



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

Monday, April 15, 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 March 21, 2019 Park Board Meeting (Village of Lincolnshire)

4.0 RESIDENT COMMENTS AND REQUESTS

5.0 RECREATION

6.0 PARKS

6.1 Consideration and Discussion of an Equipment and Material Storage Facility to be Constructed in the North Park Maintenance Yard (Village of Lincolnshire)

6.2 Consideration and Discussion of a Picnic Permit Fee Waiver Request (Lincolnshire-Prairie View School District 103)

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

6.4 Consideration and Discussion of the Use of North Park for Heroes Night on August 23, 2019 (Village of Lincolnshire)

7.0 UNFINISHED BUSINESS

8.0 NEW BUSINESS

9.0 ADJOURNMENT



**MINUTES OF THE
PARK BOARD MEETING
Thursday, March 21, 2019**

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

Absent: Sandra Wright

Location: Lincolnshire Village Hall, Lincolnshire Illinois 60069

1.0 CALL TO ORDER

Chairman Borgerding called the meeting to order at 7:00 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 December 17, 2018 Meeting of the Park Board (Village of Lincolnshire)

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

4.0 RESIDENT COMMENTS AND REQUESTS

4.1 Resident to request to have the Pocket Park named City Center Park.

5.0 RECREATION

5.1 None

6.0 PARKS

6.1 Consideration and Discussion of a Name and Dedication Date for the Lincolnshire Downtown Pocket Park (Village of Lincolnshire)

Mr. Woodbury explained that Village staff is looking for possible names and dates to hold a dedication for the newly constructed Downtown Pocket Park. Village Staff thinks that they should hold the dedication ceremony sometime between mid to late summer. Mr. Woodbury presented three possible names for the Downtown Pocket Park along

with four different dates to hold the dedication ceremony. The three names that were provided to the Park Board for input were:

- Creekside Park
- Indian Creek Park
- Half Day Park.

The four dates that were provided to hold a dedication event were as follows:

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

Mr. Blasek asked Mr. Woodbury if there is any signage indicating where this park is located to help people understand the location better. Mr. Woodbury said that at this time there is no signage but that it is something staff can look into. Mrs. Siegel asked if the future sign would be placed on the monument sign where the Culvers and Fresh Market sign is. Mr. Woodbury explained that it would be a standalone sign and not be part of the monument sign.

Mrs. Siegel said that she would like the name 'Lincolnshire Pocket Park' to be placed on the list of names for consideration. Mr. Blasek said that he also likes the idea of having it names Pocket Park but thought that it would be nice to call it Half Day Pocket Park. Chairman Borgerding said that he always thinks of Indiana Creek as where the Pocket Park is located.

Mrs. Siegel asked if the Village ever contacted the Condos nearby to see if they had any input on a name for this Park. Mr. Woodbury explained that the Village has not reached out to the Condo Associations but that he certainly can and see if they have any ideas on possible names.

Trustee Grujanac explained that if Village is going to open this up and get park name ideas from the outside then the Village should contact students. Trustee Grujanac said that she doesn't think the students should necessarily name it but it might be on a list of potential names that could be considered. Mr. Woodbury said that if we contact the students and the Condo Associations then it is only fair if the Village opens it up to the residents. Mr. Woodbury brought up that they could do a survey monkey survey on what the park name should be and include a list of possible park names.

Mr. Woodbury asked the Park Board if they any input on the four dates that were provided for the dedication ceremony. It was decided that once the survey results are in then staff would make a recommendation on a date based on how long it takes to get the results.

Mr. Woodbury asked the Park Board if they would like the results to come back to them prior to bringing the results to the Village Board. Chairman Borgerding thinks that Village Board would like their input on this when making a decision. Mr. Woodbury said that Village staff can try and get the survey up and out in time to get results back for the next Park Board meeting and based on the information staff presents can then make a recommendation to the Village Board.

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

Mr. Woodbury explained to the Park Board that Girl Scout Troop #45713 and 45936 applied for a picnic permit on Saturday, August 24th from 10:00am to 12:00pm at North Park. The Girl Scout Troops are looking to have the \$50.00 permit fee waived. Per the Village code, in order to get a fee waived the item must be brought in front of the Park Board and Village Board for approval.

A motion made by Mr. Fell, seconded by Mr. Zhou, to approve the Picnic Permit Fee Waiver for Girl Scout Troop #45713 and #45936.

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

Mr. Facchini provided the Park Board with results that the Village received based on the 240+ response from the Lincolnshire Parks Survey. Mr. Facchini shared with the Board some of the notable responses from the survey.

Mr. Facchini explained that the final question on the survey was an open ended question that asked participants what amenity or feature they would like to see added to the park that is currently not offered. Mr. Facchini said that the top three responses were splash pads, dog areas, and pickle ball courts.

