

LINCOLNWOOD PARKS & RECREATION BOARD MEETING

Tuesday, May 14, 2013, 7:00 pm

Lincolnwood Village Hall – Council Chambers

AGENDA

- I. Call to Order
- II. Approval of Minutes of March 12, 2013
- III. Audience Participation/Communication with the Public
 - a. Letter from LiPoni Foundation Re: Auction Donation
 - b. Letter from Northside College Prep. High School Re: Auction Donation
- IV. Old Business
 - a. Approval to Adopt an Ordinance, Waiving Section 6-3-2(B) of the Village Code that Governs Park Hours, Extending the Closing of Proesel Park from 11:00-11:30 pm on Friday, August 2 and Saturday, August 3, and Waiving the Enforcement of Section 9-1-3 of the Village Code that Requires the Issuance of Business Licenses for all Individuals, Firms or Corporations Conducting Business in the Village, for the 2013 Lincolnwood Fest
- V. New Business
 - a. Approval to Adopt an Ordinance Waiving the Enforcement of 10-2-36(A) of the Village Code for the Sale of Alcoholic Beverages at the Community Center on Saturday and Sunday, July 13 and 14, 2013 for the Lincolnwood Craft and Imported Beer Fest
 - b. Discussion Regarding Annual Report of the Commission
- VI. Chairperson's Reports
- VII. Commissioners' Reports
- VII. Director's Report – Jan Hincapie
- VIII. Recreation Staff Reports
 - a. Supt. of Recreation – Jan Springer
 - a. Winter Program Report
 - b. Supt. of Parks & Facilities – Andy Thurman
 - a. Portable restroom enclosure – Centennial Park
 - c. Community Ctr. Program Supervisor – Katie Smith
 - a. Memorial Day Parade and Ceremony Update
 - d. Community Outreach Coordinator – Genelle Iocca
 - e. Youth Program Coordinator – Melanie Unterfranz
- VI. Adjournment

Posted: May 10, 2013



Lincolnwood Park and Recreation Board Meeting

Lincolnwood Village Hall – Council Chambers

March 12, 2013

DRAFT MINUTES

CALL TO ORDER

The meeting was called to order at 7:00 P.M.

PRESENT AT MEETING

Park Board Members: Demerise Gratch, Gail Ito, Laura Tomacic, Sarah Hardin, Barry Bass, Barb Pabst (arrived at 7:01 P.M.)

Parks and Recreation Department Staff: Jan Hincapie, Jan Springer, Andrew Thurman, Katie Smith

Village Board Liaison: John Swanson

APPROVAL OF MINUTES

On motion Ito/Hardin to approve the meeting minutes of the February 12, 2013 meeting. 6-0, motion passed.

AUDIENCE PARTICIPATION

None

LETTERS TO THE DEPARTMENT

None

OLD BUSINESS

A. Turkey Trot Report Presentation

Springer presented an overview of the 2012 event. Would like to continue naming the race charity early to include in all promotional materials. Niles Township Food Pantry was the 2012 charity selected by the Park and Recreation Board.

Ito: I like the food pantry as the race charity. Worked out well. It's an important piece of the community.

Lovering: It's a very seasonal/appropriate fit with the holidays, food.

Tomacic: This is a neighborhood race. It's nice to give back to the community.

Ito: There are more and more people in need.

Hincapie: Will address the race charity every year with Park and Recreation Board. Will keep Niles Township Food Pantry for the official 2013 Turkey Trot charity.

Tomacic: I also like tying the food donation in with the raffle entry.

Lovering: I see there were complaints about the lack of water and safety issues with the Drumstick Dash.

Springer: We are addressing having more water allocated to the finish line and adding a water station to the course. We are also looking at alternatives for the Drumstick Dash to better blockade the course itself while still allowing parents to take photos of kids as they participate. Staff has discussed moving the race inside the park or using physical barriers for 2013.

NEW BUSINESS

A. Skate Spot at Springfield Park

Thurman provided background on the original skate park discussions taking place in 2009 which resulted in forming the Skate Park Task Force. The Skate Park Task Force designated Springfield Park as the site for a future skating area. The current playground replacement project is under budget by \$61,784. Staff is recommending allocating \$57,441 to build a skate spot in Springfield Park utilizing American Ramp Company.

Hincapie: Staff made sure American Ramp Company followed proper procedure for the bidding process. Assistant to the Village Manager and the Village attorney agree that they have.

Hardin: Have you seen other skate parks American Ramp Company has designed?

Thurman: I contacted two other communities in MO and TN; both were very happy with workmanship.

Ito: Sounds great. The kids were so excited about the skate park.

Hincapie: – I did not announce this meeting, but will tell people of the 3/19 Village Board meeting as well as send a letter to neighbors with updates on the playground.

Tomacic: Will there be special signage?

Thurman: Yes, will work with legal on signage. Updating signage in all parks.

Hincapie: There is a misperception that only bad kids skate. Good kids like to skate. It's just a different sport and we need to remove the negative stereotype.

Ito: It would be nice to have kids at the meeting.

Thurman: Having the skate park may help us increase teen programming by offering lessons and organizing competitions.

Hincapie: This will be a drop-in facility without a supervisor

Ito: I think this is a great spot since it's more industrial

On motion, Lovering/Ito recommends adoption of a resolution awarding a bid through the National Joint Powers Alliance Purchasing Cooperative, Contract 081910, for the purchase and construction of a skate spot at Springfield Park from American Ramp Company of Joplin, MO in the amount of \$57,441.10. 7-0, motion passed.

CHAIRPERSON'S REPORT

None

COMMISSIONERS' REPORT

None

DIRECTOR'S REPORT

The vacant lot noted in report is at Pratt and Nokomis. Owner has requested the property be taken off the tax rolls for the duration of the lease. Looking into this with Finance and Village attorneys.

Pabst: It's a really busy street.

