



**AGENDA
PARK BOARD MEETING
Village Of Lincolnshire
Village Hall
One Olde Half Day Road
Lincolnshire, Illinois 60069
Public Meeting Room**

**Thursday, March 21, 2019
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 December 17, 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 a Name and Dedication Date for the Lincolnshire Downtown Pocket Park (Village of Lincolnshire)

6.2 Consideration and Discussion of a Picnic Permit Fee Waiver Request (Girl Scout Troop #45713 & 45936)

6.3 Consideration and Discussion of the Result of the Lincolnshire Parks Survey (Village of Lincolnshire)

6.4 Consideration and Discussion of Field Usage Fees and Athletic Field Usage Policy in Accordance with Chapter 1, Section 8-1 of Title 8 of the Lincolnshire Village Parks Code (Village of Lincolnshire)

7.0 UNFINISHED BUSINESS

8.0 NEW BUSINESS

9.0 ADJOURNMENT



One Olde Half Day Road, Lincolnshire, IL 60069
Phone: 847.883.8600 | Fax: 847.883.8608 | www.lincolnshireil.gov

**MINUTES OF THE
PARK BOARD MEETING
Monday, December 17, 2018**

Present: Ken Borgerding, Park Board Chairman
Michael Brouillard
Michael Blasek
Lee Campbell
Lee Fell
Suzi Siegel
Sandra Wright
Kai Zhou
Dr. Mara Grujanac, Trustee Liaison
Tim Baynon, Forestry/Parks Foreman
Marc Facchini, Management Analysis

Absent:

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 November 28, 2018 Meeting of the Park Board (Village of Lincolnshire)

The Park Board reviewed the minutes of the November 28, 2018 meeting. A motion was made by Ms. Wright, seconded by Mr. Fell, 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, Discussion, and Approval of Proposed 2019 Park Board Meeting Calendar

A motion made by Mr. Fell, seconded by Ms. Wright as follows:

“The Park Board recommends approval of the proposed 2019 meeting calendar as presented”

The motion was approved by unanimous voice vote.

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

A brief conversation regarding the park signs and the current park rules were discussed.

A motion made by Mr. Fell, seconded by Ms. Wright, to approve the Lincolnshire Parks Survey under the condition that the survey will be revised noting any changes discussed during the meeting.

The motion was approved by unanimous voice vote and refer to the Village Board.

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. Wright, to adjourn the meeting. The motion was approved by unanimous voice vote. Chairman Borgerding declared the meeting adjourned at 7:24 pm.

**REQUEST FOR BOARD ACTION
Park Board
March 21, 2019**

Subject:	Consideration and Discussion of a Name and Dedication Date for the Lincolnshire Downtown Pocket Park (Village of Lincolnshire)
Action Requested:	Approval of a Name and Dedication Date for the Lincolnshire Downtown Pocket Park (Village of Lincolnshire)
Originated By/Contact:	Bradford H. Woodbury, Public Works Director
Referred To:	Park Board

Summary / Background:

In fall/winter of 2018, the construction of the Pocket Park located within the Lincolnshire Downtown area was completed. The Village would like Park Board input and recommendations on a name for the park itself. The following names have been identified by Village Staff for recommendation and input from both the Park Board and Village Board:

- Creekside Park
- Indian Creek Park
- Half Day Park

Additionally, The Village would like to identify a date to hold a dedication event for this park. The dates for consideration are as follows:

- Monday July 22, 2019 6:00pm
- Monday August 12, 2019 6:00pm
- Monday August 26, 2019 6:00pm
- Monday September 9, 2019 6:00pm

Budget Impact: None.

Service Delivery Impact:

The dedication and naming of this park is important part of the Village's history as well as the residents of Lincolnshire.

Recommendation:

Staff recommends consideration and approval of a date for dedication as well as one of the names listed above.

Reports and Documents Attached:

- Pocket Park Location Map
- Photo of Area

Meeting History	
Park Board	March 21, 2019

Lincolnshire Pocket Park



Map created on: March 18, 2019
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Disclaimer: This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.



**REQUEST FOR BOARD ACTION
Park Board
March 21, 2019**

Subject:	Consideration and Discussion of a Picnic Permit Fee Waiver Request (Girl Scout Troop #45713 & 45936)
Action Requested:	Consideration of a Picnic Permit Fee Waiver Request Pursuant to Section 8-1B-2(O) of the Village Code (Girl Scout Troop #45713 & 45936)
Petitioner:	Girls Scout Troops #45713 & #45936
Originated	
By/Contact:	Bradford H. Woodbury, Public Works Director
Referred To:	Park Board

Background: Girl Scout Troops #45713 and #45936 are planning a multi-troop picnic at North Park on Saturday August 24, 2019 from 10:00am-12:00pm. In accordance with Village Code Section 8-1B-2(O), any petitioner may request a picnic fee waiver request through a Park Board and Village Board review process.

It is common for religious institutions and other Not-for-Profit organizations in the Village to request various fee waivers. Village records do not show any previous fee waiver request from Girl Scout Troop #45713 or #45936.

Summary: In accordance with Village Code Section 8-1B-2(O), any picnic permit applicant is eligible to petition the Park Board and Village Board as outlined below :

“An applicant may petition the Park Board for a waiver to the above and if deemed appropriate a recommendation shall be made to the Village Board who will determine if a waiver shall be granted.”

This request is consistent with past fee waiver approvals and is recommended by Staff.

Recommendation:

Consideration of approval of a request to waive Picnic Permit fees of \$50, in accordance with Village Code Section 8-1B-2(O).

Reports and Documents Attached:

- Picnic Permit Application
- Fee waiver request email from Girl Scout #45713/#45936 Troop leader, Paula Lanni, dated March 3, 2019

Meeting History	
Park Board	March 21, 2019



One Olde Half Day Road
 Lincolnshire, IL 60069
 Ph: 847.883.8600 | Fax: 847.883.8608
www.village.lincolnshire.il.us

STAMP HERE

PICNIC PERMIT APPLICATION FORM

Permit No: _____

Area requested: Please check one selection below

North Park Concession Area...Max. 200 <input checked="" type="checkbox"/>	Spring Lake Park Picnic Area...Max. 100 (Not available May 1 – October 31 Unless approved by Mayor & Board of Trustees)	Bicentennial Park...Max. 50
North Park Picnic Pavilion...Max. 40 (Fire Place requires separate permit & fee)	Whytegate Park...Max. 50	

APPLICANT INFORMATION

Name: Paula Lanni Name of Organization: Girl Scouts
 Address: 34 Lincolnshire Drive Unit #: _____
 City: Lincolnshire State: IL Zip Code: 60069
 Telephone: (847) 744-0643 Cell: (847) 744-0643
 Resident Yes: No:
 Email: paulamlanni@gmail.com
 Date & Time Requested: August 24, 2019 (Saturday)

Total number of people who will attend the picnic: @ 50-70

PAYMENT (see page two for fee schedule)

Non-refundable permit fee <small>Receipt code #174</small>	\$ _____
Refundable deposit fee	\$ _____

On behalf of Girl Scouts USA (organization), I have read Village of Lincolnshire Title 8, Chapter 1B of the Village of Lincolnshire Municipal Code and do hereby agree to comply with the rules and regulations outlined in this Ordinance.

SIGNATURE

Signature: Paula Lanni Date: 3/3/19

===== For Office Use Only =====

Picnic Area Inspected By: _____ Date: _____

Condition of Picnic Area: _____

Date Deposit Returned: _____ Explanation of any part of deposit withheld: _____

Bradford Woodbury

From: Paula Lanni <paulamlanni@gmail.com>
Sent: Sunday, March 03, 2019 11:40 AM
To: Bradford Woodbury
Subject: Re: North Park Picnic Permit for Girl Scouts
Attachments: GS Picnic Permit Northpark.pdf

Bradford,

Please find attached our completed Picnic Permit Application Form for the concession area at North Park on Saturday, August 24, 2019. As previously mentioned, we will be bridging 2 local Girl Scout troops (1 from Sprague and 1 from Half Day schools). I'd like to petition the Park and Village Boards to consider waiving the permits fees for our non-profit group. Please let me know if you require any further information.

Thank you in advance for your assistance in this matter.

Regards,
Paula Lanni
Troop Leader #45713 & #45936

REQUEST FOR BOARD ACTION
Park Board Meeting
March 21, 2019

Subject: Results of Lincolnshire Parks Survey

Action Requested: Consideration and Discussion of the Result of the Lincolnshire Parks Survey

Originated By: Marc Facchini, Public Works Management Analyst

Referred To: Park Board

Summary / Background: Staff surveyed the community by way of a comprehensive online survey seeking feedback regarding conditions, expectations, and desires of the Village's Parks, Paths and Open Spaces. Over the five week collection period the Village received over 200 completed survey responses from residents as well as forty-three letters from Mrs. Merchen's and Mrs. Ferron's second grade classrooms.

The survey determined that about 50% of the respondents use Village parks at least 1-2 times a month for various activities such as playgrounds (32%), relaxation (25%), and Exercise (21%). The survey indicates 38% participate in LSA athletics and 60% do not play sports, or participate in unorganized activities such as pick-up tennis/basketball.

62% find North Park Fields to be in excellent condition in dry conditions, and 50% find the fields to be in average condition in rain event. Over 78% of participants are either Neutral or not supportive for artificial turf fields at North Park. 86% of participants report they have not experienced difficulty using tennis or basketball courts at parks. Full comments are attached.

80% of respondents report that there are not any desirable locations in the Village not accessible by bike, much of the 20% who replied yes reference areas along the Milwaukee Avenue corridor towards 444 Social and Lincolnshire Commons, and the west side of Riverwoods Road which are all included in the 2019 budget for engineering and construction. More detailed comments are attached, and can be found under answers to question 19.

