



Master/Strategic Plan  
2018-2024

Itasca Park District  
Master Plan 2018-2024  
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January 2018

Dear Resident:

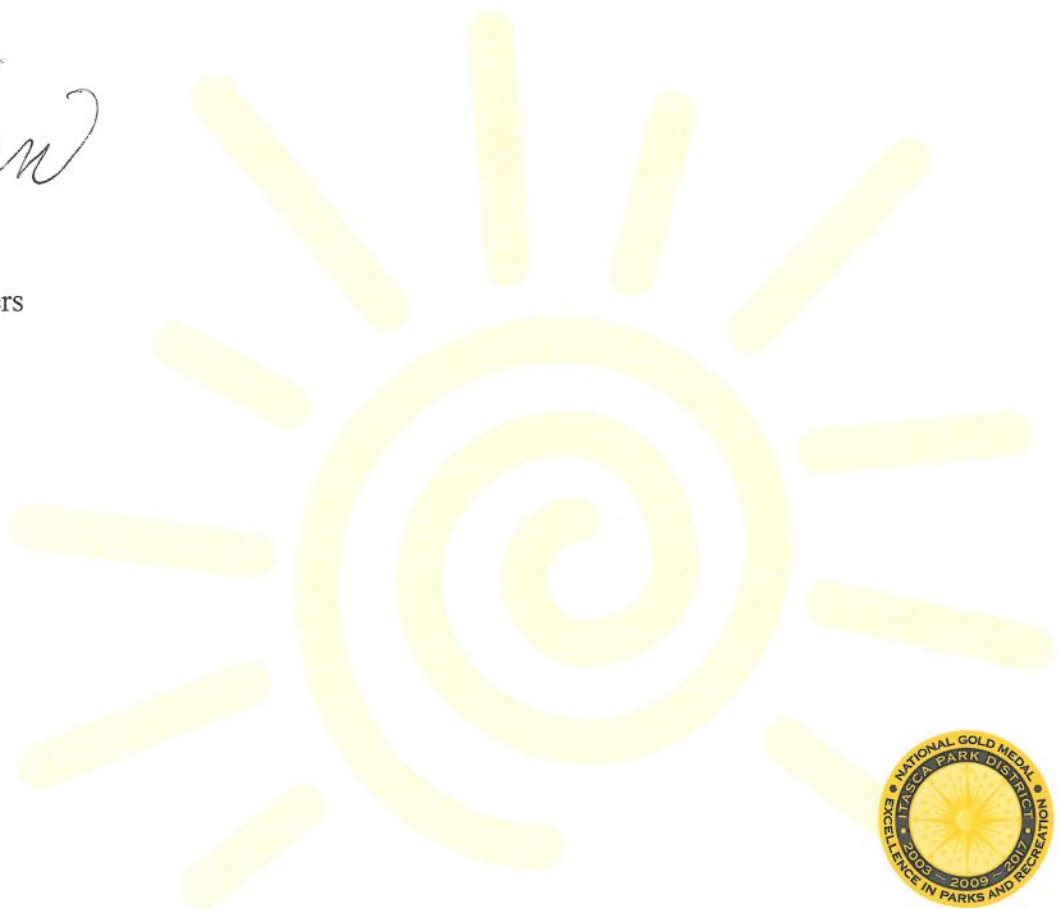
On behalf of the Park Board of Commissioners, it is my pleasure to present the 2018-2024 Master Plan of the Itasca Park District. The Park District began the concept of long range planning with the first Master Plan in 1978. An updating process occurs every year. With each revision, the Master Plan improves as a working document.

The 2018-2024 Plan is a proposed course of action for the Park District over the next six year period. The Master Plan is designed to encompass all aspects of the Park District's operations, including finance, personnel, parks, land acquisition and development, facilities, and programs.

Thank you for taking the time to be an involved and interested citizen of the Itasca community.

Sincerely,

Linda Aiani  
President  
Board of Commissioners





### Mission Statement

The mission of the Itasca Park District is to efficiently and economically provide education, recreation, facilities and open space that are designed to provide health and wellness, social equity and conservation experiences that benefit the community.



# Itasca Park District

350 E. Irving Park Road

Itasca, Illinois 60143

630/ 773-2257

[www.itascaparkdistrict.com](http://www.itascaparkdistrict.com)

## **BOARD OF COMMISSIONERS**

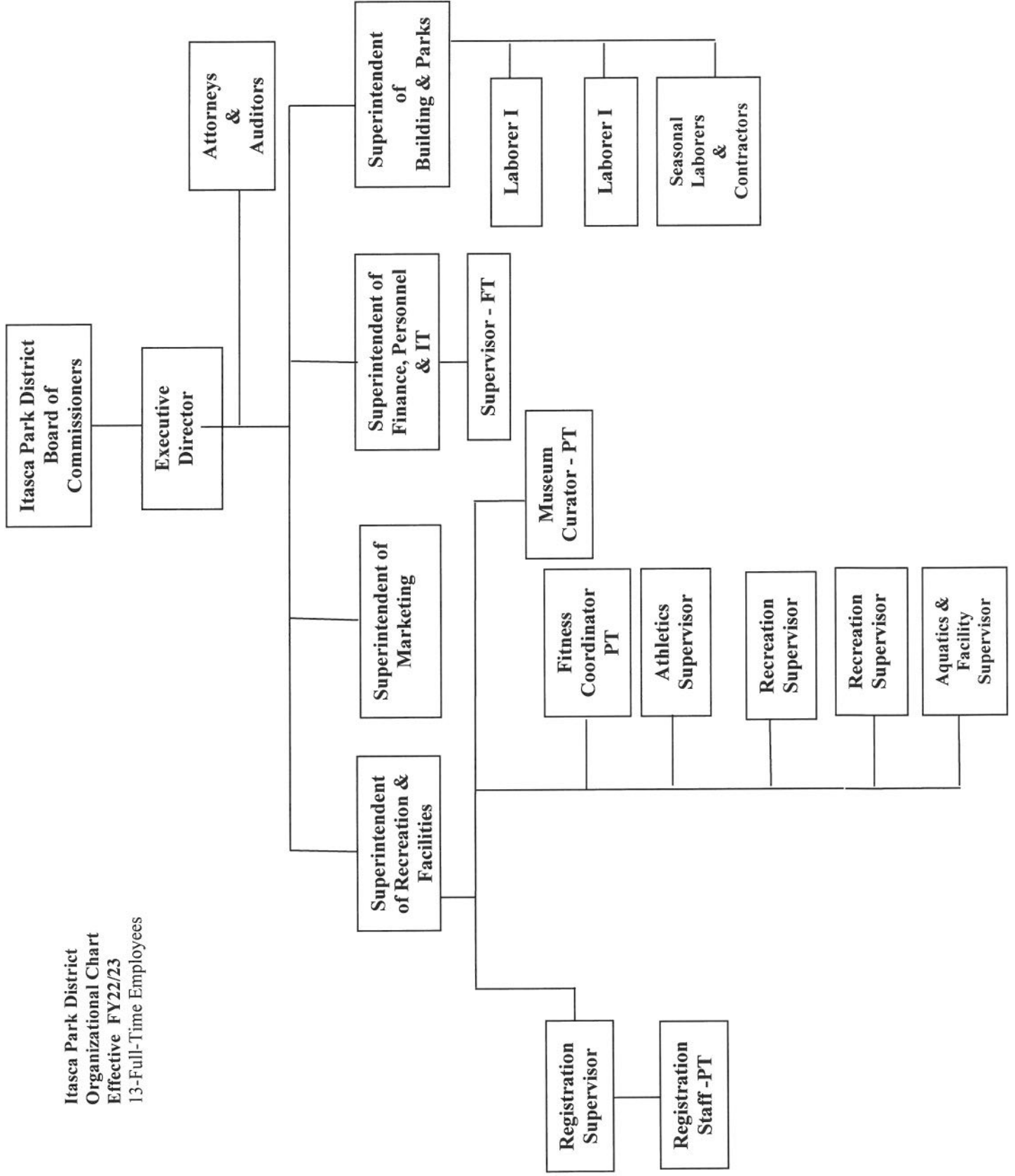
Linda Aiani, President – Term 1994-2025  
Dave Hansen, Vice-President – Term 2001-2029  
Dan Kompanowski, Secretary – Term 1995-2027  
Jeff Craven – Term 1997-2029  
Keith McClellan – Term 2013-2025

