

**LINCOLNWOOD PARKS & RECREATION BOARD**  
**REGULAR BOARD MEETING**  
**Tuesday, September 9, 2014, 7:00 pm**

**AGENDA**

- I. Call to Order
- II. Approval of August 12, 2014 Minutes
- III. Audience Participation
- IV. Letters/Notes from the Public
- V. Old Business
  - A. Public meeting for the bike/pedestrian overpass at the ComEd bike path
- VI. New Business
  - A. Presentation of the Winter-Spring Program Report - Gamroth
- VII. Chairperson's Report
- VIII. Commissioners' Reports
- IX. Director's Report
- X. Staff Reports
- XI. Adjournment

Posted: September 5, 2014



## **Lincolnwood Parks and Recreation Board Meeting**

Lincolnwood Village Hall – Council Chambers

August 12, 2014

DRAFT MINUTES

### **CALL TO ORDER**

The meeting was called to order at 7:03 P.M.

### **PRESENT AT MEETING**

Park Board Members: Demerise Gratch, Barry Bass, Sarah Hardin, Art Lovering, Laura Tomacic, Jennifer Spino Absent: Gail Ito

Parks and Recreation Department Staff: Jan Hincapie, Director of Parks and Recreation

Village Board Liaison: Trustee Craig Klatzco

Guests: Beryl Herman, Village Clerk and Qui Lam, Grossinger Auto Group

### **APPROVAL OF MINUTES**

On motion, Hardin/Tomacic to approve the meeting minutes of the July 8, 2014 as presented. 6-0, motion passed. Board Member Lovering commended Superintendent Gamroth on capturing every conversation that occurred at the meeting.

### **AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC**

None

### **OLD BUSINESS**

#### **A. Feedback Regarding the 2014 Lincolnwood Fest**

**Hincapie** – Soliciting input for a wrap-up meeting with Barb Faermark.

**Lovering** – The carnival looks better every year and the car show runs like clockwork. He also stated that the wrestling was corny, but fun. He thought the food was okay, but maybe it is time for an upgrade. He stated that he was, overall, very pleased. It is well-run and clean.

**Hincapie** – It is difficult to get food vendors. It is expensive to have a mobile operation. They intentionally keep the number of food vendors to a minimum so it is worth their while to set up for the four days.

**Gratch** – Barb Faermark seems to have a ton of energy. I watched her and wondered how she does it!

**Klatzco** – Commented that he appreciated the temporary crosswalk that had been painted across Lincoln Avenue

### **NEW BUSINESS**

#### **A. Request from Grossinger Auto Group for an employee picnic in Proesel Park on September 14, 2014 from 1:00-4:00 pm**

**Hincapie** introduced Qui Lam, Caroline Grossinger's assistant who was representing Grossinger for this request. Ms. Lam said that Grossinger is humbled at the opportunity to have their employee picnic right in their own backyard.

**Hincapie** presented an excerpt from the Village Code that illustrated the requirement for approval from the Park Board to have over 150 people in the park. Grossinger is requesting to have 300 people attend. Hincapie had met with the other Department Heads in the Village to discuss the request. Fees will be charged for the use of the baseball, volleyball and basketball courts at a rate of \$40 per hour. Two Public Works staff will be on duty that day to assist with set-up and clean-up in an amount not to exceed \$907.61. The shelter rental cost is \$200 for the day. There will be an extra Park Patrol staff person on duty, as well. Additional grills will be allowed and inspected by the Fire Department. A "bounce house" will be erected after JULIE lines have been marked and a certificate of insurance has been received. There will be a disc jockey, but no permit is needed. The Parks and Recreation Department will let Grossinger use their large camp coolers for no charge. The Aquatic Center Parking lot will be designated for their use, plus the parking around the park and on Village streets, if necessary.

There is also Community Center rental that day with 200 people expected. The Village Hall parking lot will be designated for their use, as well as parking along Lincoln Avenue, around the park and on Village streets, if necessary.

Members of the Board and staff made suggestions to Grossinger regarding their event:

**Gratch** – suggested a shuttle to bring people from outlying areas to the park and asked Grossinger to Encourage carpooling.

**Bass** –suggested that Grossinger think about valeting cars.

**Lovering** – suggested wristbands for employees so they can identify guests at the picnic. He also asked what happens in the event of bad weather.

**Gratch** – suggested providing maps to the park for out-of-towners

**Hincapie** – let them know that the 40 x 40 tent that is erected by the pool is available for rental. Asked that they let us know if they are interested because it will be taken down within the next couple of weeks not that camp and concerts are over.

**Gratch** – suggested signage in the park at parking lots so they are designated for specific groups

Hincapie will follow up with Grossinger in writing regarding the terms of the rental. On motion, Bass/Tomacic to approve the request from Grossinger to have 300 people at their Employee Picnic on September 14, 2014 in Proesel Park from 1:00-4:00 pm.

