VILLAGE OF
LINCOLNSHIRE

AGENDA
PARK BOARD MEETING
Village Hall – Board Room
Monday July 20, 2026 – 7:00 p.m.

CALL TO ORDER

1.0 ROLL CALL

2.0 APPROVAL OF MINUTES
- 2.1 Approval of the June 15, 2026, Park Board Meeting Minutes

3.0 RESIDENT COMMENTS AND REQUESTS

4.0 RECREATION

5.0 PARKS
- 5.1 Review of Parks Related Village Permit Fees
- 5.2 Memorial Commemoration for Former Park Board Member Lee Campbell
- 5.3 Consideration of Amenities at Old Mill Park

6.0 UNFINISHED BUSINESS

7.0 NEW BUSINESS
- 7.1 2026 Summer Slam Tournament Update
- 7.2 May 30 - Parks Clean-Up/Touch-A-Truck Update

8.0 ADJOURNMENT

PUBLIC PARTICIPATION OPTIONS

- **View/Listen**
  - Watch live on Cable Channel 10.
  - Watch live on the Village Facebook page (https://www.facebook.com/VillageofLincolnshire).
- **Public Comment – Items Not Requiring a Public Hearing**
  - Participants may provide public comment per the Village Board's Rules for Public Comment which can be found on the Village website on the "Transparency" webpage.

Reasonable accommodation/auxiliary aids will be provided to enable persons with disabilities to effectively participate in any public meetings of the Board. Please contact the Village Administrative Office (847-883-8600) 48 hours in advance if you need special accommodation to attend. Committee of the Whole meetings will not proceed past 10:30 p.m. unless there is a consensus of the majority of the Trustees to do so.

VILLAGE OF
LINCOLNSHIRE

MINUTES
PARK BOARD MEETING
June 15, 2026

Present:

Chairman Borgerding	~~Member Alves~~
~~Member Fell~~	~~Member Shukas~~
Member Gurewitz	Member Moiseev
Member Hamilton	~~Member Wood~~
Public Works Director Woodbury	Trustee Munger
Parks Foreman Biddinger	
Public Works Management Analyst Wszolek	

1.0 ROLL CALL

Chair Borgerding called the meeting to order at 5:29 p.m., and Parks Foreman, Biddinger called the Roll.

2.0 APPROVAL OF MINUTES

2.1 Approval of the Minutes of the April 20, 2026, Park Board Meeting (Village of Lincolnshire)

Member Gurewitz moved, and Member Hamilton seconded the motion to approve the Park Board Minutes. The motion passed unanimously.

3.0 RESIDENT COMMENTS AND REQUESTS

4.0 RECREATION

5.0 PARKS

5.1 Tours of North Park, Florsheim Park, Whytegate Park, Old Mill Park, Memorial Park, Bicentennial Park, Balzer Park, Spring Lake Park, ~~Rivershire Park~~, Creekside Park, and Trailhead Park.

Parks Foreman Biddinger explained the improvements completed at each park during the past few years and discussed projects and improvements planned for the coming years at each location.

<u>North Park</u>:
Completed projects in Recent Years:
- Roofing project completed on all three buildings
- Pickleball conversion project
- Sod replacement and improvements

Upcoming/Future Projects:

DRAFT

- LED lighting upgrade project
- Hardscape and sidewalk repairs
- Seating replacements
- Playground upgrades
- Boardwalk replacements

Florsheim Park: Park Board did not visit this site

Whytegate Park:
Completed projects in Recent Years:
- Playground and workout area replacement

Upcoming/Future Projects:
- Tennis court color coating
- Archway and gazebo rehabilitation
- Fence replacement (2032)

Old Mill Park:
Completed projects in Recent Years:
- Playground equipment power washing

Upcoming/Future Projects:
- Parking lot resurfacing
- Fence replacement
- Playground upgrades

Memorial Park:
Completed projects in Recent Years:
- Tree removals
- Restorations
- New lighting near the sign

Upcoming/Future Projects:
- Gazebo replacement

Bicentennial Park:
Completed projects in Recent Years:
- Drainage Project
- New concreate pads
- New benches

Upcoming/Future Projects:
- Playground upgrades

Balzer Park:
Completed projects in Recent Years:
- Drainage project
- Walking path resurfacing
- Basketball court color coating
- Replacement of select playground components

Upcoming/Future Projects:
- Tennis court color coating

Spring Lake Park:
Completed projects in Recent Years:
- Shower replacement near the beach
- Playground adjustments

- Installation of memorial benches
- Tennis court resurfacing
- Tennis court pressure washing and crack filling

Upcoming/Future Projects:
- HVAC upgrades for the building

Creekside Park:
Completed projects in Recent Years:
- Sidewalk connection to Milwaukee
- Lighting Repairs

Upcoming/Future Projects:
- N/A

Trailhead Park:
Completed projects in Recent Years:
- Brush removal to open up the view of the pond
-

Upcoming/Future Projects:
- Add new trees
- Turf restoration

Chairman Borgerding left the meeting at 6:37 p.m. Barry Gurewitz assumed the chair for the remainder of the meeting. A motion to approve was made by Member Hamilton and seconded by Member Moiseev. The motion carried.