## **STAFF**

Maryfran H. Leno, Executive Director  
Sandy Harris, Superintendent of Recreation  
Matt Alexander, Superintendent of Buildings & Parks  
Nathan Kinsinger, Superintendent of Finance, Personnel & IT  
Christine Powles, Superintendent of Marketing

Jennifer Benitez, Registration Supervisor  
Anita Depa, Human Resource/Finance Supervisor  
Erika Rubo, Recreation Supervisor  
Chris Carling, Recreation Supervisor  
Kevin Myers, Athletics Supervisor  
Griffin Stankiewicz, Aquatics and Facility Supervisor  
Cody Johnson, Parks & Building Laborer  
Alec Logan, Parks & Building Laborer

Itasca Park District  
 Organizational Chart  
 Effective FY22/23  
 13-Full-Time Employees



## *EXECUTIVE DIRECTOR*



### Purpose

It is the purpose of the Executive Director to assist the Board of Commissioners in formulating policy and carrying out those policies once established, implement sound management and financial practices, foster a positive public image for the Park District, and insure that quality park and recreation services are provided for the residents of the Park District.

### Description

The function of the Executive Director includes coordinating the efforts of the Board of Commissioners, 13 full-time staff and over 200 part-time/seasonal employees, and volunteers for the leisure time benefit of the residents of Itasca Park District. The Executive Director supervises the work of four major departments (Finance & Personnel, Parks & Planning, Recreation & Facilities and Marketing); monitors park sites, buildings and almost 3,000 recreation programs; oversees the annual budget (approximately \$5M million); and directs the long range master planning and public information programs. In addition, the Executive Director acts as a liaison to other agencies and units of local government as well as representing the Park District on state and national matters pertaining to parks and recreation.

### Goals

Comprehensive Service – Operate a well balanced system of parks, recreation programs and revenue facilities; incorporating in Health & Wellness, Social Equity and Conservation.

Community Needs – Continually assess the needs of the community so that desired parks, programs and facilities can be considered by the Board and staff for possible action.

Board-Staff Relationship – Communicate ideas of the Board to the staff and vice-versa so each is informed on all aspects of Park District operations.

Effective Management – Plan, organize, direct, coordinate, and control the Park Districts' operations so that the purpose of the Park District can be achieved effectively and economically.

Fiscally Sound – Use of tax dollars and other revenue should be managed in such a manner that costs are minimized while benefits are maximized.

Public Relations – Represent the Park District through positive contacts with special interest, neighborhood, and community groups; develop a positive working relationship with board and staff of other units of local government; and communicate with the citizenry through the development of a comprehensive publicity and advertising program.

Insurance Programs – Represent the Park District on the Councils of the Park District Risk Management Agency (PDRMA) which manages liability, property, and workers' compensation insurance; and health insurance.

Inclusion – Represent the Park District on the board of Northeast Special Recreation Association which provides inclusion services for the District.



*SUPERINTENDENT of FINANCE, PERSONNEL & IT*



Purpose

It is the purpose of the Superintendent of Finance, Personnel & IT to establish and maintain a system of financial and human resource information which accurately reflects the business practices of the Park District and to provide such related programs and services which are deemed necessary by the Board of Commissioners and management of the Park District.

Description

The Superintendent of Finance, Personnel & IT maintains financial and personnel records of the Park District. The Department staff develops necessary reports and forecasts which are provided to the Board of Commissioners and staff including financial and statistical data pertinent to the sound management of Park District programs and facilities and to future planning. In addition, staff maintains personnel and payroll records, provides personnel management assistance and oversees IT Services. Part – time support staff is employed as required.

Goals

Effective Management – Plan, organize, direct, coordinate, measure, and monitor the information system for the purpose of achieving valid financial and personnel planning.

Staff to Staff Assistance – Provide information and services which assist staff in planning and monitoring their fiscal responsibilities.

Board-Staff Assistance – Provide information which assist the Board and support the management and policy decisions of the Park District.

Accurate Records – Develop, maintain, integrate, and update a system of financial and statistical records to provide accurate, relevant and timely management and operation information.

Employee Benefits Administration – Implement and communicate benefit programs and policies including health, dental and life insurance, workers' compensation, retirement plans, employee assistance, unemployment insurance, supplemental retirement compensation, sick leave and vacation.

Payroll Processing – Prepare bi-weekly payroll and all required government payroll reports; monitor overtime for compliance with the Fair Labor Standards Act.

Cash Management – Implement effective control of receipts and disbursements; debt management; protect cash and assets; and invest surplus funds to earn a market rate of return and ensure the preservation of capital.

Budget Preparation – Coordinate the yearly budget process and prepare monthly financial reports. Track all capital projects from planning stage through project close – out and asset posting. Responsible for the preparation of the Park District's Truth-in Taxation Resolution, Tax Levy, Budget and Appropriations Ordinance, and Bonding Ordinances.

Accounting System Management – Develop and maintain effective accounting procedures, controls, and reports.

Audit Program – Implement a program of periodic internal audits including petty cash, cash drawers, payroll and inventory; prepare preliminary audit schedules for the independent public accountants.

#### Objectives

##### A

- Replace 25-year-old financial software and registration software. **COMPLETED**
- Implement on-line registration. **COMPLETED**
- Move forward with record retention disposal process. **COMPLETED**
- Streamline employee hiring process. **COMPLETED**
- Review and make recommendations for all processes. **IN-PROCESS**
- Secure IT Services for the District. **COMPLETED**
- Computerization of Waterpark. **COMPLETED**
- Time & Attendance Automation. **COMPLETED**
- Oversee Safety & Training Department. **IN-PROCESS**
- Develop New Employee Electronic On-Boarding System. **IN-PROCESS**
- Automate the Itasca Waterpark. **COMPLETED**

## *SUPERINTENDENT OF MARKETING & COMMUNICATIONS*



### Purpose

It is the purpose of the Superintendent of Marketing & Communications to establish and maintain a system of marketing and public relations which accurately reflects the image of the Park District and to provide advertising and seek sponsorships for the programs and services which are provided by the Park District.

### Description

The Superintendent of Marketing & Communications maintains the brand image of the Itasca Park District. The department staff develops necessary reports and forecasts which are provided to the Board of Commissioners and staff including statistical data pertinent to the advertising, marketing and customer satisfaction of Park District programs and facilities. Staff works closely with local and regional businesses and organizations in creating a sponsorship program for the park district. The Supervisor creates advertisements and buys advertising in multiple venues. In addition, staff works closely with the Recreation Department in marketing individual programs and events.

### Goals

Effective Marketing – Plan, organize, coordinate, and monitor the image of the park district with a positive and succinct message.

Seasonal Brochure Creation – Develop three 48-page program brochures annually and three highlight flyers to disseminate the park district catalog of programs and events.

Staff Coordination – Coordinate a marketing plan for park district staff to utilize in marketing and advertising individual programs and events

Sponsorship Management – Create long-term relationships with local and regional businesses and organizations to secure sponsorships of programs and events for the park district.

Website Management – Continually update and revise the Itasca Park District website with current programs, events, news, and general information.

