VILLAGE OF LINCOLNWOOD
PARKS & RECREATION BOARD

REGULAR MEETING

Tuesday, October 11, 2011, 7:30 pm
Lincolnwood Village Hall, Council Chambers

AGENDA

I. Call to Order

II. Approval of Minutes
   a. July 12, 2011
   b. September 13, 2011

III. Audience Participation

IV. Letters/Notes from the Public

V. Old Business

VI. New Business
   a. Naming of Park for Mr. Gil Magida

VII. Staff Reports

VIII. Adjournment

Posted: October 7, 2011
CALL TO ORDER
The meeting was called to order at 7:31 P.M.

PRESENCE AT MEETING
Park Board Members: Demerise Gratch, Barry Bass, Gail Ito, Art Lovering, Barbra Pabst, Judith Snyder
Parks and Recreation Department Staff: Jan Hincapie, Dan Malartsik, Katie Smith, Andrew Thurman
Audience: Barb Faermark, Lincolnwood Fest Committee

APPROVAL OF MINUTES
On motion, Ito/Snyder to approve the regular meeting minutes of June 7, 2011. 5-0, motion passed

AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC
Letter was reviewed from the Lincolnwood Youth Strings complimenting Andy Thurman and the Community Center staff for their support and use of the facility.

OLD BUSINESS
A. Distinguished Agency Accreditation – Update on Process and Review/Approval of Items
   The process is nearing the end. The full day mentor visit is schedule for August 1. If recommended, we will move forward for the full team visit/review in the fall. Volunteers are needed to assist with the organization of materials needed for the process. Contact Jan Hincapie if you are interested in helping.

   The safety manual was distributed via electronic board packet for review. This document was developed a couple of years ago for the department.
   On motion, Lovering/Pabst to approve the Parks and Recreation Department Safety Manual as presented. 6-0 motion passed

NEW BUSINESS
A. Lincolnwood Fest Revised Site Map – Business Expo Parking Request
   Fest Committee is requesting parking for the Business Expo on Saturday, July 30, 2011 from 10:30 A.M. to 6:00 P.M. The Expo was not held in 2010 but will return for this year with a maximum of 30 businesses housed under the former hospitality tent. The Business Expo is run by the Chamber of Commerce and will be held from Noon – 5 P.M. The Fest Committee is asking for access to Proesel Park off of Kostner Avenue as well as parking behind the tent for a maximum of one car per vendor. The parking area will be coned off with snow fencing; the access point off of Kostner will be barricaded after the parking area closes. Permits will be issued for the dashboards of vehicles. No food vendors or trucks will be allowed to park in this area. A revised site plan will be presented at the July 21, 2011 Village Board meeting.
   Lovering – would like emphasis placed on making sure it does not visually appear that parking is allowed for the public in Proesel Park.
   Hincapie – Park Patrol will have a great presence at the Fest this year, assisting with monitoring parking.

   On motion, Ito/Snyder move to accept the new Lincolnwood Fest site layout as presented on July 12, 2011. 6-0, motion passed

B. Transition Plan – Superintendent of Parks and Facilities Vacancy
   Hincapie gave an overview of the Vacancy Coverage Plan included in the board packet, thanking Andy Thurman for his willingness to step forward and assist during the transition. The job announcement will be posted within the next couple of days with an August 5 deadline for applications.

C. Turkey Trot Benefactors Discussion
In the past, a minimum of two charities have been selected – one local and one national. We can continue with that format or make a change. Send your suggestions for charities to Jan Hincapie within the next two weeks.

Snyder – Suggested the Niles Township Food Pantry

DIRECTOR’S REPORT

- Jaclyn Eng, student intern, has been helping in many different areas. She is very flexible and has been working predominantly for no pay.
- Invited all to Dan Malartsik’s going away barbeque on July 19 beginning at 4:30 P.M. at the Aquatic Center. Following the party, all are welcome at Howard Street Inn, 6700 W. Howard Street in Niles.

