Village of Lincolnwood
Park and Recreation Board

Board Meeting
January 14, 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.** November 12, 2024, Meeting
- **III. Public Forum**
- **IV. Old Business**
- **V. New Business**
  - **a. Park and Recreation Board 2023-2024 Biennial Report**
  - **b. 2024 Summer Day Camp Annual Report**
- **VI. Director's Report**
- **VII. Staff Report**
- **VIII. Chairperson's Report**
- **IX. Commissioners' Reports**
- **X. Adjournment**

Posted: January 9, 2025

Village of Lincolnwood
Park and Recreation

Board Meeting
Tuesday, November 12, 2024
6:15pm

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

MINUTES

I. CALL TO ORDER

Tucker: The meeting was called to order at 6:15PM.

PRESENT AT THE MEETING

Chairperson: Courtney Tucker
Park Board Commissioners Present: Art Lovering, Leah Brennan, KJ Malca, Victor Shaw, Sokol Delisi, Laura Tomacic
Village Board Liaison:
Parks and Recreation Department Staff: Karen Hawk, Alex Tagle, Julie Glowacki, Adriana Flores

II. APPROVAL OF MINUTES OF THE OCTOBER 8, 2024, BOARD MEETING.

On motion Tucker approves the meeting minutes of October 8, 2024, Park and Recreation Board Meeting. 7-0, motion passes.

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

III. PUBLIC FORUM/AUDIENCE PARTICIPATION

None

IV. OLD BUSINESS

None

V. NEW BUSINESS

A. Parks and Recreation Feasibility Study Visioning Workshop

Hawk: Presents information from the memo included in the Board Packet

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

B. Recommendation Regarding Sports Affiliate Organization Policy and Fee Structure

Hawk: Presents information from the memo included in the Board Packet

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

On motion, Brennan makes a motion to recommend to Village Board implementing an affiliate policy and fee structure and charging Lincolnwood Baseball Association $15 per unique participant to cover the cost associated with staff labor and supplies with a 3-5% increase year-over-year as prices associated with labor costs and supplies rise. Malca seconded it. Motion passes 7-0.

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

VI. DIRECTOR'S REPORT

Hawk:

- Feasibility study public meeting will be held Thursday, November 14 at the Community Center from 6-7:30pm.
- Turkey Trot prep and Turkey Trot is two weeks from Sunday.
- Hired a consultant to provide park design services. The Village is looking at Goebelt Park for 2025, and it will include a potential dog park as well as a playground.

VII. STAFF REPORT

Tagle:

- Thank you to all of you for volunteering for Turkey Trot, we reached our

goal for volunteers.
- Lincolnwood Lights on December 5.
- Gingerbread House Decorating on December 6.
- Breakfast with Santa on December 7.
- Working on aquatics planning for next season.

Glowacki:
- Last month we had Trunk or Treat, with about 1,400 in attendance.
- Planning for winter break camp.
- Planning for Breakfast with Santa.
- In the full mode of Turkey Trot, the first year of being a race director. Going well with the support of the entire Parks team.
- We are pretty well ahead of where we were last year with registrations. We have 1,856 registered, and we cap it at 2,100.
- We held a senior Sip and Paint event at Fat Pour with 25 registered.
- Yesterday, the seniors went to L.Woods for their early Thanksgiving Luncheon. 37 attended, with a waitlist of 10.
- Hannukah Cookie and Bingo is December 19. Registration is still open.

VIII. CHAIRPERSON'S REPORT

Tucker:
- Trunk or Treat was fantastic!
- Can't wait to see what the Turkey Trot has in store for us all

IX. COMMISSIONER'S REPORTS

None

X. ADJOURNMENT

Meeting adjourned at 7:55PM

Motion to adjourn: Tomacic/Delisi

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

Park Board Minutes prepared by Kim Voulgarakis

Park and Recreation Board Chairperson: _____

Signature Date

MEMORANDUM

TO: Park and Recreation Board

FROM: Courtney Tucker, Parks and Recreation Board Chairperson
Karen Hawk, Director of Parks and Recreation

DATE: January 14, 2025

SUBJECT: Park and Recreation Board 2023-2024 Biennial Report

The Biennial Report of the Parks and Recreation Board is scheduled for the Committee of the Whole meeting on February 4, 2025. As part of this meeting, it is anticipated that the Parks and Recreation Board's Biennial Report will be received by the Village Board. In addition to receiving the Biennial Report, the intent of the report is to provide an opportunity for open dialogue on matters or issues pertinent to the Board. The Village Board strives to receive Biennial Reports from all of the Village's recommending bodies.