6.0 UNFINISHED BUSINESS

7.0 NEW BUSINESS

8.0 ADJORNMENT

Member Moiseev moved, and Member Hamilton seconded the motion to adjourn the Park Board Meeting. The voice vote was unanimous, and Chairman Borgerding declared the meeting adjourned at 7:11 p.m.

Minutes submitted by Emily Dargatz, Administrative Assistant, Public Works Department.

VILLAGE OF LINCOLNSHIRE

July 20, 2026
Park Board
5.1

ITEM SUMMARY

Action Requested (Petitioner):	Review of Parks Related Village Permit Fees (Village of Lincolnshire)
Recommendation:	Consideration and Recommendations
Author(s):	Bradford H. Woodbury – Public Works Director
Actual Amount – Budgeted Amount:	N/A
Meeting History:	N/A
Attachments:	Village of Lincolnshire – Picnic Permit Village of Lincolnshire – Fireplace Permit Village of Lincolnshire – Canoe Launch Rack Permit Village of Lincolnshire – Spring Lake Park House Permit

Request Summary
Staff requests the Village Park Board's review and direction regarding current fee structures and policies for several park-related permits. Below is an overview of staff findings and recommendations for each category.

Picnic Permits
Current Fees:

- Resident (30-99 Guests): $50
- Non-Resident (30-99 Guests): $100
- Resident (100-200 Guests): $100
- Non-Resident (100-200 Guests): $200

Recommended Fees:

- Resident (30-99 Guests): $65 ($40 for additional 4 hours)
- Non-Resident (30-99 Guests): $125 ($55 for additional 4 hours)
- Resident (100-200 Guests): $115 ($40 for additional 4 hours)
- Non-Resident (100-200 Guests): $225 ($55 for additional 4 hours)

Staff Findings & Recommendations: Staff research indicates that comparable areas charge an average of $60–$120 for residents and $120–$240 for non-residents. Furthermore, because picnic permits currently have no time limit, staff has observed events lasting 6–8 hours. This extended usage generates significantly larger volumes of garbage compared to standard picnics.

As a result, staff recommends implementing a 4-hour time limit on all picnic permits. Applicants requiring additional time must purchase a consecutive block of time (e.g., an additional 4 hours) via a checkbox on a revised permit form. For example, a resident permit that normally costs $50 would cost $100 if the applicant requests a second 4-hour block.

Fireplace Permits

Current Fees:
- Resident: $25
- Non-Resident: $50

Recommended Fees:
- One Fee/Option on Picnic Permit: $25
- ~~Non-Resident: $50~~

Staff Recommendation: Due to an extremely low volume of standalone fire-pit rentals, staff recommends simplifying the process by eliminating the stand-alone fireplace permit and adding fireplace rental as an option and/or checkbox directly on the picnic permit. Additionally, staff recommends establishing a flat fee of $25, regardless of residency status.

Canoe Launch Rack Permit

Current Fees:
- Seasonal: $50
- Daily: $5

Staff seeks feedback from the Park Board on whether the Village should implement a resident and non-resident split for these permits. If the Park Board desires this distinction, staff recommends the following structure, which replaces the daily fee with a 3-day option or removes the short-term option entirely based on the lack of demand:

Recommended Fees:
- Resident Seasonal: $75
- Non-Resident Seasonal: $100
- Resident 3-day rental: $10 (Staff recommends removal)
- Non-Resident 3-day rental: $20 (Staff recommends removal)

Staff Findings & Recommendations: Staff research shows that kayak storage costs at dedicated racks and launch sites vary dramatically depending on whether users choose a municipal/park district site or a commercial outfitter. Costs also depend on the user's residency in the specific tax district. Additionally, data indicates that the market has virtually no demand for "daily" private rack storage. As a result, staff recommends removing the daily rental option entirely.

Spring Lake House Permit

Current Fees:
- Resident Usage: $50 per hour
- Community Group Usage: $30 per hour

Staff Recommendation: Staff has no recommended changes for the Spring Lake Park House at this time, given that the Village recently implemented these fees in 2025.

Budget Impact

Staff anticipates that the proposed permit and fee revisions will bring a net positive impact to the parks budget, though final direction from the Park Board and eventual approval from the Village Board will determine the exact revenue adjustments. Restructuring picnic permits into 4-hour blocks will capture additional revenue from extended-use events, directly offsetting the high garbage removal costs that 6–8 hour rentals currently generate.