RECREATION STAFF REPORTS

A. SUPERINTENDENT OF PARKS & FACILITIES – DAN MALARTSIK
   Received complaints from neighbors of Columbia Park regarding a gang presence in the park, graffiti and foul play. Adjusted Park Patrol hours to be at the park more often, and increase the number of police checks per night. Adopted a zero tolerance policy in the parking, forcing patrons to leave after committing an offense. The neighbors have been pleased with the efforts. Park Patrol and police will continue to monitor the situation on a lesser scale. Thanked the Park Board and staff for their support over the years.

B. PARK PATROL
   As noted in report

C. SUPERINTENDENT OF RECREATION – JAN SPRINGER
   Highlighted the work of Megan Hadler on the weekly newsletters included in the board packet.

D. COMMUNITY CENTER PROGRAM SUPERVISOR – ANDREW THURMAN
   Shadowing Dan to learn the pool operations, Park Patrol and Public Works components.

E. YOUTH PROGRAM COORDINATOR, KATIE SMITH
   As noted in report

F. COMMUNITY OUTREACH COORDINATOR, GENELLE IOCCA
   Hincapie – All invited to the upcoming Fridays for the Family at Lincolnwood Town Center Mall. August 12 will showcase Urban Beat Dance. Encouraged all to visit the Farmers Market and stop by the two new vendors.
   Pabst – Mentioned vendors appear to be parking on Pratt Avenue, blocking the view of the Market (tents) from the public.

ADJOURNMENT

On motion, Snyder/Ito to adjourn the meeting at 8:20 P.M.
Park Board Minutes prepared by: Jan Springer, Superintendent of Recreation
CALL TO ORDER
The meeting was called to order at 7:30 P.M.

PRESENT AT MEETING
Park Board Members: Demerise Gratch, Barry Bass, Gail Ito, Art Lovering, Barbra Pabst
Parks and Recreation Department Staff: Jan Hincapie, Genelle Iocca, Jan Springer, Andrew Thurman
Village Board Liaison: John Swanson
Audience: David Spector, 3924 W. Arthur, Laura Tomacic, 6424 N. Kilpatrick

APPROVAL OF MINUTES
On motion, Bass/Ito to approve the regular meeting minutes of August 9, 2011 meeting.
4-0, motion passed

AUDIENCE PARTICIPATION/LETTERS FROM THE PUBLIC
None

OLD BUSINESS
A. Farmers Market
An informal discussion took place regarding the Farmers Market and possible changes to improve sales for the vendors. Consideration of a winter market at Lincolnwood Town Center is ongoing. Also being considered is a late afternoon/early evening market and a change of venue to a higher traffic area such as Proesel Park or a retail establishment parking lot. Staff will propose the waiving of business licenses for Lincolnwood vendors for the 2012 season and will reach out to the community for feedback on changes.

B. Consideration of Road Closure Request for Turkey Trot
On motion, Bass/Pabst to recommend approval of a resolution to close Lincoln Avenue between Kostner Avenue and Pratt Avenue from 7:00 A.M. to 11:00 A.M. for the Turkey Trot on Sunday, November 20, 2011. 5-0, motion passed

C. Consideration of Bids for Turkey Trot T-Shirts
On motion, Lovering/Ito to recommend awarding a bid to Marathon Sportswear in the amount of $12,494.88 for the purchase of Turkey Trot T-shirts. 5-0 motion passed

NEW BUSINESS
A. Election of Chairperson
No new nominations were presented. Gratch, current chairperson, would like to continue in position. A voice vote was taken. Unanimously, Gratch was re-elected as Chairperson.

DIRECTOR’S REPORT
Encourage all to attend Passport to the World on Saturday, September 17 beginning at 7:30 P.M.
Registration will be accepted at the door but is strongly encouraged prior to the event. Invitations will go out within the next ten days for the Centennial Gala which will be held on November 12 at the Community Center. Please save the date for the final event of the Centennial celebration.

RECREATION STAFF REPORTS
A. SUPERINTENDENT OF RECREATION – JAN SPRINGER
Distributed Turkey Trot “save the date” postcard artwork as well as the event tri-fold pamphlet. Highlighted Katie Smith’s work with Club Kid and the increase in participation numbers for this year’s program.

B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN
Ten teams have registered for the fall softball league. The pool was successfully closed this weekend. Fall program registration is going well for classes held at the Community Center.