Smith: Pratt is busy, that's why we felt adult fitness would be better suited than youth programming.

Hincapie: Lincolnwood Centennial Park is on a busy street also. The trend in recreation is for adult fitness parks. We would install 5-6 pieces of equipment with an asphalt path around the perimeter.

Lovering: What would the development cost be?

Hincapie: \$15-\$20K for equipment.

Bass: This would be a good sponsorship opportunity, perhaps for a healthcare company.

Hincapie: We've been working with Concentra Primary Care on senior programs. May be something they are interested in supporting.

Lovering: The Traffic Commission denied the request for a stop sign at O'Brien Park, which got me thinking. Where else might there be irregular placement? Stop sign at Goebelt Park?

Hincapie: We are trying to consolidate signage. It seems to depend on who is in charge at the time what sort of signage is approved/supported.

Lovering: Should we recommend a "stop if you see someone in the crosswalk" sign?

Ito: It would be better if we proposed looking at all of the parks, not just one.

Gratch: Let's take a look around and see if other areas may need to be reviewed.

Hincapie: Staff can provide an overview of each park listing speed bumps, stop signs, crosswalks, etc. Staff will report back in May. We are also looking at signage for the bike path.

STAFF REPORTS

A. SUPERINTENDENT OF RECREATION – JAN SPRINGER

Attended a meeting with the new website designers, American Eagle located in Park Ridge. Very excited about the new website.

B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN

Springfield Park playground has been removed. Installing two pool lifts. Hiring for pool staff continues. Have talked with a management team and am looking at other creative options for filling the pool manager vacancy. Applications are available online or in the office.

C. COMMUNITY CENTER PROGRAM SUPERVISOR, KATIE SMITH

Spring Break has been canceled due to low enrollment. Camp registration is going well. Camp interviews start this week.

Ito: Don't give up on Spring Break. Programming goes in cycles.

Hincapie: Community Center rentals are up. Word of mouth advertising is working.

Bass: What is R.I.P.P.E.D.?

Smith: It's more of a conditioning class, incorporating toning exercises, strength training, circuit training. This session we have 25 registered with four males.

D. COMMUNITY OUTREACH COORDINATOR, GENELLE IOCCA

As noted in report.

E. YOUTH PROGRAMS COORDINATOR, MELANIE UNTERFRANZ

As noted in report.

ADJOURNMENT

On motion, Ito/Tomacic to adjourn the meeting at 8:02 P.M.

Park Board Minutes prepared by: Jan Springer, Superintendent of Recreation

Park and Recreation Board President:

Signature

Date



The Liponi Foundation for Special Recreation
6820 W. Dempster Street, Morton Grove, IL 60053

Officers

Telephone: 847/966-5522

President

Fax: 847/966-8340

Ron Lundin

President Emeritus April 2, 2013

Tom Vitello

Vice President

Ron Stein

Village of Lincolnwood

Treasurer

Jan Hincapie

Stella LiPomi

6900 North Lincoln Avenue

Secretary

Lincolnwood, IL 60712

Suzanne Bear

Dear Friend of the Liponi Foundation:

Trustees

Suzanne Betts

I would like to thank you for your donation of the Lincolnwood Pool Pass for a Family of Four in support of the Liponi Foundation Dinner Dance and Silent Auction. Your donation was much sought after.

Joseph Guzzardo

Fred Minelli

Amy Przybylo

You may already know that every dollar raised by the Lipon Foundation goes directly to support the Maine-Niles Association of Special Recreation (M-NASR) in its efforts to offer quality recreation and leisure activities to children and adults with any type of disability who reside in Maine and Niles Townships.

Larry Sorensen

Dolores Stanton

Dean Strzelecki

Fred Tokowitz

Christopher Worthley

Because of the wonderful giving friends like you, organizations like ours that depend on donations to help others are able to do so. Thank you again for taking an interest in the work that the Liponi Foundation does.

Enclosed is the program from the evening listing your name as a donor.

Sincerely,

Ronald E. Lundin

President

March 19, 2013

Ms. Jan Hincapie
Lincolnwood Parks and Recreation Department
7055 N Kostner Ave
Lincolnwood, IL 60712

To our wonderful donors!

Thank you so much for supporting Northside College Preparatory High School's 2013 Reach for the Stars Gala held on March 15th, 2013 at Reza's. It was a huge success on all fronts. Through your donation, we exceeded our goal and raised much-needed funds for the following programs at Northside: fine arts, athletics, college counseling, technology, drama and the library.

We rely upon these contributions to support our academic programming. **Please know, we encourage our community to patronize our business donors in return throughout the year!**

For your record keeping, The Friends of Northside Tax ID# is 36-4391169. We trust your internal accounting practices will play the definitive role in tax reporting and generating required documentation. Please do not hesitate to contact us for any additional documentation at email: stephaniperlmutter@gmail.com.

Thank you again for playing a key role in the success of our Reach for the Stars Gala. The entire Northside College Prep community genuinely appreciates your generosity.

Sincerely,

The 2013 Gala committee

Thanks!

Friends of Northside is a tax-exempt entity pursuant to the Internal Revenue Code and all donations are deductible to the extent permitted by law

Request For Board Action

REFERRED TO BOARD: May 21, 2013

AGENDA ITEM NO:

ORIGINATING DEPARTMENT: Parks & Recreation

SUBJECT: Approval of a Recommendation by the Park and Recreation Board to Adopt an Ordinance, Waiving Section 6-3-2(B) of the Village Code that Governs Park Hours, Extending the Closing Hours of Proesel Park From 11:00 to 11:30 pm on the Friday, August 2 and Saturday, August 3, and Waiving the Enforcement of Section 9-1-3 of the Village Code that Requires the Issuance of Business Licenses for all Individuals, Firms, or Corporations Conducting Business in the Village, for the 2013 Lincolnwood Fest

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Friends of the Community Center Committee will once again plan and implement Lincolnwood Fest, a four day festival in Proesel Park. The event will be held August 1-4, 2013. Music, food, a beer/wine tent, a car show, pancake breakfast, business exposition and a carnival will be featured as part of the weekend's activities.

