



**AGENDA
PARK BOARD MEETING
Village Of Lincolnshire
Village Hall
One Olde Half Day Road
Lincolnshire, Illinois 60069
Public Meeting Room
Monday, December 17, 2018
7:00 p.m.**

*Reasonable accommodations or auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meeting of the Park Board.
Please contact the Village Administrative Offices (847)883-8600
48-hours in advance if you need special accommodations in order to attend*

*The Park Board will not proceed past 10:30 p.m. unless
There is a consensus of the majority of the Members to do so.*

*Citizens wishing to address the Park Board on agenda items may speak when the agenda item
Of interest is open, prior to Board discussion.*

- 1.0 CALL TO ORDER**
 - 2.0 ROLL CALL**
 - 3.0 APPROVAL OF MINUTES**
 - 3.1 Approval of the Minutes of the November 28, 2018 Park Board Meeting (Village of Lincolnshire)
 - 4.0 RESIDENT COMMENTS AND REQUESTS**
 - 5.0 RECREATION**
 - 6.0 PARKS**
 - 6.1 Consideration and Discussion of the 2019 Park Board Meetings Calendar (Village of Lincolnshire)
 - 6.2 Consideration and Discussion of a Lincolnshire Parks Survey (Village of Lincolnshire)
 - 7.0 UNFINISHED BUSINESS**
 - 8.0 NEW BUSINESS**
 - 9.0 ADJOURNMENT**
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One Olde Half Day Road, Lincolnshire, IL 60069
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**MINUTES OF THE
PARK BOARD MEETING
Monday, November 28, 2018**

Present: Ken Borgerding, Park Board Chairman
Michael Brouillard
Lee Campbell
Lee Fell
Suzi Siegel
Sandra Wright
Kai Zhou
Tim Baynon, Forestry/Parks Foreman
Brad Woodbury, Public Works Director
Marc Facchini, Management Analyst
Jeff Ralston, Lincolnshire Sports Association
Ryan Daube, Lincolnshire Sports Association

Absent: Michael Blasek, Alternate
Dr. Mara Grujanac, Trustee Liaison

Location: Lincolnshire Village Hall, Lincolnshire Illinois 60069

1.0 CALL TO ORDER

Chairman Borgerding called the meeting to order at 7:01 pm

2.0 ROLL CALL

Forestry/Parks Foreman Baynon called roll and determined a quorum was present.

3.0 APPROVAL OF MINUTES

3.1 Approval of the Minutes of the September 17, 2018 Meeting of the Park Board (Village of Lincolnshire)

The Park Board reviewed the minutes of the September 17, 2018 meeting. A motion was made by Mr. Fell, seconded by Ms. Siegel, to approve the minutes as presented. The motion was approved by a unanimous voice vote.

4.0 RESIDENT COMMENTS AND REQUESTS

4.1 None

5.0 RECREATION

5.1 None

6.0 PARKS

6.1 Consideration and Discussion of a Request for Chicago Rush Soccer to Obtain Field Usage Time as an Affiliate of the Lincolnshire Sports Association (Lincolnshire Sports Association)

Mr. Woodbury explained how per the Village code, outside organizations are required to

obtain approval from both the Park Board and the Village Board before being recognized as an official sports affiliate through Lincolnshire Sports Associate which would then give them access to the North Park playing fields. Mr. Woodbury explained that during staff research, staff found that the petitioner tonight, Chicago Rush North Soccer has not been previously approved as a Lincolnshire Sports Association affiliate. Mr. Woodbury explained that as a result, staff concluded that an organization such as Chicago Rush Soccer would be treated as an affiliate with Lincolnshire Sports Association and would be required to go through the proper approval process. Lincolnshire Sports Association is proposing to enter into an affiliation with Chicago Rush North Soccer and request the Village grant affiliate status to Chicago Rush North Soccer so they are able to utilize the sports fields at North Park. Mr. Woodbury said that the terms of the agreement between Chicago Rush North Soccer and Lincolnshire Sports Association are included in the Park Board Packet. Mr. Woodbury said that in accordance with the Athletic Field Usage Policy, Chicago Rush North Soccer would be applying for a Classification B status which is currently at a rate of \$20/participant/season. Mr. Woodbury said that at this time, staff has no recommendation or objection to allow Chicago Rush North Soccer to utilize the athletic fields at North Park subject to the fields availability established by the Lincolnshire Sports Association.

Mr. Ralston explained to the Park Board that Lincolnshire Sports Association is sort of the 'Village Park District' for Lincolnshire. Mr. Ralston explained that LSA is a group of 12 Volunteers where each one of the volunteers is a Director for a particular activity or program and then opened it up to questions.

Ms. Wright asked Mr. Ralston 'what percentage of Lincolnshire Sports Association participants are Lincolnshire children?' Mr. Ralston said that depending on the type of sport, it can range anywhere from 70%-100%.