C. YOUTH PROGRAM COORDINATOR, KATIE SMITH
As noted in report
D. COMMUNITY OUTREACH COORDINATOR, GENELLE IOCCA
As noted in report

ADJOURNMENT
On motion, Ito/Bass to adjourn the meeting at 8:10 P.M.
Park Board Minutes prepared by: Jan Springer, Superintendent of Recreation
MEMORANDUM

TO: Parks and Recreation Board
FROM: Jan Hincapie, Director of Parks and Recreation
DATE: October 7, 2011
RE: Naming of Park after Mr. Gil Magida

As some of you recall, there was a discussion and subsequent motion made at the December, 2005 Parks and Recreation Board meeting to name a park after Mr. Gil Magida. Per the Policy the naming of a park required a unanimous vote of the Park Board. The motion failed 6-1 and was never brought to the Village Board.

Upon request of the Mayor the naming of a park after Gil Magida is being brought back to the Parks and Recreation Board. The following documents are attached:

- Minutes of the December, 2005 Parks and Recreation Board meeting
- The draft 2011 revised Park Naming Policy recommended by the Parks and Recreation Board
- The 1999 revised Park Naming Policy
- The original 1994 Park Naming Policy
LINCOLNWOOD PARKS & RECREATION
BOARD MEETING – December 13, 2005
Lincolnwood Village Hall, Council Chambers

CALL TO ORDER
The meeting was called to order by Chairperson Ito at 7:33 P.M.

PRESENT AT MEETING
Park Board Members: Gail Ito, Judith Snyder, Demerise Gratch, John Swanson, Barry Bass, Art Lovering, Siraj Ahmed.
Parks & Recreation Department Staff: Recreation Supervisors Dan Malartsik, Anne Moody, Richard Quattrocchi, and Senior Coordinator Cindy Bautnecht.
Village Officials: Mayor Turry, Trustee Heidtke.
Audience: 12 individuals present.

APPROVAL OF MINUTES
On motion, Swanson/Gratch, to approve the minutes of the November 1st regular meeting. 7 ayes. Motion passed.

AUDIENCE PARTICIPATION
• Adrienne Stern commented on the entrance wall by the stairs in the large pool being a hazard, people gather there and make the wall hard to see. Inquired as to the status of her request to make a change to this wall.
• Louise Motel, a 26 year resident of the Village, and School Board Member commented on naming a park after Gil Magida and mentioned that he was a gracious and reflective man. (See Attached Letter)
• Paul Esterhoid mentioned that he knew Gil Magida professionally and that Gil made an impression on everyone he met, he stood out, and that it would be appropriate to name a park after Gil. Also mentioned that the shelter was named in honor of Mr. Proesel’s wife in 1965.
• Virginia Clark is in favor of naming a park after Gil Magida. That it was a pleasure to work with Gil that Gil was sensitive to the communities needs, and never looked for the spotlight.
• Howard Carroll thanked everyone for the opportunity to talk, he knew Gil as a volunteer and camp counselor. Mr. Carroll collected $10,000 from people who knew Gil to honor him and help in the upkeep and refurbishing of a park named after Gil Magida.

OLD BUSINESS
A. REQUEST TO RENAME PARK
* Snyder mentioned that the move to name the shelter after Gil Magida was a positive suggestion and knowing of it already being named was an oversight.

On motion, Bass/Swanson, to remove the tabled motion from the November meeting. 7 Ayes. Motion Passed.

* Bass mentioned that the tremendous community response to this matter, and that the Park Board has done research on other park names. Also mentioned that in October he motioned to switch the name of Kenneth Park to honor Gil Magida, but the motion was dropped for lack of a second. Now he wants the Park Board to discuss this matter again.
* Swanson wants the Park Board to be careful and cautious that people do not get the impression that you can buy a park name for a cash donation.
* Lovering mentioned that the support for this matter was impressive and that he was leery of taking a donation associated with naming a park after an individual.
* Ito expressed her concern with naming a park after an individual and the possibility of running out of parks to name in the future.
* Gratch inquired if their was a way in which the Park Board could make a memorial structure to commemorate individuals and volunteers which could be added on to via plaques, bricks, etc. which would be initially inspired by Gil Magida.