Hours for the event are as follows:

Thursday - 5:00-10:00 pm
Friday - 5:00-11:00 pm
Saturday - Noon-11:00 pm
Sunday - 10:00 am - 9:00 pm (Was 10:00 pm in prior years)

Per Chapter 6, Article 3, Section 2(B) of the Village Code, No person shall be in or remain in Henry A. Proesel Park between the hours of 11:00 pm and 6:00 am on the following day, each and every day of the year. Last year the Police Department asked to extend closing hours for the park to 11:30 pm on Friday and Saturday. Fest activities will cease at regular closing time. The extension of park hours will keep the park illuminated allowing for safe passage out of park for visitors at the end of the night.

Per Chapter 9, Article 1, Section 3 of the Village Code, It is unlawful for any individual, firm or corporation to operate or conduct a business based within the Village without first having obtained a business license. Approval of this Ordinance will waive the business license fees for food and product vendors for the four-day festival.

FINANCIAL IMPACT:

The revenue produced by the sale of business licenses for Lincolnwood Fest would be approximately \$250.

DOCUMENTS ATTACHED:

1. Proposed Ordinance
2. Draft Minutes of the May 14, 2013 Park and Recreation Board Meeting

RECOMMENDED MOTION:

Move to approve an Ordinance, waiving the enforcement of section 6-3-2(B) of the Village Code, extending the closing hours of Proesel Park From 11:00 to 11:30 pm on Friday, August 2 and Saturday, August 3, and waiving the enforcement of section 9-1-3 of the Village Code that requires the issuance of business licenses for all vendors associated with the 2013 Lincolnwood Fest

Request For Board Action

REFERRED TO BOARD: May 21, 2013

AGENDA ITEM NO:

ORIGINATING DEPARTMENT: Parks and Recreation Department

SUBJECT: Approval of a Recommendation by the Parks and Recreation Board to Adopt an Ordinance Waiving Enforcement of Section 10-2-36(A) of the Village Code for the Sale of Alcoholic Beverages at the Community Center on Saturday, July 13 and Sunday, July 14, 2013 for the Lincolnwood Craft and Imported Beer Fest

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The Beverage Retailers Alliance of Illinois, a not-for-profit organization, would like to host the Lincolnwood Craft and Imported Beer Fest at the Community Center. The event would be held on Saturday and Sunday, July 13 and 14, from 1-5 pm each day, and will be marketed as an adults-only event. Participants will have the opportunity, for an entrance fee of \$30, to taste beers from all over the world. Lincolnwood Wine & Spirits and Louis Glunz Beer, Incorporated, are partners in this event. A portion of the proceeds will go to benefit NOFAS, the National Organization of Fetal Alcohol Syndrome, which exists in an effort to educate the public and raise awareness.

Chapter 10, Article 2, Section 36(A) of the Village Code states that no alcoholic beverage shall at any time be sold or distributed for any tangible consideration in or about the Community Center. Approval of this Ordinance will waive the enforcement of this portion of the Village Code. The organizers of this event will be required to obtain local and state liquor licenses, appropriate insurance and adhere to Chapter 10, Article 2, Section 35 of the Village Code regarding Product Sampling.

FINANCIAL IMPACT:

Approximately \$1,800 will be charged for the rental of the Community Center for this event.

DOCUMENTS ATTACHED:

1. Proposed Ordinance
2. Draft minutes of the May 14, 2013 Parks and Recreation Board Meeting
3. Letter of application from Robbin Frey of the Beverage Retailers Alliance of Illinois

RECOMMENDED MOTION:

Move to approve an Ordinance waiving the enforcement of Chapter 10, Article 2, Section 36 (A) of the Village Code allowing for the sale of alcohol Community Center on July 13 and 14, 2013 for the Lincolnwood Craft and Imported Beer Fest



Officers

President

DANNY PASSAGLIA
DiCarlo's Armanetti
@ Grand & Western

May 3, 2013

Sec'y-Treasurer

JERRY ROSEN
Extra Value Liquors
Buy Low Liquors

Regarding: Lincolnwood Craft and Imported Beer Fest

Directors

FRANK CARAVETTE
Armanetti &
Affiliated Companies

Dear Ms. Hincapie,

We at BRAI are very excited about this upcoming event. The Craft and Imported Beer Fest will give participants a fun opportunity to taste beers from all over the world. We are partnering with Lincolnwood Wines & Spirits and Louis Glunz Beer Inc.

BRIAN CHAPEL
Everett's Liquors

BRAI's role is as a planner and facilitator. We organize everything as well as handle set up and break down. The license will be applied for and held by Lincolnwood Wines & Spirits. They have the DRAM shop insurance as well as the liability insurance needed for the event.

GEORGE RANDALL
Randall Liquors

The tasting will be held on July 13 and 14th of 2013 and will run from 1 to 5 daily. During the four hour event, beer will be available for tasting. The participants will be given 5 ounce cups and the portion to taste will be approximately 2 ounces. Glunz Beer, as well as their brewery partners, will be providing the beer.

BUD SCHWARZBACH
Wine Discount Centers
PEL, INC.

As this is our first year hosting the tasting, we can not be certain of the attendance. We are hopeful that we will have 200 people per day and that people will love the event and Lincolnwood! Please let me know if you have any other questions.