#### **CHAIRPERSON'S REPORT**

None

#### **COMMISSIONERS' REPORTS**

None

#### **DIRECTOR'S REPORT**

**Hincapie** – As requested by Board Member Ito following the June meeting, an update was given regarding the ComEd lease that was presented at that meeting. At the time the cost of the rent had not been determined. Normally, ComEd recreational leases are offered at a one-time cost of \$1. This lease is unique because in order to continue the path to the Village boundaries to the North, the path has to cut through land that is already leased by PUIG Company, a private business. The land currently included in a private lease between PUIG Company and ComEd, was used for parking adjacent to Publishing International. Staff met with PI and representatives from the PUIG Company to ask if they would be willing to give up a portion of their lease to allow for the bike path. They were very supportive and, as a result, the Village is required to pay the portion of their lease that is contributed to this piece of land through 2018. The cost is approximately \$12,000 per year for four years. The Board appreciated the update and supported bringing the lease to the Village Board for approval on August 19, 2014.

#### **STAFF REPORTS**

**Hincapie** updated the Board as to the challenges that have been brought about by the change in the School District #219 schedule. Kids started August 12, so the Parks and Recreation Department has not only started to lose college kids, but now we have lost our high school staff during the day also. Supt. Stachiewicz has done a nice job of working to fill the gaps for the final weeks of the pool operation. A partnership has been developed with Northeastern University to allow for our swimmers to go to their pool in the morning between 8 and 10 am. A lifeguard training class was held to recruit new staff. We will staffing the pool as best we can now through Labor Day. In the past, we have closed entirely the final week of August. This year I chose to keep the pool open that week because of the potential of having to shut down parts of the pool the two weeks prior. Supt. Stachiewicz will be managing the pool in the final weeks due to our management staff leaving for jobs and school. We will work through emails and social media to keep our members and residents informed of our hours and closures.

#### **ADJOURNMENT**

Meeting adjourned at 7:48 P.M.

Park Board Minutes prepared by: Jan Hincapie, Director of Parks and Recreation

## Hincapie, Janice

---

**From:** Adrienne Stern <adriennestern@att.net>  
**Sent:** Monday, September 01, 2014 6:17 PM  
**To:** Hincapie, Janice; Turry, Gerald  
**Cc:** Stachewicz.Christopher  
**Subject:** pool

Sadly, today is Labor Day and I reluctantly left my favorite haunt a short time ago. I want to praise the operation of the pool this year. I cannot recall a year in which the ladies locker room was ever so sanitary and smelled so very clean. The female attendants were not only efficient but pleasant at all times. All the maintenance personnel, for that matter, were exemplary. The lifeguards were exceptionally well trained and seemed to be quite friendly in addition. The season seemed to go smoothly without any major incidents and Chris Stachewicz has proven to be a quite capable and knowledgeable supervisor. Jasmine did a wonderful job as did all the assistant managers and we all remarked about the pleasant consistency of the water temperature which lasted the whole season. Everyone appreciated the effort extended in keeping the pool open during this past week also. Couldn't ask for more than this for next summer! Hope you all have a nice, mild winter.  
Adrienne Ehrlich Stern

## Hincapie, Janice

---

**From:** Hincapie, Janice  
**Sent:** Thursday, August 14, 2014 11:02 AM  
**To:** 'mprest7@gmail.com'  
**Cc:** Rimdzius.Melissa; Gamroth.Katie; Wiberg, Tim; Demerise Gratch  
**Subject:** RE: Summer Day Camp - Many Thanks

Dear Mr. Prest;

Thank you so much for your email regarding camp. We are so pleased that you and your children had a good experience. The Village of Lincolnwood takes great pride in offering a safe, fun, and diverse camp program for our families. As a parent, we want you to walk away from drop-off knowing that your kids are good hands. We also hope they sleep well at night after an action-packed day in the park!

These are memories that they will take with them for years to come! We are glad to have been a positive part of your summer. All the best,

**Jan Peterson Hincapie, CPRP**

Director of Parks and Recreation

Village of Lincolnwood

[www.recreation.lwd.org](http://www.recreation.lwd.org)

847-677-9740



**2014 Chairman of the Board**

**Illinois Park and Recreation Association**



**38th Annual Lincolnwood  
Turkey Trot - Sun. Nov. 23  
REGISTER NOW!**

**From:** mprest7@gmail.com [mailto:mprest7@gmail.com]  
**Sent:** Thursday, August 14, 2014 8:39 AM  
**To:** Hincapie, Janice  
**Subject:** Summer Day Camp - Many Thanks

Jan,

We had two kids in camp (Camp Potawatomi & Adventure Camp) again this summer and I wanted to thank you and your staff for another great year. Always well organized with really great counselors. Ty! - Mike Prest

## Hincapie, Janice

---

**From:** Bob Fortune <fortuneresorationbob@gmail.com>  
**Sent:** Wednesday, August 20, 2014 12:28 PM  
**To:** Hincapie, Janice; Turry, Gerald; cstachewicz@lwd.rg  
**Subject:** Lincolnwood Pool Summer 2014

Hi Jerry & Jan,

Just a brief email to mention that your teams did an exceptional job this summer at the pool.

One of my passions is swimming and I swim at 4-5 different pools including Northwestern University and Lincolnwood Pool stacks up favorably to all of them.

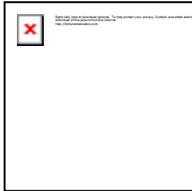
I've seen Chris at the pool at the crack of dawn reviewing the needs of the day with staff, as well as all different times of the day.

The safety, courtesy, and cleanliness were all at the highest levels this summer at all times of the day/evening.