### Objectives

#### A

- Web Re-Design.
- NRPA Proragis. **COMPLETED, ON-GOING**
- Secure Alternate Revenue Sources. **ON-GOING**
- Increase the number of social media outlets used. **IN-PROGRESS**
- Park Entrance Sign Replacements. **IN-PROGRESS**
- Springbrook Nature Center Grand Re-Opening. **COMPLETED**
- Develop/Design Park District App. **COMPLETED**
- Ray Franzen Bird Sanctuary Grand Re-Opening. **COMPLETED**
- District Wide Community Survey – **Every 5-6 years.**
- Develop Sponsorship Program – **ON-GOING**

## *SAFETY TRAINING DEPARTMENT*



### Purpose

It is the purpose of the Superintendent of Recreation to oversee the Safety Coordinator to develop and implement policies and procedures throughout the district in relationship to safety and training as it relates to personnel, programming, facilities and the public.

### Description

The Department staff works closely with the Executive Director and other Department Heads on district safety and training policies and procedures. In addition, staff leads the district's safety committee, revises and implements manuals and works directly with the district's Park District Risk Management Association.

### Goals

Personnel Policies and Procedures Administration – Develop, implement and communicate personnel policies and procedures.

Records Management – Store and/or dispose of Park District records in compliance with the Local Government Records Act.

Training and Safety – Develop, implement, and communicate training and safety policies and procedures to ensure compliance with local, state and federal laws. Develop and provide resources on safety and general training topics for use throughout the Park District.

## Objectives

### A

- Safety Committee Revitalization
- Risk Manager Staffing Position
- Complete revision of all participation waivers and update the District-wide procedure on waivers. **COMPLETED**
- Coordinate revision of the Safety Manual. **IN-PROGRESS**
- Develop a training database for supervisors to track training and monitor development of their staff. **IN-PROGRESS**
- Evaluate and revise all full-time position training plans. **IN-PROGRESS**
- Evaluate and revise all facility evacuation plans. **ON-GOING**
- Distinguished Accreditation

## *BUILDING & PARKS DEPARTMENT OVERVIEW*



### Purpose

It is the expressed purpose of the Parks & Planning Department to provide leisure time opportunities to the community through the acquisition, design, development, maintenance, and renovation of the attractive and functional parks, facilities and open space.

### Description

Land acquisition, design, construction and maintenance are of critical importance to the quality of the parks and recreation facilities. This Master Plan is an effort to improve the efficiency of the park maintenance and design system so that it can be significantly beneficial to the citizens of Itasca. The responsibilities of the Parks & Planning Department covers park areas of all size classifications: community parks, neighborhood parks, and special use parks. The Parks & Planning Department also maintains buildings, one outdoor waterpark, ball fields, soccer fields, outdoor tennis courts, playgrounds, turf volleyball court, picnic shelters, nature center, museum, sanctuary and more. The Parks & Planning Department is involved with new park and facility construction and renovation work and from the planning stage through construction inspection. The operations of the Parks & Planning Department are coordinated with the Recreation & Facilities Department, and Finance & Personnel Department, to achieve common goals.



## Analysis

The Itasca Park District has an outstanding system of parks and facilities. The facilities and the equipment are becoming more expensive to maintain in the style the public has become accustomed to each year. The current park system is adequate, but it will always be necessary to renovate, repair, and update the buildings, playgrounds, athletic fields, tennis courts, and swimming pools. State and federal regulations, such as the Americans with Disabilities Act, will need to be complied with as part of any renovation or with any new construction. In addition, there will be a need to expand existing parks and develop new ones as the community grows and the population trends change. Tax cap limitations will severely limit our ability to maintain the current infrastructure.

Cost saving maintenance through the development of preventative maintenance programs is a primary concern for the Parks & Planning Department. The Department plans to save by training the maintenance personnel through in-service programs. Cooperative efforts with area churches and schools for shared facility use are critical for the district to maintain. It will be necessary to prioritize the development of new park sites and redevelopment of existing sites in terms of need and available funds. Thorough planning must be done for each site and input must be solicited from all interested and involved groups. Future land acquisition must also be done very carefully with an eye on the actual need for the property along with the cost of development, operation, and maintenance. The District goal is to have 10 acres/1,000 population. Also, the Village of Itasca administers a land/cash developer contribution program on behalf of the Park District.

## *SUPERINTENDENT OF BUILDING & PARKS*



### Description

The function of the Superintendent of Buildings & Parks is to assist in the design, coordination and implementation of improvements to the parks, fields, landscaping and to aid in the development of long range physical and community plans; and the general care of agency facilities and to provide for most electrical, carpentry, plumbing, landscaping, light construction and fleet services required for sustaining operations.

### Goals

Horticultural Management – To maintain a high quality tree, turf, shrub, and floriculture management program through integrated pest management and ecologically sound practices.

Functional Quality – To maintain, in good condition, the functional quality of all programmed athletic fields (ball fields and soccer fields).

Preventive Maintenance – To conduct preventive maintenance programs for the buildings, parks and fields; waterpark; playground equipment; surfaces; fixtures; vehicles; and tools to insure efficient operations and contribute to the useful life of resources.

Quality Physical Appearance – To strive to consistently improve the overall appearance of the parks and Recreation and Fitness Center, Softball Complex, Waterpark, Depot Museum, Springbrook Nature Center and Maintenance Garage.

Safety – To conduct an ongoing safety program to insure sanitary, safe and barrier free recreation facilities and reduce the possibility of accidents to participants and employees; and to maintain ADA compliance.

Effective Supervision – To maintain or improve programs of supervision which insure effective communication between staff, and to provide the appropriate leadership and direction to stimulate the desired output from Service Center personnel.

### Objectives

#### A

- Do More, With Less – In-House Projects
- Itasca Recreation Center Parking Lot Replacement. **COMPLETED**
- Recreation & Fitness Center Renovation. **COMPLETED**
- Waterpark Building Replacement. **COMPLETED**
- Benson Park Revitalization.
- Springbrook Nature Center Renovation Project. **IN-PROGRESS**
- Ray Franzen Bird Sanctuary/Softball Complex Project Phase 2
- Schiller Park Playground Replacement. **2018**
- Franzen Park Tennis Court Replacement with Pickle Ball/Tennis.
- Itasca Fitness Center Revitalization
- Replace Walking Paths
- Joint Project with Village of Itasca – Nature Center, Usher Park
- Joint Projects with DuPage County - Bird Sanctuary/Softball Complex

Parks and Facilities

**BENSON PARK - PIN#03-17-201-004, 005**

Acquisition: The original parcel (6.66 acres) was acquired on June 6, 1975, from Itasca School District #10 for an amount of \$89,150, with a LAWCON Grant which paid for half the cost. In 2019, the 2<sup>nd</sup> parcel (3.33 acres) was acquired from Itasca School District 10 for \$616,000, with a LAWCON grant which paid for half the cost.

Location: Benson Park is located on Mill Road North of the Eisenhower Expressway. It serves the local community.

Boundary: The entire site is 9.99 acres. The DuPage County Forest Preserve land surrounds the site except for the Eastern border, which meets Mill and the southern border is a ComEd Easement. Single-family homes occur on the other side of Mill Road.

Easements: A 120' Commonwealth Edison R.O.W. adjoins the Southern border of the property.

Utilities: A well for water exists.

Access: All access to the site is from Mill Road. A parking lot occurs off of Mill Road in the Southern portion of the site.

Existing Improvements:

Amenities currently a basketball court, water pump, benches, 2 tennis courts (built in 1976 and resurfaced in 2010), pond, picnic tables, playground, shelter, and garden plots.

1976	\$50,000	Tennis Courts, Parking Lot, Etc
1980	\$2,000	Field Upgrades
1981	\$15,000	Field Development
1986	\$6,500	Court Upgrades, Seal Coating
1991	\$70,000	Playground Installation Project
1992	\$18,000	Court Upgrades, Seal Coating
2000	\$5,000	Fence Work
2005		ASTM& ADA Accessibility Study
2010	\$300,000	Playground & Shelter Installation, Renovation of Basketball & Tennis Courts, ADA Pathways to the Garden Plots & Parking Lot Restoration
2013		Lightning Detection System Installation
2019	\$616,000	3.33 Acres Acquired by Itasca School District 10
2022	\$400,000	OSLAD Development Grant Awarded

Natural Features:

The site is generally flat. A berm occurs on the Western ½ of the site. A pond lies just South of the berm. The pond is surrounded by heavy brush and stands of cattails. Other vegetation on the site consists of small trees and shrubs planted by the park district.

