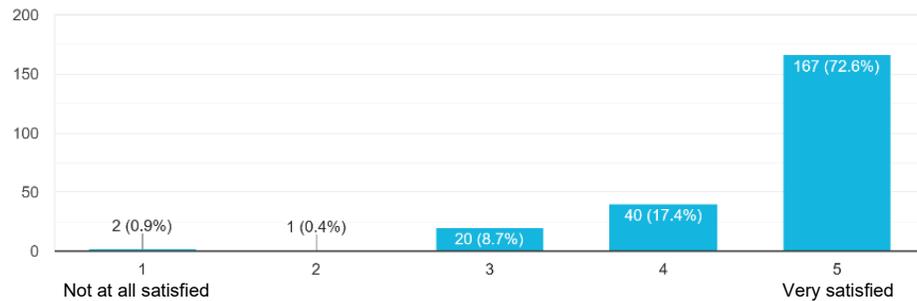
How likely are you to refer a friend or family member to become a passholder?

230 responses



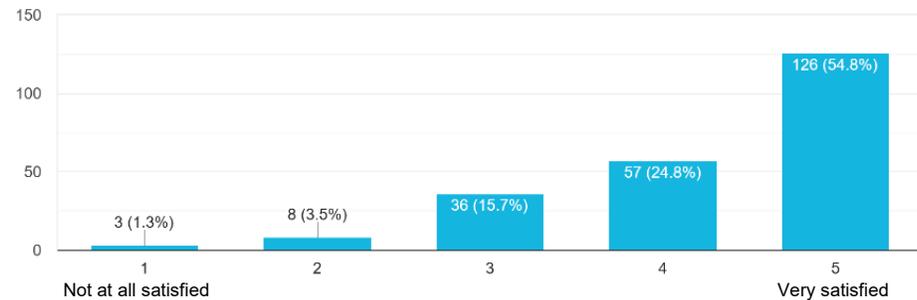
How satisfied were you with the staff at the Aquatic Center this season?

230 responses



How satisfied were you with the facility maintenance at the Aquatic Center this season?

230 responses



What is your favorite thing about Proesel Park Family Aquatic Center?

- Lifeguard Attentiveness/Safety – 53
- Cleanliness/Maintenance – 44
- Variety of pools/attractions – 42
- Lap Swim – 30
- Community – 27
- Ambiance (Atmosphere, relaxing, family-friendly, etc.) – 27
- Concessions – 25
- Friendly Staff – 26
- Slides/Diving Boards – 17
- Location – 14
- Hours – 10
- Programs (Swim lessons, swim team, aqua aerobics) – 10
- Accessibility – 8
- Landscaping – 7
- Music – 6
- Not too crowded – 6
- Safety breaks – 4
- Semi-private – 3
- Pricing – 3

What would you like to see improved for future seasons?

- Nothing! – 28
- Locker room updates (Lighting, showers, paint, lockers, family locker room) – 46
- Bathroom/locker room cleanliness – 39
- More shade – 22
- More hours during post-season – 19
- Pool cleanliness – 13
- Lifeguards being less strict/harsh – 13
- Evening swim team hours – 13
- Concessions area cleanliness – 9
- No lifeguard training/drills during open swim – 9
- More lap lanes – 9
- Guest prices – 9
- Allow gameplay in grassy areas – 8
- Warmer water – 8
- Updated facility – 7
- Non-resident pass prices – 7
- Music (Live music, no country, no electronic, too loud) – 7
- “Extended hours” – 6
- Concession prices – 6
- Extend season beyond Labor Day – 6
- Longer weekend hours – 5
- Earlier access to returning non-resident passholders – 5
- Rowdy patrons – 5
- More comfortable chairs – 4
- More deck chairs – 3
- More swim lesson options – 3
- Clocks around facility – 3
- Earlier hours – 3
- More picnic tables – 3
- More garbage cans – 2
- Additional ladder in main pool – 2
- Make zero-depth area less slippery – 2



Seasonal Aquatic Staff Overview

The Aquatic Center is operated by the Recreation Supervisor and Aquatic Center Coordinators, with the support of the Public Works Department.

Management of the Aquatic Center consists of several aspects, including administrative, personnel, and mechanical operations. The day-to-day operation of the Aquatic Center relies on the experience and dedication of many seasonal, front-line members, including:

Position	Number of Staff
Aquatic Center Coordinator	3
Aquatic Center Manager	5
Head Lifeguard	5
Lifeguard	85
Operations Attendant	12
Guest Services Attendant	10

The Aquatic Center is also home to the Lincolnwood Lightning swim team, planned and led by the Head Swim Coach. The Aquatic Center also provides group and private swim lessons, led by Swim Lesson Managers. Aquatic programs are operated with the following staff:

Position	Number of Staff
Head Swim Team Coach	1
Swim Team Coach	10
Swim Lesson Manager	2
Swim Lesson Instructor	26



Season Pass Sales

2025 Resident Pass Revenue: \$124,801

Resident pool passes were available for purchase on Friday, March 1, 2025, at 9:00am. The resident pool pass rates were increased by 3% compared to the 2024 rates. The charts below compare passholder-type registrations from 2025, 2024, and 2023. There were 138 more resident passes sold in 2025 compared to 2024.