Mr. Woodbury said that Lincolnshire Lighting was a local organization where as Chicago Rush North Soccer is a National Organization. At that point, it was concluded that staff does need approval for Chicago Rush North Soccer to attain affiliate status. Mr. Ralston explained that there are six different affiliates with the Chicagoland area and each of those affiliates are run separately. Mr. Ralston explained that since they wear the Chicago Rush uniforms and register in tournaments under Chicago Rush North /Chicago Rush that they are able to share players within the six Chicagoland affiliates.

Ms. Wright said that technically Chicago Rush North is not a Lincolnshire program and that Chicago Rush is basically a private soccer program that wants to utilize Lincolnshire's facilities.

Ms. Siegel asked how the cost of the Classification B status of \$20/participant/season was decided. Mr. Woodbury said that this was based on the Village Code. Mr. Woodbury explained that moving forward, staff will review the annual athletic field usage fees to see if these fees are in line with what the Park Board and Village Board want. Mr. Fell asked Mr. Woodbury if the Classification B is the same Classification that the Lincolnshire Sports Association receives from house baseball and travel baseball and Mr. Woodbury confirmed. Mr. Fell asked Mr. Woodbury if the cost associated with the affiliates cover the cost of reseeding, usage, aerating and any other costs associated with maintaining the sports fields. Mr. Woodbury said that he would need to bring back more information but from what he can see on the surface it seems to be covering it. Mr. Woodbury said that ultimately that decision would be up to the Park Board and Village

Board. Mr. Woodbury explained that in early 2019 this will be presented to the Park Board to review the costs and probably ask similar questions. Ms. Wright said that there needs to be more concrete data submitted to look at when formulating the associated cost.

Mr. Woodbury asked if there are any other questions from the Park Board. Chairman Borgerding asks that in the absence of Lincolnshire Sports Association Lighting and Rush Soccer what does a Lincolnshire resident do if their child wants to participate in travel soccer. Mr. Ralston explained that these parents would have to take their children to different organizations which are located in different towns.

Mr. Woodbury said that the last time an affiliate was approved was for Slammers around 2012. Mr. Woodbury explained that if the Park Board thinks they have sufficient information they can refer this to the Village Board and the Mayor of Trustees for approval for an affiliate under Class B status, or if the Park Board doesn't feel that they have enough information and that more questions need to be answered then this can be deferred to the next Park Board meeting, or that Park Board can ultimately deny this request.

Chairman Borgerding asked if anyone would like to make a motion.

A motion made by Ms. Siegel to refer this to the Village Board, with an agreement that there is a staff review of the pricing structure for the field usage policy done within the first quarter of 2019. The motion was seconded by Mr. Fell, to approved by unanimous voice vote.

6.2 Consideration and Discussion of Eagle Scout Procedures for Prospective Scout Projects within the Village of Lincolnshire (Village of Lincolnshire)

Mr. Facchini explained that the Village of Lincolnshire is routinely contacted by Boy Scouts of America to perform Eagle Scout projects within the Villages boundaries. Mr. Facchini said that the staffs goal is to have these Scouts apply at a consistent practice and procedures for the Scouts to follow. Mr. Facchini explained that in the proposed procedure guidelines, the Scouts would have to present the proposed project to the Park Board no later than March of the year that the project will be completed. Mr. Facchini said that if the Park Board accepts these procedures, then staff would reach out to Boy Scouts of America to make them aware of the changes. Mr. Facchini said that in part of the proposed application and procedure changes staff would require the Scout to complete sign a waiver of personal injury which is currently used for all Village volunteers during functions such as Boo Bash. Mr. Facchini explained that the project and the volunteer work would be denied if this form is not filled out or is incomplete. Mr. Facchini said that it is staff's recommendation to adopt the proposed procedure and application.

Chairman Borgerding said that he thinks that this is a great idea. Ms. Wright said that the Village should think about adding in a 'maintenance cost' report where the Village see how much will be spent in future years in regards to maintaining the Eagle Scouts projects. Mr. Fell said that he thinks that this is a good idea as well. Chairman Borgerding asked if we should have this 'carrying cost' report in the Eagle Scout Application form or if we should have Village staff do their own assessment on how much it is going to cost to maintain the Eagle Scouts project. Ms. Wright said that it

should be both part of the form and also a conversation that the Eagle Scout has with Village staff prior to the project. Mr. Fell made a recommendation that the form is ok and that there should be area in the project procedures that there is an initial meeting with Village staff to understand the project and costs associated with their project. Mr. Fell feels that this would be beneficial so that when the Eagle Scout comes to the Park Board they have all the costs associated with their project. Chairman Borgerding said that prior to submission of the application the Eagle Scout would have to meet with Public Works to discuss long term maintenance costs.