Features:

Since 2005, the District had been discussing the deteriorating condition of Benson Park. It failed in 2005 the ASTM Standards and has a list of needed ADA upgrades, per the 2005 Accessibility Study. All amenities were past their useful life expectancy and needed to be replaced and make upgrades as necessary, allow us to comply with the ADA Transition Plan. The goal was to replace what we had on our property in 2009/2010. Summer 2010, a \$300,000 park renovation was completed. It included: new playground and picnic shelter, renovation of the parking lot, tennis and basketball courts and re-location of the garden plots, along with accessibility to all amenities. The 1980's ball diamond was since removed; and the 1980 picnic shelter still remain intact and non-accessible.

Future Features:

Since, 2004, the Itasca Park District has discussed the desire to acquire the 3.3 acres directly northeast of the Park Property. It was owned by the Itasca School District 10, but maintained by the Itasca Park District. In 2016/17, the Itasca School District 10 developed a "Guiding District Finance and Budgetary Beliefs" document, which stated "Mill Road Property may be sold or swapped for an asset of equal value. Property transfer or sale should be sensitive to community need with other intergovernmental partners." The Park District acquired this property in August 2019 for \$616,000 with assistance of a \$308,000 LWCF Grant through the IDNR.

By 2022, the Itasca Park District must have a development plan in place, with development completion by 2024. A \$400K OSLAD Grant was secured to assist with the \$900K project. The acquisition will allow the Park District to complete this community park, with soccer fields, large rental picnic shelter, sidewalk connection to Song Bird Slough, drinking fountain, etc. Some amenities which the community requested are being installed: sand volleyball courts, pickle ball/tennis courts.

DuPage Forest Preserve District:

Song Bird Slough is a 140-acre forest preserve that is adjacent to Benson Park. The two open space areas co-exist well and complement each others amenities. Benson Park is active park, while Song Bird Slough is mostly passive.



## Parks and Facilities

### **CLAYSON PARK – PIN#03-05-303-001**

- Acquisition: It was acquired in 1980, from the Village of Itasca for an amount of \$9,000.
- Location: Clayson Park is located just South of Thorndale Road between Maple Ave., Walters Ave., and Walnut Ave. The park serves the local residents.
- Boundary: The 1.5-acre site forms a nearly perfect rectangle, bordered on all sides by residential streets.
- Easements: No easements exist on the site.
- Utilities: Two manholes and a water valve box exist on the Northern border of the site.
- Access: Vehicular and pedestrian access may occur from any point along the parks perimeter.

#### Existing Improvements:

The park provides open space on about ½ of the site. On the other ½ is a playground, large picnic shelter and sidewalks.

1980's	\$2,300	Park Upgrades
1993	\$97,000	Park Development – drainage, shelter, playground
2005	\$20,000	Playground Replacement
2005		ASTM & ADA Accessibility Study
2015	\$200,000	Park Re-Development – shelter, turf playground, drinking fountain, pathways, etc.

#### Natural Features:

The site is generally flat. The Eastern ½ of the park, on which the playground sits, is landscaped with pine and deciduous trees of 2” to 4” caliper. A few trees of like size exist on the opposite side of the site.



Parks and Facilities

**COUNTRY CLUB PARK – PIN#03-05-404-019**

- Acquisition: It was acquired in 1991, as a land donation from the sub-division builder.
- Location: The Country Club Park is located off of Arlington Heights Road in the Country Club Park subdivision at the intersection of Surrey Lane and Country Club Drive. The park serves residents of the subdivision.
- Boundary: The site covers 1.37 acres. Of this land, .79 acres of this area is reserved for detention, with .45 acres for the “park area”. There are 260’ of frontage along Country Club Drive to the Southwest and 160’ feet of frontage along Surrey Lane to the South. Residential lots border both the East and West sides of the site and a road R.O.W. borders the Northern edge of the site.
- Easements: No easement exists on the site.
- Utilities: A 6” water main crosses the Northeast corner of the site and borders the site along Country Club Drive and Surrey Lane. A storm sewer inlet is on Country Club Drive. This inlet empties into the detention portion of the site which, in turn, flows into an inlet to the North of the site.
- Access: Pedestrian access occurs along Surrey Lane, Country Club Drive and Granville Avenue.

Existing Improvements:

Amenities include a playground and a basketball court.

1991	\$40,000	Development of the Playground, Basketball Court and surrounding park area.
2005	\$35,000	Full-Playground Replacement Project
2005		ASTM & ADA Accessibility Study
2006	\$10,000	Pathway Replacements
2015		New Park Sign
2016	\$125,000	Refurbished equipment, new shelter, swings, installation of synthetic turf in replacement of wood chips, new pathway

Natural Features:

The site is generally flat excluding the perimeter of the detention basin which has side slopes of approximately 20%.

Future Features:

Continue upgrades as necessary to comply with ADA Transition Plan



Parks and Facilities

**FRANZEN PARK – PIN#03-06-403-052 800 N Catalpa; #03-06-403-090 730 N Catalpa**

Acquisition: The original 3 acres (north end) were acquired in 1978, from Itasca School District #10 for an amount of \$48,000 (LAWCON Grant). In June 2006, another 2.18 acres was acquired from School District #10 for an amount of \$10.

Location: Franzen Park is located north the Franzen Elementary School on Catalpa Avenue just East of Highway 53. The 5.18-acre Park serves the grade school children as well as the local neighborhood residents.

Boundary: The site forms an L-shaped area covering 5.16 acres. There is 250'+ frontage along Catalpa Avenue, which terminates to the East of the site. Franzen School property is in the middle of the park. The North and West sides are bordered by a townhouse/house development.

Easements: No easements exist on the site.

Utilities: A sewer pipe runs parallel to Catalpa Avenue.

Access: Vehicular access will be from Catalpa Avenue only. Pedestrian access will occur from the Southern boundary, adjacent to the elementary school.

Existing Improvements:

At the Northwest corner sits the Maintenance Facility. In the center are two soccer fields, picnic benches and a drinking fountain. Towards the Northeast corner, there is property owned by a local church which the Park District utilizes for garden plots. Directly south of Franzen School is the Franzen "Play For All Community" Park. This community park includes 2 tennis courts, ball diamond and the first built handicapped accessible playground in DuPage County. Although, "Play For All Park" used to not be on the Park District Property, the Park District maintained and operated the park. Pull-off parking is available on Catalpa Avenue.

1960's ?	Tennis Court Installation	
1975 \$15,000	Tennis Court Overlay & Fence Installation	
1976 \$6,000	Playground Installation	
1985 \$6,000	Court Upgrades	
1989 \$70,000	Handicapped Accessible Playground Installation	
1990 \$150,000	5,000 sq.ft. Maintenance Facility Built	
1991 \$16,000	Court Upgrades	
2003 \$6,000	Playground Equipment Addition	
2004 \$8,000	Court Upgrades	
2005	Failed ASTM & ADA Accessibility Studies	
2007 \$750,000	Renovate ADA accessible park/playground, diamond, pathways (State OSLAD Grant)	tennis courts, ball
2009	Maintenance Building – new roof/siding	
2013	Installation of Lightning Detection System	
2016	Playground Replacement	

Natural Features:

The site is generally flat. Several evergreen and deciduous trees occur on the Southern ½ of the site. Their size ranges from 2" – 4" in caliper.