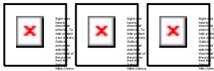
Great Job to Jan and her teams. Thank you!

Bob

--



**Regards,**  
**Robert Fortune**  
President of Operations



**Fortune Restoration**

O: 847.933.8734

F: 847.679.6091

[www.fortuneresoration.com](http://www.fortuneresoration.com)



---

# MEMORANDUM

**TO:** Jan Hincapie, Director of Parks and Recreation  
**FROM:** Katie Smith Gamroth, Superintendent of Recreation  
**DATE:** August 18, 2014  
**SUBJECT:** 2014 Winter/Spring Program Report

---

This report outlines participation numbers and revenues/expenses for recreation programs offered January – May, 2014, as presented in the Winter/Spring program brochure. The report includes the following program areas:

- Special Events
- Tot/Youth
- Club Kid Afterschool Program
- Birthday Party Packages
- Outdoor Adventure Recreation
- Exercise, Fitness and Health
- Dance
- Senior Citizen/Older Adults
- Tennis instruction
- Cooperative Youth Programs with School District #219

## **Special Events**

The Daddy Daughter Dance has been one of our most popular events. This year however, had uncommonly low numbers. Staff have evaluated the program and believe the low participation is due to the cold weather that we were facing as well as a junior dance at Lincoln Hall scheduled for the same evening. This year's event was once again held at Monastero's Ristorante, on February 7. Guests enjoyed an evening of dinner and dancing with a Valentines theme.

**Staff Recommendations:** Continue offering the Daddy Daughter Dance and collaborate with School District74, as well as Queen of All Saints to pick a date that is free of school functions. Staff are also looking into new site locations to cut down on expenses.

Program	Ages	# of Participants	Revenue
Daddy Daughter Dance	Grades K-6	72	\$2,600
<b>TOTAL</b>		<b>72</b>	<b>\$2,600</b>
		<b>TOTAL EXPENSES</b>	<b>\$2,741</b>

<b>NET INCOME</b>	<b>(\$141)</b>
-------------------	----------------

**Tot/Youth Programming**

Youth afterschool programs remain popular for the 5-12 year old age group. 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 cooperative programs with neighboring park districts to see if we can attract more participation. Little Hawks Floor Hockey, an in-house program, was added to the Rutledge Hall programming this year and will continued to be offered in the Fall. Youth programs remain strong, so we will continue with our seasonal offerings for the afterschool demographics with the exception of Zumba Kids.

Program	Ages	# of Participants	Revenue
Mini Kicks	2-5 years	0	0
Saturday Morning Sports	Grades 3-8	200	0
Friday Night Sports	Grades 5-8	148	0
Zumba Kids – Session I	Grades 3-5	0	0
Zumba Kids – Session II	Grades 3-5	0	0
Little Hawks Floor Hockey-New Session I	Grades 3-5	10	\$720
Little Hawks Floor Hockey-New Session II	Grades 3-5	7	\$504
Advanced Video Game Animation	Grades 3-5	0	0
MINECRAFT	Grades 3-5	8	\$1,040
Basketball at Todd Hall – Session I	Grades K-2	12	\$864
Basketball at Todd Hall – Session II	Grades K-2	12	\$864
Basketball at Rutledge Hall – Session I	Grades 3-5	11	\$801
Basketball at Rutledge Hall – Session II	Grades 3-5	12	\$864
Sporstmania	Grades K-2	12	\$837
Little Pint Soccer	Grades K-2	7	\$423
Soc-Key	Grades K-2	12	\$756
Little Cubbies	Grades K-2	6	\$486
Amazing Art with Sunshine Crafts- I	Grades K-5	12	\$1,560
Amazing Art with Sunshine Crafts - II	Grades K-5	12	\$1,560
<b>TOTAL</b>		<b>481</b>	<b>\$11,279</b>
		<b>TOTAL EXPENSES</b>	<b>\$3,521.65</b>
		<b>NET INCOME</b>	<b>\$7,757.35</b>

**Club Kid**

There was a total of 38 children registered for Club Kid this past school year. This program is held at Rutledge Hall and continues to be strong, providing much-needed care for working families. New this year, a Counselor In Training (CIT) program was offered to sixth graders that were previous participants of the Club Kid program. The CIT participants were given daily responsibilities to assist staff, while learning about safety, leadership and gaining responsibility.

**Staff Recommendations:** Continue offering Club Kid at Rutledge Hall. Offer additional care during no school days but plan activities in more of a drop-in format at the Community Center so that we are not dependent on transportation or committed to reservations at an outside site..