Mr. Facchini said that the ultimate goal of this is to receive the feedback from the Park Board and make parks, paths and open space recommendations to the Village Board and to include this in the Villages 10 year Capital Improvement Plan and asked if there was anything that the Park Board wanted to potential add to the 10 year Capital Improvement Plan. Mr. Fell asked Mr. Woodbury if the Park Board can review the results for about a month or so and in that time have Village staff go back and with the top three results think of possible locations.

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)

Mr. Woodbury explained how staff is proposing a full review of the Classification sections as well as the Field Usage Fees for the Village Parks code as recommended by the Park Board and Village Board. Mr. Woodbury reviewed the three different classifications that the Village has and explains how Village staff would recommend the proposed increases. Proposed Field Usage details can be found in the agenda for this meeting.

Village Staff is recommending consideration and possible approval of the Field Usage Fees as presented. Mr. Woodbury said that this is only a recommendation by staff as input from the Park Board is also welcomed and desired. Should the Park Board finalize changes to the Athletic Field Usage Policy staff would recommend a referral of this matter for the next Village Board Meeting. Mr. Woodbury said that the fees associated with this Policy would not go into effect until year 2020.

Mr. Fell made a recommendation to place the 'The Athletic Field Usage Policy and Field Usage Fees in Accordance with Chapter One' on the proposed Field Usage Fee Chart.

A motion made by Mr. Fell, seconded by Mr. Blasek and refer to the Village Board.

7.0 UNFINISHED BUSINESS

7.1 Resident spoke to the Park Board and suggested that they name Lincolnshire Pocket Park the City Center Park

8.0 NEW BUSINESS

8.1 Mr. Fell made a recommendation for staff to look into how much time should pass between affiliation reviews. Trustee Grujanac suggested that the Village staff do a yearly census to see how many of the affiliations players are D103. Chairman Borgerding said that this is the ultimate outcome the Park Board members would like to see.

9.0 ADJOURNMENT

9.1 A motion was made by Mr. Fell, seconded by Mr. Zhou, to adjourn the meeting. The motion was approved by unanimous voice vote. Chairman Borgerding declared the meeting adjourned at 7:45 pm.

DRAFT

REQUEST FOR BOARD ACTION
Park Board
April 15, 2019

Subject:	Consideration and Discussion of an Equipment and Material Storage Facility to be Constructed in the North Park Maintenance Yard
Action Requested:	Approval of Construction of a Storage Facility for Equipment and Materials in the North Park Maintenance Yard
Petitioner:	Village of Lincolnshire
Originated	Wally Dittrich, Assistant Public Works Director/ Village Engineer &
By/Contact:	Marc Facchini, Public Works Management Analyst
Referred To:	Park Board

Background: The existing covered storage area in the maintenance yard at North Park is inadequate for the equipment and materials needed to maintain the park and was demolished in 2017 due to its poor condition. A new 1,200 square foot storage area is proposed to house materials, and equipment that would otherwise be exposed to the elements at North Park, or stored at the Public Works Facility and then driven across the village for necessary work at the Park.

The structure will look like the rendering below and will consist of two buildings connected, creating an L shape. The first building will be 20' x 41' with two 10' x 10' roll garage doors and the second building will be 12' 36' with three 10' x 10' roll garage doors. The larger building will have a peak height of approximately 14' 4" and the smaller building will have a peak height of approximately 13' 4". The proposed building will be significantly shorter than the existing maintenance shed on site, which has a peak height of 19' 9", full specifications of the existing building is attached.



The structure will be all metal and constructed with a sandstone base and pewter gray roof pictured in the image above. These colors were selected as they are the most similar to the existing structures at North Park and least likely to clash with each other. Below are some images taken at the existing structure with the selected color schemes. The pewter gray roof and sandstone base will match the trim and stonework of the existing structures.



The exact location will be in the North Park Maintenance Yard on the western and part of the north side of the yard, as outlined below.



In an effort to maximize curb appeal from Riverwoods road, Staff will be planting multiple 16'-18' evergreen trees in front of the western fence outside of the maintenance yard as an aesthetic natural barrier of the storage structure from motorists on Riverwoods Road. The existing vegetation in the beds in front of the wood fence have died over the years and are in need of replacement. The landscape features will be planted mainly on the western border of the newly constructed facility with some going in on the north side as space allows.

Summary: Staff is proposing the covered storage facility to be constructed in the North Park Maintenance Yard to house materials and equipment that would either be exposed to the elements at North Park or be kept across town at the Public Works Facility. Having the equipment onsite and materials covered will increase staff productivity, maximize services at North Park, and extend the life of the equipment stored at North Park.