Future Features:

- Tennis Court Replacement - convert to pickleball/tennis
- Pathway connection from Court to Franzen School (adjacent)
- Renovate Maintenance Facility & Parking Lot
- Replace playground mulch with turf



## Parks and Facilities

### **PEACOCK PARK – PIN#03-08-102-023**

- Acquisition: It was acquired in 1967, from the Village of Itasca for an amount of \$45,000.
- Location: Peacock Park is located on Bryn Mawr Avenue adjacent to Peacock Junior High School on North Avenue.
- Boundary: The 4.6-acre site is bounded by Bryn Mawr Avenue to the North, single family residential lots to the West, Peacock Middle School property to the South, and St. Peters Catholic Church to the East.
- Easements: No easements exist on the site.
- Access: Access to the site will be from Bryn Mawr Avenue by vehicles or pedestrians or from Peacock Middle School and St. Peters Catholic Church by pedestrians.

Improvements:

1976	Unknown	2 Ball Diamonds Installed
1983	\$10,000	LAWCON Grant #1700783 - \$13,226.24(total grant) Park Development – Tot Lot & Fitness Equipment
1996	\$5,000	Site Improvements – Addition of west side sidewalk
1996	\$25,000	In-Line Hockey Rink (size of basketball court, with fencing, asphalt pavement)
2004	\$3,925	Court Surfacing Upgrades – Converted In-Line Rink to Skate Park
	\$31,614	Skate Board Equipment
	\$3,500	Security Camera
	\$2,112	Park Upgrades
2005		ASTM & ADA Accessibility Study
2010		Skate Park Closed Due to Safety Issues
2012		Skate Park Equipment removed permanently and given to Lake in the Hills Park & Recreation Department for a \$1,000 donation. Skate Park fencing removed and surface scraped off.
2014	\$800,000	Park Renovation – installation of irrigated soccer field, baseball field, basketball court, turf volleyball court, baggo & bocce courts, picnic shelter, pathways with skate nodes and lighting detection equipment. 50% of this project was funded through State OSLAD Grant Program. Completed Spring 2015.

Natural Features:

The site is generally flat. The only trees in the park occur on the borders of the site. The trees range in size from 3” to 15” in caliper.



## Parks and Facilities

### **RAY FRANZEN BIRD SANCTUARY – NEW PIN#03-18-100-017 (OLD -03-18-100-010)**

Nelson Property – PIN#03-18-100-014,-015

Acquisition: The Sanctuary was quit claimed in 1985 from Ray Franzen. At the time, it was worth \$118,000. In 1996, the Nelson Property was acquired through an intergovernmental purchase agreement between the Park District, Village of Itasca and Forest Preserve District of DuPage County. The Park District portion was \$87,500. (There is an intergovernmental agreement which spells out the ownership/usage/developments, etc.)

Location: 651 S. Rohlwing Road - ¼ mile north of Bloomingdale Road, west of I-290, south of State Highway 19, at western edge of Itasca.

Boundary: The 11.84-acre Sanctuary is surrounded by Rohlwing Road on west, Softball Complex on north, a local church on the south and the Nelson Property on the east. Per an addendum to the 1996 Agreement, the Nelson Property is now only 4.47 acres and is jointly owned by the Park District and Forest Preserve District of DuPage County, of which 33% is owned by the Park District. (1.49 acres of the original 5.96 was placed in the ownership of the Village of Itasca for usage for a needed water line.)

Easements: There are no known easements.

Access: There is no designated entrance. But, patrons may park at the Softball Complex and access the walking trails.

Improvements:

1986 – Dedicated as the Ray Franzen Bird Sanctuary

1991 – OSLAD Grant – trails developed

2005 - ADA Accessible Study

2018 - \$950,000 project: picnic shelter, turf nature playground, boardwalk, concrete walking path, bridge, dog park, interpretive signage. OSLAD Grant contributed \$400,000.

Natural Features:

Flat land, engulfed by woods with trees. The area houses many local animals and habitat.

Future Upgrades:

Complete Phil's Pond Boardwalk Loop

Add a nature outlook, with additional focus on bird watching, interpretive signage and nature based educational amenities.

Provide a north-south inclusive pedestrian connection to the property from town.

Consider fitness components along the trails/pathways

Conservation and the wetlands, Manage invasive species

Upgrade the 30 plus year old ball diamonds

Irrigation for fields

## Parks and Facilities

### **ITASCA RECREATION & FITNESS CENTER FACILITY**

- Location: The Recreation & Fitness Center is located at 350 E. Irving Park Road.
- Boundary: The 5.5 acre site is bounded by Irving Park Road to the north, residential areas to the east and west, and Benson Primary School to the south.
- Easements: A 30' I.D.O.T easement occurs along Irving Park Road.
- Access: A driveway off of Irving Park Road is main access. A walking path enters the park from the south east corner and the north west corner.

#### Existing Improvements:

The current 40,000 sq.ft. Itasca Recreation & Fitness Center is the hub of the Park District. Within the building are the following amenities: administrative offices, 5,000 sq.ft. Itasca Fitness Center, general program rooms, preschool rooms, babysitting, Senior/Teen Lounge, meeting rooms, dance studio and a gymnasium which includes basketball/volleyball courts, in-door walking track and a dedicated gymnastics area.

1970	\$80,000	Construction of Walter Schmidt Building
197?	\$	400 E Irving Building (located on Village Property)
1991	\$2.5 mill	30,000 sq.ft. Addition & Renovation to WSB.
1993	\$15,000	Building Painting & Window Replacement
	\$6,000	Irving Park Road Sign
1996	\$125,000	Basement Renovation
1998	\$130,000	Parking Lot Expansion
2002	\$2.5 mill	Building Addition & Renovation
2005		ADA Accessibility Study
2009	\$450,000	Roof Replacement and 11 HVAC units
2009	\$200,000	Locker room renovation
2013		Lightning Detection System Installed
2013	\$800,000	New ADA building entrance, renovation of 2 <sup>nd</sup> floor washrooms and addition of an ADA Family Washroom, and upgrades to programming spaces.
2019	\$600,000	New Parking Lot & Lighting Project

#### Natural Features:

Generally flat, landscaped building and large assortment of mature trees around perimeter of ball fields and recreation center.

#### Future Features:

##### Building Upgrades:

- Replace Dance Floors (40 plus yrs old) – **in-progress**
- Upgrade Gym Ceiling Fixtures - **completed**
- Replace dynamic sign – **completed**
- Increase staff office space
- Indoor pickle ball
- Fitness Center Equipment Replacement Plan
- Elevator Replacement (1991 original)
- Roof & HVAC Replacement (2001 section)



Parks and Facilities

**SCHILLER PARK – PIN#03-08-407-011, 012, 013, 014, 015**

Acquisition: It was acquired in 1985, as a joint venture with the Village of Itasca. Prior to 1985, Park District was donated 5 plots of land from the developer. Years later, in turn the Park District sold these lots to the Village of Itasca. Then in 1985, the remaining 11 plots were purchased cooperatively by the Park District and Village. The Park District portion was 5 lots of the 11, for an amount of \$22,000.

Location: Schiller Park is located off of Irving Park Road Southwest of the intersection of Schiller and Broker Avenues. It serves as a neighborhood park.

Boundary: The entire park area is an approximately 7 acre site bordered by residential lots to the West and Southeast, by Schiller Avenue to the North and Broker Avenue to the East. A short side street connects to Irving Park Road and dead ends at the Southern park boundary. Of these 7 acres, 2.5 acres is owned by the Park District.

Easements: A storm water pumping station occurs in the northeast corner of the site.

Utilities: Storm water and water are available.

Access: Access is from Broker or Schiller Avenue by pedestrians or vehicles, or from Irving Park Road down the side street by pedestrians.

Existing Improvements:

The site is currently dominated by a large storm water detention area. The perimeters of the site contain a playground and picnic area. There is storm water pumping station accessible from a service drive connected to Schiller Park in the Northeast corner of the site.