MITCHELL SKLARE
Miska's Liquors
Ideal Promotions

ATUL SUVAGIA
Villa Liquors
Extra Value &
Lincolnwood
Wines & Spirits

Kindest Regards,

SCOTT TOMCZYK
Danny's Liquors

Robbin Frey

Executive Director

JERRY ROSEN
Legislative Liaison

ROBBIN FREY
Deputy Director

LAURA ROSEN
Office Manager/
Administrative Assistant



DIRECTOR'S REPORT

May, 2013

Jan Hincapie, Director of Parks and Recreation

jphincapie@lwd.org

Summer Student Intern

Our Department will welcome Philip Murphy, a senior student from Illinois State University, as our Summer Intern Student. Philip will serve a 12 week internship, starting May 15. While I will supervise the internship as a whole, he will work with all staff in a variety of areas of our department including marketing and public relations, sponsorship, special events, aquatics, park and pool maintenance, camps, as well as administrative and board functions. We are also speaking with a student from University of Illinois who has inquired about a summer internship with the Village. This wouldn't be done to complete his degree. He is just looking for experience working in the municipal setting.

Bike Path Update

Staff is still waiting for the approval of phase II engineering agreements for the proposed bike path on the Union Pacific railway. We were told it would be approved in Mid-May. As soon as we receive word that the agreements are approved staff will engage Gewalt Hamilton & Associates to start engineering with the development of plats and legal descriptions. Once this is complete we can engage the IDOT-approved appraiser, Frank Lorenz, Jr. to start the appraisal of the land. This will be followed up by a review appraisal done by another IDOT-approved appraiser, which will lead to the hiring of an IDOT-approved negotiator to negotiate the purchase from Union Pacific.

Staff is waiting to hear back from ComEd regarding the landscape requirements for the land that will be leased for the proposed bike path. Once the landscaping requirements have been clarified, the draft lease will be submitted to attorneys for review and approval. Staff is also waiting for final approval on the phase one report for the proposed bike path, and phase two engineering agreements.

Both paths should be constructed in 2014 and will be bid as IDOT construction projects.



Superintendent of Recreation Report

Jan Springer Wu, CPRP

May 2013

jspringer@lwd.org

Department Communication

- **Facebook**

The department's Facebook presence remains strong. We have 360 "likes" as of 5/6/2013. Posts that have reached the largest audience include announcement regarding Village flooding on 4/18 (617), non-resident pool pass sale reminder on 4/19 (367), photo of pool on 4/25 (352) and photos of new amphitheater and post for Family Fun Fest on 4/10 (284). Posts that were shared included Community Center rentals, E-Town Tennis announcement, day camp, Family Fun Fest (three posts) and Proesel Park Family Aquatic Center.

- **Website**

American Eagle submitted the first draft of the new Village homepage for committee review. The new site will be a huge improvement over our existing website. It has been designed to be more user-friendly and should launch late summer or early fall.

- **Constant Contact**

The following items were sent out through Constant Contact during the past month with open rates listed for each:

1. April Community Center Rental Survey (50%)
2. Non-Resident Membership Cards (84%)
3. Family Fun Fest (46%)
4. April Birthday Party Survey (100%)
5. 2013 Non-Resident Pool Membership Announcement (72%)
6. Early Bird Pool Fee Reminder (73%)
7. Early Bird Camp Fee Reminder (60%)

- **United States Postal Services Mailings**

Postcards were sent out through the USPS for the May 11 Family Fun Fest to every Lincolnwood household. Postcards have been designed and ordered advertising the Summer Concert Series for distribution in mid-May.

Continuing Education

I attended an Active Network Lunch and Learn on April 25 in Wood Dale focusing on marketing. On May 22, I will attend a Labor and Employment Law Breakfast Briefing at Holland and Knight.

Social Club

I completed two grant applications for funding through the Niles Township Government. One grant was for the Niles Township/Village of Lincolnwood Subsidized Taxi program; \$3,500 was requested. The second grant was for the Lincolnwood Social Club; \$3,500 was also requested for this program. I will update you on the status of these two grants in the coming months.

Seasonal Program Report

Please see attached.



MEMORANDUM

TO: Jan Hincapie, Director of Parks and Recreation
FROM: Jan Springer Wu, Superintendent of Recreation
DATE: April 30, 2013
SUBJECT: 2013 Winter Program Report

This report outlines participation numbers and revenues/expenses for recreation programs offered during January – March, 2013. The report includes the following program areas:

- Special Events
- Tot/Youth Programming
- Club Kid/Winter Break Escapes
- Birthday Party Packages
- Outdoor Adventure Recreation
- Exercise, Fitness and Health
- Senior Programming
- Tennis Programs
- Cooperative Youth Programs

Special Events

The Daddy Daughter Dance is one of our most popular special events. This year's event was once again held at Monastero's Ristorante on February 1. Guests enjoyed an evening of dinner and dancing with a Valentine's theme.

Staff Recommendations: *Continue offering the Daddy Daughter Dance, as it is a Lincolnwood favorite; research alternative locations to reduce expenses.*

Program	Ages	# of Participants	Revenue
Daddy Daughter Dance	Grades K-6	175	\$5,873
TOTAL		175	\$5,873
TOTAL EXPENSES			\$4,357
NET INCOME			\$1,516

Tot/Youth Programming

Youth afterschool programs remain popular. We have yet to find our niche for the tot age group (0-4 years). Classes held immediately following school dismissal at Todd Hall and Rutledge Hall are the most popular. Staff has worked hard to nurture our relationship with School District 74, allowing us to continue using space for afterschool programming.

Staff Recommendations: Continue researching possible tot programs. In addition to in-house programs, staff will look at offering cooperative programs with neighboring park districts to see if that proves more attractive to residents. Youth programs remain strong, so we will continue with our seasonal offerings for the afterschool demographics with the exception of Chess Wizards which will be discontinued and Taekwondo which will be replaced by Karate.