Recommendation: Staff recommends the approval of the facility design and additional landscape for the covered storage facility at North Park. The next step would be for the Architectural Review Board (ARB) to review the project before the Village Board considers its approval.

Reports and Documents Attached:

- Carport Central Quote and Facility Design Specifications
- Existing Storage Facility Specifications

Meeting History	
Park Board	April 15, 2019



Corporate Office
737 S. Main St.
Mount Airy, NC 27030



Tommy Williams
Building Specialists
Carport Central Inc
336-673-6018=direct
980-321-9898 ext 120
336-652-0387=text | tommy@carportcentral.com

DEALER / BUILDING SPECIALISTS: **CARPORT CENTRAL -- TOMMY** PHONE: **980-321-9898** DATE: **February 18th 2019**
 CUSTOMER NAME: **Marc Facchini #2** COUNTY: **Lake** TAX %:
 INSTALLATION ADDRESS: CITY: STATE: **IL** ZIP: **60069**
 PHONE NUMBERS: CELL:

Options and Specify:	20x41 Vertical Roof Garage	\$	21,185.00	All Orders C.O.D.
Options and Specify:	11' tall leg height			\$ 21,185.00
Options and Specify:	Both sides enclosed horizontally			
Options and Specify:	Both ends enclosed horizontally			Price
Options and Specify:	(2) 10'x10' roll garage door w/ header			0.00
Options and Specify:	(1) 36"x80" walk in man doors			
Options and Specify:				Tax
Options and Specify:	12x36 Vertical Roof Garage			\$ 21,185.00
Options and Specify:	11' tall leg height			
Options and Specify:	Both sides enclosed horizontally			Subtotal
Options and Specify:	Both ends enclosed horizontally			15%
Options and Specify:	(3) 10'x10' roll garage door w/ header			
Options and Specify:	(1) 36"x80" walk in man door			Down Payment %
Options and Specify:	Opening frame in between			\$ 3,177.75
Options and Specify:	Connected to main unit as shown			
Options and Specify:				Down Payment
Options and Specify:	***IL Certified for 70psf snow loads and 120mph wind speeds***			
Options and Specify:	***All anchoring and bracing included***			
Options and Specify:	***Delivered and installed***			
SEE ATTACHED IMAGES FOR DESIGN ACCURACY				\$ 18,007.25
				Balance Due at Installation

BBB Rated and Accredited



Warranty Info:

20 year warranty on framing
40 year warranty on sheet metal
1 year workmanship guarantee
Lifetime certification guarantee

NOTE: FRAME 1 FOOT SHORTER THAN ROOF LENGTH

THIS IS A ESTIMATED QUOTE AND IT INCLUDES DELIVERY AND INSTALL. ANY AND ALL OTHER FEES OR REQUIREMENTS WILL BE PRESENTED ON THIS FORM. PLEASE INFORM CONTRACTORS OF ANY UNDERGROUND CABLES, GAS LINES, OR ANY UTILITY LINES. CARPORT CENTRAL AND AFFILIATES WILL NOT BE RESPONSIBLE FOR ANY DAMAGE TO UTILITIES. ANY BUILDING OVER \$15,000.00 AFTER DEPOSIT WILL REQUIRE HALF DOWN AT TIME OF SCHEDULING FOR DELIVERY. CUSTOMER IS RESPONSIBLE FOR PERMITS AND PERMIT FEES.

**REQUEST FOR BOARD ACTION
Park Board
April 15, 2019**

Subject:	Consideration and Discussion of a Picnic Permit Fee Waiver Request (Lincolnshire-Prairie View School District 103)
Action Requested:	Consideration of a Picnic Permit Fee Waiver Request Pursuant to Section 8-1B-2(O) of the Village Code (District 103)
Petitioner:	Lincolnshire-Prairie View School District 103
Originated	
By/Contact:	Marc Facchini, Public Works Management Analyst
Referred To:	Park Board

Background: Lincolnshire-Prairie View School District 103 is planning their 8th grade class picnic to occur at North Park on Wednesday, May 22nd from 8:30 AM to 11:30 AM. 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, Not-for-Profit organizations, and school districts within the Village to request various fee waivers. The Village waived the fees for Daniel Wright’s 8th grade picnic at North Park in 2018.

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 for District 103 for Daniel Wright Middle School’s 8th Grade Picnic, in accordance with Village Code Section 8-1B-2(O).