1985	\$11,000	Park Upgrades – LAWCON Grant
1997	\$12,000	Playground Upgrades
2005		ASTM & ADA Accessibility Study
2018		New playground with artificial turf

Natural Features:

The site is nearly level, excluding the sloping sides of the detention basin. The Southern portion of the site is heavily vegetated with trees and underbrush which serve as a good buffer from residences. Trees also shade the playground area.



Parks and Facilities

**SOFTBALL COMPLEX FACILITY - #03-18-100-016 (OLD 03-18-100-001)**

Acquisition: It was quit claimed in 1965 from Ray Benson.

Location: 651 S. Rohlwing Road ¼ mile north of Bloomingdale Road, west of I-290, south of State Highway 19, at western edge of Itasca.

Boundary: The 5.5 acres is surrounded by Rohlwing Road on west, Amli Business Park on north, Ray Franzen Bird Sanctuary on south, DuPage County Water Plant on northeast, and the Nelson Property on the Far East.

Easements: Commonwealth Edison along Rohlwing Road, DuPage County Water Plant along driveway on north.

Access: Driveway to parking lot off of Rohlwing Road.

Improvements:

The original site was used as a BMX Bike Track. Currently it has 2 softball fields with lights, and a building to house washrooms, concessions and storage. A walking trail connects to the Ray Franzen Bird Sanctuary (currently it is inaccessible).

1990	\$420,000	OSLAD - Field Development & Lighting Project
1999	\$10,000	Score Board Installation
2002	\$175,000	Concession/Washroom Building Project
2005		Concrete Dugouts
2005		ADA Accessible Study
2006		Installation of warning track
2012	\$150,000	Parking Lot Addition, replacement fencing and safety netting,
2013		Lightning Detection System Installation
2018	\$950,000	OSLAD Project on the adjacent Ray Franzen Bird Sanctuary site. Dog park was added, shelter, pathways

Natural Features:

Flat, with perimeter trees around ball fields.

Future Features:

Lighting Replacement

Softball Field Upgrades – Drainage, accessibility, infield/outfield work, irrigation, fencing and backstop replacement, dugout/concrete replacement.

Additional recreation amenities – bike racks

Needed pedestrian connection to the north (Irving) and south (Bloomingdale) to connect to residential, business district and Metra. Site is only accessible via car.



## Parks and Facilities

### **SPRINGBROOK NATURE CENTER MUSEUM**

**Owned by the Village of Itasca, Operated by the Itasca Park District since 2008**

Acquisition: The 60-acre site was acquired by the Village of Itasca in 1966, through a \$140,000 “Keep Itasca Green” Bond Issue Referendum.

Location: 130 Forest Ave

Boundary: The 60-acre site is surrounded by Interstate 290 on west, Municipal Campus on north (Depot Museum, Library, Fire Station and Village Hall), woods and houses on the south and woods and houses on the east.

Easements: There are no known easements.

Access: There are 3 designated entrances to the property, along with 2 parking lots at both the north and east entrances; along with several connecting walking paths from the Itasca Riverwalk, Municipal campus and more.

Existing Improvements:

1978 – LAWCON federal grant awarded to build the Springbrook Nature Center Museum. This grant was written by the Village of Itasca, Itasca Park District and Itasca School District #10. The project renovated an existing 40 year old barn into an interpretive nature museum – known as the Springbrook Nature Center Museum. Over the years, the building has received numerous internal cosmetic renovations, but no projects with the infrastructure. Structures include: Greenhouse, Flight Cage, Bird Mews, Bridge, Boardwalk, Paved Pathways, Picnic Shelter and Fire Pit. 2013 – Lightning Detection System Installed.

A \$335,000 State Museum Capital Fund Grant was applied for and granted in 2013 to fund needed improvements. Construction began Summer 2014, with a project budget of \$600K. 50% project completion in 2014, remainder was on hold due to grant hold. Grant reinstated in 2019. Project included: Mechanical System Upgrades/Replacements with energy efficient systems (from 1980’s):

- Replacement of the roof (from 1980’s)
- Insulation – current ceiling/roof lacks insulation, causing freezing pipes
- Siding – portions need to be replaced due to falling off/cracking, etc
- ADA accessibility needs – minor
- Replacement of non-insulated windows/doors
- Need to design/build permanent exhibits to make more of a destination place
- Interior Interactive Displays

A second \$375K State Museum Capital Fund Grant was awarded in 2022, with a project budget of \$550K. Project includes: 2 Boardwalk replacements, Exterior exhibit signage, Interior Birds of Prey Interactive Exhibit, and additional work to the bird mews. **In-Progress.**



Natural Features:

Flat land, engulfed by woods with trees. The Springbrook flows through the nature center and it is home to prairies grasses, cattail marsh, shady woods, flower-filled meadows, ancient willows, wildlife and more.

Future Needs/Features:

- Replace 20-year-old bird Flight Cage
- Wetland Mitigation
- Install Storybook Walk – joint effort with Itasca Library
- Replace 40-year-old picnic shelter
- Joint Efforts with Village of Itasca – update IGA



## Parks and Facilities

### **WASHINGTON PARK – PIN#03-08-316-018**

Cherry Street Property – PIN#03-08-316-035

Elm Street Property – PIN#03-08-316-005,-006

Pump House Property – PIN #03-08-316-021

Old SD Property – PIN#03-08-316-034

Acquisition: The original Washington Park was acquired in 1967, from the Village of Itasca. There was no money exchanged for the property. In 1990, the Park District purchased portions of 6 undeveloped plots on Cherry Street, which aligned the park's east side. Collectively, the purchase amount was \$73,682.98. In 1994, the Park District purchased the Elm Street Property for an amount of \$25,000. This property is located on the west side of Washington Park.

Location: Washington Park is immediately South of the intersection of Bloomingdale and Irving Park Roads. It serves surrounding residential areas and Benson (formerly Washington) Grade School as well as serving the entire Itasca area as a community wide park.

Boundary: The site encompasses approximately 5-7 acres. Benson School property borders the South, residential homes lie to the East and West of the site, and Irving Park Road separates the site from more residential areas to the North.

Easements: No easements exist on the site.

Utilities: A storm sewer line crosses the center of the site from East to West.

Access: The site is currently accessible by car from Irving Park Road, which feeds into a parking lot bordering the East side of the site. Pedestrians can access the site from sidewalks bordering both Irving Park and Bloomingdale Roads. They can also enter from an easement to the South of the site which adjoins Benson School.

#### Existing Improvements:

The Itasca Recreation & Fitness Center, a 50,000 sq.ft. building, occupies the Northeast corner of the site and provides park district offices and space for recreation programs held there. Other improvements include 3 softball fields, 3 basketball goals, picnic tables, 2 playgrounds, and a batting cage. Site is under LAWCON restrictions from a 1976 grant.

1980	\$8,500	Field Upgrades
1985	\$30,000	Ball Field Upgrades
1998	\$25,000	South Playground Renovation
	\$130,000	Parking Lot Expansion
2002	\$19,000	Ball Field Renovations
2003	\$25,000	North Playground Addition
	\$12,000	Fence Replacement
2005		ASTM & ADA Accessibility Study
2006		Replacement and upgrade of backstops and dugouts
2013		Installation of Lightning Detection System
2015	\$100,000	Drainage of Fields/Building Project
2017	\$175,000	Playground replacement, turf installation in placement of wood chips
2019	\$600,000	Parking lot/sewer replacement project



Natural Features:

The site is generally flat. The only vegetation is ornamental landscape plants that occur around the building and playground.

Future Features:

Continue to make upgrades as necessary to comply with ADA Transition Plan  
Pathway connection to Benson School (adjacent)  
Replace playground turf

Parks and Facilities

**WATERPARK FACILITY – PIN#03-07-402-013**

Acquisition: The 4.719 acre site was acquired via a Quit Claim Deed in 1970, from the Village of Itasca. It was a portion of the acquired “Greenbelt Area” which the Village of Itasca acquired through a referendum.

Location: The Itasca Waterpark is located at 100 N. Catalpa.