On motion, Bass/Swanson, to rename Kenneth Park in Honor of Gil Magida. 5 Ayes, 1 Abstention (Ahmed), 1 Nay (Ito). Motion failed.
Purpose:
To establish a systematic and consistent approach for the official naming or renaming of parks, buildings, and facilities.

It is the responsibility of the Park Board to recommend names for new parks, buildings, or facilities (“Park Property”), or when appropriate, to change the existing name(s) of Park Property of the Village. It is the objective of the Village of Lincolnwood:

A. To ensure that the parks, buildings and facilities are easily identified and located.
B. To ensure that names will engender a strong public image and have public support.

Policy:
It is the policy of the Village of Lincolnwood to reserve the naming or renaming of parks, buildings and/or facilities in a manner that best serves the interest of the community and ensures a worthy and enduring legacy for the Village’s park and recreation system.

A. Park Property may be named after streets, geographical locations, historical figures, events, or concepts.

B. Park Property may not be named after individuals.

C. The Park Board may solicit public input on proposed park, building or facility names through public meetings or other means.

D. The Park Board may hold public contests for the naming of Park Property. Such contests shall also be subject to the policies outlined above and are advisory, not binding.

E. Renaming of parks, buildings or facilities is discouraged except where it is found that an individual’s character is or was such that continued use of their name for a park, building or facility in not in the best interest of the Village.

F. Park Property should be named only after discussion and then a wait of at least sixty days before voting. A supermajority vote is needed to name a Park Property or to change the name of Park Property of the Village.
LINCOLNWOOD PARKS AND RECREATION BOARD

Policy on Naming Components of Parks & Park Buildings
(Approved by Parks & Recreation Board May 11, 1999)

Lincolnwood Parks and Recreation Board may recommend to the Village Trustees that a portions of a park, park building or rooms in a park building be named for an individual only when of either items one or two of the following criteria have been met:

**Philanthropic Designation:**

a. An individual, organization or business that has contributed significantly to improving the quality of life for the citizens of Lincolnwood, the State of Illinois, or the United States, and

b. If the individual was a park commissioner or a member of the corporate authority, he/she shall have been retired from public service for a minimum of five years, or is deceased, and

c. A six month waiting period shall have lapsed before the Parks and Recreation Board may consider designating a park or park component, and

d. A unanimous vote of the Parks and Recreation Board must be received at two regularly scheduled consecutive board meetings.

**Monetary Designation:**

a. A significant contribution is made to the Parks and Recreation Board, and

b. Items (c) and (d) above have been accomplished.
LINCOLNWOOD PARKS AND RECREATION BOARD

Policy on Naming of Parks & Park Buildings
(Approved October 20, 1994)

The Lincolnwood Parks and Recreation Board may recommend to the Village Trustees that a park, portions of a park, park building or rooms in a park building be named for an individual only when all of either items one or two of the following criteria have been met:

1. **Philanthropic Designation:**
   
   A. An individual that has contributed significantly to improving the quality of life for the citizens of Lincolnwood, the State of Illinois, or the United States, and
   
   B. If the individual was a park commissioner or member of the corporate authority, he/she shall have been retired from public service for a minimum of five years or has been deceased, and
   
   C. A six month waiting period shall have lapsed before the Parks and Recreation board may consider designating a park or park component, and
   
   D. A unanimous vote of the Parks and Recreation Board must be received at two regularly scheduled consecutive board meetings.

2. **Monetary Designation:**
   
   A. A significant donation is made to the Parks and Recreation Board, and
   
   B. The individual has been endorsed by at least two (2) percent of the registered voters of the Village of Lincolnwood (based upon the most recent census date) on a petition that indicates the site being considered renamed and addresses the merits of the individual, and
   
   C. A six month waiting period shall have lapsed before the Parks and Recreation Board may consider designating a park or park component, and
   
   D. A unanimous vote of the Parks and Recreation Board must be received at two regularly scheduled consecutive board meetings.
Turkey Trot
This year’s event is planned for Sunday, November 20. Solicitation is underway for product and monetary sponsors. We are in need of sponsors, so if you have any contacts with potential local, regional or national sponsors, please let me know! Registration is live at www.lincolnwoodil.org. If you are interested in volunteering please let us know.