Resident Season Passholders by Type

Pass Type	2025	2024	2023
Individual, Family, & Additional Family	2,161	2,026	1,962
Senior & Senior Couple	113	117	122
Youth	13	6	9
Total Passes Sold	2,287	2,149	2,093

2025 Non-Resident Pass Revenue: \$378,492

New this year, non-resident pool passes went on sale Tuesday, April 1, 2025, at 7:00am. Passes sold out in seven minutes. Non-resident pass rates were increased for the 2025 season, as resident rates went up 3%, and non-resident pass rates remain three times the rates of resident passes. The maximum number of non-resident passes to be sold is 2,150. Additional non-resident passes may be sold at the discretion of the Village Manager, up to an additional 50 passes.

Many non-residents who could not purchase passes contacted Parks and Recreation staff to be added to a waitlist. Only a few individuals were able to be removed from the waitlist and purchase passes. There were over 338 individuals on the non-resident pass waitlist this year. Also new this year, Lincolnwood Business passes were extended to Lincolnwood business employees, as opposed to just the owners. There were twelve non-resident Lincolnwood Business passes sold for the 2025 season.

Non-Resident Season Passholders by Type

Pass Type	2025	2024	2023
Individual, Family, & Additional Family	2,073	2,080	2,021
Senior & Senior Couple	81	69	61
Youth	6	8	4
Total Passes Sold	2,160	2,157	2,086

Daily Admission Sales

Daily admission passes are available for purchase by Lincolnwood residents and non-resident guests of passholders and residents. The rates for daily admissions were increased for the 2025 season. Resident admissions were raised from \$9 to \$10, and non-resident admissions were raised from \$18 to \$20. In 2025, there were 4,839 resident daily admissions and 2,872 non-resident daily admissions.

Daily Pass Type	2025	2024	2023
Resident	\$48,390	\$44,802	\$41,724
Non-Resident	\$57,440	\$68,184	\$60,264
Total	\$105,830	\$112,986	\$101,988

Aquatic Center Attendance

Hourly Head Counts

Staff conduct an hourly head count to determine the number of patrons at the pool at any one time. While not a perfect system, it does provide valuable information, as there is not a system in place that checks patrons out when they leave. The charts below show the monthly average head counts per hour. As shown below, the average attendance is highest between 1:00-6:00pm, consistent with trends last summer. The maximum occupancy of the Aquatic Center is 1,000 individuals.

This season, the highest recorded hourly attendance was 587 patrons at 3:00pm on Sunday, June 21. This was during a heat wave, when the temperature was nearly 100 degrees. In 2024, the highest recorded hourly attendance was 524 patrons at 3:00pm on Sunday, August 25. This was a weekend day in the post-season when the weather was 92 degrees and sunny.

2025 Average Hourly Head Counts				
Time	June	July	August	Average
10am	45	45	23	38
11am	70	85	52	69
12pm	104	117	103	108
1pm	184	188	153	175
2pm	185	188	164	179
3pm	163	136	165	155
4pm	196	140	145	160
5pm	185	145	96	142
6pm	156	125	71	117
7pm	103	90	43	79
8pm	66	68	21	52

2024 Average Hourly Head Counts				
Time	June	July	August	Average
10am	41	35	7	28
11am	59	54	24	46
12pm	124	128	18	90
1pm	165	170	35	123
2pm	165	149	93	136
3pm	174	159	133	155
4pm	161	168	144	158
5pm	163	143	167	158
6pm	125	126	151	134
7pm	82	84	110	92
8pm	41	47	85	58

Membership Swipe Data – Average Swipes per Day

Another analytic staff evaluated was the average swipes per day by passholders. The charts below demonstrate the average number of passholders who scan in each hour by month. Similar to the hourly headcounts, the busiest hours for membership swipes are between 11:00am-5:00pm on weekdays and between 10:00am-4:00pm on weekends. Resident and non-resident passholder swipes generally follow the same trends.



2025 Weekday Pool Pass Swipes

Time	Resident			Non-Resident		
	June	July	Aug	June	July	Aug
11a-12p	15	23	8	20	19	13
12-1pm	17	24	11	19	17	12
1-2pm	15	27	11	18	22	8
2-3pm	14	24	6	13	15	8
3-4pm	21	23	9	17	17	6
4-5pm	28	30	16	20	12	11
5-6pm	19	22	13	14	13	11
6-7pm	13	18	7	13	11	4
7-8pm	5	9	4	5	5	3
8-9pm	1	4	1	<1	<1	<1

2024 Weekday Pool Pass Swipes

Time	Resident			Non-Resident		
	June	July	Aug	June	July	Aug
11a-12p	23	14	9	21	17	9
12-1pm	23	16	8	22	20	11
1-2pm	23	19	11	25	20	12
2-3pm	22	19	8	16	17	11
3-4pm	26	24	9	16	18	9
4-5pm	33	24	23	17	12	20
5-6pm	26	19	19	16	13	16
6-7pm	14	12	8	9	9	6
7-8pm	7	5	3	4	3	4
8-9pm	2	1	<1	1	1	<1