Ms. Wright made a motion to approve the Eagle Scout Procedures as is with a slight adjustment. The motion was seconded by Mr. Fell, to approve by unanimous voice vote.

6.3 Consideration and Discussion of a Lincolnshire Parks Survey (Village of Lincolnshire)

Mr. Facchini how Village staff is working to update the Parks, Paths and Open Space master plan. Mr. Facchini explained how staff is seeking feedback from residents through online surveys which are used to assess parks, paths and open space conditions. Mr. Facchini explained how this feedback would then be used to see what the recreation needs and desires for the community. Mr. Facchini explained that the multiple choice survey would take roughly five to ten minutes to complete. Staff is looking for any question recommendations prior to the Park Board referring this to the Village Board.

Chairman Borgerding suggested that question 2 and 3 as well as questions 6 and 7 on the survey should have the same multiple choice answers to choose from. Ms. Wright said that it might be helpful for residents to see a map of the paths that the survey pertains to. Mr. Facchini stated that he can always reference specific paths as well. Ms. Wright suggested that any time consistency is mentioned, the same multiple choice answers should be provided. Mr. Fell said that the survey should ask if the resident or a family member use the park, is it for house league or travel league reasons. Ms. Wright suggested that the Village list the address or geographic location of the Park and not just have the name of the park listed in the survey. Mr. Zhou asked if a Village survey like this was ever performed. Mr. Woodbury said that the Village sent out a hard copy of the survey to residents in 2015 but it wasn't specifically for parks. Mr. Zhou is curious what the return percentage of the survey was or will be. Mr. Woodbury said that at the time he it was staff's belief that if you got a return rate of 20%-25% or more than it was considered a very good return rate. Mr. Fell wanted to know how the Village was going to prevent the same person from completing the survey more than once.

Mr. Woodbury explained that Pocket Park and Trailhead Park were not listed on the proposed survey because at this time the Village has not accepted the maintenance responsibly associated with these parks. Mr. Fell suggested that Memorial Park be added to the survey.

Mr. Woodbury said that after Village staff adjusts and updates the surveys based on today's feedback, they will bring it back to a future Park Board Meeting.

Chairman Borgerding suggested that the Village raffle off a \$25.00 gift card or something of this nature for people who completed the survey which might increase the amount of feedback the Village from residents. Mr. Woodbury said that Public Works can bring back a few recommendations as to an incentive to get residents to take the survey.

Mr. Fell made motion with a recommendation that the survey be brought back to the Park Board at a later date with discussed changes. The motion was seconded by Mr. Zhou, to approved by unanimous voice vote.

7.0 UNFINISHED BUSINESS

7.1 None

8.0 NEW BUSINESS

8.1 None

9.0 ADJOURNMENT

9.1 A motion was made by Mr. Fell, seconded by Ms. Siegel, to adjourn the meeting. The motion was approved by unanimous voice vote. Chairman Borgerding declared the meeting adjourned at 8:16 pm.

DRAFT

REQUEST FOR BOARD ACTION

Subject: Consideration and Discussion of the 2019 Park Board Meetings Calendar (Village of Lincolnshire)

Action Requested: Consideration, Discussion and Approval of Proposed 2019 Park Board Meeting Calendar

Originated By/Contact: Bradford H. Woodbury, Public Works Director

Referred To: Park Board

Summary / Background:

Attached is a copy of the proposed Village Park Board meeting calendar for 2019. The following are a list of dates identifying Park Board meetings. A majority of dates fall on the regularly scheduled second and fourth Mondays of the month. However, those dates noted with the “*” reflect a date shift due to a holiday falling on that date. An explanation of the reason for the shift is listed below.

January 22, 2019*
February 20, 2019**
March 18, 2019
April 15, 2019
May 20, 2019
June 17, 2019
July 15, 2019
August 19, 2019
September 16, 2019
October 21, 2019
November 18, 2019
December 16, 2019

*Changed to Tuesday due to Martin Luther King Day

**Changed to Wednesday due to President’s Day

Once the meeting dates are approved, staff will send out electronic meeting invites each month to Park Board members.

Budget Impact: Not Applicable.

Service Delivery Impact: Not Applicable.

Recommendation: Consideration and discussion of proposed meeting calendar.

Reports and Documents Attached:

- None

Meeting History	
Park Board	December 17, 2018

**REQUEST FOR BOARD ACTION
Park Board Meeting
December 17, 2018**

Subject: Consideration and Discussion of a Lincolnshire Parks Survey

Action Requested: Consideration and Discussion

Originated By: Marc Facchini, Public Works Management Analyst

Referred To: Park Board

Summary / Background: Staff is currently in the process of reviewing and amending the Village’s Parks, Paths and Open Space Master Plan. As part of the review, staff are seeking feedback and direction from the public in the form of a comprehensive online survey. The survey questions are designed to assess current park facilities, amenities, and playground equipment and gather public feedback to diversify and better serve the needs and desires of the community.