Centennial Gala
I hope you will be able to attend the Centennial Gala scheduled for 7:30 pm on Saturday, November 12 at the Community Center. The event, hosted by Mayor Turry, will feature the Lincolnwood Chamber Orchestra followed by a reception. You should have received an invitation in the mail. Please RSVP to our office.

Channel Runne Park Phase II Development
Phase II of the Channel Runne Park development is out to bid for the second time with bids due back the first week of November. Unfortunately, there was only one bid received the first time it went to bid in September and it was over $100,000 over the base bid estimate. We plan to reject the bid. We have requested an extension of the project completion deadline for our grant from the Department of Natural Resources. The original deadline was December 31, 2011. The project has been delayed for a variety of reasons. Our new timeline includes starting the project on April 1 and completing the project by September 30, 2011. If favorable bids are received we will be bringing a recommendation to you at the November 8, 2011 meeting.

National Recreation and Parks Congress
I will be attending the NRPA Congress in Atlanta from November 1-5. Jan Springer will be in charge in my absence.
MEMORANDUM

TO:       Parks and Recreation Board
FROM:     Jan Hincapie, Director of Parks and Recreation
DATE:     October 6, 2011
RE:       Letter to the Editor

Commissioner Snyder asked me to include the following letter to the editor in the board packet. I have asked Ashley Engelmann, Assistant Public Works Director to provide a memorandum with a status report of the leaf blower issue including what was decided by the Village board. I will have it for you on Tuesday night. If time permits, we can discuss on Tuesday. Otherwise, I am happy to follow up on any questions you may have via phone or email after the meeting.
LETTERS TO EDITOR

Reply to ‘Road Diet’ feedback is propaganda

The Village Board went through the motions of conducting a “road diet” for Oakton Street and seeking feedback from residents and businesses. Their response to such feedback, though, makes it clear this was not an objective test. In response to the feedback I submitted, I got a propaganda packet from a marketing person. The elected officials I addressed my feedback to did not bother to respond.

The marketing packet list all of the supposed pros for reducing Oakton and included “before” and “after” photos. The village’s bias is most glaring in that the “before” photo of Oakton as it is was shot on a gloomy, cloudy day while the “after” photo was shot on an inviting sunny day. How gullible do village staff think we are?

Karen Cohen Skokie

Park District did an amazing job

With the summer coming to a close, we wanted to salute the Skokie Park District, which once again did an amazing job making the summer spectacular for residents of the village! We enjoyed the amazing summer camps, aquatic facilities, parks and concerts! A special thank you to the early morning crew at Devonshire Pool, who were always positive and good-spirited so early each day! Thank you for a fantastic summer!

The Rosenberg Family Skokie

There is a leaf blower ban, people

Do the residents of Lincoln-
Seniors
The seniors continue to stay busy with trips, in-house and drop-in activities. Please consider joining us for the October 26 Fall BBQ at the Community Center from 12:30-2:30pm. A musical performance by Dan Sullivan will be the highlight of the event, featuring songs by Frank Sinatra.

You are also cordially invited to the Holiday Luncheon on December 2 from 11:30-1:30pm at Monastero’s. This annual event will feature music by Tony Bernard, a Skokie Theatre favorite. The Social Club members would enjoy getting to know you, so please let me know if you are able to attend.

Summer Day Camps
Katie Smith and I will present the 2011 Summer Camp Report at the November Park Board Meeting.

I met with Mark Klaisner, Superintendent of School District 74, to discuss holding Camp 74 on the District 74 campus in 2012. This summer, enrollment was higher than expected in the camp requiring two daily buses to shuttle campers from Lincoln Hall to Proesel Park every day. The transportation cost for the four week camp was $6,360. By holding the camp at a District 74 facility, we can utilize a shuttle bus to take the kids to the pool or to Proesel Park and a charter bus for scheduled field trips, significantly lower the overall transportation cost for this particular camp. I am very pleased to report that Mr. Klaisner approved the request and was very supportive of holding more camp programs in the schools moving forward.