Program	Ages	# of Participants	Revenue
Rock 'n Kids	12-24 months	0	0
Kid Rock	2-3 years	0	0
Winterpalooza - Kid Rock	1-5 years	0	0
Indoor Playground	9 mo.-4 years	11	\$22
Gary Kantor's Magic Class	5-12 years	9	\$192
Saturday Morning Sports	Grades 3-8	217	0
Friday Night Sports	Grades 5-8	156	0
Zumbatomic – Session I	Grades 3-5	9	\$360
Zumbatomic – Session II	Grades 3-5	8	\$400
Taekwondo	Grades K-5	9	\$1,170
Digital Animators Workshop	Grades 3-5	5	\$780
Chess Wizards	Grades 3-5	0	0
Basketball at Todd Hall – Session I	Grades K-2	12	\$480
Basketball at Todd Hall – Session II	Grades K-2	12	\$480
Basketball at Rutledge Hall – Session I	Grades 3-5	16	\$640
Basketball at Rutledge Hall – Session II	Grades 3-5	16	\$640
Sporstmania-Session I	Grades K-2	12	\$480
Sporstmania-Session II	Grades K-2	11	\$440
Soc-Key	Grades K-2	12	\$672
Amazing Art with Sunshine Crafts	Grades K-5	7	\$896
TOTAL		522	\$7,652
		TOTAL EXPENSES	\$2,087
		NET INCOME	\$5,565

Club Kid & Winter Break Escapes

There are a total of 40 children registered for Club Kid. Care was offered over winter break, but all four days were canceled due to low or no enrollment. Two "School's Out" field trips were also scheduled this winter but canceled due to low or no enrollment on March 1 and March 4.

Staff Recommendations: Continue offering Club Kid at Rutledge Hall. Discontinue offering care during winter break. Continue offering "School's Out" care but plan activities in more of a drop-in format at the Community Center so that we are not dependent on transportation.

The breakdown by day and school for Club Kid is as follows:

School	Monday	Tuesday	Wednesday	Thursday	Friday
Todd Hall	13	17	12	17	12
Rutledge Hall	10	9	8	12	7
TOTAL	23	26	20	29	19

Participants are given the option of registering for one – five days per week. Registration breakdown by number of days per week is outlined below:

1 Day	2 Days	3 Days	4 Days	5 Days	Total
7	13	6	4	10	40
\$3,370	\$13,480	\$11,360	\$3,912	\$24,685	*\$56,807
TOTAL EXPENSES					*\$31,475
NET INCOME					*\$25,332

*Revenue and expense totals are for the school year to date.

Birthday Party Packages

This is a new program area for the Department, and one that staff feels has the potential to grow considerably. All parties are held at the Community Center. Parents select from one of eight themes or work with the Youth Program Coordinator to customize a unique party theme.

Staff Recommendations: Continue offering birthday party packages, researching and adding new themes to remain current.

Month	# of Parties	Party Themes	Revenue
January	2	Indoor Playground, Angry Birds	\$815
February	1	Angry Birds	\$237
March	3	Angry Birds, Carnival Party, Indoor Playground	\$730
TOTAL	6	\$1,782	
TOTAL EXPENSES		\$412	
NET INCOME		\$1,370	

Outdoor Adventure Recreation

Lincolnwood Parks and Recreation has partnered with REI to offer several programs in the Outdoor Adventure Recreation area this winter. These classes will take place primarily at Lincolnwood Centennial Park. The series will continue with spring offerings that are less weather-dependent including outdoor photography and bike maintenance. We anticipate this program area growing within the next one to two years.

Staff Recommendations: Continue offering Outdoor Adventure Recreation classes, both with REI and in-house, to highlight the new features of Lincolnwood Centennial Park.

Program	Ages	# of Participants	Revenue
Learn to Cross Country Ski – Session I	14 years +	CANCELED – NO SNOW	0
Learn to Cross Country Ski – Session II	14 years +	CANCELED – NO SNOW	0
Learn to Snowshoe – Session I	14 years +	CANCELED – NO SNOW	0
Learn to Snowshoe – Session II	14 years +	CANCELED – NO SNOW	0
TOTAL		0	0
TOTAL EXPENSES		0	
NET INCOME/LOSS		0	

Exercise, Fitness and Health

The department has had much success in the fitness area recently with the expansion of the Zumba program. Staff is trying to maximize the Community Center usage during prime fitness hours by offering smaller classes, such as Tai Chi, in the small room, freeing up the large room for a broader base program such as Bill's Boot Camp.

Staff Recommendations: *Continue adjusting the fitness schedule in the Community Center to free up space during optimal fitness class times. Advanced classes will be offered for yoga to allow students the opportunity to develop their practice beyond the beginner stage.*

Program	Ages	# of Participants	Revenue
Peace Yoga	16 years +	15	\$1,641
Tai Chi for Older Adults (AM Class)	45 years +	0 - CANCELED	0
Tai Chi for Older Adults (PM Class)	45 years +	9	\$608
R.I.P.P.E.D Fitness Formula Workout	16 years +	26	\$2,169
Zumba (Sunday)	16 years +	21	\$1,668
Zumba (Tuesday)	16 years +	18	\$1,239
Zumba Gold	16 years +	11	\$626
Bill's Boot Camp	16 years +	0 - CANCELED	0
Drop-In Revenue – R.I.P.P.E.D		16	\$160
Drop-In Revenue - Zumba		45	\$477
Drop-In Revenue – Zumba Gold		4	\$40
TOTAL		165	\$8,628
		TOTAL EXPENSES	\$3,937
		NET INCOME	\$4,691

Senior Programs

The Lincolnwood Social Club currently has 118 members. Of those, 52 are Lincolnwood residents and 66 are non-residents. We average 20 seniors per week for drop-in senior exercise, five per week for drop-in bridge club and seven for drop-in mah jongg. We take an average of two trips per month which require transportation. When possible we use the Maine-Niles Special Recreation Association 13-passenger mini bus free of charge. By doing so, we only pass on the cost of the driver to the seniors.