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

School	Monday	Tuesday	Wednesday	Thursday	Friday
Todd Hall	12	15	14	17	11
Rutledge Hall	8	9	9	9	9
C.I.T	2	2	1	2	1
<b>TOTAL</b>	<b>22</b>	<b>26</b>	<b>24</b>	<b>28</b>	<b>21</b>

Participants are given the option of registering for one – five days per week. Registration breakdown by number of days per week is outlined below, including the C.I.T program:

1 Day	2 Days	3 Days	4 Days	5 Days	Total
3	9	3	9	14	35
\$1,568	\$10,135	\$5,715	\$17,007	\$32,662	*\$67,087
<b>TOTAL EXPENSES</b>					<b>*\$35,248</b>
<b>NET INCOME</b>					<b>*\$31,839</b>

\*Revenue and expense totals are for the school year

### **Birthday Party Packages**

This is a fairly new program and with the switching of staff members, this is one that is yet to hit it’s potential. 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	1	Princess	\$225
March	1	Angry Birds	\$280
April	2	Mad Scientist, Sports	\$529
May	1	Carnival	\$225
<b>TOTAL</b>	<b>5</b>		<b>\$1,259</b>
<b>TOTAL EXPENSES</b>			<b>\$455.33</b>
<b>NET INCOME</b>			<b>\$803.67</b>

**Exercise, Fitness and Health**

The department has had much success with the Zumba and RIPPED programs. Staff is trying to maximize the Community Center usage by offering more classes for active adults during the daytime hours when the facility is available.

*Staff Recommendations: Continue adjusting the fitness schedule in the Community Center to free up space during optimal fitness class times. Look into offering another section of the popular RIPPED class.*

Program	Ages	# of Participants	Revenue
Peace Yoga – Session I	16 years +	16	\$1,736
Peace Yoga – Session II	16 years +	10	\$1,150
Tai Chi for Older Adults – Session I	45 years +	7	\$540
Tai Chi for Older Adults – Session II	45 years +	0 – CANCELLED	0
Beginning Pilates Mat – Session I	16 years+	0 – CANCELLED	0
Beginning Pilates Mat – Session II	16 years+	0 – CANCELLED	0
Beginning Pilates Mat – Session III	16 years+	0 – CANCELLED	0
Pilates Mat/Mature Adults – Session I	45 years+	0 – CANCELLED	0
Pilates Mat/Mature Adults – Session II	45 years+	0 – CANCELLED	0
Pilates Mat/Mature Adults – Session III	45 years+	0 – CANCELLED	0
R.I.P.P.E.D – Session I	16 years +	23	\$1,127
R.I.P.P.E.D – Session II	16 years +	15	\$945
Zumba (Sunday) – Session I	16 years +	22	\$1,226
Zumba (Tuesday) – Session I	16 years +	11	\$599
Zumba (Sunday) – Session II	16 years +	21	\$1,274
Zumba (Tuesday) – Session II	16 years +	11	\$693
Nia (Tuesday) – Session I	16 years +	0 – CANCELLED	0
Nia (Thursday) Session I	16 years+	0 – CANCELLED	0
Nia (Tuesday) – Session II	16 years +	0 – CANCELLED	0
Nia (Thursday) Session II	16 years+	0 – CANCELLED	0
Nia (Tuesday) – Session III	16 years +	0 – CANCELLED	0
Nia (Thursday) Session III	16 years+	0 – CANCELLED	0
Drop-In Revenue – R.I.P.P.E.D/Zumba		66	\$775
<b>TOTAL</b>		<b>202</b>	<b>\$10,065</b>
		<b>TOTAL EXPENSES</b>	<b>\$6,514.62</b>
		<b>NET INCOME</b>	<b>\$3,550.98</b>

### **“Juzz” Dance**

The Juzz Dance program started in the Community Center this past fall. Having had much success for a first time program on a relatively slow rental night, staff continued to offer the program throughout the winter/spring months. The program is for adults over age 21 and features instruction ballroom dance with open dance throughout the night in a social atmosphere. Attendance numbers were low during the bitter winter months but we saw growth during the spring.

**Staff Recommendations:** Continue offering Juzz Dance on Friday evenings in the Community Center.

Program	Ages	# of Participants	Revenue
January	21 years+	218	\$2,276
February	21 years+	282	\$2,820
March	21 years+	294	\$2,984
April	21 years+	285	\$2,850
May	21 years+	384	\$3,888
<b>TOTAL</b>		<b>1,463</b>	<b>\$14,818</b>
<b>TOTAL EXPENSES</b>		<b>\$11,422.60</b>	
<b>NET INCOME/LOSS</b>		<b>\$3,395.40</b>	

### **Tennis Programs**

We welcomed E-Town Tennis this past fall and worked to promote new programs and the new provider. During the winter/spring months, E-Town Tennis offered a total of 35 classes for youth through adult. Of those 35 classes, one class was held as outlined below.

**Staff Recommendations:** Staff continued with E-Town into the summer months to grow the program. An adult program received enough registration to run in the summer months. Reevaluate in the fall to see if winter tennis should remain a program offering.

Program	Ages	# of Participants	Revenue
Youth Spring Quick Start – Session I	7-10 Years	3	\$357
<b>TOTAL</b>		<b>3</b>	<b>\$357</b>
<b>TOTAL EXPENSES</b>		<b>\$249.90</b>	
<b>NET INCOME</b>		<b>\$107.10</b>	

### **Outdoor Adventure Recreation**

Lincolnwood Parks and Recreation has partnered with REI of Northbrook to offer several outdoor recreation programs this winter. The classes were cancelled for the second year in a row, primarily due to bitter cold weather.