Turkey Trot
Planning continues for the November 20 event. The committee has some great new ideas for celebrating the Centennial and 35th anniversary of the race including long-sleeve technical running shirts for all participants and volunteers, on-event photographers and possibly commemorative centennial flags for the Lincolnwood winners.

Administration
I have begun working to update the Parks and Recreation portion of the Village website. This is a great way for us to get information out to the public, so I am adding more content while trying to follow the same format as the other Village pages. Please take a look at the changes and feel free to contact me with any suggestions you have for improvements.

Please consider attending the 2012 IAPD/IPRA Conference in January. For those new to the conference, this is a great way to network with other board members and professionals in the field of parks and recreation while attending informative workshops and seminars. If you have any questions, please let me know. I would like to register our agency by November 1 if possible.
October Park Board Report
Andy Thurman
Superintendent of Parks and Facilities

Community Center:
Over the past month almost all of the programs have started at the Community Center. We have several new programs which are already starting to see growth.

On Saturday mornings we have eleven children participating in our new Taekwondo Class put on by Ultimate Martial Arts in Lincolnwood. We also started our Indoor Playground program and on its first day we had four children come in and use our Little Tikes equipment in the small room of the Community Center. Pilates, on Monday mornings, has ten people registered.

Several programs were cancelled due to low enrollment, but will be offered in the winter and we hope to have more interest in the colder months.

Other programs continuing from years past are Zumba, Adult Exercise, Yoga, and Tai Chi. These programs are offered at a variety of times and during our Zumba demonstration class in early September we had almost 50 participants take the class.

Softball:
The men’s Friday night and Wednesday evening softball leagues are continuing this fall. We hope to finish by the first week in November and then have our league tournaments.

Parks:
Park Staff:
The weekend park maintenance staff continues to maintain cleanliness in Proesel Park in addition to dragging, lining, and chalking all four baseball fields.

All of the Parks have been recently inspected. Minor repairs will be done by public works in regards to rusted bolts.

Parks will continue to be inspected each month and recorded.
October Board Report  
Katie Smith, Youth Programs Coordinator

**Club Kid**
Club is off to a great start. Our director has been working hard to keep kids involved and entertained. One of the group's favorite things to do is make their own snacks including English muffin pizzas, fruit kabobs, and brownies. We have a great base of kids and are hoping to expand our group by offering Flex Days. Flex Days are for non-Club Kid members who need only a few days of care during the year, and with the Holiday season approaching we figured this would be a good time to open the doors to everyone.

**Filed Trips**
We are headed out on our first School's Out Field Trip! Not only are we gearing up for our first trip but we have hit our max number!! Monday October 10th we will be traveling to Didier farms for their Pumpkin fest. At the farm we will be wandering through the corn maze, meeting new animals at the petting zoo, and going on a hayride. We hope to see max numbers in the upcoming November 1st trip to LegoLand® and are researching additional transportation options to accept more participants.

**Youth Activities**
Computer Explorers has started the fall program with two FULL classes! Dr. Weiss has been so kind to let us host the Computer Explorers classes at Rutledge Hall. As soon as the word got out, everyone jumped at the chance to participate. I am hoping that with interest like this we will be able to run the next session at Rutledge and continue the growth and success of this program throughout the winter.

**Special Events**
New this year we are offering Pumpkin Patch in late October. This event is a great way for families to get together to carve pumpkins and not have to worry about cleaning up the mess. Each parent and child pair will receive a pumpkin to carve or decorate any way they would like, with pizza and spooky music this is a great way to get in the Halloween spirit for the “Ghostly Get Together”.

This years Community Halloween Party has undergone a spooky transformation. We are proud to introduce Lincolnwood’s Ghostly Get Together! We have kept the main attractions of years past but added a bewitching twist. We have moved from the tennis courts to Count Dracula’s Castle (Community Center) for hot dogs, photos in costume with friends, goody bags and a monster mash (Wii dancing). But it doesn’t end there, all of the ghouls and boys will jump on the hayride to listen to stories at Dr. Jekyll’s laboratory (shelter). From there with a belly full of food it is a Haunting we will go for trick or treating. Join us from 4:00-5:30 on Monday October 31st. Volunteers are needed for the event. Please let me know if you are interested in helping out!