2025 Weekend Pool Pass Swipes

Time	Resident			Non-Resident		
	June	July	Aug	June	July	Aug
10-11am	21	21	17	45	39	31
11a-12p	25	17	16	41	29	29
12-1pm	28	15	14	26	20	29
1-2pm	20	16	17	30	24	25
2-3pm	26	22	18	25	20	22
3-4pm	21	20	17	21	24	25
4-5pm	20	18	14	14	12	11
5-6pm	9	14	7	10	12	5
6-7pm	4	2	<1	3	4	<1

2024 Weekend Pool Pass Swipes

Time	Resident			Non-Resident		
	June	July	Aug	June	July	Aug
10-11am	12	17	10	39	44	22
11a-12p	18	21	24	37	46	54
12-1pm	18	25	24	37	39	47
1-2pm	24	31	25	32	48	47
2-3pm	24	30	28	27	33	35
3-4pm	15	18	21	28	25	32
4-5pm	20	12	21	21	13	20
5-6pm	11	12	11	10	9	9
6-7pm	2	3	2	1	2	2

Swim Lessons

This season, staff received great feedback about the swim lesson program and swim instructors. Sunday group lessons (LWD Swim School) sold out with a waitlist. Staff will be adding additional weekend swim lessons as the program continues to grow.



2025 Lesson Participation

Program	Participants
LWD Swim School	153
Camp Lessons	73
Parent/Tot	26
Little Lightnings	8
Private	4
Custom Private	46
Total	310

Total Revenue for Swim Lessons

Year	Revenue
2025	\$54,424
2024	\$53,402
2023	\$58,218



Lincolnwood Lightning Swim Team

The Lincolnwood Lightning Swim Team was again led by Head Coach, Olivia Borawski. New swimmers were required to attend tryouts prior to joining the team. After tryouts, the swimmers were divided into three categories:

- Level 1: Novice
- Level 2: Intermediate
- Level 3: Advanced/High School

Pre-season practices for the swim team started in late May, with some delays due to the unseasonably cool temperatures. Lincolnwood Lightning again won first place at the annual NISC conference meet hosted by the Mt. Prospect Park District on July 23, 2025. There was an increase in swim team registration this season, with 127 swimmers, compared to 113 swimmers in 2024.

Swim Team Registration

Year	Revenue
2025	\$56,517
2024	\$47,552
2023	\$62,886



Swim Team Financial Analysis

Staff conducted a detailed analysis of swim team expenses and revenue to assess the program's financial success. Net profit for the Lincolnwood Lightning Swim Team in 2025 totals \$21,737. The detailed breakdown of revenue and expenses is listed below.

Revenue:

Swim Team Registration	\$56,517
Waterpark Trip Registration	\$2,025
TOTAL REVENUE	\$58,542

Expenses:

Swim Coach Salaries	\$22,391
Head Coach Salary	\$8,484
NISC Meet Fees	\$400
Lap Lane Equipment	\$1,989
Backstroke Flags	\$609
Swim Caps & Ribbons	\$1,095
Waterpark Field Trip	\$1,658
End of Season BBQ	\$179
TOTAL EXPENSES	\$36,805

Concession Stand

The Proesel Park Family Aquatic Center welcomed back concessionaire Munchies II for the 2025 season. Munchies provides traditional concession food, along with an expanded menu featuring salads, sandwiches, and Italian ice. Munchies posts its allergen ingredients and dedicates one fryer for fries only for those with gluten allergies. Munchies is well-loved by the community, and staff receive many positive comments regarding the food and service provided.



Concession Stand Budget Summary

	2025	2024	2023
Revenue	\$9,541	\$12,181	\$9,040

Overall Aquatic Center Financials

Aquatic Center Revenues	2025 (To Date)	2024
Resident Pool Passes	\$124,801	\$115,337
Non-Resident Pool Passes	\$378,492	\$368,652
Resident Daily Admissions	\$48,390	\$44,802
Non-Resident Daily Admissions	\$57,440	\$68,184
Pool Rental Fees	\$31,816	\$26,961
Swim Lesson Fees	\$54,424	\$53,402
Swim Team Fees	\$56,517	\$47,552
Concession Stand Sales	\$9,541	\$12,181
Revenue Total	\$761,421	\$737,071
Expenses (To Date)	\$844,072	\$886,509
Net	-\$82,651	-\$149,438

This season, revenue increased by over \$24,000. It is important to note that in both 2024 and 2025, there were many significant expenditures necessary to keep the facility operable.

Future Considerations

As previously reported, the Aquatic Center was last renovated in 2003 and is reaching the end of its useful life. A feasibility study is nearing completion, which will determine future pool operations.