Other amenities or features mentioned that respondents would like to be offered at Village Parks are: more unique playground equipment, dog play area, splash pad, flood management at Spring Lake Park, and a skate park. All comments received are attached under question 24.

Budget Impact: Staff's goal is to assess the needs, and desires of the village through the park survey to help build the 2020 capital plan, and the Village's Parks, Paths and Open Space Master Plan. Staff can add Park Projects to the capital plan as deemed necessary by recommendation of the Park Board and further approval of the Village Board.

Recommendation: Staff recommends the Park Board to evaluate the survey results and provide feedback and comment as recommendations to add items to the 2020 Capital Plan for further consideration by the Mayor and Board of Trustees.

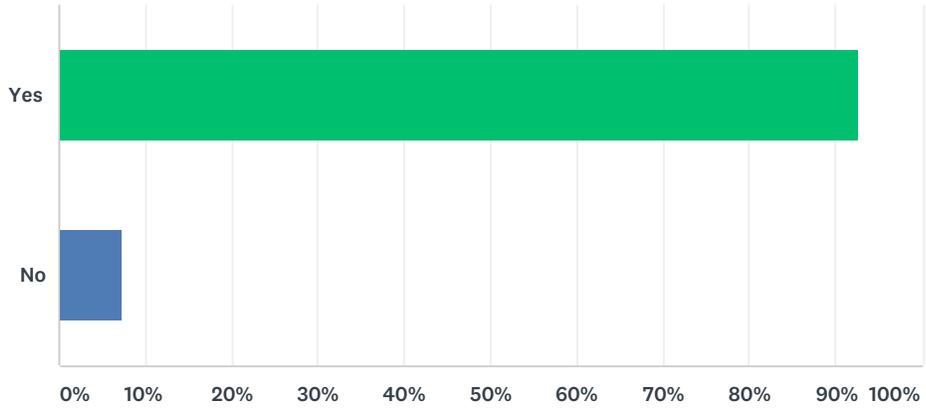
Attachments:

- Village of Lincolnshire Parks & Paths Survey Results

Meeting History	
Park Board	November 28, 2018
Park Board	December 17, 2018
Village Board	January 14 2019
Park Board	March, 21,2019

Q1 Are you a Lincolnshire Resident?

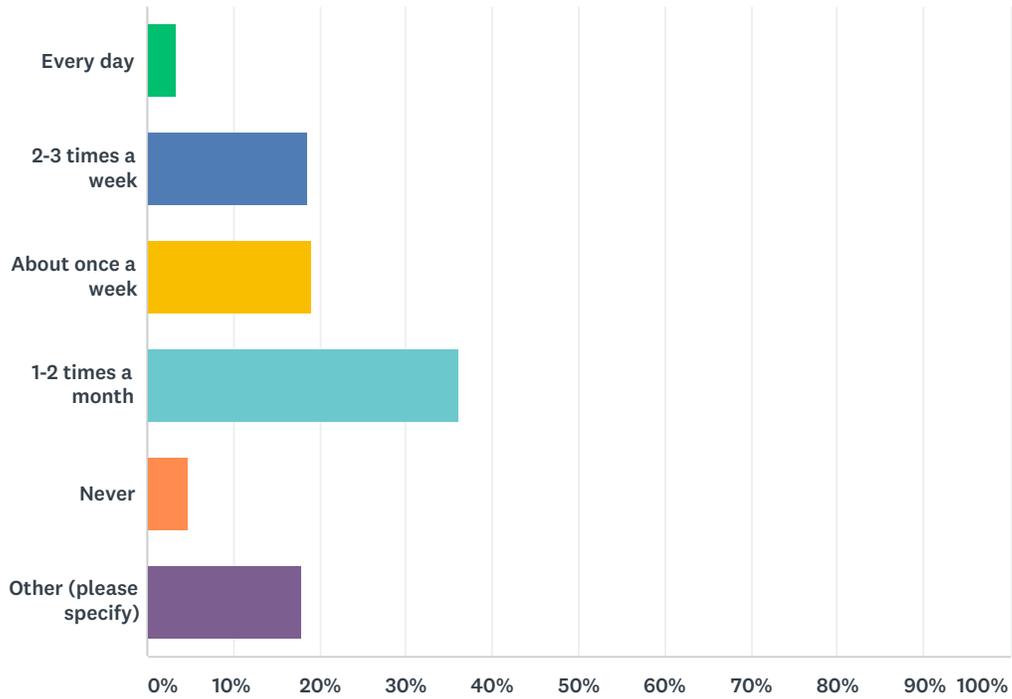
Answered: 205 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	92.68%	190
No	7.32%	15
TOTAL		205

Q2 Do you or your family members use the Village parks?

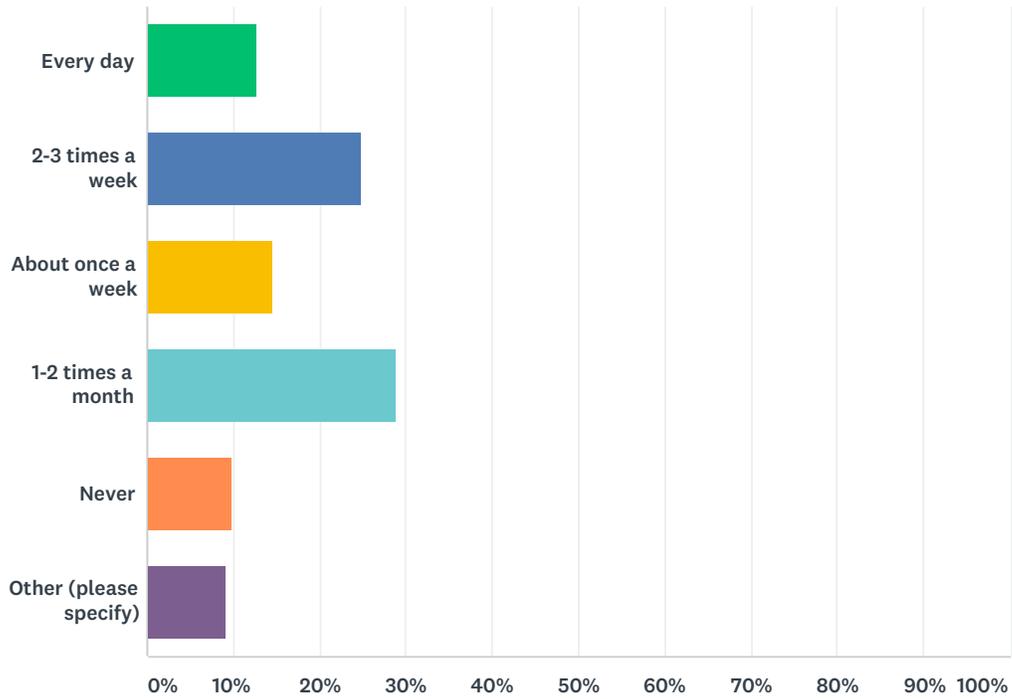
Answered: 205 Skipped: 1



ANSWER CHOICES	RESPONSES	
Every day	3.41%	7
2-3 times a week	18.54%	38
About once a week	19.02%	39
1-2 times a month	36.10%	74
Never	4.88%	10
Other (please specify)	18.05%	37
TOTAL		205

Q3 How often do you or your family members use the Village paths?

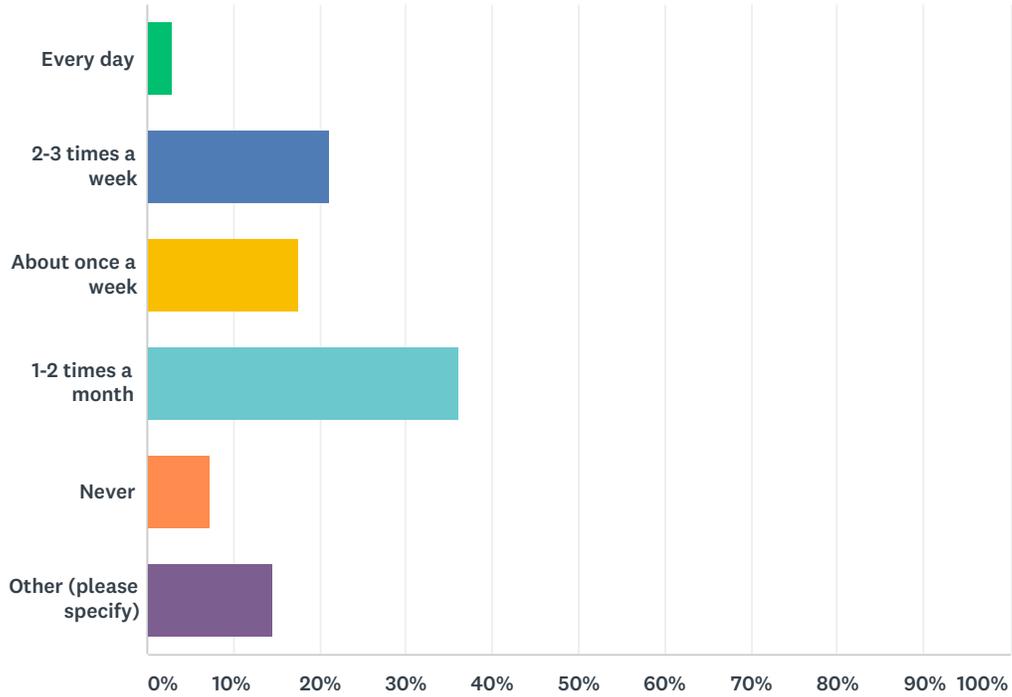
Answered: 205 Skipped: 1



ANSWER CHOICES	RESPONSES	
Every day	12.68%	26
2-3 times a week	24.88%	51
About once a week	14.63%	30
1-2 times a month	28.78%	59
Never	9.76%	20
Other (please specify)	9.27%	19
TOTAL		205

Q4 How often do you or your family members use the Village parks?