Staff Recommendations: *Continue offering a wide variety of programs, including low and no cost options to meet the needs of all of our members and area seniors. Our goal is to grow membership for 2013-14 while maintaining a high level of satisfaction with our current members.*

Program	# of Participants	Revenue	Program	# of Participants	Revenue
Sunset Boulevard at Drury Lane	8	\$630	February Lunch Bunch at Outback Steakhouse	9	FREE
Now and Forever at Marriott Theatre	11	\$860	We're Going to Greece!	12	\$660
January Lunch Bunch at Olive Garden	6	FREE	South Pacific at Marriott Theatre	12	\$896
Free Tai Chi Demo	0 - Canceled	FREE	Let's Visit Ireland	8	0
Movie and Lunch – Hope Springs	0 - Canceled	0	Movie and Lunch - Argo	13	\$117
Free Concert – Tony Bernard	21	FREE	Free Day Downtown	0 - Canceled	0
City-Style Lunch Bunch Millennium Park Grill	13	\$195	St. Patrick's Day Party	28	\$280
Free Cooking Demo with Lincolnwood Place	6	FREE	AARP Defensive Driving	9	0
Movie and Lunch - Lawless	0 - Canceled	0	City-Style Lunch Bunch – Manny's Deli	12	\$180
March Lunch Bunch – Village Inn Pizzeria	4	FREE	Free Bingo	12	FREE
Drop-In Senior Exercise					\$990
TOTAL				184	\$4,808
SPONSORSHIP TOTAL					\$2,473
TOTAL REVENUE					\$7,281
TOTAL EXPENSES					\$5,409
NET INCOME					\$1,872

Tennis Programs

Midwest Tennis Programs, LLC will provide tennis instruction through the end of the spring season. We welcome E-Town Tennis this summer and look forward to an increase in participation with the new provider.

During the winter months, Midwest Tennis Programs, LLC offered a total of 37 classes for youth through adult. Of those 37 classes, four classes (11%) were held as outlined below.

Staff Recommendations: Nurture new relationship with E-Town Tennis beginning in June.

Program	Ages	# of Participants	Revenue
Youth Indoor Quick Start – Session I	7-9 Years	3	\$265
Youth Indoor Quick Start – Session I	10 Years +	2	\$180
Youth Indoor Quick Start – Session II	7-12 Years	5	\$565
Youth Indoor Quick Start – Session II	10 Years +	10	\$955
TOTAL		20	\$1,965
TOTAL EXPENSES			\$1,375
NET INCOME			\$590

Cooperative Youth Programs (CSL)

The Central Suburban League is comprised of Skokie and Morton Grove Park Districts and Lincolnwood Parks and Recreation Department. This winter we participated in the CSL Boys Basketball League. Working in cooperation with Skokie Park District and Niles North High School, we promoted Swim America with registration taken at Skokie Park District. Morton Grove and Niles West High School cooperatively offer Youth Gymnastics. Promotion was done through our winter/spring brochure for this program with registration being accepted at Morton Grove Park District.

Staff Recommendations: Continue offering cooperative programs allowing Lincolnwood children to participate with a larger group of area athletes.

Program	Ages	# of Participants	Revenue
Swim America	Non-Swimmer - Competitive	14	0
CSL Boys Basketball	Grades K - 8	32	\$2,850
Youth Gymnastics	18 Months - 18 Years	9	0
TOTAL		55	\$2,850
		TOTAL EXPENSES	\$2,497
		NET INCOME	\$353

Winter Participation and Revenue/Expense Totals

As noted below, our largest revenue-generating programs are Club Kid, Tot/Youth and Exercise, Fitness and Health. Areas we have designated for growth are Birthday Party Packages, Tennis and Outdoor Adventure Recreation. Senior and Cooperative Youth Programs are budgeted to break even; Special Events are budgeted at a loss for the 2013-14 fiscal year.

Program Area	# of Participants	Revenue	Expenses	Net Income
Special Events	175	\$5,873	\$4,357	\$1,516
Tot/Youth Programs	522	\$7,652	\$2,087	\$5,565
Club Kid/Winter Break Escapes	40	*\$56,807	*\$31,475	*\$25,332
Birthday Party Packages	6	\$1,782	\$412	\$1,370
Outdoor Adventure Recreation	0	0	0	0
Exercise, Fitness and Health	165	\$8,628	\$3,937	\$4,691
Senior Programming	184	\$7,281	\$5,409	\$1,872
Tennis Programs	20	\$1,965	\$1,375	\$590
Cooperative Youth Programs	55	\$2,850	\$2,497	\$353
WINTER TOTALS	1,167	\$92,838	\$51,549	\$41,289

*Revenue and expense totals are for the school year to date.



Superintendent's Report

Andy Thurman, Superintendent of Parks and Facilities

May, 2013

athurman@lwd.org

Proesel Park Family Aquatic Center

Staff started filling the pool on Tuesday, May 7. The filters will be working on May 9. The Public Works staff has been working diligently to have everything up and running for the season. They have started working on all of the plantings around the pool also. Public Works has been short-staffed all spring and have really done a great job getting everything done.

Our non-resident pool passes went on sale on Saturday, April 20 at 10am. All passes were reserved in thirty-two seconds. We had two staff members here to answer phones and take complaints. We had over seventy phone calls in thirty minutes. Most of these calls were complaints, but it was great customer service and the staff did a tremendous job diffusing angry calls. It took staff one week to input all of the non-residents who registered. We will be working on calling several families off of the waitlist. We have over 350 on the wait list this year. At this time we have sold 152 resident passes, this equates to 466 individuals.

I have been working on all of the interviews for Front Desk, Concessions and Maintenance at the pool, while my management team has done the interviews for lifeguards and instructors. We have over sixty guards this year. We have moved to a web-based scheduling software also.

Springfield Park

The playground at Springfield Park is complete. The American Ramp Company will be starting the Skate Spot project at the end of May and will be done with the project in June.

Park Inspections with IRMA

On Wednesday, May 08, I met with Roy Jensen from the Intergovernmental Risk Management Agency, to review the playgrounds in Lincolnwood. IRMA will send someone out once every two years to review our playgrounds and give us recommendations for areas that need attention. I inspect the parks monthly and Park Patrol spot checks all parks each day during their shift.