**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	14 years +	CANCELLED	0
Learn to Snowshoe – Session	14 years +	CANCELLED	0
<b>TOTAL</b>		<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>		<b>0</b>	
<b>NET INCOME/LOSS</b>		<b>0</b>	

**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 The Village 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	26	0
Youth Gymnastics	18 Months - 18 Years	10	0
CSL Basketball		31	\$2,850.00
<b>TOTAL</b>		<b>67</b>	
		<b>TOTAL EXPENSES</b>	<b>\$2,496.64</b>
		<b>NET INCOME</b>	<b>\$353.36</b>

**Senior Programs**

The Lincolnwood Social Club currently has 82 members. Of those, 38 are Lincolnwood residents and 44 are non-residents. We have seen a decrease in senior participation this past winter, and staff attributes that to the extreme cold temperatures and high snowfall. The exercise program averaged eight seniors per week January – April and picked up to 20 per week in May. The weekly bridge and mah-jongg games were cancelled through April due to low attendance. Mah-Jongg started back up in May with an average of six players per week. 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 and venue admission (when applicable) to the seniors. During the winter months staff will discontinue purchasing group package tickets (must purchase a minimum of 20 tickets to get a reduced rate). With such low participation, it is more cost effective to pay a little more per ticket and not have unused tickets.

**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. Staff will be re-evaluating the cost-effectiveness of purchasing group tickets, while the rate is beneficial many winter trips did not sell out resulting in less revenues.

Program	# of Participants	Revenue	Program	# of Participants	Revenue
Movie and Lunch – The Way, Way back	0-Cancelled	\$0	Lunch Bunch – The Cheesecake Factory	6	FREE
City-Style Lunch Bunch Frontera Grill	9	\$135	Movie and Lunch – Philomena	11	\$24
Phantom of the Opera	12	\$1,500	Lunch Bunch – Monastero’s	9	FREE
AARP	15	0	Les Miserables & Lunch	6	\$470
Lunch Bunch – Meatheads	5	FREE	Bingo	14	\$112
Movie and Lunch – Going My Way	0-Cancelled	\$0	AARP	11	\$0
Lunch Bunch – Monastero’s	9	FREE	Lunch Bunch – L’Woods	12	FREE
Movie and Lunch – Identity Thief	0-Cancelled	\$0	City-Style Uncommon Ground	9	\$145
Valentine’s Day Party	18	\$260	Movie and Lunch- About Time	0	\$0
Chinese Golden Dragon	13	\$158	Cats	15	\$1,214
Movie and Lunch – The Band Wagon	0-Cancelled	\$0	Bingo	12	\$96
City-Style Lunch Bunch The Gage	11	\$145	Phantom of the Opera	12	\$1,500
Nunsense & Lunch	14	\$1,120	Lunch Bunch – Tre Kronor	6	FREE
AARP	6	\$0	Firemen’s Lunch	54	FREE
City-Style Lunch Bunch The Great Escape	9	\$125	City-Style Lunch Bunch Chicken and Waffles	0-Cancelled	\$0
St. Patrick’s Day Party	19	\$285	Movie and Lunch – Osage County	0-Cancelled	\$0
Bingo	12	\$96	Cats	15	\$1,214
Drop-In Senior Exercise					\$595
<b>TOTAL</b>				<b>344</b>	<b>\$9,194</b>
<b>SPONSORSHIP TOTAL</b>					<b>\$2,000</b>
<b>TOTAL REVENUE</b>					<b>\$11,194</b>
<b>TOTAL EXPENSES</b>					<b>\$10,476.85</b>
<b>NET INCOME</b>					<b>\$717.15</b>

### **Winter Participation and Revenue/Expense Totals**

As noted below, our largest revenue-generating programs are Club Kid, Tot/Youth and Exercise, Jazz Dance, 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.

<b>Program Area</b>	<b># of Participants</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Net Income</b>
Special Events	72	\$2,600	\$2,741	(\$141)
Tot/Youth Programs	481	\$11,279	\$3,521.65	\$7,757.35
Club Kid	38	\$67,087	\$35,248	\$31,839
Birthday Party Packages	5	\$1,259	\$455.33	\$803.67
Outdoor Adventure Recreation	0	0	0	0
Exercise, Fitness and Health	202	\$10,065	\$6,514.62	\$3,550.38
Jazz Dance	1,463	\$14,818	\$11,422.60	\$3,395.40
Senior Programming	344	\$11,194	\$10,476.85	\$717.15
Tennis Programs	3	\$357	\$249.90	\$107.10
Cooperative Youth Programs	67	\$2,850	\$2,496.64	353.36
<b>WINTER/SPRING SUMMARY</b>	<b>2,675</b>	<b>\$121,509</b>	<b>\$73,127</b>	<b>\$48,382</b>

*\*Revenue and expense totals are for the school year*



## DIRECTOR'S REPORT

September, 2014

Jan Hincapie, Director of Parks and Recreation

[jphincapie@lwd.org](mailto:jphincapie@lwd.org)

### **Good Bye Summer!**

The summer ended without incident on Labor Day, September 1, 2014. While the weather was considerably cooler than usual, it was a good summer. The weather has had an impact on the revenue of the pool, but we are still close to projections. Thanks to staff for keeping costs down to accommodate the decrease in revenue. Chris Stachiewicz completed his first summer of overseeing the pool. He has spent many hours at the pool learning the operation and has made a number of positive changes. Congratulations Chris!