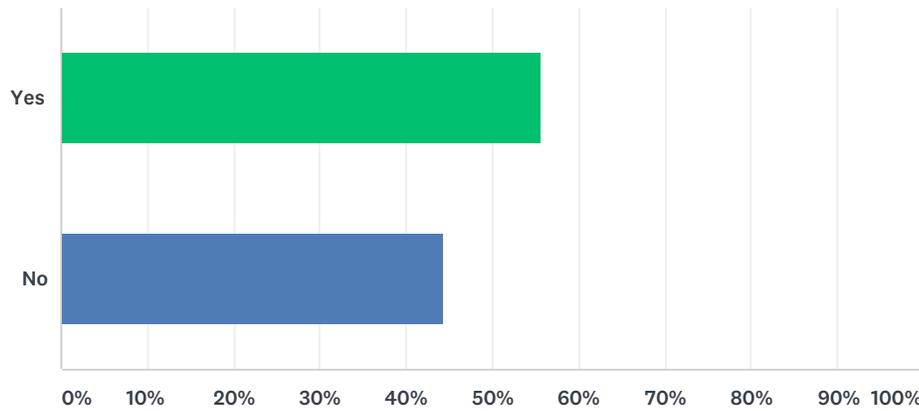
Answered: 204 Skipped: 2



ANSWER CHOICES	RESPONSES	
Every day	2.94%	6
2-3 times a week	21.08%	43
About once a week	17.65%	36
1-2 times a month	36.27%	74
Never	7.35%	15
Other (please specify)	14.71%	30
TOTAL		204

Q5 Do you or your family members visit the parks as part of your exercise or health routine?

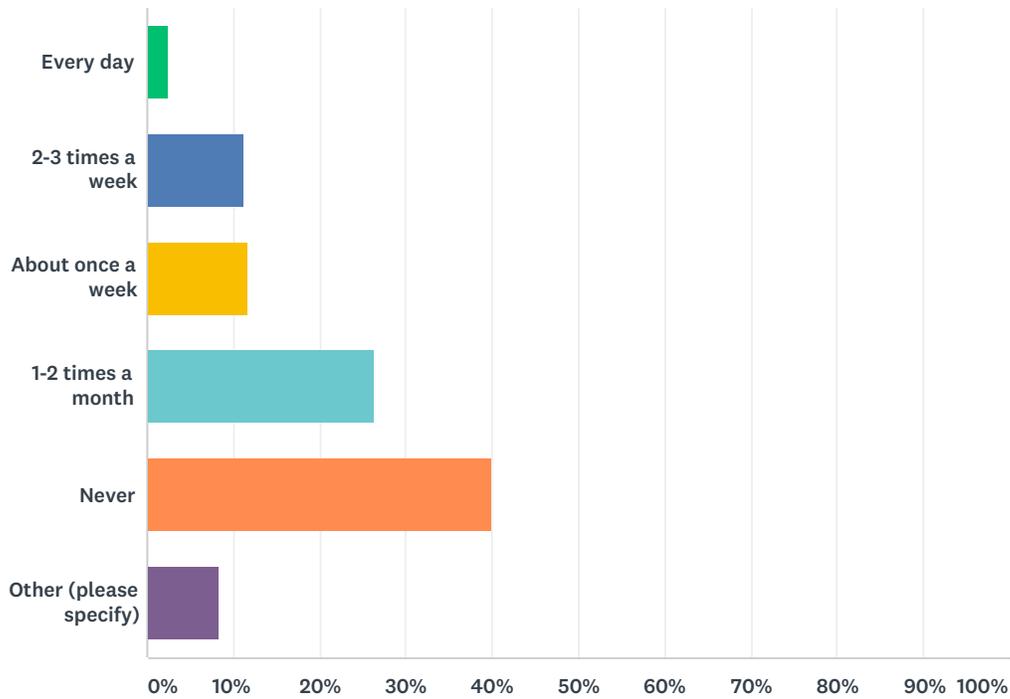
Answered: 205 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	55.61%	114
No	44.39%	91
TOTAL		205

Q6 How often do you or family members use playground equipment and basketball or tennis courts?

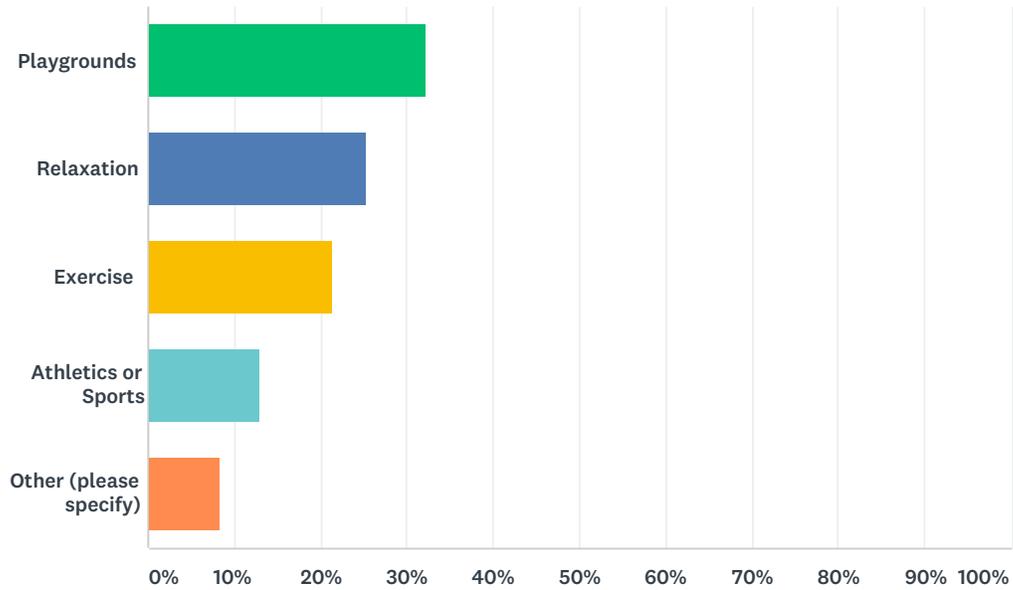
Answered: 205 Skipped: 1



ANSWER CHOICES	RESPONSES	
Every day	2.44%	5
2-3 times a week	11.22%	23
About once a week	11.71%	24
1-2 times a month	26.34%	54
Never	40.00%	82
Other (please specify)	8.29%	17
TOTAL		205

Q7 Why do you or your family members visit the parks?

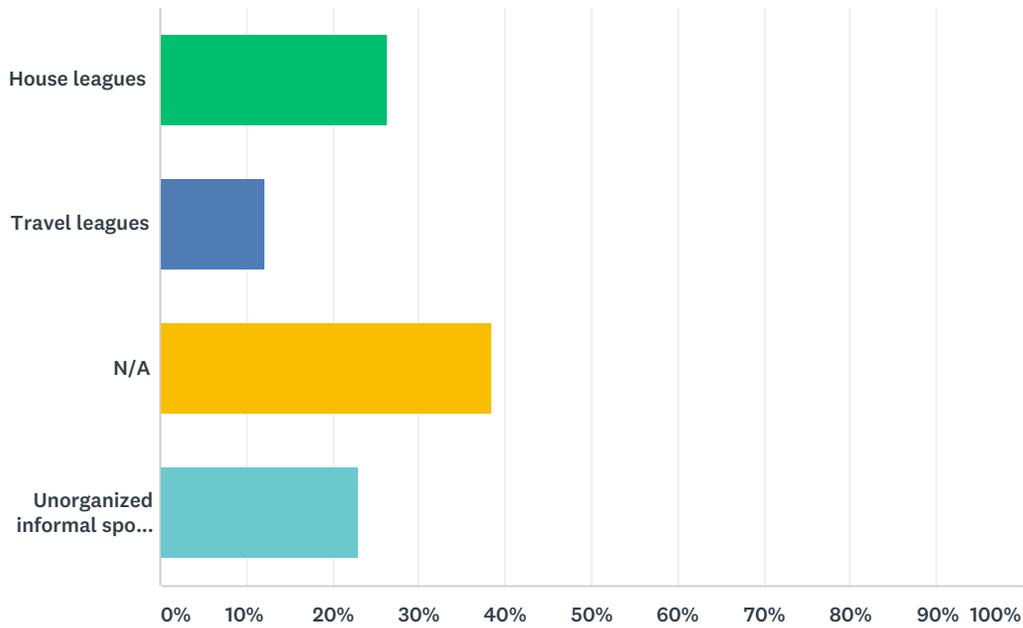
Answered: 202 Skipped: 4



ANSWER CHOICES	RESPONSES	
Playgrounds	32.18%	65
Relaxation	25.25%	51
Exercise	21.29%	43
Athletics or Sports	12.87%	26
Other (please specify)	8.42%	17
TOTAL		202

Q8 Do you use the parks for Lincolnshire Sports Association (LSA) athletics or unorganized sports? Please select all that apply.