The regular monthly inspections are attached. I will provide IRMA's recommendations once I receive them in the next couple weeks.

Softball League

Our summer softball leagues started the first week of May. We have five teams on Wednesday, five teams on Friday and eight teams on Sunday morning.

Office Operations

We have hired a part-time staff member for our summer months. Leslie Koch is helping Chris Quill, our full-time clerk/receptionist, take registration, print pool passes and book the Community Center. We have been very busy in the office and are open again this year for four Saturdays in May and June, to alleviate long lines and accommodate pass holders who need their passes printed.

IPRA Seminar

On Friday, April 26, Jan Hincapie, Katie Smith and I attended a leadership seminar hosted by the Illinois Park and Recreation Association in Oak Brook. The speaker, Ian Hill, did an incredible job of connecting with members and relating to our daily challenges. This was a very educational and interesting seminar.

Playground Inspection Report Summary

Date(s) of Inspection: April, 2013

Inspector: Andy Thurman

Hazard Ranking System

- #1 – Condition should be corrected immediately, hazard level high
- #2 – Condition should be corrected as soon as possible, hazard level low
- #3 – Condition is aesthetic, brings the appearance of the park down
- #4 – ASTM Standard, will be fixed when the park is remodeled

PROESEL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Holes drilled in swings for drainage

KENNETH PARK (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Need ADA sand digger spring 2013
#4	PW		Mulch was washed up after the storms last week. Needs to be swept

KILDARE PARK (Equipment New 2007)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	ParksRec		New clear plastic circle to be ordered summer 2013

GOEBELT PARK (Equipment new 2007)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Blacktop on the ends of the basketball court spring 2013
#3	PW		Basketball court needs painting spring 2013
#3	PW		New ADA sand digger spring 2013
#3	PW		Holes drilled in swings for drainage
#2	PW		Please remove the horse and cones from the drain

O'BRIEN PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#2	PW		Can we add a new sloped sidewalk into the park near the new sidewalk?
#4	PW		Equipment needs cleaning/painting at next remodel
#3	ParksRec		New mirror piece will be ordered and installed summer 2013
#4	PW		Sand needs to be ordered for this park

ROSSI PARK (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		We need to order new swings in 2013
#3	PW		New ADA sand digger spring 2013

COLUMBIA PARK (Equipment New 2006)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Basketball court needs painting BAD
#3	PW		Drill holes for swing drainage

CENTRAL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Basketball court needs to be painted spring/summer 2013
#3	PW		Drill holes for swing drainage
#2	PW		There is a broken arm on one of the sand diggers

DRAKE PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Mulch will be ordered summer 2013
#3	PW		Remove spring equipment
#3	PW		Holes need to be drilled in the swing seats

SPRINGFIELD PARK (replaced spring 2013)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
			Brand new this month

G.G. ROWELL PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#4	ParksRec		New sand digger when park replaced
#3	PW		Holes need to be drilled in swings for drainage

FLOWERS PARK

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Please replace tennis nets
#3	PW		Please drill holes in swing seats to allow drainage
#4	PW		Blacktop by tennis and tree needs to be replaced
#2	PW		Remove flower spring equipment
#3	PW		Mulch will be ordered in the Spring 2013
#3	PW		Blacktop for the basketball courts

All water fountains need to be turned on in all parks.



Community Center Program Supervisor Report

May 2013

Katie Smith

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Community Center

The Community Center has new ADA compliant push button doors. With all of the senior programs that are run in the facility, this is a great addition. The next project will be deep cleaning the kitchen and padded chairs with an estimated completion date of early summer.

Rentals during the month of May are filling up, especially on weekends, in the Community Center. There were 11 rentals in May of 2012 (8 large room and 3 small room totaling \$3,325 in revenue. We are currently at six rentals (5 large room and 1 small room) for the month of May totaling \$2,125 in revenue.

Club Kid

I had a fabulous meeting with Rutledge Hall Principal Dr. Weiss. She has been very happy with the Club Kid program this year, and is on board with offering a C.I.T. (Counselor in Training) program for the 2013-2014 school year. The C.I.T. program will be open to students in 6th grade. We discussed the specifics and feel comfortable having four C.I.T.s enroll in the program next year. The C.I.T.s will be working on their own homework (helping the other kids if they have time) and be given a leadership role helping with snack, crafts, and planning an activity once a week. The C.I.T program will mirror the format of Club Kid; parents will be able to pick how many days per week they would like their child to attend. Once approved for the program, the C.I.Ts will be responsible for attending one evening of training to review expectations and get to know the Club Kid staff.

It is hard to believe but school is almost over! We have had a fantastic year and will be celebrating on May 17 with an end of the year family party. Families are encouraged to come for pizza, a recap slide show and to hang out with friends and staff from 6-8:00pm at the Community Center. This will be a great way to end the year on a high note and introduce our new C.I.T. program for next year.

Summer Camp/American Camp Association

We have hired our third summer camp coordinator. Michelle Meiri, who has been involved with the program for the past five years as a counselor and supervisor, has now moved up to a coordinator role. We are very excited to have someone with a strong day camp background be a part of our management team.

I have been in contact with our ACA visitors, and have a tentative visitation date set for Monday, July 29. Over the next few months I will be sending the visitors the information that has been collected for review to save on time the day of the visit.

Memorial Day

Memorial Day plans are coming together. I have been in contact with a few of our returning parade groups who will be participating again this year including Lincolnwood Library, Young Marines and the Niles West Marching Band. We have also generated some new interest including Swedish Covenant Hospital and First Security Credit Union. We are working on finalizing the program, setting up the order and getting the garden ready for the ceremony. Fingers crossed for beautiful weather!