Attached is a draft of the Parks and Recreation Board's Biennial Report, which was completed by Parks and Recreation Department staff through a review of agendas, packets, and minutes throughout the January 2023 and December 2024 reporting period. The anticipated activities/goals for the next reporting period (2025-2026) represent projects and activities that are anticipated to take place in addition to routine initiatives that may arise.

Recommendation
Move to approve the 2023-2024 Parks and Recreation Board Biennial Report.

Village of Lincolnwood
Village Board Committee of the Whole

Board: Parks and Recreation Board

Commission Members: Courtney Tucker, Chairperson
Art Lovering
Sokol Delisi
Leah Brennan
Laura Tomacic
Victor Shaw
KJ Malca
Grace Diaz Herrera, Liaison

Previous Commissioners during reporting period:
N/A

Summary of Significant Activities of the Previous Two Years:

- Held 17 public meetings between January 2023 and December 2024
- Park Board Members provided volunteer support, participated/observed, and provided feedback for Parks and Recreation Department events
- Considered and reviewed plans, provided input, and made recommendations to the Village Board regarding the following initiatives:
    - Summer Camp Refund Policy
    - NR Pool Pass Fee Increases
    - Proesel Park Sign Replacement
    - Proesel Park Wayfinding Signage
    - Parks and Recreation Comprehensive Master Plan
    - Village Park System Tours
    - Closing of a Portion of Lincoln Ave., for the Annual Turkey Trot Race
    - Fee Assistance/Scholarship Program Policy
    - Annual Summer Camp and Aquatic Facility Reports
    - Year-Round Restaurant Operations
    - Proesel Park Dog Policy
    - Dog Friendly Areas
    - Aquatic Center Policies
    - Annual Program Reports
    - Memorial Day Parade and Ceremony
    - Centennial Park Sign
    - Affiliate Organization Fee Structure
    - Lincolnwood Fest Main Stage Entertainment
    - Park and Recreation Feasibility Study for the Construction of a Recreation Center and Renovation/Rebuild of the Aquatic Center

2025-2026 Anticipated Activities/Goals

- Participate in and receive updates on the Parks and Recreation Feasibility Study.
- Provide feedback on projects related to the Barry and Taffy Berger donation.
- Implementation of the Proesel Park OSLAD project.
- Implementation of the Goebelt Park improvements and dog park.
- Provide feedback on potential OSLAD grant applications.
- Provide input on recommended changes for Lincolnwood Fest, Summer Camp, the Aquatic Facility, and other events and programs.
- Provide input on the Affiliate Organization Policy
- Deliberate on initiatives, projects, major policies, and ideas brought forth by staff and referred by the Village Board.

Specific Questions or Comments for the Village Board:

- None

LINCOLNWOOD
SUMMER DAY CAMP

Lincolnwood Parks and Recreation

Summer Day Camp

Annual Report 2024

Program Overview

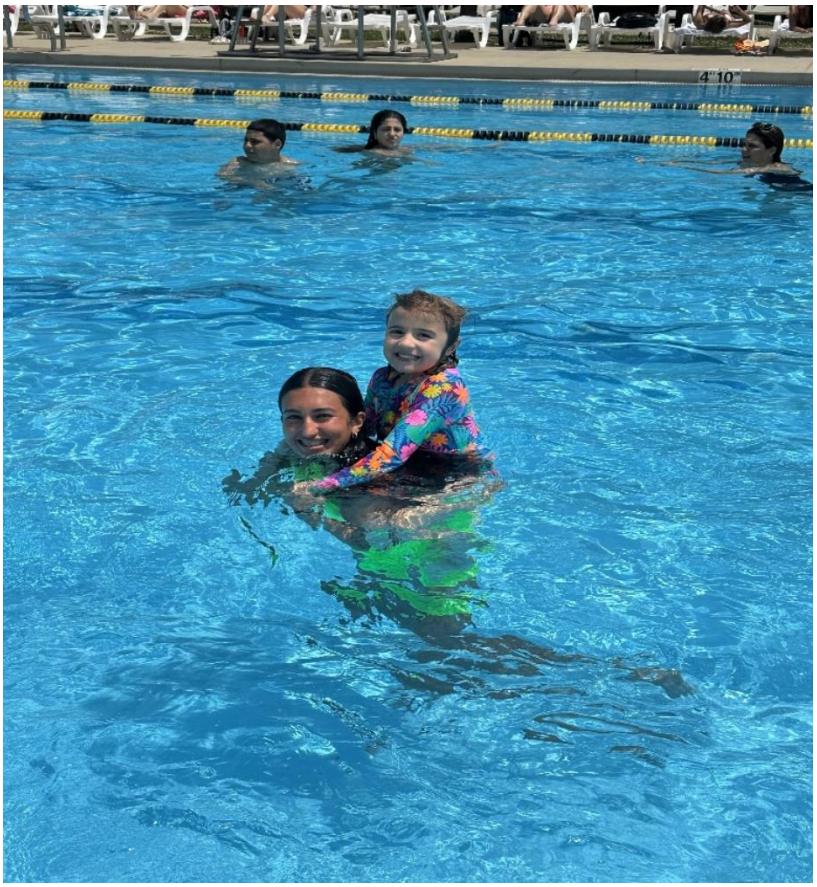
Lincolnwood Parks and Recreation offered another great opportunity for residents and non-residents to participate in the Lincolnwood Summer Day Camp. New in 2024, resident registration was open for four weeks before non-residents. This was an increase of two weeks from previous years to allow residents more time to register. In addition to the typical nine weeks of summer camp and one week for Last Hurrah, an Adventure Camp was added following Last Hurrah due to School District 74 returning to school a week later than normal. Little Lincolns and Proesel Pals were split into three, three-week sessions, along with the option to register per week. Tree Tikes was a weekly registration only.