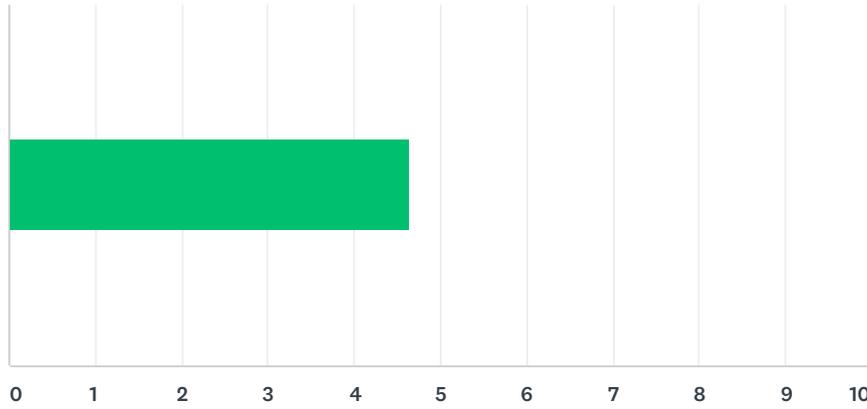
Answered: 174 Skipped: 32



ANSWER CHOICES	RESPONSES	
House leagues	26.44%	46
Travel leagues	12.07%	21
N/A	38.51%	67
Unorganized informal sports such as pick-up tennis or basketball (please explain)	22.99%	40
TOTAL		174

Q9 Balzer Park - 30 Windsor Drive

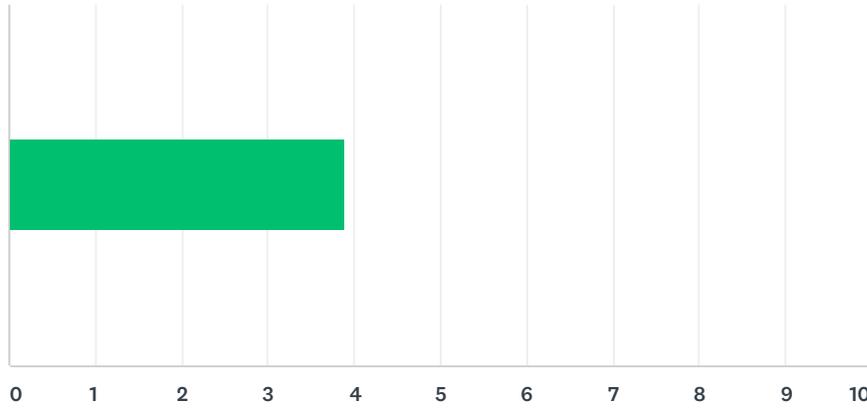
Answered: 118 Skipped: 88



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	5	547	118
Total Respondents: 118			

Q10 Bicentennial Park - 45 Fox Trail

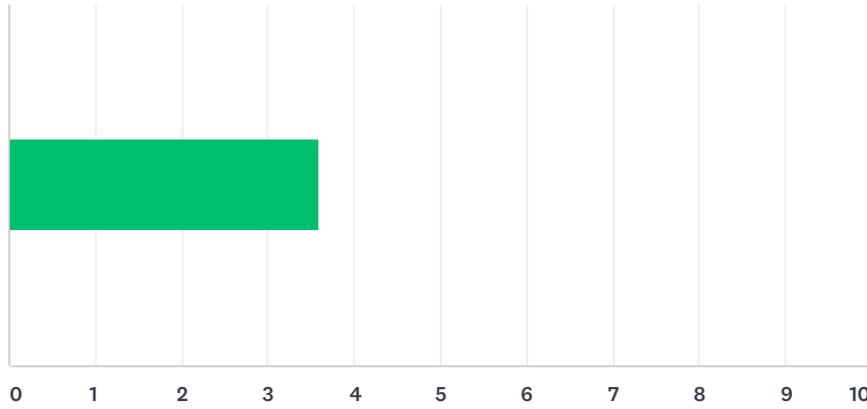
Answered: 104 Skipped: 102



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	405	104
Total Respondents: 104			

Q11 Old Mill Park - 100 Fallstone Drive

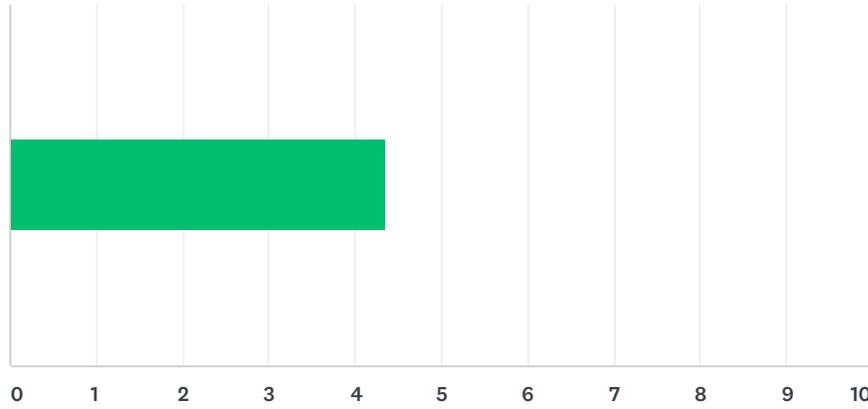
Answered: 114 Skipped: 92



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	410	114
Total Respondents: 114			

Q12 North Park - 1025 Riverwoods Road

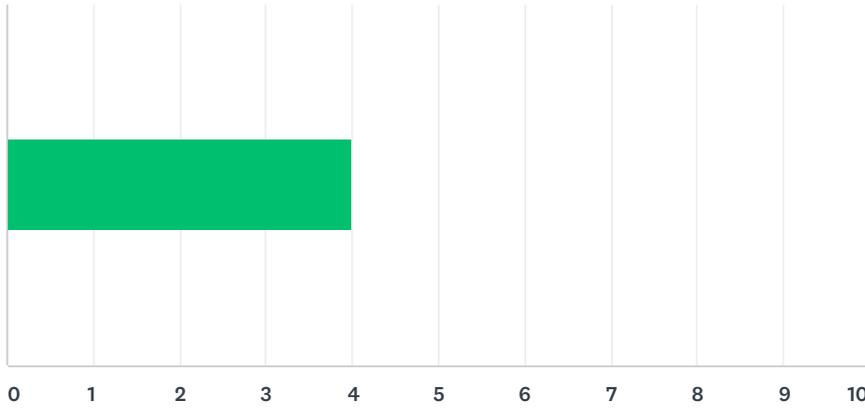
Answered: 131 Skipped: 75



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	569	131
Total Respondents: 131			

Q13 Spring Lake Park - 49 Oxford Drive

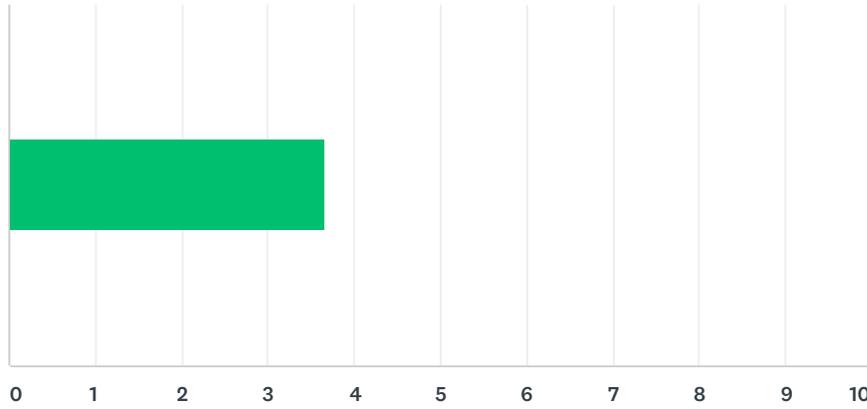
Answered: 135 Skipped: 71



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	539	135
Total Respondents: 135			

Q14 Whytegate Park - 299 Whyegate Court

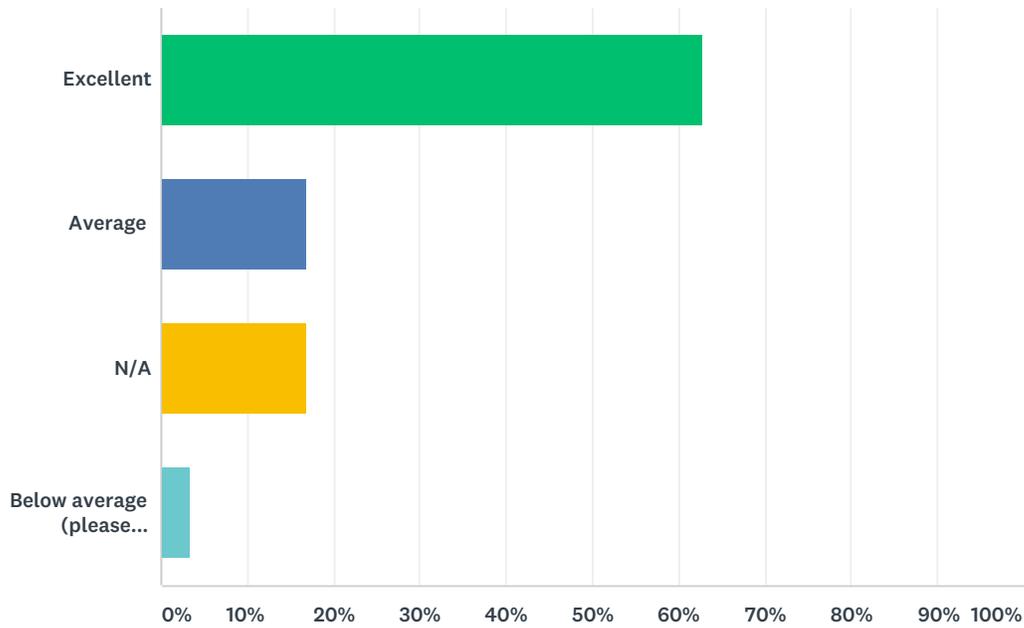
Answered: 121 Skipped: 85



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	443	121
Total Respondents: 121			

Q15 Please rate the overall conditions of athletic fields at North Park in dry conditions:

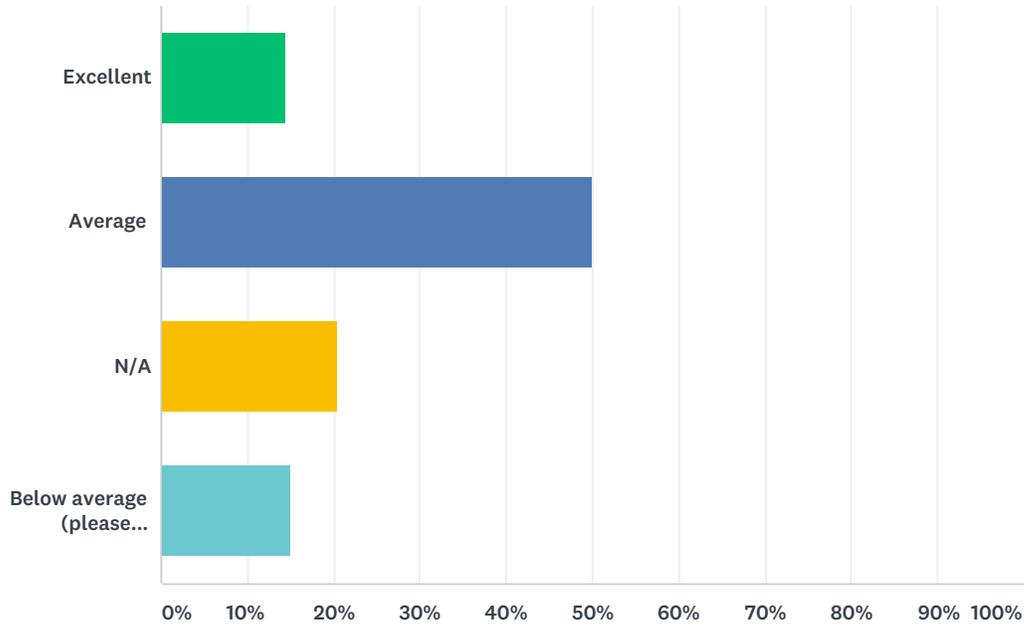
Answered: 148 Skipped: 58



ANSWER CHOICES	RESPONSES	
Excellent	62.84%	93
Average	16.89%	25
N/A	16.89%	25
Below average (please specify)	3.38%	5
TOTAL		148

Q16 Please rate the overall conditions of athletic fields at North Park after a rain event:

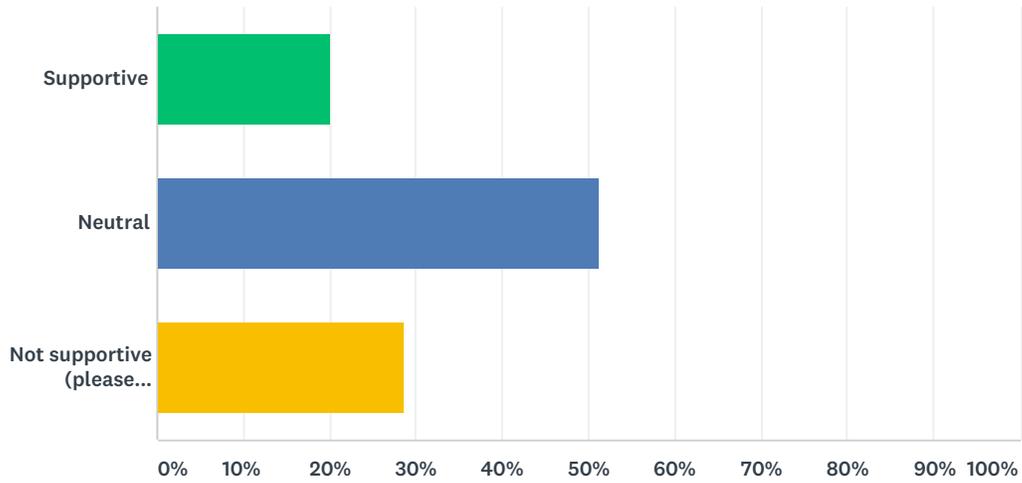
Answered: 146 Skipped: 60



ANSWER CHOICES	RESPONSES	
Excellent	14.38%	21
Average	50.00%	73
N/A	20.55%	30
Below average (please specify)	15.07%	22
TOTAL		146

Q17 What are your thoughts on artificial turf at North Park?

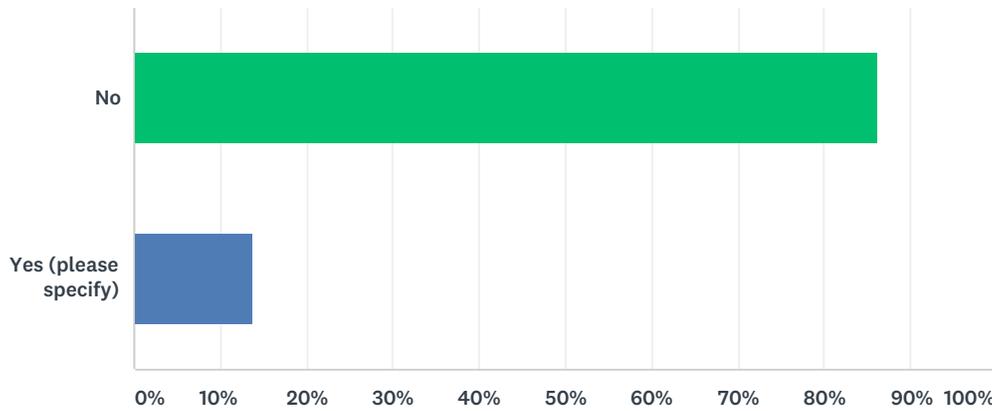
Answered: 150 Skipped: 56



ANSWER CHOICES	RESPONSES	
Supportive	20.00%	30
Neutral	51.33%	77
Not supportive (please specify)	28.67%	43
TOTAL		150

Q18 Have you experienced difficulty using facilities such as tennis or basketball courts at any parks?

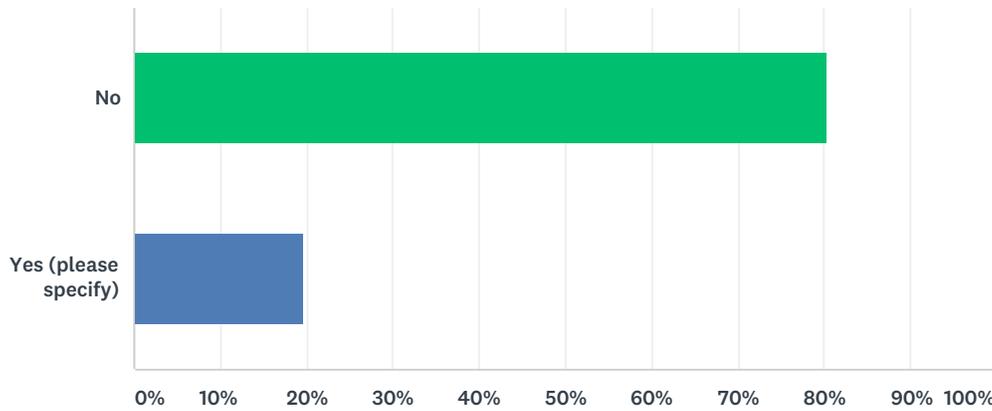
Answered: 153 Skipped: 53



ANSWER CHOICES	RESPONSES	
No	86.27%	132
Yes (please specify)	13.73%	21
TOTAL		153

Q19 Are there any desirable locations in the Village not accessible by bikes due to a lack of trail access?

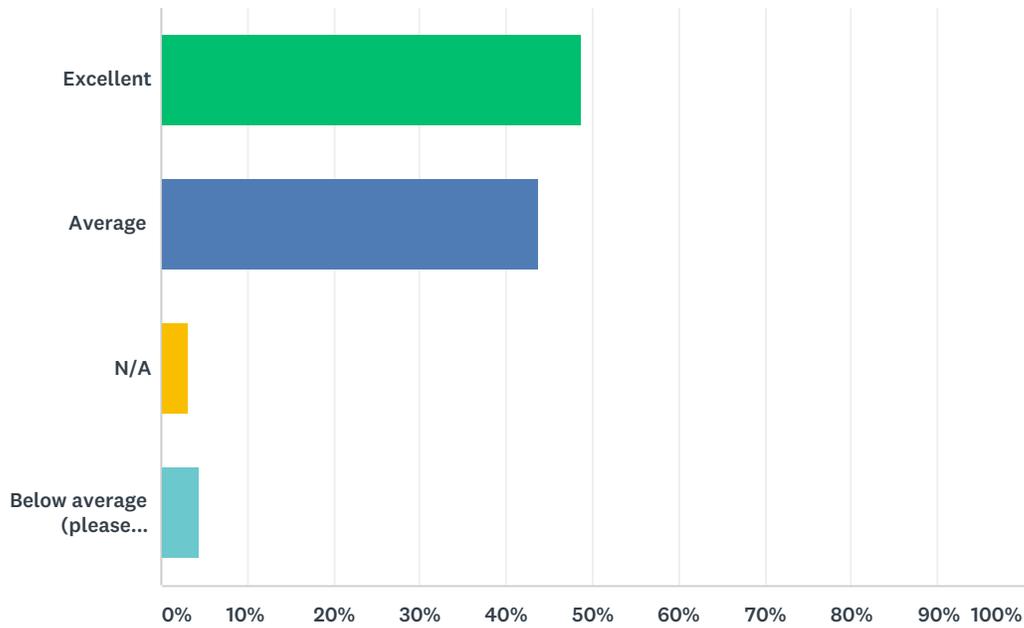
Answered: 152 Skipped: 54



ANSWER CHOICES	RESPONSES	
No	80.26%	122
Yes (please specify)	19.74%	30
TOTAL		152

Q20 How would you rank the current conditions of the Village's parks and paths?