Boundary: The Waterpark site encompasses 3.8 acres. The Spring Brook Nature Center borders the south, east and west sides. To the north is the Itasca Community Library. Also to the west is the Itasca Fire District, Itasca Police Department, and the Village Hall.

Easements: No easements exist on this site.

Access: The site is accessible by car from Irving Park Road, which feeds into the parking lot on the East side of the site. Pedestrians may access the site from any direction. They may also access the site via a path through the Spring Brook Nature Center.

Existing Improvements:

The site includes a 25 yd lap pool with zero depth entry featuring water features, vortex, and bubble bench, a separate dive well with two diving boards and a drop slide. A separate water slide with plunge pool. A zero-depth interactive water play area, and concessions. On the outside perimeter there is a pavilion.

1970	\$400,000 via referendum	Construction of Waterpark
1972		Pool Opened
1986/87	\$320,000	Waterslide, Sand Area, Concession Addition, ADA
1989	\$10,500	East Parking Lot Addition
1995	\$10,000	Roof Replacement
1995	\$5,233	Equipment Purchases
2000	\$730,157	Renovation Project – Zero-Depth Pool Addition –OSLAD Grant
2001	\$3,500	Equipment Purchases
2002	\$21,694	Pool Heater & Waterslide Pump Replacements
2003	\$665,000	Bath-house Renovation Project
2004	\$120,500	Waterslide Replacement Project
	\$65,000	Picnic Shelter Replacement
	\$6,596	Equipment Purchases
2004		Replacement Study
2005		ADA Accessibility Study
2006	\$3.6 Million	Passed Successful Referendum to Renovate Pool
2008	\$9,000	Replacement of waterslide pump and motor
2009		Replacement of zero-depth activity pump and motor
2013		Lightning Detection System Installation & New Kiddie Features
2018	\$300,000	Decking Project
2021	\$4M	50-year-old Bathhouse Replacement project Refurbishment of 20-year-old Family Interactive Pool Features \$400,000 OSLAD Grant Towards Project Includes new Year round 1,200 sqft program room



Natural Features:

The site is generally flat, landscaped building, with a large green space on the south side. The entire facility is surrounded by the beautiful 64 acres of Spring Brook Nature Center Grounds.

Future Features:

Large Waterslide – replacement (installed 2004)

## *RECREATION DEPARTMENT OVERVIEW*



### Purpose

It is the purpose of the Recreation Department to provide quality leisure opportunities in recreational activities and facilities that relate to the needs and desires of the entire community. These leisure services and programs should appeal to all age segments of the community and be conducted and managed in an efficient and economical manner.

### Description

The Recreation Department provides the community with comprehensive recreational programs and facilities. Leisure programs and activities include: athletic leagues and classes for both youth and adults; health and exercise activities; cultural arts programming in dance, drama, and crafts; preschool programs; after school programs; nature related programs and camps; teen, adult, and senior programs and trips; summer camps; aquatic lessons and activities; special events; general interest programs; and historical programs and activities.

### Analysis

The Recreation Department is constantly striving to provide a quality product to meet the demands of the participant. The leisure pursuits offered to the community are extremely broad based and comprehensive. Participation continues to increase. This growth is attributed to new programs as well as expansion of popular existing classes. The intergovernmental cooperative use agreements with School District #10, Village of Itasca, and the local High School District has contributed greatly to this growth spurt. The development of new, exciting programs and facilities for the community is a major

goal that the Recreation Department is constantly pursuing as the needs and wishes of the residents and participants change. In addition, maintaining the quality of existing popular activities is a high priority of the staff. Recruitment and training of seasonal and part-time instructors to lead and teach the programs is of critical importance for the department.



## *SUPERINTENDENT OF RECREATION*

### Description

The function of the Superintendent of Recreation is to carry out the policies of the Park Board as they relate to the Recreation Department; to respond to the recreational needs and desires of the community in a professional and organized manner; and to integrate activities of the Department with those of other Park District departments and community agencies. They also are responsible for the staffing, training and evaluating of the professional staff and the budgeting process of the Department.

### Goals

Comprehensive Service – To provide recreation programs and facilities that are comprehensive and diversified in content to all residents regardless of age, sex, race, religion, national origins, personal beliefs, economic status or physical or mental ability.

Participation – To encourage and broaden participation in all recreation programs and facilities throughout the Park District.

Current Trends – To keep the Department aware of current programming trends in the leisure service industry and to offer recreation programs and facilities in line with these trends.

Community Involvement – To support and assist the residents, clubs, and associations in Itasca which work cooperatively with the Park District in providing recreational opportunities for youth and adults.

Public Awareness – To conduct an ongoing public awareness program with quality and consistent communication between the Department and the general public, special interest groups and associations, community groups, and advisory councils.

Effective Marketing – To develop and manage an effective marketing effort that includes use of documented plans, cross-selling, target marketing and needs assessment techniques when appropriate and necessary.

Effective Management – To plan, organize, communicate, direct, coordinate and control the operations of the Department so that the objectives of the Department can be achieved in an orderly and effective manner.

Recreation and Fiscal Control – To develop and manage a budget which will provide sufficient staff, capital improvements, equipment and supplies, for programs and facilities.

Revenue Facility Fiscal Control – To develop and manage a budget for the revenue facilities which will provide for the efficient use of revenue to provide quality facilities, pay debt retirements, and generate surplus for general park and recreation use.

### Objectives

#### A

- Continually work to strengthen relationships with affiliate groups through communication. *Ongoing*



- Analyze community center usage to maximize use of programmable space. *Ongoing*
- Review the internal and external customer service measures being used by the Recreation Department. *Ongoing*
- Evaluate the organizational structure and staff workload of the Recreation Department. *Ongoing*
- Evaluate district-wide program areas. *Ongoing*

B

- Analyze the marketing campaigns being used for programs and facilities. *Ongoing*
- Develop and maintain an internship program. *Completed 2013 and ongoing*

C

- Develop an ongoing plan for the maintenance/replacement of Waterpark Amenities.

## *ADULT ATHLETICS*

### Description



The Adult Athletic program includes Men's and Co-ed Softball leagues and tournaments with 100 teams and Co-ed Volleyball Leagues with 25 teams.

### Goals

Comprehensive Program – To provide all Park District residents and non-residents with the opportunity to participate in athletic programs regardless of age, sex, race, religion, national origins, personal beliefs, economic status, physical or mental ability.

Athletics - To provide safe, fun and well-organized athletic leagues and tournaments to our patrons.

Excellence of Service – To provide the highest quality of programming designed to give the participant a creative and fulfilled experience.

Effective Supervision – To effectively plan, organize, control, communicate, and coordinate the leagues.

Public Awareness – To conduct an ongoing public awareness program that will effectively promote the adult athletic leagues.

Effective Marketing – To develop and manage an effective marketing effort that includes use of document plans, cross-selling, target marketing and needs assessment techniques when appropriate and necessary.

### Objectives

#### A

- Softball - Work closely with Softball Field Supervisors to maintain quality organization and communication between teams and the Athletic Supervisor. *Completed 2011 and annually*
- Basketball – Re-establish men’s basketball league programming.
- Softball - Raise outfield fences at the Softball Complex to 8-10 feet and add additional netting for safety and money saving purposes. *Completed 2013*
- Increase parking at the Softball Complex to accommodate additional patrons. *Completed 2013*
- Recondition infields and warning tracks at the softball complex to enhance the playing surface.
- Volleyball – Add one volleyball court at Peacock to allow us to run more volleyball leagues and a tournament. *Completed 2014*
- Softball Complex Revitalization – OSLAD Grant Project Phase 1 – Summer 2017 – Addition of shelter, playground, dog park and pathways.
- Create and develop new Adult Athletics – pickle ball, cup-in-hand



## *Aquatics*

### Description

The Aquatics program of the Itasca Park District features a comprehensive swim lesson program for infants as young as six months through adults; swim team competition at the local park level; basic rescue and advanced lifesaving courses that train staff to fill lifeguard jobs; a junior lifeguard program that trains youth to assist in the swim lesson program; and aqua-fitness exercise programs. The Park District seasonally employs over 65.