Upcoming Projects:

- The locker room and concession restroom floors will be repainted.
- Main drain covers will be replaced in the zero-depth and kiddie pools.
- Resurfacing of zero-depth areas
- Addition of a removable ladder in the main pool

Operational Changes for 2026:

- Increased swim lesson offerings
- Restructured evening swim team practice
- Pool pass rates to increase by 3% for residents and non-residents
- Pool and pod rental rates to increase by \$15





MEMORANDUM

TO: Park and Recreation Board

FROM: Alex Tagle, Recreation Supervisor

DATE: December 9, 2025

SUBJECT: Recommendation Regarding the Aquatic Center Admission Process and Non-Resident Pool Pass Cap Increase

Background

Aquatic Center admissions and pool passes were discussed at a budget workshop meeting on Monday, October 20, 2025, as part of a revenue enhancement discussion. The Village Board requested that staff consider updates to the Aquatic Center admission process regarding age and residency verification, as well as potential increases to the non-resident pool pass cap.

Youth Admission Policy and Age Verification

Youth attendees at the Proesel Park Family Aquatic Center may visit the pool as passholders or by paying the daily admission fee.

The current youth admission policy at Proesel Park Family Aquatic Center requires youth to be 13 years old to attend the pool without an adult. Children aged 12 and under must be accompanied by a responsible person age 16 or older.

Currently, Aquatic Center Guest Services Attendants can verify pool pass members' birthdate by checking their household account after they've scanned in. However, staff are unable to verify the age or residency of youth patrons entering via daily admission, as these patrons typically do not have identification with their date of birth or address. While verification is not always possible, staff currently ask youth patrons their age and residency upon entry.

Staff surveyed other aquatic facilities regarding their youth admission policies and age verification processes. The following chart summarizes responses from nearby agencies.

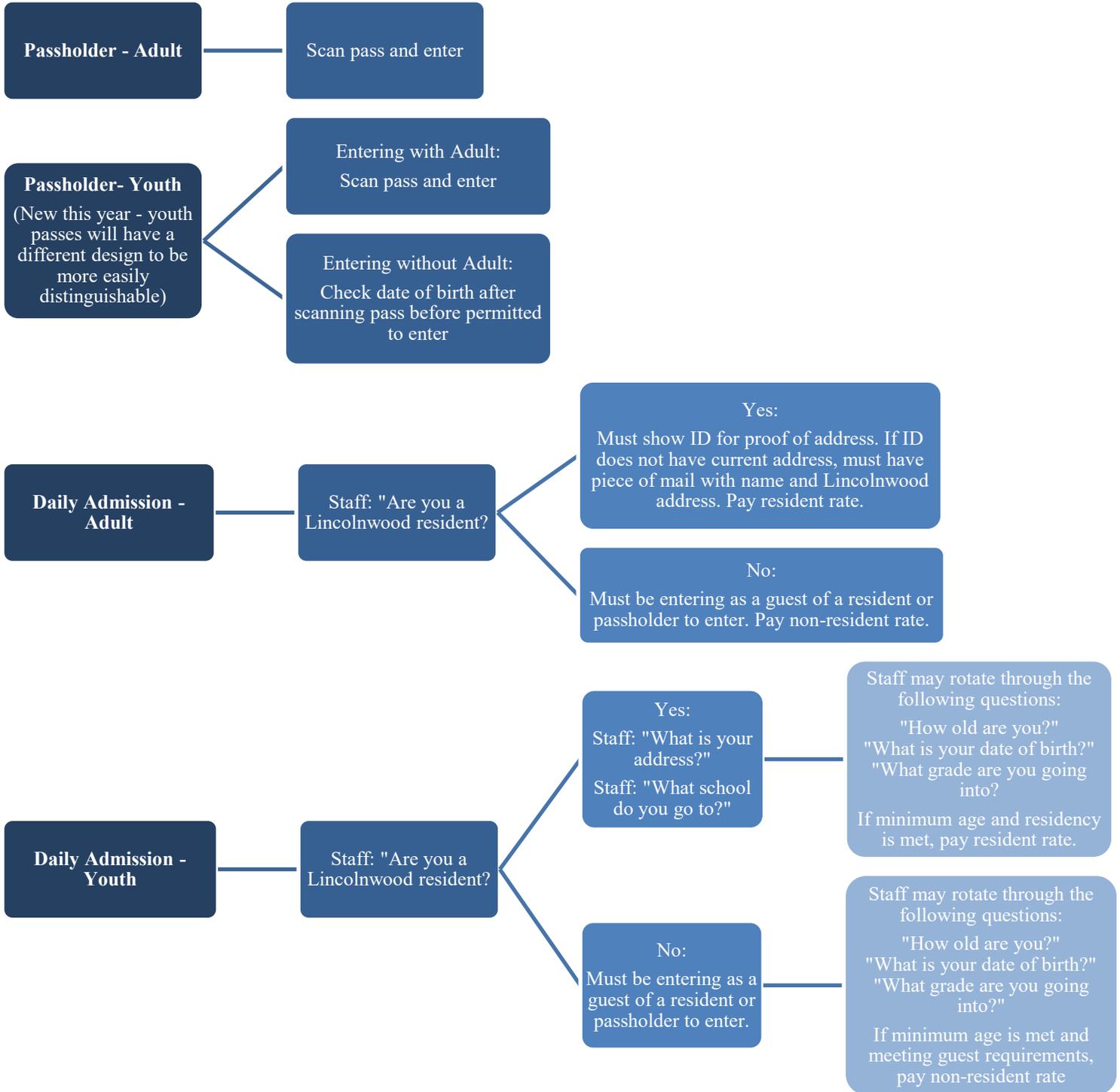
Youth Admission Policy and Age Verification Process Comparison:

Agency	Minimum age to come without adult	Minimum age to accompany youth	Age Verification
Lincolnwood	13	16	Ask for residency and date of birth. If there is an issue, call the child's household.
Arlington Heights	9	14	No response.
Buffalo Grove	13	16	Ask for school ID. If necessary, call home or a lookup in registration system. Typically, don't run into this as most youth in the community are in camp.
Deerfield	13	18	Ask their age. If it is found out that the kids lie, they are removed with a warning and then share their names with front desk staff. Generally, it is the honor system until it's a problem. Passes display date of birth when scanned.
Des Plaines	10	18	No way to verify it if they do not have a membership. They take their word, and make a parent sign their name and their child's name on a sign-in sheet stating that they are being honest about the age.
Elgin	13	18	Ask the kids how old they are if staff think they are under 13. If there is an issue, ask for a parent/guardian phone number and call. If that doesn't work, get non-emergency police involved.
Elk Grove	10	16	Ask and trust. Until the child causes a problem, then staff call home. Make a note on their registration account. If they're not in registration software, ask what school they go to.
Evanston	10	15*	Do not verify age unless there is an issue with the patron. *Persons 11-14 may supervise children ten and under with written parental permission.
Glenview	13*	16	No response
Homewood-Flossmoor	12	16	Ask if resident or non-resident. If a resident, ask if they have their school ID. If there is no ID, ask what grade and school they are going into. Non-residents are harder to verify age - more of an honor system.
Morton Grove	12	16	For pool passes, the date of birth comes up when scanned. For daily admissions, staff ask for their date of birth.
Mt. Prospect	10	18	Do not verify.
Niles	12	18	No response.
Oak Park	12	16*	Everyone coming to the pool must: A. Scan their Amilia barcode using the app on their phone, or B. Sign in with a picture ID. Children who do not have the Amilia app may attend without signing in if an adult accompanies them. Any unattended minors require the barcode or an ID. Minors 12+ may come without a parent, and they should have a middle school ID. Most unattended minors use the app since they typically have a pool pass. *A "guardian" 16+ can bring up to 4 children with them.
Park Ridge	9	16	Do not verify age unless there is an issue with the patron.
Schaumburg	9	16	Do not verify age unless there is an issue with the patron.
Skokie	10	16	Ask the age of the youth and "adult" accompanying them.
Wilmette	13	18	No response.

Most agencies do not verify the ages of youth unless a concern arises, at which point they will attempt to contact the child’s home. Residency verification for youth daily-admission patrons is also limited.

Staff Recommendation

Staff recommend implementing a more thorough Aquatic Center check-in process. See the flowchart below.



Non-Resident Pool Pass Cap

Currently, the Aquatic Center has a cap of 2,150 non-resident passes sold per year. This cap was raised in 2024 from 2,100 passes. Non-resident pool passes went on sale on Tuesday, April 1, 2025, at 7:00am, and passes sold out within seven minutes. Many non-residents who were unable to purchase passes contacted staff to join a waitlist. Only a few individuals were taken off the waitlist and were able to purchase a pass. There were over 338 individuals on the non-resident pass waitlist this year equating to potential increases in revenue of just over \$61,000.

Non-resident pass rates increased for the 2025 season, as resident rates rose by 3%, and non-resident pass rates remain three times those of resident passes.

Staff conduct an hourly head count to determine the number of patrons at the pool at any one time. The charts below show the monthly average headcounts per hour. As shown below, the average attendance is highest between 1:00-6:00pm, consistent with trends last summer. This season, the highest recorded hourly attendance was 587 patrons at 3:00pm on Sunday, June 21. This was during a heat wave, when the temperature was nearly 100 degrees.

Hourly Head Counts

2025 Average Hourly Head Counts				
Time	June	July	August	Average
10am	45	45	23	38
11am	70	85	52	69
12pm	104	117	103	108
1pm	184	188	153	175
2pm	185	188	164	179
3pm	163	136	165	155
4pm	196	140	145	160
5pm	185	145	96	142
6pm	156	125	71	117
7pm	103	90	43	79
8pm	66	68	21	52

Highest hourly head count: 587 patrons

2024 Average Hourly Head Counts				
Time	June	July	August	Average
10am	41	35	7	28
11am	59	54	24	46
12pm	124	128	18	90
1pm	165	170	35	123
2pm	165	149	93	136
3pm	174	159	133	155
4pm	161	168	144	158
5pm	163	143	167	158
6pm	125	126	151	134
7pm	82	84	110	92
8pm	41	47	85	58

Highest hourly head count: 774 patrons

The capacity of Proesel Park Family Aquatic Center is limited to 1,000 patrons in the pool and on the pool deck at any one time.