Reports and Documents Attached:

- Picnic Permit Application
- Fee waiver request email

Meeting History	
Park Board	April 15, 2019



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



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: Mary Campbell Name of Organization: Daniel Wright Jr High
 Address: 370 N. Riverwoods Rd Unit #: _____
 City: Lincolnshire State: IL Zip Code: 60069
 Telephone: (847) 295-1560 Cell: (847) 691-3084
 Resident Yes: No:
 Email: mcampbell@d103.org
 Date & Time Requested: Tuesday, May 21st 11:30 to 3pm

Total number of people who will attend the picnic: 200 8th grade class picnic

PAYMENT (see page two for fee schedule)

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

On behalf of Daniel Wright (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: Mary Campbell Date: 3/12/2019

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

Picnic Area Inspected By: _____ Date: _____

Condition of Picnic Area: _____

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

From: [Mary Campbell](#)
To: [Marc Facchini](#)
Subject: Daniel Wright Junior High Picnic
Date: Monday, March 18, 2019 2:39:12 PM

Good afternoon,

Our 8th grade class is planning on having a picnic at North Park for their graduation. The class picnic is being planned for Tuesday, May 21, 2019 from 11:30-3:00pm. We were hoping that the fee could be waived for our graduating class, so as to keep the cost at a more reasonable level.

Thank you very much for considering the waiver. If you have any questions or concerns, please feel free to contact me.

Thank you,

Mary Campbell
Administrative Assistant
847-295-1560 ext. 9322

Confidentiality Notice: *This message and any attachments may contain confidential and privileged information that is protected by law. This information contained herein is transmitted for the sole use of this intended recipient(s). If you are not the intended recipient or designated agent of this recipient of such information, you are hereby notified that any use, dissemination, copying or retention of this email or the information contained herein is strictly prohibited and may subject you to penalties under federal and/or state law. If you received this email in error, please notify the sender immediately and permanently delete this email.*

**REQUEST FOR BOARD ACTION
Park Board Meeting
April 15, 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.

At the March, 21st 2019 Park Board Meeting staff received direction from the Park Board to provide more information on exact numbers from respondents of the Park Survey, as well as feasibility studies for potential locations for the amenities in Lincolnshire. The compiled data from the survey as well as potential locations for the amenities are below. Of the 200+ responses the Village received, the most sought after park amenity in Lincolnshire is a Splash Pad Fountain feature (16) and a dog park (13). A full table of the repetitive comments received as well as possible locations for the amenity is below.

Park Features	Counts	Locations
Turf	2	North Park
Skate Park	3	North Park
Dog Park	13	Florsheim - on leash

Zip Lines/updated playground equipment	4	Everywhere
Drainage at SLP	2	SLP
Splash Pad Fountain	16	North Park
Basketball courts	2	Everywhere
Paddle/pickle ball Courts	6	Balzer
Disc Golf	4	North Park / Florsheim

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
Park Board	April 15, 2019

Park Features	Counts	Locations
Turf	2	North Park
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Zip Lines/updated playground equipment	4	Everywhere
Drainage at SLP	2	SLP
Splash Pad Fountains	16	North Park
Basketball courts	2	Everywhere
Paddle/pickle ball Ball Courts	6	Balzer
Disc Golf	4	North Park / Florsheim

**REQUEST FOR BOARD ACTION
PARK BOARD MEETING
April 15, 2019**

Subject: Consideration and Discussion of the Use of North Park for Heroes Night on August 23, 2019 (Village of Lincolnshire)

Action Requested: Recommend Approval to Village Board of Trustees

Originated By/Contact: Joseph Leonas, Chief of Police

Referred To: Park Board

Summary / Background:

The Police Department requests the use of North Park on Friday, August 23, 2019 to conduct its augural Heroes Night event. Heroes Night will replace the department's National Night Out program. Heroes Night was developed as a new opportunity for the Village of Lincolnshire, to not only celebrate and acknowledge police officers, but to recognize all the remarkable "everyday" people who selflessly serve to help others. The event will include fire department personnel, educators, medical caregivers, community volunteers, civic groups, public works personnel, military personnel, and Lincolnshire business folks who make a positive impact in the community. The theme of our first Heroes Night event is *Everyday Heroes Wear Many Hats*.

The event will again be conducted from 4:00 p.m. to 7:00 p.m., but set-up will commence much earlier in the day and clean-up will take an hour or two after the event. Should the weather not allow Heroes to commence at North Park, District 103 granted the police department permission to use Daniel Wright Junior High School for hold the event. Commander Kim Covelli and Officer Bethany Brown will be coordinating this event.

Budget Impact:

All costs incurred by the Police Department (i.e., supplies and overtime) to sponsor this event are included in the Police Department's annual operating budget. The Public Works Department also has considerable staff time involved in this event for site preparation, set-up, and clean-up. Some overtime is incurred by Public Works as well.

Service Delivery Impact:

This event will not have any adverse impact on the delivery of police services. The purpose of this event is to enhance police-community relations.

Recommendation:

Staff recommends the Park Board approve this request and forward their recommendation to the Village Board of Trustees for final approval.

Reports and Documents Attached: None

Meeting History	
Initial Referral to Park Board:	April 15, 2019