Community Outreach Coordinator

May 2013

Genelle Iocca

giocca@lwd.org

Senior Programming

There are ten seniors signed up for the new Tech Talk classes for May and June. This is enough to run the program and is a manageable size group for the instructor. Also this month, the seniors will attend the annual Firemen’s Luncheon, and a performance of Barnum at the Mercury Theatre is also being offered. A lunch outing downtown at Fulton’s on the River is fully booked with seniors. The planning committee for the senior expo “Thrive after 55; Resources for Living Well” has met, and started promoting the event to businesses that may be interested in having a table at the event.

Concerts in the Park

All the activities, bingo and bands are booked and promotion is in full swing. We are creating an ad for the movie theatres that will run for ten weeks during the concerts. We also will have a digital ad on the Pioneer Press local websites in the region and a one-half page ad and 250 word editorial space in the Sun Times Summer Fun Guide that goes to the 50 top income Chicago suburbs. We have as well, printed a postcard that will be mailed to all residents of Lincolnwood. We also placed an ad in the fine arts event “Pasta and Pops” program at Niles West. We are also making use of the bus shelter ad space in Lincolnwood to promote the concerts.

Family Fun Fest

The Family Fun Fest will be held on May 11 from 1 to 3pm in Centennial Park. The final schedule of activities is below. We were able to secure a food truck, Sugar Pie Café, for the event that will be serving an assortment of desserts and refreshments. Promotion of the event has been strong, mailing postcards to every resident, sending flyers to the schools, sending out several press releases, handing out postcards and flyers at the schools and getting in the Chicago Parent newspaper and website calendars.

Time	Activity	Location
1 to 3pm	Food Truck – Sugar Pie Cafe	Pathway
1 to 3pm	Music by Mark Dvorac	Stage
1 to 2:15pm	Stilt Walking by Jason Kollum	Roaming
1 to 3pm	Disc Golf Demonstration and Play	First Tee
1 to 3pm	Kite Flying Demonstration	North Hill
	Chicago Kites	
1 to 3pm	Fishing w/Demonstration by Legendary Angler Don Dubin	Dock
1, 1:45, 2:30	Kayak Jaunts Down the Channel	Dock
	Kayak Chicago	
1 to 3pm	British Soccer Demonstrations	Open Lawn
1 to 3pm	Bike Safety Clinic and Bike Registration	Pathway
	Lincolnwood Police Department	
1 to 1:20pm	Yoga Class	Big Tent
1:20 to 1:40pm	Rock n Kids	Big Tent

1:40 to 2:10pm
2:10 to 2:30pm
2:30pm

Tai Chi Class
Martial Arts Demonstration
Jason Kollum juggling act

Big Tent
Big Tent
Big Tent



Youth Program Coordinator Report

May 2013

Melanie Unterfranz

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Afterschool Programming

Afterschool Athletics

After school athletic classes continue to be successful. The enrollment was full for the first session and almost filled, one spot open, for the previous session. For the current session, we have two spots remaining in T-ball and two spots in Basketball at Rutledge Hall. Classes have been running very smoothly for the current session.

Class	Enrollment First Session	Enrollment Last Session	Enrollment This Session (Started wk. of April 1st)
Soc-key/Soccer	12	Same class	12
Sportsmania/T-ball	12	11	10
Basketball at Todd	12	12	12
Basketball at Rutledge	16	16	10

Contractual Classes

The classes are running smoothly this session. We continue to offer Zumbatomic, Computer Explorers, Tae Kwon Do, and Amazing Art for the second Spring session. The last session of classes began the week of April first. We had to cancel Magic with Gary Kantor due to low enrollment. I have secured a new provider for future Martial Arts classes. Fonseca Martial Arts will take over the after school classes in the fall. We have a new instructor teaching Zumbatomic. Judy Mooney has taken over the classes at Rutledge Hall.

I have a meeting scheduled with the principals at both Todd and Rutledge to discuss the classes that we will offer in the 2013-14 school year. I am proposing we continue to run the athletic classes, Zumbatomic, Fonseca Martial Arts, Computer Explorers, and Amazing Art again. I will not continue to offer Chess Wizards due to the lack of interest.

Class	Enrollment First Session	Enrollment This Session	Enrollment This Session (Started wk. of April 1st)
Zumbatomic	9	8	9
Tae Kwon Do	9	Same class	0 - Canceled
Computer Explorers	5	Same class	6
Chess Wizards	0 - Canceled	Same class	0 - Canceled
Amazing Art	7	Same class	9
Magic with Gary Kantor	9	No class	0 - Canceled

New Summer Classes

We will be offering new classes this summer starting in June.

- Jennifer Ameneiro will be teaching Zumbatomic on Tuesday evenings and Saturday mornings.
- Mike Wickey will be instructing archery on Wednesdays.
- Fonseca Marital Arts will be offering Marital Arts classes on Thursday evenings and Saturday Mornings.
- Gary Kantor will offer a magic class in August.

Class	First Session	Second Session
Zumbatomic (Tues)	0	0
Zumbatomic (Sat)	0	0
Archery	3	1
Martial Arts (Sat)	0	Same class
Martial Arts (Thurs)	3	Same class
Magic with Gary Kantor	No class offered	0

Birthday Party Packages

The next party is scheduled to be a combination Lego and Angry Birds party. I distributed flyers to the Lincolnwood schools and a few of the private schools in the surrounding communities. We have also professionally printed tri-fold party brochures to distribute throughout the community. I am currently communicating with a couple parents about Wii birthday parties in June and July. I am interviewing candidates for the birthday party facilitator position to step in over the summer as I focus 100% on day camp.

Summer Camp

We have officially hired our third camp coordinator. Michelle Meiri will start on May 14th. We have interviewed 60 candidates for summer camp position. Of the 60, 25 are returning staff which we have rehired for this season. We have hired 42 staff and have a minimum of 18 positions left to fill. Group interviews are scheduled for May 14th and May 29th. The process of booking field trips and entertainers for camp is ongoing.