The specifics regarding each camp offered are listed below.

Tree Tikes	ages 3-5 years	Monday to Friday	9:00am-12:00pm
Little Lincolns	ages 6-8 years	Monday to Friday	9:00am-3:00pm
Proesel Pals	ages 9-12 years	Monday to Friday	9:00am-3:00pm
Half Day Afternoon	ages 6-12 years	Monday to Friday	12:00pm-3:00pm

Tree Tikes, Little Lincolns, and Proesel Pals were all held at Proesel Park, while the Half Day Camp was held at Lincoln Hall School.

Summer Camp was filled with a variety of games, crafts, activities, sports, swimming at the Aquatic Center, and Friday field trips.



Camp Registration

Camp	2023		Total	2024		Total
	RESIDENT	NON-RESIDENT		RESIDENT	NON-RESIDENT	
Tree Tikes	55	35	**90**	94	47	**141**
Little Lincolns	199	123	**322**	199	154	**353**
Proesel Pals	129	93	**222**	171	126	**297**
Half Day Camp	102	13	**115**	144	19	**163**
Early Risers	43	18	**61**	49	15	**64**
Sun Setters	73	32	**105**	74	49	**123**
Last Hurrah	18	17	**35**	38	20	**58**
Last Hurrah						

Financial Comparison

Revenues

	2023	2024	Variance
Total Camp Revenue	**$420,338.00**	**$529,758.32**	**$109,420.32**

Expenses

	2023	2024	Variance
Wages	$237,735.97	$333,468.20	$95,732.23
Payroll – Benefits	$18,187.01	$25,636.38	$7,449.37
Field Trips/Entertainers	$13,321.24	$41,790.97	$28,469.73
Telephone	$486.81	$202.19	$-284.62
Food	$177.44	$3,015.75	$2,838.31
Transportation	$20,840.60	$28,759.25	$7,918.65
Supplies	$25,560.20	$22,754.13	$-2,806.07
Misc.	-	$76.75	$76.75
Totals	**$316,309.27**	**$455,703.62**	**$139,394.35**

Revenue vs. Expenses

	2023	2024	Variance
Revenue Total	$420,338.00	$529,758.32	$109,430.22
Expense Total	$316,309.27	$455,703.62	$139,394.25
Net	**$104,028.73**	**$74,054.70**	**$-29,964.03**

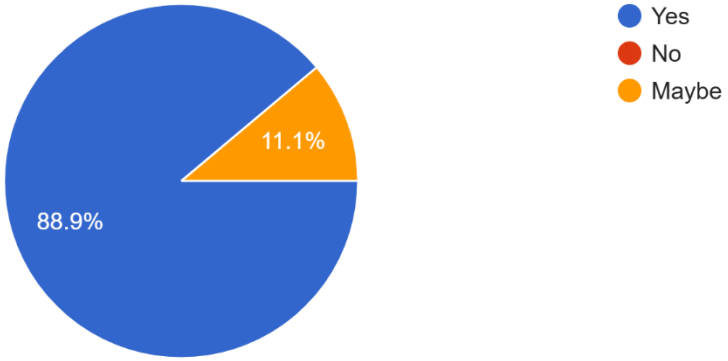
2024 Survey

Surveys were sent out at the end of each session. Each survey asked questions related to the camper's overall experience after each camp session and the summer experience. With all three surveys, we received a total of 62 responses. Session one received 25 responses, session two received 19 responses, and session three received 18.