Simplifying the fireplace permit to a flat $25 fee will create a negligible financial impact due to historically low standalone volume, and eliminating the underutilized daily canoe launch rental will streamline administration without causing a material loss in revenue.

Furthermore, if the Board adopts the proposed resident and non-resident seasonal structure ($75 and $100) for the canoe launch, the Village will realize a moderate increase in seasonal storage revenue. The Spring Lake House carries no budget impact unless the Park Board recommends changes to its structure.

Next Steps

Pending direction and approval from the Park Board, staff will proceed with the following actions:

- Update Permit Forms: Revise the picnic permit form to include the new 4-hour time block checkboxes and integrate the standalone fire-pit as a rental option.
- Code and Fee Schedule Updates: Prepare and bring forward the necessary amendments to the Village Code and Comprehensive Fee Schedule for formal approval and adoption.
- Draft Policy Amendments: Formalize the removal of daily canoe launch rack rentals and, if the Board so directs, establish the new resident/non-resident seasonal rate structure.

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PUBLIC WORKS DEPARTMENT

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RIVERSHIRE PARK CANOE RACK PERMIT APPLICATION

OFFICE USE ONLY
Permit #:

APPLICANT INFORMATION			
Name:			Date:
Address:			Time Submitted:
City:			State:
Telephone:			
Email:			
Resident: ☐ Yes ☐ No			
☐ Daily Permit	From:	To:	
☐ Seasonal Permit from May 1 to October 31 only			
Amount Due: $			Receipt Code: 174

INFORMATION

1. Canoe rack permits will be issued only to Residents of the Village of Lincolnshire until June 1 of each year. After June 1 a Non-Resident may be issued a permit if space is available.
   Canoe rack permits are issued on a first-come, first serve basis.
2. **A total of five seasonal permits will be issued annually.**
   Seasonal permits are issued for the time period May 1 to October 31 annually. Any canoe, kayak, or similar vessel left on the rack after November 1 will be discarded. Only one seasonal permit will be issued per address per year. Cost of a **seasonal permit is $50.00** (*1-15 Comprehensive Fee Schedule of Village Code)*
3. **Daily permits will be issued according to availability.** Daily permits are issued on a three (3) day basis. Any canoe, kayak, or similar vessel left on the rack after the permit has expired will be discarded. Cost of a **daily permit is $5.00** (three (3) day period), (1-*15 Comprehensive Fee Schedule of Village Code)*
4. A permit tag will be issued to the approved applicant. This tag must be displayed on the canoe while it is on the rack.
5. The Village is not responsible for any damage or loss associated with use of the canoe rack, including injury to the permittee or to any person using the canoe rack. It is the responsibility of the canoe owner to provide a lock or other adequate measure to ensure that the canoe is secure.

Permittee, whether an individual or group for its member, officers, guests, and invitees, if any, covenants and agrees that it/they shall at all times protect, indemnify, save and keep harmless the Village of Lincolnshire from and against any and all claims, costs, damage or expense arising out of or from any accident or other occurrence on or about the premises or arising from any activity under this permit, causing injury or damage to any person or property. This is intended to be an absolute release and hold harmless obligation binding permittee and benefitting the Village of Lincolnshire, its officers, agents and employees. This provision shall apply irrespective of the condition of the amenity and to any acts or neglect of the Village of Lincolnshire, its officers, agents and employees.

Name:	Date:
Signature:	

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NORTH PARK FIREPLACE USAGE APPLICATION

OFFICE USE ONLY
Permit #:

APPLICANT INFORMATION		
Name:		Date:
Address:		Unit #:
City:	State:	Zip Code:
Phone:	Other Phone:	
Email:		
Number of people attending activity:		
Date Requested:		
Start Time:	End Time:	

PAYMENT	
Rates specified in Comprehensive Fee Schedule	
☐ Resident	☐ Non-Resident
Date Paid:	
Amount Paid:	Check #:

APPLICANT SIGNATURE

On behalf of _____ (individual or organization name), I have read the Village of Lincolnshire Ordinance No. 82-704-11, or Title 8, Chapter 1B of the Village of Lincolnshire Municipal Code and the Fireplace Usage Policy. I do hereby agree to comply with the rules and regulations outlined in the Ordinance and Fireplace Usage Policy.