The following charts show the average number of passholder scans by hour and month. The busiest hours for membership swipes are between 11:00am-5:00pm on weekdays and between 10:00am-4:00pm on weekends.

2025 Weekday Pool Pass Swipes

Time	Resident			Non-Resident		
	June	July	Aug	June	July	Aug
11a-12p	15	23	8	20	19	13
12-1pm	17	24	11	19	17	12
1-2pm	15	27	11	18	22	8
2-3pm	14	24	6	13	15	8
3-4pm	21	23	9	17	17	6
4-5pm	28	30	16	20	12	11
5-6pm	19	22	13	14	13	11
6-7pm	13	18	7	13	11	4
7-8pm	5	9	4	5	5	3
8-9pm	1	4	1	<1	<1	<1

2024 Weekday Pool Pass Swipes

Time	Resident			Non-Resident		
	June	July	Aug	June	July	Aug
11a-12p	23	14	9	21	17	9
12-1pm	23	16	8	22	20	11
1-2pm	23	19	11	25	20	12
2-3pm	22	19	8	16	17	11
3-4pm	26	24	9	16	18	9
4-5pm	33	24	23	17	12	20
5-6pm	26	19	19	16	13	16
6-7pm	14	12	8	9	9	6
7-8pm	7	5	3	4	3	4
8-9pm	2	1	<1	1	1	<1

2025 Weekend Pool Pass Swipes

Time	Resident			Non-Resident		
	June	July	Aug	June	July	Aug
10-11am	21	21	17	45	39	31
11a-12p	25	17	16	41	29	29
12-1pm	28	15	14	26	20	29
1-2pm	20	16	17	30	24	25
2-3pm	26	22	18	25	20	22
3-4pm	21	20	17	21	24	25
4-5pm	20	18	14	14	12	11
5-6pm	9	14	7	10	12	5
6-7pm	4	2	<1	3	4	<1

2024 Weekend Pool Pass Swipes

Time	Resident			Non-Resident		
	June	July	Aug	June	July	Aug
10-11am	12	17	10	39	44	22
11a-12p	18	21	24	37	46	54
12-1pm	18	25	24	37	39	47
1-2pm	24	31	25	32	48	47
2-3pm	24	30	28	27	33	35
3-4pm	15	18	21	28	25	32
4-5pm	20	12	21	21	13	20
5-6pm	11	12	11	10	9	9
6-7pm	2	3	2	1	2	2

Staff Recommendation

Staff recommend increasing the number of non-resident pool passes sold by 150 passes. The increase could potentially generate more than \$27,000 in additional revenue.

Discussion and Recommendation

Village staff are seeking a discussion and recommendation from the Park and Recreation Board to the Village Board regarding the Aquatic Center admission process and the non-resident pool pass cap increase.

Documents Attached

1. PowerPoint Presentation



MEMORANDUM

TO: Park and Recreation Board

FROM: Michelle Artis, Parks and Recreation Assistant Director

DATE: December 9, 2025

SUBJECT: Recommendation Regarding Parks and Recreation Rental Policies

Background

At the June 10, 2025, Park and Recreation Board meeting, Parks and Recreation staff requested a recommendation regarding charging admission, selling goods/services, and charging admission for rentals.

The Parks and Recreation rental practice for at least the past five years has been not to allow renters to sell goods/services or charge admission. However, the written policy, as stated below, requires Village Board approval for a renter to sell goods/services or charge admission.

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.

When last brought to the Park and Recreation Board in 2022, the Board determined that the practice of not allowing rentals to sell goods and services or charge admission should remain in place. Since no changes were recommended at that time, no further action was taken by staff.

This topic was brought back to the Park and Recreation Board in June due to repeated requests from several renters to charge admission for their private rental at the community center and staff sought to reaffirm the current practice of not allowing renters to charge admission, sell goods/services, or collect fees during rentals on Village property.

As stated in the June 10, 2025, Park and Recreation Board memo, other Park and Recreation agencies' policies vary on this topic. The chart below was also presented in June.