The survey will take approximately 5-10 minutes to complete and will be available exclusively online. The survey will be powered through the service provider Survey Monkey. Staff will make the survey available on the Village Website and use all communication channels available to draw participation.

The survey consists of many multiple choice questions asking respondents to rank conditions of the park and to explain the reason for below average responses. The survey also individually identifies Village Parks and asks respondents to rate quality and diversity of playground equipment. Using the guidance of the Park Board and community, staff will continue making strides to optimize park services to optimize Park services.

Budget Impact: There is very minimal budget impact as the only cost to the Village would be approximately 5-10 hours of staff time and Survey Monkey fees of \$32/month. The staff time will consist of the time spent identifying questions and creating the questions in the survey website.

Recommendation: Staff recommends the Park Board to evaluate the survey, provide feedback and refer this item to the Mayor and Board of Trustees for feedback.

Attachments:

- Village of Lincolnshire Parks & Paths Survey

Meeting History	
Park Board	November 28, 2018
Park Board	December 17, 2018

Parks and Paths Survey

1. Are you a Lincolnshire Resident
 - a. Yes
 - b. No
2. Do you or your family members use the Village parks?
 - a. Every day
 - b. 2-3 times a week
 - c. Once a week
 - d. 1-2 times a month
 - e. Other
3. How often do you or your family members use a path in Lincolnshire
 - a. Every day
 - b. 2-3 times a week
 - c. Once a week
 - d. 1-2 times a month
 - e. Other
4. How often do you or your family members visit Village parks?
 - a. Every day
 - b. 2-3 times a week
 - c. Once a week
 - d. 1-2 times a month
 - e. Other
5. Do you or your family members visit the parks as part of your exercise or health routine?
 - a. Yes
 - b. No
6. How often do you or family members use the Village mixed recreation path systems (Half Day road, Riverwoods rd. trail) as part of your exercise or health routine?
 - a. Every day
 - b. 2-3 times a week
 - c. Once a week
 - d. 1-2 times a month
 - e. Other
7. How often do you or family members use playgrounds equipment and basketball and/or tennis courts?
 - a. Every day
 - b. 2-3 times a week
 - c. Once a week
 - d. 1-2 times a month
 - e. Other



Parks and Paths Survey

- 8. Why do you or your family members visit the parks?
 - a. Playgrounds
 - b. Relaxation
 - c. Exercise
 - d. Athletics/sports
 - e. Other
- 9. If you use the parks for athletics and sports, please select all that apply.
 - a. House sports
 - b. Travel sports
 - c. Unorganized informal sports
- 10. Please rate the quality of playground equipment at the following Village Parks:

Balzer Park – 30 Windsor Drive:

Poor		Average		Excellent	
1	2	3	4	5	

Bicentennial Park – 45 Fox Trail:

Poor		Average		Excellent	
1	2	3	4	5	

Old Mill Park – 100 Fallstone Drive:

Poor		Average		Excellent	
1	2	3	4	5	

North Park – 1025 Riverwoods Road:

Poor		Average		Excellent	
1	2	3	4	5	



Parks and Paths Survey

Spring Lake Park – 49 Oxford Drive:

Poor		Average		Excellent	
1	2	3	4	5	

Whytegate Park – 299 Whytegate Court:

Poor		Average		Excellent	
1	2	3	4	5	

- 11. Please rate the overall conditions of athletic fields in dry conditions:
 - a. Excellent
 - b. Average
 - c. Below average, please explain _____
- 12. Please rate the overall conditions of athletic fields after a rain event:
 - a. Excellent
 - b. Average
 - c. Below average, please explain _____
- 13. What are your thoughts on artificial turf athletic fields in the Village?
 - a. Supportive
 - b. Neutral
 - c. Not Supportive
- 14. Have you ever read the parks or court rules signs?
 - a. Yes
 - b. No
- 15. Are there any desirable locations in the Village not accessible by bikes due to a lack of trail access?
 - a. Yes, please explain
 - b. No
- 16. How would you rank the current conditions of the Village's parks and paths?
 - a. Excellent
 - b. Average
 - c. Below average, please explain _____
- 17. How would you rank the overall condition/quality of the Village's parks?
 - a. Excellent
 - b. Average
 - c. Below average, please explain _____



Parks and Paths Survey

18. How would you rank restroom cleanliness at the Village's parks?

a. Excellent

b. Average

c. Below average, please explain _____

19. How would you rank your overall satisfaction with Village parks?

a. Excellent

b. Average

c. Below average, please explain _____

20. What amenity or feature would you like to see added to a Village park that is not currently offered?

a. Please list, if any _____