The Summer Camp program ended earlier in August. The kids and staff had a great summer with very few issues. Melissa Rimdzius oversaw the camp program and did a terrific job! She worked with two coordinators. Between the three of them they covered shifts from 6 am – 6:30 pm so all the camps were covered with a supervisor. As a Mom of two campers I can attest to the quality and safety of the camps. Great job Melissa!

### **Busy Fall**

As you can see in the staff reports we are gearing up for a busy Fall season. Touch a Truck is tomorrow at the Lincolnwood Town Center, followed by Family Fun Fest on Sunday, September 14. After our two September events we will have Halloween at the Lincolnwood Town Center in October, Turkey Trot in November and Lincolnwood Lights in December. I hope you will all try to stop in at these events. It means a great deal to the staff to see you enjoy the fruits of their labor.

### **Bike Paths**

The Village Board approved the signing of the ComEd lease agreement at the August 19 meeting. I am waiting to get the executed contract back from ComEd so we can submit it to IDOT. We still plan to be on the November 7 IDOT letting for the project and to build the path in early Spring.

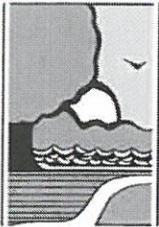
Our communication with the Union Pacific continues. A face-to-face meeting with the Union Pacific representatives was held on Thursday, September 4, 2014.

### **Illinois Parks and Recreation Conference**

Please mark your calendars for January 22-24, 2015 for the Illinois Parks and Recreation Conference at the Hyatt Regency in Chicago. The pre-conference workshops are held on Thursday, January 22 and require an extra fee, followed by regular conference sessions on Friday and Saturday. There are one day registrations for Friday and Saturday or you can register for Friday and Saturday with a full conference registration. This is a wonderful opportunity to meet and greet professionals and board members from other municipalities and park districts. The conference program will come out shortly and I will forward it to you. The Village covers the cost of the conference and parking.

### **Centennial Park (Formerly Channel Runne)**

We received word this week that our request for reimbursement for Phase II of the Centennial Park development has been approved in the amount of \$363,300. The check will arrive within 30 days.



# Illinois Department of Natural Resources

One Natural Resources Way Springfield, Illinois 62702-1271  
<http://dnr.state.il.us>

Pat Quinn, Governor  
Marc Miller, Director

August 29, 2014

Ms. Jan Peterson Hincapie, CPRP  
Director of Parks and Recreation  
Village of Lincolnwood  
6900 N. Lincoln Avenue  
Lincolnwood, Illinois 60712

Re: Open Space Lands Acquisition & Development  
Project # OS 09-1665  
Channel Runne Park – Phase II

Dear Director Hincapie:

The Department has received your final billing request for the above referenced project and I am pleased to advise that final grant reimbursement in the amount of \$363,300.00 has been approved. Accordingly, a voucher for that amount has been processed and a warrant from the State Comptroller's office should be forwarded to you within the next 30 days.

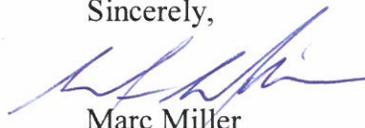
On behalf of the Department of Natural Resources, I would like to congratulate the Village of Lincolnwood on the successful completion of this project. Your commitment in helping to improve quality public outdoor recreation opportunities in Illinois is greatly appreciated.

In accordance with terms of the OSLAD grants-in-aid program, please keep in mind the following items:

- Actual project expenditure records should be maintained for a three (3) year period and are subject to audit by representatives of the Illinois Department of Natural Resources and/or the Auditor General's office.
- The land acquired and/or developed under the above referenced project must be maintained for public outdoor park and recreation purposes as so specified in the signed Project Agreement. No major deviations from the approved site development plan on file with the Department may be made without prior written approval from this agency.
- Acknowledgment of OSLAD assistance must be permanently posted at the project site, preferably on the park entrance sign. It is my understanding Department Grant staff provided your agency with the necessary sign for posting.

Once again, congratulations on the completion of this project.

Sincerely,



Marc Miller  
Director

MM/ske

# Lincolnwood Parks & Recreation

## Superintendent of Recreation

Katie Smith Gamroth

**September 2014**

kgamroth@lwd.org

### Website

Staff have been working in conjunction with the Administration department and adding a new “Comment Card” feature to the Parks and Recreation homepage. This “Comment Card” gives patrons an easy way to leave feedback for staff to review quickly without waiting for a program survey. Three individuals have utilized the comment card feature to inform staff of website malfunctions, aquatics concerns and registration issues. Staff continue to check the “Comment Card” daily to review any new comments that come in.

### Social Club

Upcoming Social Club trips include:

- Senior Celebrations at the Art Institute (8/12 registered)
- City Style Lunch Bunch at Chicken and Waffles (12/12 registered)
- Bingo (currently nine registered)
- Lunch Bunch at Kabul House (currently four registered)
- AARP Defensive Driver (currently 15 registered)
- “The Games Afoot” at Drury Lane (currently 7/12 registered)

### Disc Golf

Staff have met with a disc golf group that have been enjoying our Centennial Park course and are working together to start a league. The group has a following of around 35 participants that come out and play on evenings. We are working on setting a biannual price that could potentially add an additional eight or nine disc golf holes. If we are able to get the group on board, the league could start mid-September; if not staff will work towards a spring start date.