Signature: _____ Date: _____

FOR OFFICE USE ONLY
Fire Place Opened By:
Fire Place Closed By:
Firewood Deposited By:
Condition of Fireplace Area:
Comments:

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PUBLIC WORKS DEPARTMENT

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PICNIC PERMIT APPLICATION

OFFICE USE ONLY
Permit #:

APPLICANT INFORMATION		
Name:		Date:
Name of Organization:		
Address:		Unit #:
City:	State:	Zip Code:
Phone:	Resident: ☐ Yes ☐ No	
Email:		
Date Requested:	Time Requested:	
Total number of people who will attend the picnic:		

PICNIC AREA		
Please select one:		
☐	North Park Concession Area (next to playground)	Max 200
☐	Spring Lake Park Picnic Area	Max 100
☐	North Park Picnic Pavilion (fire place requires separate permit and fee) (next to woods)	Max 40
☐	Whytegate Park (no restrooms on site)	Max 50

APPLICANT SIGNATURE

On behalf of _____ (organization), I have read Title 8 (Public Ways & Property), Chapter 1 (Village Parks) of the Lincolnshire Village Code, and do hereby agree to comply with the rules and regulations outlined in this ordinance.

Signature: _____ Date: _____

PICNIC PERMIT FEES - Code Section 8-1B-2(B)		
Resident	30 to 99 guests	$50.00
Non-resident	30 to 99 guests	$100.00
Resident	100-200 guests	$100.00
Non-resident	100-200 guests	$200.00

SUBMIT APPLICATION AND PAYMENT

Completed application and payment must be submitted together to process the permit request (mail, drop box outside Village Hall, Village Hall front counter). Payments made with cash or credit card must be submitted in person at Village Hall. Application may be sent via e-mail to receptionist @lincolnshireil.gov. Call 847-883-8600 with questions.

FOR OFFICE USE ONLY	
Picnic Area Inspected By:	Date:
Condition of Picnic Area:	

1 Olde Half Day Road, Lincolnshire, IL 60069 | www.lincolnshireil.gov | P: 847-883-8600 | F: 847-883-8608

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SPRING LAKE PARK HOUSE RENTAL APPLICATION

OFFICE USE ONLY
Permit #:

APPLICANT / ORGANIZATION INFORMATION		
Requested Date:	Start Time:	End Time:
Name of Applicant/Organization:		
Address:		
Representative's Name:	Email:	
Phone:	Number of Guests Expected (20 max):	
Room style (see room setup options below) ☐ Style 1 ☐ Style 2 ☐ Other		
Event Description:		

APPLICANT SIGNATURE

On behalf of _____ (organization), I have read Title 8 (Public Ways & Property), Chapter 1 (Village Parks) of the Lincolnshire Village Code, and do hereby agree to comply with the rules and regulations outlined in this ordinance.

Signature: _____ Date: _____

PARK HOUSE RESERVATION FEES – CODE SECTION 8-1F-3		
Resident	1 - 20 Guests (4-hour max)	$50.00 per Hour
Community Group	1 – 20 Guests (4-hour max)	$30.00 per Hour
Fee Exemption	1 – 20 Guests (4-hour max)	$0.00 per Hour

SUBMIT APPLICATION AND PAYMENT

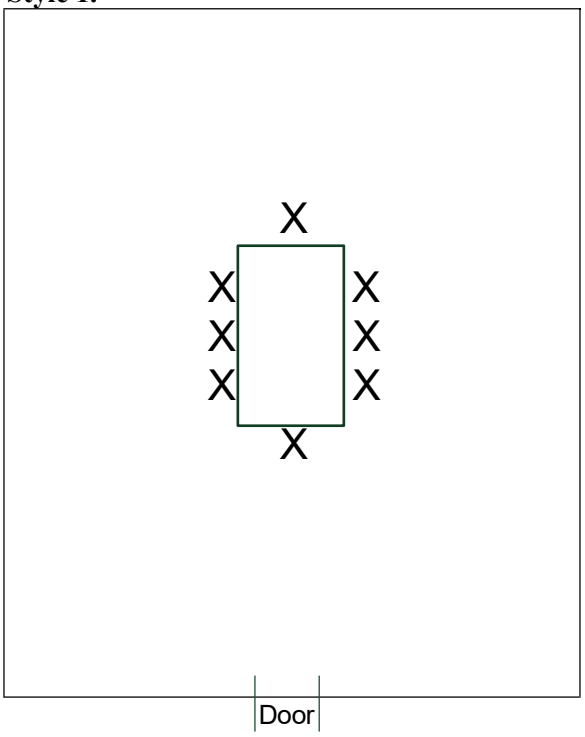
Completed application and payment must be submitted together to process the permit request (mail, drop box outside Village Hall, Village Hall front counter). Payments made with cash or credit card must be submitted in person at Village Hall. Application may be sent via email to receptionist@lincolnshireil.gov Call 847-883-8600 with questions.