Agency	Policy
City of Elgin	Collecting and/or selling admissions or tickets at the door during event hours needs approval by the Centre Manager. Under Section 6.06150J of the Elgin Municipal Code, it is unlawful for any person renting, leasing or otherwise utilizing any space with The Centre for a private function in which alcohol is being served, including, but not limited to, banquets, dinners for weddings or other special occasions, periodic meetings of service organizations, to permit any person to attend said private function except by appointment or special invitation, or to levy an admission charge to guests as such private functions. The prohibitions of this subsection shall not apply to bona fide political fundraising events or bona fide charitable fundraising events sponsored by a not-for-profit corporation registered and in good standing with the state.
City of Evanston	No admission fees may be charged or concessions sold in any City of Evanston facility or park unless stated in contract and approved in writing thirty (30) days prior to rental by the Director of the Parks, Recreation & Community Services Department. If violated, the rental will be immediately terminated with no refund.
Addison Park District	The buildings, facilities or equipment shall not be used by any person for private business or any activity on which any individual or group makes a profit or gain, except as permitted by the Executive Director or the Park Board.
Bloomingdale Park District	No Individuals or groups may use Bloomingdale Park District facilities with the purpose of private monetary gain or fundraising without special permission from the Executive Director of the Bloomingdale Park District.
Bourbonnais Township Park District	Admission may not be charged to any parks and/or facilities for monetary gain or fundraising without approval from the BTPD Board of Commissioners. Gambling and

	betting are not permitted. Approval requires 90-day notice.
Burr Ridge Park District	Selling, exchanging, soliciting, fee collection, and barter are prohibited unless approved by the Board of Commissioners. Users are not allowed to post any advertisements for products or services for sale. Such requests should be made 45 days prior to the rental date.
Downers Grove Park District	Permits are not issued to individuals or groups charging admission or fees for the purpose of private monetary gain unless written permission is granted. No person shall sell, offer to sell or exchange property, or buy, or exchange any property, or take up any collections of any money or property of value in or on Park District facilities.
Grayslake Park District	The renter may not charge an admission, sell tickets or solicit donations at the facility without consent of the Grayslake Park District Board of Commissioners. This includes selling any articles or accepting orders for articles.
Northbrook Park District	No person shall buy or sell, offer to buy or sell property, collect money or property of value in the park system. The posting of advertisements for any product or services is not allowed.
Park Ridge Park District	No individuals or groups may use the Park Ridge Park District indoor or outdoor facilities with the purpose of monetary gain. For fundraising purposes, special accommodations can be arranged for not-for-profit organizations within the geographical boundaries of the Park Ridge Park District. (Conduct Ordinance 18-3).
Prospect Heights Park District	If you are charging admission to your event, you or your organization may be required to provide the Park District with a Certificate of Insurance (General Liability) in the amount of \$1,000,000. You must provide adequate supervision and/or proper police security if requested by the Park District. The damage deposit for groups that are charging admission will be \$1,000.00 and may be

	refundable if no damage or clean-up is required.
Rolling Meadows Park District	Allows fundraisers to be held at our rental facilities with proof of non-for-profit status.
Roselle Park District	The rental client/organization/company is not allowed to use Park District facilities for financial gain. Failure to comply could result in the rental deposit not being refunded to the rental client, additional fees being charged to the rental client and possible exclusion from future usage.
Round Lake Area Park District	The Park District Executive Director must approve any and all fundraising events.
Springfield Park District	Admission fees or charges may not be imposed, nor shall the vending of any food, drink, and/or merchandise be allowed without appropriate Park District permits.
Streamwood Park District	Collecting admissions and/or tickets at the door, selling/collecting admissions on Streamwood Park District property (including the parking lot) is prohibited unless you are an established nonprofit organization, and have received prior written permission from the Streamwood Park District.
Worth Park District	Renters or users are not allowed to charge admissions unless authorized by the Director of Parks & Recreation.

While the current Village policy states that the Village Board may approve a rental to sell goods/services or collect fees, there are currently no requirements in place to identify what type of event or organization would be acceptable to receive approval.

At the June Park and Recreation Board meeting, staff recommended specific requirements should the Village determine that it wants to amend the current practice of not allowing these types of rentals. Those requirements included the following:

1. Proof of 501(c) (3) not-for-profit status
2. Written approval by the Director of Parks and Recreation and the Village Board
3. Requests must be submitted at least 90 days in advance of the event to be placed on the Village Board agenda for approval or denial
4. Certificate of Insurance naming the Village as an additional insured
5. Other requirements as determined and approved by the Village Board

Staff recommended reaffirming the current policy but setting requirements for the type of event and organizational status that may be eligible to receive Village Board approval.

At that meeting, the Park and Recreation Board recommended to the Village Board that the current policy be amended to include the Parks and Recreation staff's suggested changes, with the addition that only goods/items directly related to their organization may be sold.

At the June 17, 2025, Committee of the Whole Meeting, staff presented proposed updates to the Parks and Recreation Department's rental policies and the recommendation by the Park and Recreation Board. Following the presentation, the Village Board requested additional data before determining the future direction of rentals for Village properties, including the Aquatic Center, Community Center, and Proesel Park Shelter/Pavilion.

In response, staff compiled two years of data addressing the following areas:

1. Historical price increases
2. Number of days and hours each facility is available for rental
3. Rental revenue received in 2024 and 2025

Parks and Recreation implemented rate increases for all rentals—Community Center, Shelter, Aquatic Center pods, and full pool—effective January 1, 2025. Additional increases will take effect January 1, 2026, for the Community Center and Aquatic Center rentals due to rising operating costs, supply needs, and comparisons to nearby agencies.