Some of the questions from the surveys and their responses are as follows:

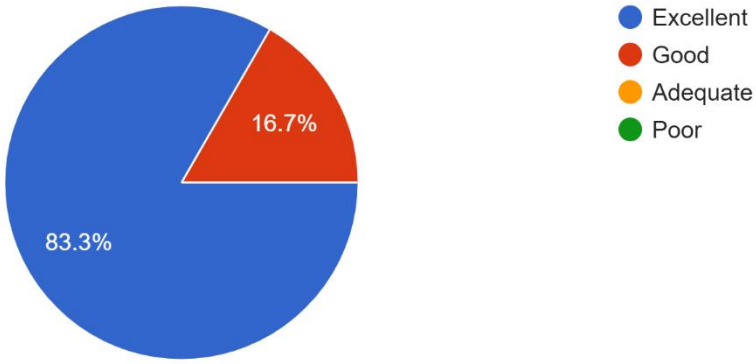
Would you recommend this camp to someone else?

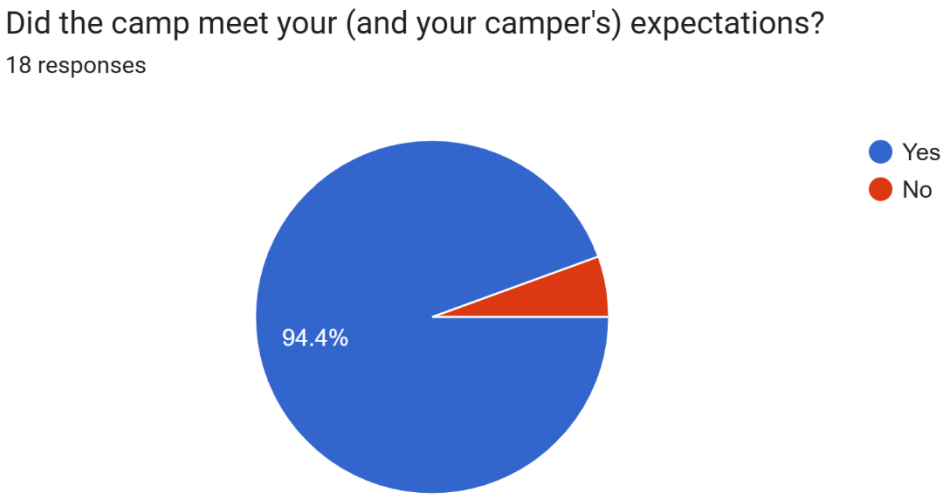
18 responses



How would rate your camper's overall experience for Summer Camp - Session 1

18 responses





Common feedback received from the summer camp survey is listed below.

- Parents have expressed wanting their children to be at the pool for a longer period.
- Parents have requested a 30-minute drop-off window for summer camp rather than only being allowed to drop off at 9:00am.

Summer camp received many positive comments from campers and camp families. Comments are listed below.

- “This has been a wonderful experience for both my kids. We will be back, and I've told several friends about this camp for next year.”
- “It was a first for us, and we’ll definitely return next year. My daughter felt comfortable with the counselors; they did a good job interacting with the kids, and I felt confident knowing my daughter was in good hands.”
- “Everyone has had great energy and has been consistently helpful and involved with the care of my campers. I'm very grateful for this positive first-time camp experience!”
- “You have an excellent, attentive, kind, and creative staff! We will be back next summer!”
- “All staff have been very responsive and positive to work with and I've watched my children bond with their team leaders and other staff as well. It's really clear to me that my children feel safe, cared for and have a healthy sense of belonging in this summer camp community...which is terrific! Thanks to all who have made this happen!”

Other comments from the survey and suggested areas of improvement can be found below.

- “There have not been any "special" days or weeks like color week or space days or sports events.”
- I really wish the camp counselors could assist with the application of spray-on sunscreens on difficult to apply areas like the back, neck, and shoulders for these younger kids.
- “It would be great if camp could coordinate a pickup at the school for those who would like to do education and then camp in the summer.”

2024 Improvements

Changes implemented in 2024, based on recommendations from 2023, are listed below.

- Little Lincolns and Proesel Pals sign-in and sign-out are no longer in the same area. Making this change significantly helped with sign-in and sign-out lines and confusion about which camp kids are in and helped camp staff.
- A variety of field trips were scheduled.
- Continuing to enhance staff training; for example, leadership training and team building

2025 Recommendations

After hearing from parents and staff, below are the recommendations for summer 2025.

- Camp Swim Lessons will go back to being 4 days a week, we will no longer offer the two days a week option.
- A phone app will be utilized to better communicate and stay in touch with camp parents.
- We will implement additional training, such as de-escalation training, and continue our leadership training.