FOR OFFICE USE ONLY	
SLP House Area Inspected By:	Date:
Condition of SLP House Area:	

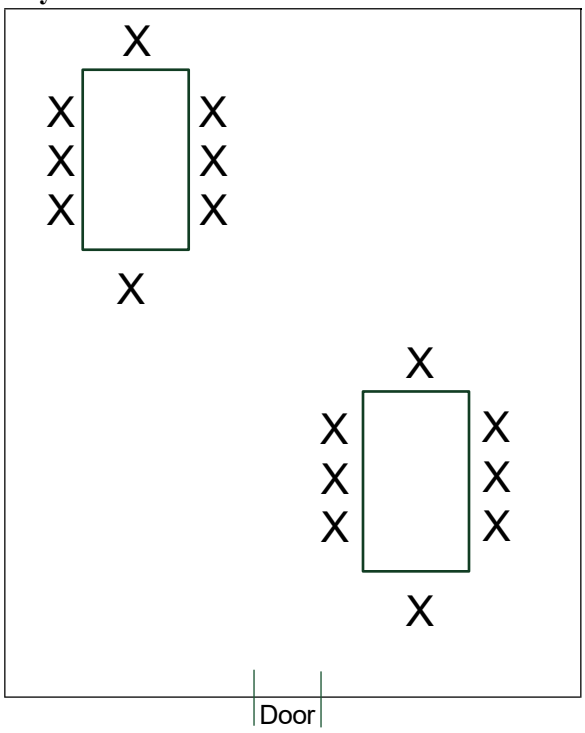
Spring Lake Park House Setup Options

X = Chair

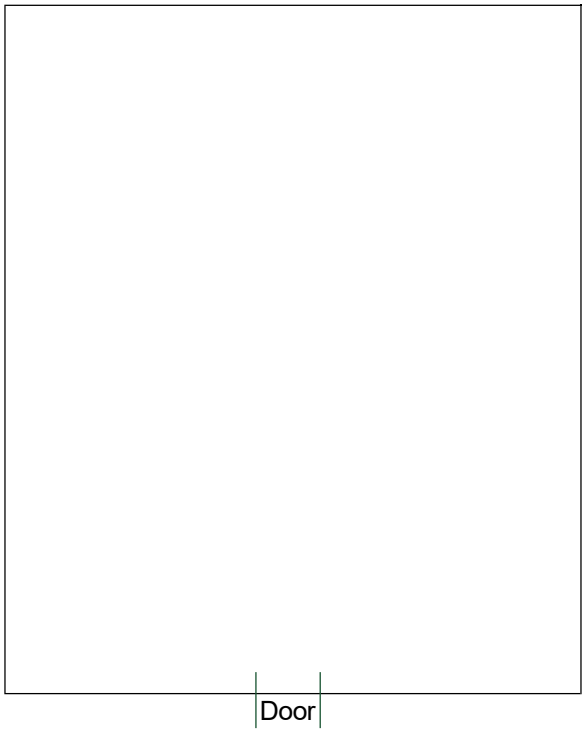
Style 1:



Style 2:



Other:



**Please Illustrate Desired Set-Up

VILLAGE OF
LINCOLNSHIRE

Spring Lake Park House Rental Policy
October 2025

Policy Statement
The intent of this policy is to address the rental of the Spring Lake Park House, to enable residents and community-based organizations located in or immediately adjacent to Lincolnshire to hold small events and/or gatherings. The Village of Lincolnshire recognizes that local organizations need public space, but due to limited resources and the need for equitable access, rental of the Spring Lake Park House will only be offered to residents and community based organizations that promote the health, welfare, and safety of Village residents and meet specific rental criteria.

No organization may use the house for any purpose that is not consistent with the mission of the Village or that violates any Village ordinances or policies. The opportunities provided shall be limited to renting the Park House for a specific schedule of events, including the time, place, and duration, with the renter being responsible for all aspects of the event, including setup, cleanup, and adherence to all rules and regulations.

Pricing Structure (4-hour max)

• **Residents**	$50 per hour	Applies to individual residents of the Village.
• **Approved Community Groups**	$30 per hour	A reduced, subsidized rate for organizations that meet the criteria set forth in the rental policy (i.e., those promoting residents' health, welfare, and safety).

Rate Exemptions
Full rate exemptions will be handled in accordance with the criteria for rate exemption established in the Spring Lake Park House Rental Policy. Any other rate exemption requests must be approved by the Mayor and Board of Trustees prior to any rental.

General Rules for Spring Lake Park House Rentals

The following rules ensure the enjoyment, safety, and proper maintenance of the Park House and the surrounding park environment. Failure to comply with these regulations may result in the **immediate termination of the rental and forfeiture of all fees**.