Shelter rentals will be suspended in 2026 because of construction activity on the south end of Proesel Park; therefore, no rate adjustments will occur for that facility.

<i>Rental Rates R / NR</i>	2024	2025	2026
Community Center (hourly)	\$126 / \$214	\$145 / \$225	\$160 / \$240
Shelter (daily)	\$235 / \$294	\$255 / \$309	Suspended
Pod (3-hour rental)	\$230 / \$305	\$245 / \$320	\$260 / \$330
Full Pool (hourly)	\$420 / \$485	\$435 / \$500	\$450 / \$515

Community Center

Rentals may be booked up to one year in advance for both residents and non-residents. Annual availability is approximately 319 days, excluding days blocked for internal events, staff trainings, and holiday closures. Daily availability varies due to programming, classes, and staffing needs.

Proesel Park Shelter

The availability for Shelter rentals is approximately 122 days from May 1 to October 31. Shelter rentals are a daily rate, not hourly, and allow only one renter per day. Weekday availability is limited due to Summer Camp, which operates at the Shelter Monday through Friday until 6:00 p.m. Therefore, the number of available days excludes weekdays while camp is in session from mid-June to mid-August and only includes the weekends during that time.

Proesel Park Family Aquatic Center

Three pods are available for 3-hour rentals. These rentals are only available during regular hours of operation, starting after the first full week of the pool opening and ending after the first weekend in August (extensions depend on staffing). Full pool rentals also start the weekend after

the first full week of the pool season and end after the first weekend in August (extensions are subject to staffing availability). Full pool rentals are held only on Saturdays and Sundays between 7:00-9:00 p.m.

Pod rentals are available approximately 70 days during a season, and full pool rentals are available for 16-18 days.

The number of rentals and financials for each facility in 2024 and 2025 is below.

	2024 Resident	2024 Non-Resident	2024 Totals	2025 Resident	2025 Non-Resident	2025 Totals
Community Center	64	10	74	51	19	70
Shelter	30	13*	43	26	17*	43
Pod	14	15	29	25	12	37
Full Pool	5	8	13	5	12**	17

	2024 Resident	2024 Non-Resident	2024 Totals	2025 Resident	2025 Non-Resident	2025 Totals
Community Center	\$ 40,485.00	\$ 6,247.00	\$ 46,732.00	\$ 37,412.00	\$ 19,286.00	\$ 56,698.00
Shelter	\$ 6,580.00	\$ 10,969.00*	\$ 17,549.00	\$ 6,375.00	\$ 11,973.00*	\$ 18,348.00
Pod	\$ 3,220.00	\$ 5,185.00	\$ 8,405.00	\$ 5,920.00	\$ 3,520.00	\$ 9,440.00
Full Pool	\$ 4,190.00	\$ 6,640.00	\$ 10,830.00	\$ 3,480.00	\$ 18,895.00**	\$ 22,375.00

*Large-scale event; **NASA Swim Team

NASA Swim Team usage is included in the non-resident rentals and accounts for half of the total in the 2025 financials for full pool rentals.

When comparing the number of rentals and the shelter's financials, it is notable that revenue from non-resident rentals in both 2024 and 2025 exceeds that from resident rentals, even though there are fewer rentals. This is due to a large-scale rental processed as part of a combined use agreement for Proesel Park Fields, Shelter, and the Large Party Tent for a two-day rental. The fields, shelter, and party tents are all paid into the same account.

In 2025, staff became aware that the large-scale rental raises a significant amount of money for its organization and will need a new protocol/process moving forward and should only be allowed if the current policy is addressed to allow organizations with a 501c(3) status to utilize Village property including the Community Center, Proesel Park, and the Aquatic Center as a site to fundraise for their specific organization.

According to their website, the rental raised more than \$500,000 for their event. The rental was approved by the Village Board as a large-scale rental as required for park gatherings exceeding 150 attendees. All other aspects of the rental were not made clear on the application. It should

also be noted that the staff were unaware of both the fundraising aspect and the event's extensive nature until a couple of weeks before the event date. When staff became aware of the nature of the event, they explained the policies and restrictions required by the Village code. Many of those aspects were addressed; however, the organization had raised significant funds before staff were aware. This fundraising was not done on Village property.

For an event of this type to occur in the future, the current policy needs to be revised to reflect the suggested changes listed above.

Staff anticipate that should events like this be allowed to move forward, there may be additional requests of this type.

Additionally, it is difficult for staff to track whether renters are charging admission, fundraising for their organization, or selling goods/services if the activity occurs off-site. Staff can only address these issues if they witness them while on Village property.

Staff Recommendation

Staff recommend reaffirming the current practice of not allowing these types of rentals under any circumstance, as staff believe that organizations and individuals should not profit from taxpayer-funded facilities.

If the Village wishes to amend the current policy, staff recommends implementing specific guidelines to determine which organizations or groups may be eligible to charge admission, collect fees, fundraise, or sell goods/services.

Discussion and Recommendation

Staff are seeking a recommendation from the Park and Recreation Board to the Village Board regarding Park and Recreation policies.