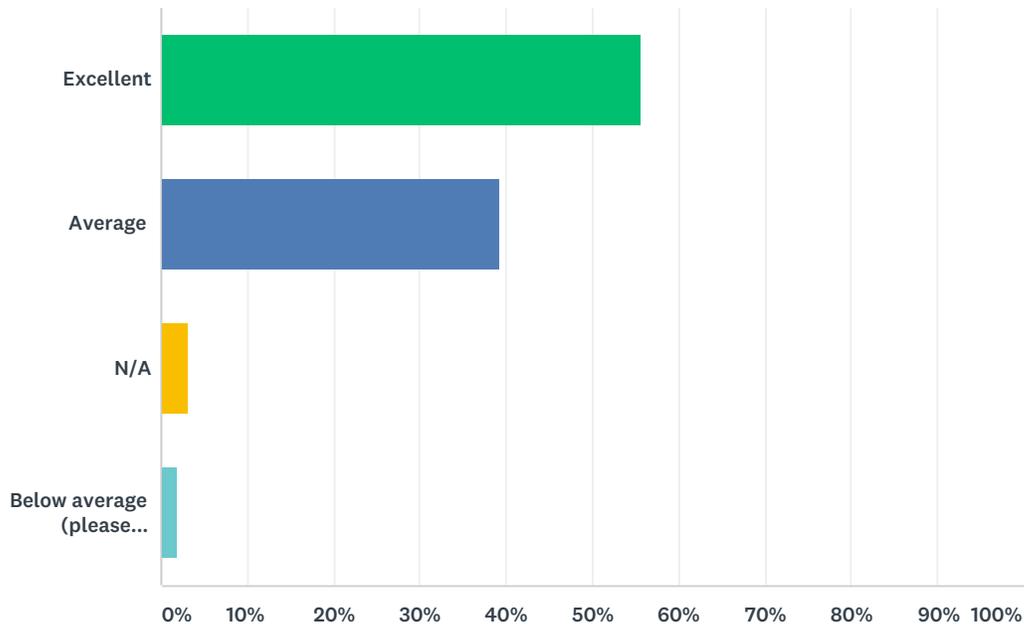
Answered: 162 Skipped: 44



ANSWER CHOICES	RESPONSES	
Excellent	48.77%	79
Average	43.83%	71
N/A	3.09%	5
Below average (please specify)	4.32%	7
TOTAL		162

Q21 How would you rank the current condition/ quality of the Village's parks?

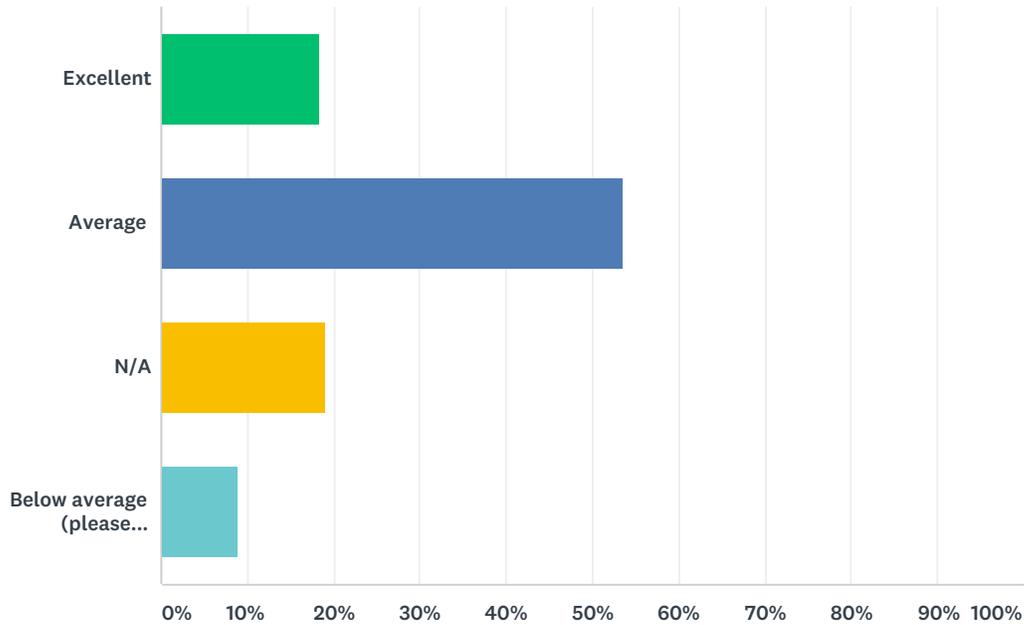
Answered: 160 Skipped: 46



ANSWER CHOICES	RESPONSES
Excellent	55.63% 89
Average	39.38% 63
N/A	3.13% 5
Below average (please specify)	1.88% 3
TOTAL	160

Q22 How would you rank bathroom cleanliness at the Village's parks?

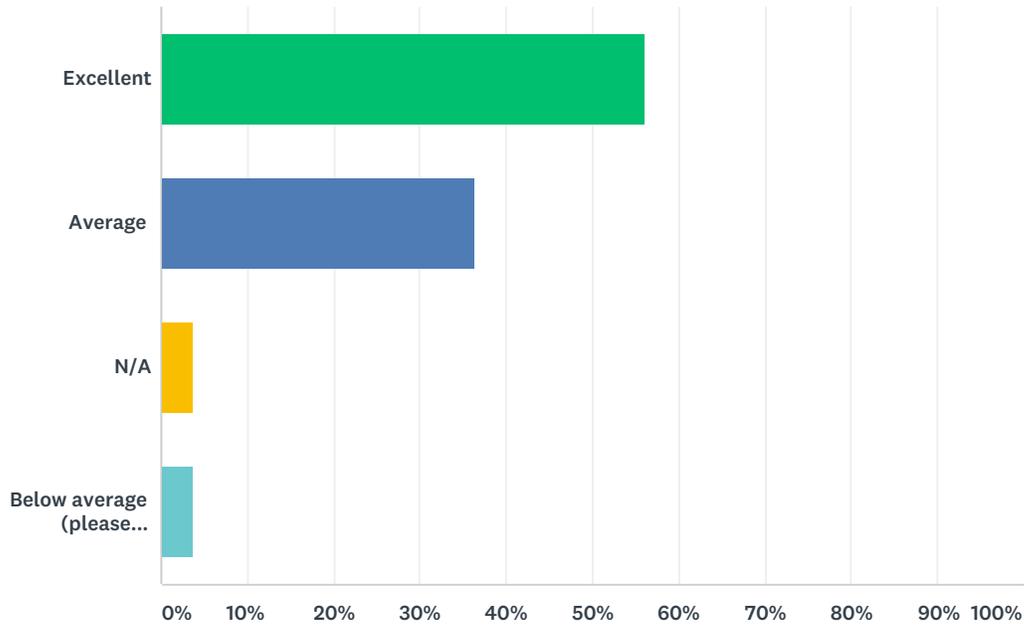
Answered: 157 Skipped: 49



ANSWER CHOICES	RESPONSES	
Excellent	18.47%	29
Average	53.50%	84
N/A	19.11%	30
Below average (please specify)	8.92%	14
TOTAL		157

Q23 How would you rank your overall satisfaction with Village parks?

Answered: 159 Skipped: 47



ANSWER CHOICES	RESPONSES	
Excellent	55.97%	89
Average	36.48%	58
N/A	3.77%	6
Below average (please specify)	3.77%	6
TOTAL		159

Q24 What amenity or feature would you like to see added to a Village park that is not currently offered? Please list, if any.

Answered: 106 Skipped: 100

Q25 Please provide your contact information below. The first 10 respondents are eligible to win free carnival ride wristbands for the entire family (limit 6) at the Village's Red White and Boom 4th of July celebration!

Answered: 110 Skipped: 96

ANSWER CHOICES	RESPONSES	
Name	99.09%	109
Company	0.00%	0
Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	99.09%	109
Phone Number	93.64%	103

REQUEST FOR BOARD ACTION
Park Board
March 21, 2019

Subject: Consideration and Discussion of Field Usage Fees and Athletic Field Usage Policy in Accordance with Chapter 1, Section 8-1 of Title 8 of the Lincolnshire Village Parks Code (Village of Lincolnshire)

Action Requested: Consideration and Discussion of Field Usage Fees and Athletic Field Usage Policy in accordance with Chapter 1, Section 8-1 of Title 8 of the Village Parks Code

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

Referred To: Park Board

Summary / Background: As directed by both the Park Board and Village Board, Staff is proposing a full review of the following sections of the Village Parks Code:

Athletic Field Classifications – Section 8-IE-2: Staff has listed below the Village's current field usage classifications to discern if a revision to the current structure is needed. Currently there are three classifications which are Classification A - Village of Lincolnshire, Classification B - Lincolnshire Sports Association and Affiliates and Classification C - Non Residential. A more detailed description of the three classification is listed below:

Classification A: (Village of Lincolnshire)

The Village of Lincolnshire shall have first priority for use of the North Park Athletic Fields and, provided the Village's use conflicts with a permit for use, may cancel or reschedule any permits for use of the North Park Athletic Fields at its discretion.

Classification B: (Lincolnshire Sports Association and Affiliates)

Lincolnshire Sports Association - The Village of Lincolnshire does not provide organized sports activities for its residents. LSA fills this need through volunteer service and is recognized as providing a valuable service to the community. For this reason they shall have second priority for use of the North Park Athletic Fields. The Village may review the participant fee for use of North Park Athletic Fields and therefore reserves the right to increase fees appropriately as needed.

LSA may wish to establish a partnership with an organization to provide assistance in supporting its programs. LSA shall enter into an Affiliate Service Contract with the Village and each partner organization (an "Affiliate"). The form of the Contract shall be approved by the Village Board.

The Affiliate shall complete a Program Proposal Form prior to entering into the Affiliate Service Contract. The Village shall evaluate the program based upon the following criteria. Those programs not meeting the criteria shall be presented to the Park and Village Boards for review and approval.

Affiliate Criteria:

- a. The program shall identify a direct benefit to residents of the Village.
- b. The program shall identify a direct benefit to LSA.
- c. The Affiliate has been previously approved by the Village as an Affiliate and has complied with all park regulations and has not caused damage to the facilities.
- d. The Affiliate is offering a program similar to that which has historically been offered by LSA.
- e. Field time is available.

Copies of all agreements establishing such partnerships shall be submitted with the application.