### 38<sup>th</sup> Annual Turkey Trot

We currently have 14 registered for the 2014 Turkey Trot! Staff have sent out t-shirt bid information to eight different companies, and have received five completed bids (*see table below*).

	<b>VV2</b>	<b>Marathon</b>	<b>Triangle</b>	<b>Sunburst</b>	<b>Greenlayer</b>
<b>Technical</b>	\$13,994.76	\$11,325.60	\$24,876.00	\$11,043.36	\$10,296.00
<b>Cotton</b>	\$2,176.14	\$1,409.32	\$3,298.00	\$1,183.53	\$1,788.00
<b>Total</b>	<b>\$16,170.90</b>	<b>\$12,734.92</b>	<b>\$28,174.00</b>	<b>\$12,226.88</b>	<b>\$12,084.00</b>

Staff have requested a shirt sample from the new low bid to confirm that quality of shirt will be comparable to what we have had in years past.

### Winter/Spring Program Report

Please see attached.

# Lincolnwood Parks & Recreation

**Superintendent of Parks and Facilities**

Chris Stachewicz

**September 2014**

cstachewicz@lwd.org

## **Proesel Park Family Aquatic Center**

The 2014 pool season has come to an end. This was the first summer that the pool was able to remain open through Labor Day. Staffing was a bit of a challenge but with some creative solutions, we were able to staff the pool and keep it open through the holiday weekend. Our effort was greatly appreciated by the pool patrons.

The pool managers, assistant managers, lifeguards, and maintenance staff did a great job this summer. There were many changes this summer yet the staff continued to work their best keep the pool safe and the facility clean. Plan for the 2015 pool season are already in the works.

A successful program cannot run without the countless hours and dedication from a team of people. I would like to thank all Public Works staff, Parks and Recreation staff and all Lincolnwood Aquatics staff. This was my first summer working with the Proesel Park Pool and I was able to get a firm grasp on pool operations. I feel we had a very successful summer and could not have done it without the help of all of the people mentioned earlier. Thank you so much and I am looking forward to next year.

## **O'Brien Park**

Staff has started working on the replacement of O'Brien Park's equipment. We are going to try to work with "Kids Around the World" to donate the equipment for use in another country. This is the same organization we worked with last year to donate the equipment from Drake Park.

## **Office Operations**

The fall brochure has been mailed out and the Parks and Recreation Department has had a steady stream of registrations for programs. Julie has been able to work with the RecTrac system to put in new programs and register anyone who comes to the office.

## **Park Inspections**

The park inspection report for August is attached.

## **Park Patrol**

The Park patrol report for August is attached.

# Playground Inspection Report Summary

**Date(s) of Inspection:** August 2,3, 2014

**Inspector:** Chris Stachewicz

## 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>
#2	PW		Dead tree needs to be removed
#2	PW		Light out on the shelter

## **KENNETH PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Paint water fountain

## **KILDARE PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
			Nothing to report

## **GOEBELT PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
			Nothing to report

## **O'BRIEN PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
			O'Brien in being replaced in 2014

## **ROSSI PARK** (Equipment New 2009)

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Sand area needs to be raked

## **COLUMBIA PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Water fountain needs to be repaired

## **CENTRAL PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Equipment has some rust on it

## **DRAKE PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Basketball court needs to be repainted

## **SPRINGFIELD PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
			Nothing to report

**G.G. ROWELL PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
			Nothing to report

**FLOWERS PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
			Nothing to report

**CENTENNIAL PARK**

<u>Rank</u>	<u>Reported</u>	<u>Fixed</u>	<u>Description</u>
#3	PW		Clean goose droppings by theater
#3	PW		Pick up trash around theater

## Park Patrol- September 2014

The weather was raining, cool and warm. Park Patrol were in all the parks, weather permitting.

1. All of the parks were busy with parents and children.
2. Park Patrol at Proesel Park at closing time was always at the concession stand to escort workers to their cars.
3. All the tennis courts in all parks were being used.
4. The drinking fountain in Proesel Park was clogged with sand. A report was given to Chris Stachewicz , who had the fountain repaired.
5. Graffiti on the bike path in Centennial Park. It was reported to Chris and graffiti was removed.
6. Park Patrol always checks with the swimming pool people to make sure everything is fine.
7. Park Patrol has been called to the pool to escort people out.
8. There have been wasp and bee hive nests in trees at various parks. It was reported to Chris and the matter was taken care of.
9. When there are picnics at the Shelter, Park Patrol always checks for the proper permit. Park Patrol checks the Shelter after every picnic and makes sure everything is cleaned up.
10. The American Flag at Proesel Park by the Pergulia was at half -mast (rope was broken). Chris repaired the problem.
11. Graffiti at Springfield Park was reported to Chris, who had it taken care of.

Vic Kast

Park Patrol Supervisor

# Lincolnwood Parks & Recreation

**Community Center Program Supervisor**

Melissa Rimdzius

**September 2014**

mrimdzius@lwd.org

## **Community Center**

There are currently four rentals booked for the large room in September, totaling \$1,757.50 in revenue. This is a decrease compared to the last year; September 2013 had 12 rentals with \$3,685 in revenue. The Community Center will host two cooperative rentals in the small room this month including a local radio club and the Lincolnwood Baseball Association, as well as a season-long rental for M-NASR beginning Saturday, September 27.