I. Reservation, Duration, and Capacity

- **Rental Restrictions:** Rentals of the Spring Lake Park House are limited to Lincolnshire residents and approved local community organizations. The house is not available for rentals to non-residents.
- **Minimum Age Requirements:** Anyone renting the Spring Lake Park House must be twenty-one (21) years of age and be present during the entirety of the rental.
- **Maximum Capacity:** The maximum number of attendees permitted within the house area is strictly limited to 20 people.
- **Rental Frequency:** To ensure fair use, rentals are on a first-come, first-serve basis with no more than one rental may occur per day.
- **Event Duration:** Events shall last no longer than four (4) hours unless an extended duration is permitted in writing by Village staff prior to the event.
- **Conclusion Time:** All rental events will take place between the park hours of sunrise and sunset, unless an event extending past sunset is permitted at the sole discretion of Village staff.

II. Park Access and Permits

- **Non-Exclusive Access:** Rental of the Park House does not grant exclusive access to either Spring Lake Beach and/or the designated picnic areas. These areas remain open to the public.
- **Picnic Area Use:** Gatherings of people wishing to utilize the adjacent picnic area shall do so only under the auspice of a separate, valid picnic permit. Using the picnic area for a group event without this permit is prohibited.

III. Prohibited Items and Activities

- **Noise/Sound:** Loud music, speakers, sound systems, or amplifiers are strictly prohibited to ensure the peaceful enjoyment of the park by all visitors.
- **Smoking:** Smoking, vaping, and the use of tobacco products are not permitted inside the Park House area or within 10 feet of its entrance.
- **Open Flames:** Open flames, including candles (except for contained chafing dish burners), are prohibited.
- **Damage & Decorations:** No materials (e.g., staples, tacks, or strong adhesive tape) that may damage the structure are to be used for decorations.

IV. Parking and Traffic

- **Parking Limit:** Parking for the Spring Lake Park House is strictly limited to the designated lot, which includes (27) standard parking spaces and (2) handicapped spaces. Renters and their guests must adhere to these limits; overflow parking is not provided.

V. Renter Responsibility

- **Cleanliness:** The renter is responsible for placing all trash in designated receptacles located within the house area. It is the responsibility of the renter to empty all garbage within the dumpster at the conclusion of the event. The dumpster is located in the northwest corner of the parking lot area.
- **Supervision:** The renter is responsible for the conduct and supervision of all guests.
- **Liability:** The renter is financially responsible for any damage to the Park House or surrounding Village property occurring during the rental period.

VI. Post Rental Inspection

- At the conclusion of each scheduled event, an inspection of the house area will be performed by Village staff to determine if the Park House area was damaged or left in a littered and unsightly condition.
- If damages are incurred as a result of the rental applicable, the lessee will be invoiced for any such damages and will be prohibited from future rentals until all delinquent fees are paid.

Criteria for Reduced Rates
Following are the organizations that qualify for a reduced rate to rent the Spring Lake Park House:

- Brushwood Center at Ryerson Woods
- Lincolnshire Garden Club
- Lincolnshire Community Nursery School
- Lincolnshire Sports Association
- Lincolnshire Swim Club
- Lake Forest Open Lands
- Riverside Foundation / Riverside Foundation Women's Board
- Buffalo Grove Lincolnshire Chamber of Commerce
- School District# 103 Learning Fund Foundation
- School District# 103 Parent-Teacher Organization
- School District# 125 Foundation
- Village Club of Lincolnshire
- Houses of Worship
- Homeowner association management offices that serve residential developments in Lincolnshire.
- Cub Scouts, Boy Scouts, Eagle Scouts, Brownies & Girl Scouts
- League of Women Voters
- Lincolnshire Morningstar Rotary Club
- Toastmasters of Lincolnshire
- Lincolnshire-Riverwoods Fire Protection District
- School District #103
- School District #125
- Vernon Area Public Library
- Vernon Township
- West Deerfield Township
- Lake County Forest Preserve District
- County of Lake

Criteria for Rate Exemption
The following are organizations that qualify for a rate exemption for rental/usage of the Spring Lake Park House:

1. Being an organization which provides services for people with special needs:
    - Special Recreation Association of Central Lake County (SRACLC)
    - Riverside Foundation

****All other rate exemptions must be approved by the Mayor and Board of Trustees prior to the rental.*

VILLAGE OF
LINCOLNSHIRE

Spring Lake Park House Liability Waiver, Release, and Indemnification Agreement

In consideration of the Village of Lincolnshire (the "Village") allowing me to utilize the **Spring Lake Park House** (the "House"), and the surrounding premises and facilities (the "Premises") for the purpose stated above, I, the Renter/User, acknowledge and agree to the following terms and conditions:

1. Warning, Assumption of Risk, and Condition of Premises
I understand and acknowledge that use of the House and Premises for any event, gathering, or activity carries certain inherent risks of damage or injury, including but not limited to property damage, minor or serious physical injuries, or death. These risks may arise from the condition of the House and Premises, from my use of the House and Premises, from the actions of my guests or invitees, or from other circumstances that may be inherent to the use of a public facility.