Classification C: (Non Affiliates)

Any individual or organization wishing to use the North Park Athletic Fields that is not affiliated with the Village of Lincolnshire, LSA, or a partner with LSA, is required to apply for North Park Athletic Field usage under this classification. A separate application and criteria are required.

- a. Applications shall not be submitted less than sixty (60) days nor more than one hundred twenty (120) days prior to the start of play. Notification of field availability, if any, will not be provided until approximately 30 days prior to the start of play.
- b. The applicant cannot request North Park Athletic Field usage, in Classification C, for any programs which would be in competition with a program currently offered by Lincolnshire Sports Association.
- c. Priority will be given to the applicant who has the highest percentage of Lincolnshire residents participating in their program. Resident participation is defined as those individuals who reside within the corporate limits of the Village of Lincolnshire and would not include participants who may be in School District 103 not residing in Lincolnshire.

The applicant must provide a certified team roster for the current program year. This roster shall identify each participant, their age, name, address and phone number. This roster shall be provided with the application.

- d. The applicant is required to provide proof of insurance which complies with Paragraph 7 above. Proof of insurance must be provided at the time of application.
- e. A program description shall be required and shall include:
 - i. The North Park Athletic Field number requested (fields are numbered and must be identified by the applicant on the application form) and size of field.
 - ii. Number of teams and ages of team members
 - iii. Number of hours of field time broken down into practices and games
 - iv. Start date and end date for each season (fall or spring)
 - v. Days and times of days requested
- f. The need for lights will be determined by the Village. The applicant will receive a listing of dates and times for lights with the final permit. Applicant will be responsible for any applicable lighting fees as herein described.
- g. Class C usage fees are required to be paid at the conclusion of the season.

- h. Class C usage fees shall include the participant fee in addition to the team fees. These fees shall be paid prior to the use of the fields. If fees are not received by this time, North Park Athletic Field usage for the remaining portion of the season will be cancelled and no refund will be provided.
- i. For each 5% of the participants who are Lincolnshire residents the North Park Athletic Field Usage Fee will be reduced by 5% until a maximum of 50% is reached.
- j. Selection for Classification C status for single events meeting the above criteria is determined by Village staff. Requests for three or more events in a single year will be determined by a recommendation from the Park Board with final approval by the Village Board. This process may take up to sixty days. The ability of the North Park Athletic Fields to support play is determined by staff. This is based on existing usage levels and the ability to keep the North Park Athletic Fields in good condition.
- k. The applicant shall require its participants to sign the standard Lincolnshire waiver form or a pre-approved equivalent waiver form. A copy of the waiver form shall be submitted at time of application. Signed copies of waivers shall be submitted for each player at the time of payment.

Staff feels the current Field Usage Classifications are simplified as compared to previous years when there were as many as seven (7) different classifications.

Athletic Field Usage Fees– Section 1-15-8: The Village initiated the Per Participant Fee For in the spring of 2004. The current rate is \$20.00 per participant. Staff is recommending a \$15.00 increase for Classification B and a \$15.00 increase for classification C. Incremental changes were also made to Classification C related to team fees and lights which are outlined in the attached Athletic Field Usage Policy. Staff solicited information from various Park Board members and is recommending the following fee rates:

Classification	Current Fee Per Participant	Recommended Fee Per Participant	Difference +/-	Current Lights Fee	Recommended Lights Fee	Difference +/-
Classification A	No Fee	No Change	No Change	No Change	No Change	No Change
Classification B	\$20 per participant	\$35 per participant	+ \$15	\$10 per hr.	\$15 per hr.	+ \$5
Classification C	\$60 per participant	\$75 per participant	+ \$15	\$80 per hr.	\$80 per hr.	No Change

Staff reviewed seven (7) different communities' fee(s) to help determine its recommendation. The average rate for Residential Soccer Fees for the six communities was \$35.00. The average rate for residential baseball fees for the six communities was \$33.00. The communities reviewed included Crystal Lake, Buffalo Grove, Lake Forest, Palatine, Vernon Hills, Waukegan and Willowbrook.

Budget Impact:

The Village budgets \$20,000 for commodities each year for North Park. One full-time staff person and up to two seasonal employees work at the park each year. Currently the Village realizes approximately \$10,000.00 per year from LSA related Field Usage permits.

Service Delivery Impact:

While the two items (cost/revenues) are listed it should be noted there is no direct correlation between the operating expenses at North Park and the fee charged. The intent of the fee has been to charge a reasonable rate based upon expected wear and tear of the fields.

Recommendation:

Consideration, discussion of possible revisions to the Athletic Field Usage Policy and Field Usage Fees in accordance with Chapter 1 of Title 8 of the Lincolnshire Village Code. What is being provided is only a recommendation by Village Staff as input from the Park Board is desired. Should the Park Board finalize changes to the Athletic Field Usage Policy and Fees, Staff would recommend referral of this matter to the Village Board for discussion at their next meeting.

Reports and Documents Attached:

- Lincolnshire Athletic Field Usage Fees – Proposed
- Lincolnshire Athletic Field Usage Policy – Proposed

Meeting History	
Park Board	March 21, 2019

2019 Proposed Field Usage Fees

Classification	Current Fee Per Participant	Recommended Fee Per Participant	Difference +/-	Current Lights Fee	Recommended Lights Fee	Difference +/-
Classification A	No Fee	No Change	No Change	No Change	No Change	No Change
Classification B	\$20 per participant	\$35 per participant	+ \$15	\$10 per hr.	\$15 per hr.	+ \$10
Classification C	\$60 per participant	\$75 per participant	+ \$15	\$80 per hr.	\$80 per hr.	No Change

VILLAGE OF LINCOLNSHIRE FIELD USAGE POLICY

The Field Usage Policy for the Village of Lincolnshire has been established to provide a systematic method for utilization of the Village's playing fields. It has also been developed to protect and ensure that those fields are in top condition.

A permit is required for any organized game or practice, other than those run or organized by Lincolnshire Sports Association or the Village of Lincolnshire. The Village does not rent Athletic Fields by the hour for individual use. General drop-in use of the Village athletic fields does not require a permit and is available on a first come, first serve basis. Drop-in use is limited to four hours and does not include any organized league games or practices. A group with an approved permit shall have priority use of the fields over a group without an approved permit. Any individual or organization wishing to use the playing fields for team use for more than four hours in any given season is required to file an application under Classification C. A separate application and criteria are required.

Application for Permit

Permit requests by all applicants must be submitted, not less than sixty (60) days prior to the date(s) requested and not more than one hundred and twenty (120) days in advance of the date(s) requested. Permits will be considered on a first come, first served basis. Applicants will be notified approximately thirty (30) days prior to the first requested field usage date if their request is approved or not.

Field Usage Availability

Field conditions are determined by staff. If staff determines that the fields are not playable then no play will be held. Fields will be scheduled based on existing usage levels for the overall facility and the ability to keep the fields in good playing condition.

Payment of Fees

The Village of Lincolnshire shall invoice any applicants which cause damage during use of any of its playing fields. In addition to field fees there will be additional charges for lights.

Applicants requesting a permit on a non-seasonal basis shall be required to pay the established fee at the time of application. Should an application be denied all fees will be refunded.

A minimum of one hour is required for each field reservation but may be reserved in increments of thirty minutes after the minimum one hour period.

Applicants requesting a permit on a seasonal basis are required to apply under Classification C. See Village of Lincolnshire Field Usage Criteria for Classification C and the Field Usage Application Classification C. Fees for seasonal use shall be due to the Village of Lincolnshire within ten business days after the first day of play. If fees are not received within ten business days, the remaining field dates will be cancelled and made available to other teams.

Applications and fees shall be submitted to: Lincolnshire Village Hall, One Olde Half Day Road, Lincolnshire, IL 60069

Athletic Field/Inspections

It is understood that normal wear and tear is acceptable. However, any damage beyond what is considered normal wear and tear will be charged to the permit holder. The permit holder is responsible for all damage done to Village property as a result of their use. This would include, but not be limited to, heavy play on fields after a rain event, damage to fencing, park amenities, trash, etc.

At the conclusion of the each scheduled event, an inspection of the picnic area will be performed by Village staff to determine if the athletic field area was damaged. If there are damages and/or expenses incurred by the Village as a result of said event, the permittee shall be responsible for the costs of such damage and may be invoiced for all such costs

Refund of Fees

A refund of athletic field permit fees shall be made for the following reasons:

1. If the Village of Lincolnshire believes that the athletic field is in unplayable condition and/or may be damaged due to field conditions, no play will be allowed and a refund or a credit towards a substitute time will be issued, in the Village's sole discretion.
2. If the group or individual provides written notification of cancellation to the Village at least one week prior to the date reserved. NOTE: written notification is required for each individual field, date and time and does not apply to seasonal permits.
3. An applicant who wishes a refund for a seasonal permit must provide a written notification of cancellation not less than one week prior to the date requested.
4. The Village of Lincolnshire cancels a permitted use of the athletic fields due to a conflict with a Village use.

Insurance and Waiver Forms

1. All groups or organizations who provide organized play of sports and who are requesting a permit for use of Village playing fields, must provide, at the time of application, a certificate of insurance listing the Village of Lincolnshire as additional insured and a copy of the waiver form to be completed by its participants. This waiver shall clearly state the Village of Lincolnshire is relieved from any and all responsibility arising out of use of the playing fields.
2. The Village of Lincolnshire shall request the holder of the permit for organized play to provide copies of all signed waiver forms for each participant intending to use the playing fields.
3. Insurance and waiver forms are not required of groups or organizations who are requesting a permit for use of playing fields for a private party, outing or similar one time activity who do not provide regular organized play.

Athletic Field Use Classifications

Classification A: (Village of Lincolnshire)

The Village of Lincolnshire shall have first priority for use of the North Park Athletic Fields and, provided the Village's use conflicts with a permit for use, may cancel or reschedule any permits for use of the North Park Athletic Fields at its discretion.

