



**Lincolnwood Park and Recreation Board Meeting**  
Lincolnwood Village Hall – Council Chambers  
October 8, 2013

**CALL TO ORDER**

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

**PRESENT AT MEETING**

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

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

Village Board Liaison: Trustee Craig Klatzko

Audience: None

**APPROVAL OF MINUTES**

On motion, Tomacic/Spino to approve the meeting minutes of the September 10, 2013 meeting. 6-0, motion passed.

**AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC**

None

**OLD BUSINESS**

**A. Accreditation Update**

**Wu** – Needed a score of 440 points to pass. We received 470.0813. Evaluated on the following areas: Legal – Needed to pass with a perfect score, which we did, General Management – 99.10875, Finance and Business Operations – 92.62979, Facilities – 89.37879, Personnel – 88.96396, Recreation Services – 100. Certain sections mandated a score of a “2” or higher to pass. We were deficient in the ADA requirement. We have 30 days to submit documentation to satisfy the requirement. Jan Hincapie will attend a breakfast on November 25 when the accreditation committee reports to the accreditation review board their recommendation. The official announcement should be made immediately following.

**B. 2013 Aquatics Report**

**Thurman** – Presented overview of 2013 pool season. Three managers worked well. Weather was a challenge resulting in lower attendance than previous years. The stroke clinic that was part of the swim team was extremely successful. Concession stand experienced several mechanical issues that involved the ice machine, AC and freezers. Instituted a boot camp for new guards to further test their readiness for the position. Would like to hire a more consistent maintenance worker next year.

**Ito** – How do you think you’ll fill the maintenance position?

**Thurman** – Will work with Public Works to find someone with experience working at a public or private pool. Received complaints about the cleanliness of the locker rooms. Would be nice to have a female on the maintenance staff to be able to go into the female locker room periodically during the day to clean. Recommend increasing non-resident membership fees by 2% and decrease business passes from 100 to 50 passes sold for the season. Will also highlight pool closures due to staffing in the summer brochure to reduce complaints.

**Ito** – Did you use social media to communicate closures?

**Thurman** – Yes, we did.

**Hardin** – Sometimes complaints increase when you give people more information.

**Gratch** – Have you talked to Skokie about dates for pool and camp?

**Thurman** – No, not yet.

**Hardin** – Did you like having three managers?

**Thurman** – It worked out well because they were able to split responsibilities. Would prefer to have at least two next summer.

**C. 2014 Meeting Dates**

On motion, Ito/Tomacic recommend approval of the 2014 Park and Recreation Board meeting dates as presented. 6-0 motion passed.

**NEW BUSINESS**

**A. Rossi Park Fence/Dog Run**

Residents complained that people were using the vacated alley for a dog run. The Village has not removed the fence. Homeowners bordering the park have their own fences up. Neighbors were invited to this meeting to voice their support or objection to removing the fence. We have not received any complaints in the office. Staff will direct Public Works to remove the fence.

**B. ADA Project Update, Review and Approval**

Updated plan was included in the board packet for your review and discussed at the 6:30 P.M. public input meeting.

On motion, Lovering/Tomacic to approve updated ADA Assessment with Five-Year Transition Plan, 6-0 motion passed.

**C. Drake Park Playground Bid Approval**

Design was presented at the September meeting. Elanar Construction, Inc. was the lowest bidder. We have not worked with them in the past but their references spoke highly of their work.

On motion, Ito/Tomacic to recommend adoption of a resolution to award a bid for the purchase and installation of playground equipment, pour-in-place surface and woodchips at Drake Park in the amount of \$79,880 to Elanar Construction, Inc. 6-0, motion passed.

**D. Drake Park Playground Surplus Declaration**

The Village requires the surplus of large items. This is the first time we are requesting that a playground be designated as surplus.

On motion, Hardin/Spiro to recommend the approval of an ordinance authorizing the disposition and donation of personal property owned by the Village. 6-0, motion passed.

**E. Kids Around the World Contract Approval**

As discussed at the September meeting, Kids Around the World will remove and then donate the Drake Park playground. Visit their website to for more information.

On motion, Lovering/Tomacic to recommend the adoption of a resolution to authorize the Village Manager to sign an agreement to donate the Drake Park playground equipment to Kids Around the World, a not-for-profit organization that will disassemble, remove and transport the equipment to be reinstalled in another country. 6-0, motion passed.

**CHAIRPERSON'S REPORT** – None

**COMMISSIONERS' REPORTS** - None

**DIRECTOR'S REPORT**

As noted in report.

**STAFF REPORTS**

**A. SUPERINTENDENT OF RECREATION – JAN WU**

208 registered for the Turkey Trot. Active registration incentive going out shortly.

**B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN**

As noted in report.

**C. COMMUNITY CENTER PROGRAM SUPERVISOR, KATIE SMITH**

The day camp program is officially ACA accredited!

**ADJOURNMENT**

On motion, Tomacic/Hardin to adjourn the meeting at 7:50 P.M.

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

Park and Recreation Board President:

  
Signature

  
Date