I acknowledge that I am renting the House and Premises in an "as is" condition and agree to assume **all risks and responsibilities** arising from my or my guests' and invitees' use of the House and Premises, regardless of the cause. I confirm that I and my guests/invitees are solely responsible for determining if we are physically fit and properly skilled for any activities we undertake at the House.

2. Release of Claims and Covenant Not to take Legal Action
I, on behalf of myself, my heirs, executors, administrators, personal representatives, successors, and assigns (collectively, the "Releasing Parties"), do hereby **release, waive, and forever discharge** the Village of Lincolnshire, its officers, officials, employees, Mayor, Board of Trustees, agents, and volunteers (collectively, the "Released Parties") from any and all claims, demands, liabilities, actions, or causes of action for any injury, illness, disability, death, or loss to person or property (including property of my guests or invitees) arising out of, connected with, or in any way associated with:

1. The **condition of the Spring Lake Park House or the surrounding Premises**.
2. My or my guests' and invitees' **use of the Spring Lake Park House or the surrounding Premises**.

This release applies whether the claims arise from the negligence of the Village of Lincolnshire or any other Released Party, or from any other cause. **I promise not to take legal action** against the Village of Lincolnshire or any other Released Party for any liabilities, claims, or damages covered by this Release.

3. Indemnification and Duty to Defend

I further agree to **indemnify, defend, and hold harmless** the Village of Lincolnshire and the other Released Parties from any and all liabilities, actions, claims, demands, costs, expenses (including reasonable attorney's fees), and losses that arise out of, are connected with, or result from:

1. The **condition of the Spring Lake Park House or the surrounding Premises** during my rental period.
2. My or my guests' and invitees' **use or occupancy of the Spring Lake Park House or the surrounding Premises** during the rental period. This obligation to indemnify and defend is intended to protect the Village from liability resulting from making the House available to the public.

4. General Provisions

- I certify that I am 21 years of age or older and am competent to contract in my own name.
- I understand that the Village may use photographs or videos taken by staff during my event for promotional purposes. By signing this form and using the facility, I grant the Village permission to use my image and the image of my guests for such purposes.
- I have carefully read this **Waiver, Release, and Indemnification Agreement**, fully understand its terms, and by signing it, I acknowledge that I am giving up substantial legal rights. I sign this agreement freely and voluntarily.

I have read the waiver, fully understand its terms, and by signing it, I have given up substantial rights, and sign it freely and voluntarily.

Renter/User Name: _____

Address: _____

Phone: _____ Email: _____

Date(s) of Rental/Use: _____

Purpose of Rental (Event): _____

VILLAGE OF LINCOLNSHIRE

July 20, 2026
Park Board
5.2

ITEM SUMMARY	
Action Requested (Petitioner):	Memorial Commemoration for Former Park Board Member Lee Campbell (Village of Lincolnshire)
Recommendation:	Consideration and Recommendations
Author(s):	Bradford H. Woodbury – Public Works Director
Actual Amount – Budgeted Amount:	N/A
Meeting History:	N/A
Attachments:	Photo of Current Campbell Memorial Bench Photo of Replacement Bench

Request Summary
Former longtime Park Board member Lee Campbell passed away last year. Lee dedicated approximately 35 years of exceptional service to the Park Board and the Lincolnshire community. To honor his profound impact and lasting legacy, staff would like to propose a formal commemoration of his service.

Park Board Leadership

- **Active Governance:** Throughout his tenure, he was a highly consistent participant in monthly sessions, frequently moving and seconding key board votes—ranging from approving major park projects including the development of North Park, Creekside Park and Trailhead Park to local community-wide art programs such as the "Apples Around Town" initiative in 2014.

- **Attention to Detail:** Meeting minutes routinely show Lee meticulously reviewing administrative drafts, correcting minor procedural errors, and directly questioning details on village policies—such as asking for specific structural details during park equipment updates or clarifying operational hours for the local beach.

Professional Background

- Outside of his civic service, Lee A. Campbell was a practicing attorney in Lincolnshire.

Staff Recommendations: If the Park Board is amenable to recognizing Lee's service to the Village, staff recommends the following potential commemorative option at Spring Lake Park:

- **Park Bench Installation:** Dedicated and installed in his honor at Spring Lake Park

Memorial Plaque: Staff proposes the following wording (to be approved by Gail Campbell) to be placed on a plaque:

In Memory of Lee Campbell
Dedicated Member of the Lincolnshire Park Board 1991–2025
Thank you for 35 years of leadership, vision, and devotion to the Village's parks.