Classification B: (Lincolnshire Sports Association and Affiliates)

Lincolnshire Sports Association - The Village of Lincolnshire does not provide organized sports activities for its residents. LSA fills this need through volunteer service and is recognized as providing a valuable service to the community. For this reason they shall have second priority for use of the North Park Athletic Fields. The Village may review the participant fee for use of North Park Athletic Fields and therefore reserves the right to increase fees appropriately as needed.

LSA may wish to establish a partnership with an organization to provide assistance in supporting its programs. LSA shall enter into an Affiliate Service Contract with the Village and each partner organization (an "Affiliate"). The form of the Contract shall be approved by the Village Board.

The Affiliate shall complete a Program Proposal Form prior to entering into the Affiliate Service Contract. The Village shall evaluate the program based upon the following criteria. Those programs not meeting the criteria shall be presented to the Park and Village Boards for review and approval.

Affiliate Criteria:

- a. The program shall identify a direct benefit to residents of the Village.
- b. The program shall identify a direct benefit to LSA.
- c. The Affiliate has been previously approved by the Village as an Affiliate and has complied with all park regulations and has not caused damage to the facilities.
- d. The Affiliate is offering a program similar to that which has historically been offered by LSA.
- e. Field time is available.

Copies of all agreements establishing such partnerships shall be submitted with the application.

Classification C: (Non Affiliates)

Any individual or organization wishing to use the North Park Athletic Fields that is not affiliated with the Village of Lincolnshire, LSA, or a partner with LSA, is required to apply for North Park Athletic Field usage under this classification. A separate application and criteria are required.

- a. Applications shall not be submitted less than sixty (60) days nor more than one hundred twenty (120) days prior to the start of play. Notification of field availability, if any, will not be provided until approximately 30 days prior to the start of play.
- b. The applicant cannot request North Park Athletic Field usage, in Classification C, for any programs which would be in competition with a program currently offered by Lincolnshire Sports Association.
- c. Priority will be given to the applicant who has the highest percentage of Lincolnshire residents participating in their program. Resident participation is defined as those individuals

who reside within the corporate limits of the Village of Lincolnshire and would not include participants who may be in School District 103 not residing in Lincolnshire.

The applicant must provide a certified team roster for the current program year. This roster shall identify each participant, their age, name, address and phone number. This roster shall be provided with the application.

- d. The applicant is required to provide proof of insurance which complies with Paragraph 7 above. Proof of insurance must be provided at the time of application.
- e. A program description shall be required and shall include:
 - i. The North Park Athletic Field number requested (fields are numbered and must be identified by the applicant on the application form) and size of field.
 - ii. Number of teams and ages of team members
 - iii. Number of hours of field time broken down into practices and games
 - iv. Start date and end date for each season (fall or spring)
 - v. Days and times of days requested
- f. The need for lights will be determined by the Village. The applicant will receive a listing of dates and times for lights with the final permit. Applicant will be responsible for any applicable lighting fees as herein described.
- g. Class C usage fees are required to be paid at the conclusion of the season.
- h. Class C usage fees shall include the participant fee in addition to the team fees. These fees shall be paid prior to the use of the fields. If fees are not received by this time, North Park Athletic Field usage for the remaining portion of the season will be cancelled and no refund will be provided.
- i. For each 5% of the participants who are Lincolnshire residents the North Park Athletic Field Usage Fee will be reduced by 5% until a maximum of 50% is reached.
- j. Selection for Classification C status for single events meeting the above criteria is determined by Village staff. Requests for three or more events in a single year will be determined by a recommendation from the Park Board with final approval by the Village Board. This process may take up to sixty days. The ability of the North Park Athletic Fields to support play is determined by staff. This is based on existing usage levels and the ability to keep the North Park Athletic Fields in good condition.
- k. The applicant shall require its participants to sign the standard Lincolnshire waiver form or a pre-approved equivalent waiver form. A copy of the waiver form shall be submitted at time of application. Signed copies of waivers shall be submitted for each player at the time of payment.

B. All Other Athletic Fields

- 1. Permits are not required to use the athletic fields at Spring Lake Park and Olde Mill Park. The Village may adopt policies from time to time governing the use of the facilities. These policies shall be posted at the facility in a conspicuous place.

Field Usage Hours

Spring Lake Baseball Field 8:00 a.m. - 9:00 p.m.
Olde Mill Park Baseball Field and Soccer Field 8:00 a.m. - 9:00 p.m.

NOTE: Spring Lake Park and Olde Mill Park do not have lighted fields.

North Park Baseball Fields and Soccer Fields 7:00 a.m. - 10:00 p.m.*

*(Except when fields are permitted for use they may be permitted to 11:00 p.m.)

NOTE: North Park has two lighted baseball and four lighted soccer fields.

NOTE: Subject to Village use, Lincolnshire Sports Association has priority use of all fields. Fields will not be permitted for use during dates and times reserved for Lincolnshire Sports Association

Fee Schedule: Baseball/Field Hockey/Softball/Soccer/Kickball

Classification A – (Village of Lincolnshire)

- No participant fee.
- No deposit required.
- No fee charged for lighted fields

Classification B – (Lincolnshire Sports Association and Affiliates)

- ~~\$20.00~~ \$35.00 per participant (per season)
- No deposit required.
- ~~\$10.00~~ \$15.00 per hour fee charged for lighted fields (in addition to participant fee)

NOTE: Applicants in Classification B are only required to pay the per participant rate plus hourly rates for lights and are not required to pay additional Team Fees beyond the participant rate.

Classification C – (Non Affiliates)

- ~~\$60.00~~ \$75.00 per participant (per season)
- No deposit required.
- \$80.00 per hour fee charged for lighted fields (in addition to participant fee)
- Team Fees:

5-16 hours	\$600 <u>\$1200.00</u> per team for 12-13 week season
17-32 hours	\$1,200 <u>\$2400.00</u> per team for 12-13 week season
33-48 hours	\$1,800 <u>\$3600.00</u> per team for 12-13 week season

For every 5% of the team participants who are Lincolnshire residents a 5% reduction in fee will be provided to a minimum fee of:

5-16 hours	\$300 <u>\$375.00</u> per season
17-32 hours	\$600 <u>\$1275.00</u> per season
33-48 hours	\$900 <u>\$2475.00</u> per season

NOTE: Team Fees are calculated by the maximum amount of hours of usage and are to be paid in addition to the per participant fees for applicants in Classification C. For example, a team in Classification C consisting of 10 players and playing between 5-16 hours would pay ~~(\$60x10)~~ (\$75X10=\$750.00) in addition to the team fee (\$1200.00)-based off 16 hours of usage. Additionally, any hours requested over the maximum 48 hours will require an hourly payment at a rate of \$80.00 per hour.

Approved by: _____
Date: _____

Permit No. _____

**Village of Lincolnshire
FIELD USAGE PERMIT FORM**
(Classifications A or B)

Name of Applicant: _____

Address: _____ Email: _____

Home Phone Number: _____ Business Phone Number: _____

Applicant Classification: (Circle One) A B
See classification schedule in Usage Policy.

Park: _____ Sport: (Circle One) Baseball Field Hockey Soccer Softball Kickball

Field Number: _____ Date: _____ Time Requested: From _____ To _____

North Park Lights Requested: (Circle One) Yes No

PAYMENT:

(See classification fee schedule in Usage Policy for fee information.)

Total Number of Participants: _____ Total Payment: _____ Date: _____ Check No.: _____

On behalf of _____ (individual or organization name), I have read the Village of Lincolnshire Field Usage Policy and do hereby agree to comply with the rules and regulations outlined in this policy.

(Signed)

=====For Office Use Only=====

Field Area Inspected By: _____ Date: _____

Condition of Field Area: _____

Damage Sustained: _____ Action Taken: _____

Copy to Applicant: _____ Copy to P.W.: _____ Copy to Book: _____

Approved by: _____
Date: _____

Permit No. _____

Village of Lincolnshire
FIELD USAGE PERMIT FORM
(Classification C)
(complete a separate application for each season)

Name of Organization: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Program Description: _____

Season: Fall _____ Spring _____

Start Date of Program: _____ End Date of Program: _____

Number of Games: _____ Length of field time reserved for each individual game: _____

Number of Practices: _____ Length of field time reserved for each individual practice: _____

Number of Teams: _____ Total Number of Field Hours: _____

Team	Age of Participants	Day(s) Requested	Time(s) Requested	Field Size Requirements	Lights	Total Hours

*It is understood by the applicant that the Village will to specify times when lights are required. The applicant will be billed for light fees and shall pay for all fees related to permit usage times when lights are on.

PAYMENT:

(See classification fee schedule in Usage Policy for fee information.)

Total Number of Participants: _____ Total Participant Fee: _____

Total Hours of Field Time Requested: _____ Total Number of Teams: _____

Total Team Fees: _____ Percentage of Lincolnshire Residents: _____

Total Payment (participant fees + team fees) : _____ Date: _____ Check No.: _____

**Resident is defined as those individuals residing within the corporate limits of the Village of Lincolnshire.*

The following attachments are required:

_____ Certified team roster from the current program year. Individual names, addresses and phone numbers of participants must be provided.

_____ Certificate of Insurance listing the Village of Lincolnshire as additional insured. Minimum liability of \$2,000,000.

_____ Copy of waiver form to be used. (Signed completed waivers shall be provided to the Village at time of payment.)

_____ Any promotional material used to advertise the existing program and/or to solicit participants.

I have read and understand the Field Usage Permit Policy and Field Usage Criteria for Classification C.

I am executing this application on behalf of _____.

_____ Date _____ Signature

_____ Title

=====For Office Use Only=====

Field Area Inspected By: _____ Date: _____

Condition of Field Area: _____

Damage Sustained: _____ Action Taken: _____

Copy to Applicant: _____ Copy to P.W.: _____ Copy to Book: _____