## **Summer Camp**

This summer was a great success and was filled with fun memories for both the campers and staff! The Lincolnwood Day Camp Program ended on a high note with 27 campers attending The Last Hurrah, an extension camp offered after the regular camp season ends (August 11-15).

Below is a breakdown of the final registration for camp, including both the full session registration and Pick-a-Week. I look forward to presenting the camp report to the Board in November.

Day Camp Program	Session 1		Session 2		Pick-a-Week	
	2013	2014	2013	2014	2013	2014
Prairie Dogs	31	26	33	26	60	41
Prairie Dogs Overtime	NA	6	NA	8	NA	43
Little Lincolns	56	58	54	42	123	91
Camp Potawatomie	33	37	51	44	84	90
Rutledge Rockets	45	38	55	43	148	131
Adventure Camp	15	22	25	24	73	148
Camp 74	46	40	NA	NA	NA	NA
Warm-Ups	7	11	6	10	17	29
Overtime	22	23	36	33	46	79
<b>TOTAL</b>	255	261	260	230	551	652

# Lincolnwood Parks & Recreation

**Community Outreach and Marketing Coordinator**

Linda Vering

**September 2014**

[lvering@lwd.org](mailto:lvering@lwd.org)

## **Touch a Truck**

**Saturday, September 6, 2014 11 - 2pm**

Touch a Truck will be rolling into Lincolnwood Town Center mall on Saturday, September 6. We have 17 vehicles for kids to enjoy, including a school bus, postal truck and a couple of military vehicles. We have been promoting the event heavily on social media, as well as in email and online in Chicago Parent, Oaklees Guide, Chicago Kids, Chicago Time Out Kids, and on the District 74 Virtual Bulletin Board. We are also running a front page ad in the Lincolnwood Review that will run on Thursday, September 14, so we hope to have a large turnout for this popular event.

## **Halloween Boo Bash**

**Friday, October 31, 2014 6 - 8pm**

This year, we will be trying out a new venue for our annual Halloween party. The Halloween Boo Bash will be held in the center court at the Lincolnwood Town Center and will include trick or treating at mall stores, a costume contest, pumpkin decorating contest and DJ dance party. Rain or shine, this event should be frightfully fun!

## **Turkey Trot**

**Sunday, November 23, 2014 6 - 8pm**

Turkey Trot preparations are in full swing and we're now in full sponsor/donation-seeking mode. We mailed out our sponsorship information to many local businesses and past sponsors on September 3, but we are definitely interested any new potential sponsors that anyone may be aware of.

Federal-Mogul, a motor-parts supplier in Skokie is our first new sponsor at the Diamond Level, so you'll be seeing their logo on the back of the Turkey Trot race shirt.

Please let Linda Vering ([lvering@lwd.org](mailto:lvering@lwd.org)) know if you any business you think may be interested in sponsorship at any level or donations. Sponsorship information is also available on our website: <http://bit.ly/TurkeyTrotSponsor>.

# Lincolnwood Parks & Recreation

**Youth Programs Coordinator**

Aryn Fletcher

**September 2014**

afletcher@lwd.org

## **Autumn Youth Programs**

Programs for autumn have started this week. The following is a list of program offerings, along with enrollment status: *(as of September 4, 2014)*

<b><u>Program</u></b>	<b><u>Session 1 Enrollment</u></b>
POMS	3 (canceled)
Floor Hockey	2 (canceled)
Sportsmania	8
Karate	8
TechStars	4
Basektball (K-2 <sup>nd</sup> grade)	12
Basektball (3 <sup>rd</sup> -5 <sup>th</sup> grade)	12
Watercolor Art	7
Kid's First Soccer 4-5 year olds	5
Kid's First Soccer 6-8 year olds	2
Kid's First Soccer 9-14 year olds	2
Kid's First Track n Field 5-7 yr olds	2
Kid's First Track n Field 8-14 yr olds	4

Enrollment for our newer classes has been low so staff have been working on combining classes with the permission of parents to run the program. Kid's First Soccer will run 4-5 year olds with five participants and 6-14 year olds with four participants. Staff have been advertising the classes through the virtual backpack on the School District 74 website, Facebook, twitter (both Lincolnwood's and School District 74's), constant contact emails, and fliers to Club Kid participants.

## **Club Kid**

School has started with Club Kid is off to a great start. There are currently 34 kids enrolled 23 of which are returning and 11 new members. We are able to accept 5-7 more kids with the current staff. If we continue to have more interest in the program a waitlist will need to be started until more staff members can be found. I have received positive feedback from the school and parents about how great the staff is who are working the program this year. We currently have four staff members, all returning Lincolnwood employees.

## **Special Events**

Family Fun Fest is coming up on Sunday, September 14<sup>th</sup> from 1-3PM. Scheduled activities include: kite decorating and flying, Karate demos, Zumba demos, Kayak jaunts down the channel through Kayak Chicago, disc golf, bike registration through the Lincolnwood Police Department, musical entertainment

from Mark Dvorak, and a bounce house for the kids. It will be a fun family event, showcasing Centennial Park and a nice way to end the summer.