VILLAGE OF LINCOLNSHIRE

July 20, 2026
Park Board
5.2

Budget Impact

The budget impact of this project will vary depending on the commemorative option selected by the Park Board. Planting a commemorative tree with an accompanying dedication plaque is estimated to cost approximately $600. Alternatively, purchasing and installing a new park bench replacement is estimated at approximately $1,500. It should be noted that several park benches at Spring Lake Park are currently in need of replacement, making the bench installation option a highly functional and timely upgrade for the park.

Next Steps

With the Park Board's concurrence, staff proposes to reach out to Lee's wife to share our intent, understand her family's personal preferences between these options, and determine the best fit. Staff will then report back to the Park Board with an update and finalized recommendation at a future meeting.

VILLAGE OF LINCOLNSHIRE

July 20, 2026
Park Board
5.3

ITEM SUMMARY	
Action Requested (Petitioner):	Consideration of Amenities at Old Mill Park (Village of Lincolnshire)
Recommendation:	Consideration and Approval
Author(s):	Bradford H. Woodbury – Public Works Director
Actual Amount – Budgeted Amount:	N/A
Meeting History:	N/A
Attachments:	N/A

Request Summary
At its April 20, 2026, meeting, the Park Board directed staff to investigate replacement options for several underutilized amenities slated for removal at Old Mill Park. This memorandum presents four conceptual replacement combinations—ranging from $45,000 to $65,000—and requests Park Board direction on a preferred replacement concept.

Summary of April 20 Discussion
On April 20, 2026, the Park Board reviewed a proposal to remove the soccer goals and a baseball backstop at Old Mill Park due to minimal usage, aging equipment, and anticipated repair costs. Staff noted that removal would require approximately two working days for a two-person crew, with an estimated cost of $3,431.12.

During the discussion, the Park Board expressed support for removing multiple underutilized amenities at the park, including the baseball field, the bocce ball court, the soccer goals, and the volleyball net. The Park Board directed staff to investigate potential replacement options for the areas where these amenities are to be removed. Below are the options staff has identified for Park Board consideration:

Option 1 – Full Expansion of Disc Golf
This option replaces the three existing disc golf holes and adds 4 to 6 additional holes, creating an 8-9 hole course. Staff would perform additional research and work with a disc golf consultant to identify the maximum capacity of disc golf holes that Old Mill Park can safely accommodate.

Estimated Cost: $45,000

Option 2 – Disc Golf / Putting Green Combination
This option replaces the three existing disc golf holes and adds three more holes for a 6-hole course. Additionally, staff would remove the underutilized bocce ball court and install an artificial putting green in the same area. Below is a photo depicting this potential change:

Estimated Cost: $50,000 *($20,000 – Putting Green / $30,000 Disc Golf)*

Option 3 – Disc Golf Shuffleboard Option
This option replaces the three existing disc golf holes and adds three more holes for a 6-hole course. Additionally, staff would remove the bocce ball court and install a double concrete shuffleboard court in its place. Below is a photo depicting this potential change:

Estimated Cost: $65,000 *($30,000 Disc Golf / $35,000 Shuffleboard)*

Option4 – Shuffleboard/Putting Green Combination
This option removes the three existing disc golf holes entirely. It features an artificial putting green in the former bocce ball court area and a double concrete shuffleboard court in the space currently occupied by the soccer goals. Below is a photo depicting this potential change:

Estimated Cost: $55,000 *($35,000 Shuffleboard / $20,000 Putting Green)*

<u>Disc Golf Design/Consulting</u>
Since the April meeting, staff has researched modern disc golf course design and recommends hiring a professional consultant if the Park Board decides to expand the course. A qualified consultant would provide:

- Turn-key services including GPS mapping to maximize topography while maintaining safety setbacks.
- Drafting precise equipment and infrastructure specifications for the bidding process.
- Overseeing the installation of concrete tee pads and commercial baskets and,
- Designing a layout that serves both recreational and competitive players.

The anticipated cost would be between $1,500-$3,000 to secure consulting services.

Budget Impact

Depending on the Park Board's decision, the cost to design and build the new park features will range from $45,000 to $65,000. Once the Park Board selects a preferred option, staff will include funding into the Capital Improvement Program (CIP) to be considered during the upcoming FY 2027 budget.

Next Steps

Pending Park Board direction at the July 20, 2026 meeting, staff will proceed with drafting a detailed project scope and design layout for the selected replacement option. Staff will prepare a formal funding request for the chosen concept to be submitted for evaluation in the upcoming FY 2027 Capital Improvement Program (CIP) budget cycle.