The Park District features the Itasca Caribbean Paradise Waterpark. Built in 1972, and renovated in 2007 the Waterpark includes a 8 Lane, 25 yd lap pool with zero-depth entry featuring interactive water features, vortex, and bubble bench. The Waterpark also includes a separate dive well with two diving boards and a drop-slide, a separate plunge pool with a 185 ft water slide, a zero-depth family interactive water play area, and concessions. On the outside perimeter there is a pavilion and walking path connecting to the Village river walk. The Bathhouse opened in 1972, was renovated in 2003 and torn down august 2020. The new building opened June 2021, and includes a year round programming room.

### Goals

Comprehensive Program – To provide residents the opportunity to participate in a comprehensive swimming program that includes lessons for all ages at various levels of ability; swimming for enjoyment, wellness, and exercise; and competitive swimming and diving for all ages.

Health and Safety – To provide for the health and safety of the patrons using the Waterpark.

Lifetime Sport – To increase participation in all areas of swimming and to give patrons the opportunity to learn about an activity which can be participated throughout ones life.

Effective Supervision – To organize, plan, control, direct, and coordinate the aquatics programs and facilities of the Park District so as to offer the best programs and safest facilities possible.

Public Awareness – To conduct an ongoing public awareness program to promote all facets of swimming.

Community Involvement – To promote communication and cooperation with residents and community organizations that are involved with aquatics.

Effective Marketing – To develop and manage an effective marketing effort that includes use of documented plans, cross – selling, target marketing and needs assessment techniques when appropriate and necessary.

### Objectives

#### A

- Examine the Park District’s philosophy on competitive swimming, addressing the staffing, maximum participation issues and cost effectiveness of the program.  
*Completed in 2010 and annually*
- Evaluate new trends in teaching aquatics and investigate other available lesson programs. *Completed in 2010 and annually*
- Continue to review the trends in lifeguarding and aquatic safety to see what lifeguarding program best suits the needs of the Park District. *Completed in 2010 and annually*
- Continue to educate staff on training of automated external defibrillators. *Completed in 2010 and annually*
- Review and evaluate the part-time aquatic staff seasonal training requirements and schedule. *Completed in 2010 and annually*

- Update annually the pool fact sheets to include important mechanical, filter, and chemical information. *Completed in 2010 and annually*
- Revise and update annually the aquatics manual to make a more user-friendly document. *Completed in 2010 and annually*
- Keep the lifeguard manual current and up to date. *Completed in 2010 and annually.*

## B

- Secure a location for swim lessons during the winter months at a local indoor pool.
- Replace select water features in the family interactive pool. *Completed 2014*
- Increase deck space and shade around the main pool, eliminate constant grassy problem areas. *Completed in 2018*
- Develop a long-range plan for the maintenance/replacement of Waterpark Amenities, Upgrades to the Family Activity Pool – *Completed*
- Replacement of the 1972 Bathhouse with a new building – *Completed 2021*
- Research the feasibility to build a community indoor pool with surrounding park districts and schools.
- Replace the 2004 Large Waterslide.



## *Dance*

### Description

Dance classes are held in the Itasca Park District Dance Studio. A variety of classes are offered for children ranging in age from 3 years to 17 years of age.



The Recreation Supervisor oversees the program and Dance Instructors coordinate and choreograph all classes and pieces for the annual recital. The Dance Instructors work under the direct supervision of the Recreation Supervisor.

### Goals

Comprehensive Program – To offer ongoing, progressive and creative new classes to meet the changing needs of the diverse community regardless of age, sex, religion, national origins, personal beliefs, economic status, physical or mental ability.

Participation – To encourage and broaden the participation of all residents in dance classes.

Excellence of Service – To effectively plan, organize, direct, control, communicate, and publicize the dance program offered by the park district.

Community Involvement – To be aware of and promote cooperation with the various community organizations, school districts, and individuals, relative to the area of dance.

Effective Supervision – To effectively plan, organize a program, direct, control, communicate, and publicize the dance program offered by Itasca Park District.

Public Awareness – To conduct an ongoing public awareness program that will effectively promote the dance program within the Itasca Park District.

Effective Marketing - To develop and manage an effective marketing effort that includes the use of the Park District brochure, flyers, target marketing when appropriate and necessary.

#### Objectives

##### A

- Increase participation by 15% each year for the next three years. *Completed*
- Develop 2 new and creative classes per year. *Completed*
- Survey the participants for feedback on fees and hours of class offerings.

##### B

- Create dance competition team and offer annually. *Completed 2013*

##### C

- Investigate the feasibility of developing an adult dance program that would participate in the annual dance recital.
- Replace 40 plus year old Dance Floors.
- Create new branding of program.



## *Day Camps/Kids Klub*

### Description

Itasca Park District Summer Day Camp Adventure is held at the Itasca Park District Recreation Center. Campers participate in games, sports, cultural arts, crafts and more.

Thursdays of each week are reserved for field trips.

Campers also take local Mini-Field trips such as the Itasca

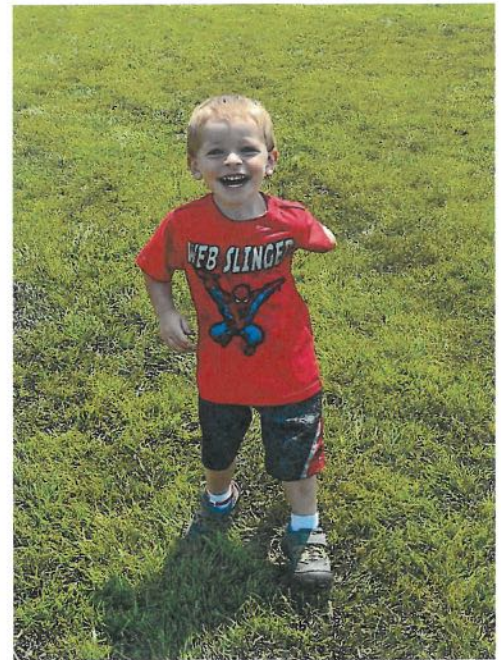
Depot Museum, Itasca Police Department and the Itasca Fire District. Campers enjoy trips to the Waterpark Monday, Wednesday, and Friday, weather permitting.

Park District preschool age camps include Camp Caterpillars and Camp Butterflies. These camps are offered in the summer at the Park District Recreation Center. The Recreation Supervisor, Camp Director and Preschool Instructors coordinate all aspects of the camp programs.

The Kids Klub babysitting program is held at the recreation center Monday-Friday morning. Kids Klub is a loosely structured drop-in service available for children between the ages of 6 weeks to 6 years.

### Goals

Comprehensive Program – To offer ongoing, progressive and creative programs for residents who participate in the areas Summer Day Camp Adventure, Preschool age camps, Kids Klub regardless of age, sex, race, religion, national origins, personal beliefs, economic status, or physical or mental ability.



Participation – To encourage and broaden the participation of all residents in Summer Day Camp Adventure, Preschool age camps and Kids Klub.

Excellence of Service – To provide the highest quality of programming designed to give the participant a creative and fulfilled experience.

Community Involvement – To be aware of and promote cooperation with various community organizations, school districts, and individuals relative to the areas of Summer Day Camp, Preschool age camps and Kids Klub.

Effective Supervision – To effectively plan, organize, control, communicate, and coordinate the Summer Kids Klub, Day Camp and preschool age camps.

Public Awareness – To conduct an ongoing public awareness program that will effectively promote the areas of Kids Klub, Summer Day Camp and Preschool Camps.

Effective Marketing – To develop and manage an effective marketing effort that includes use of document plans, cross-selling, target marketing and needs assessment techniques when appropriate and necessary.

### Objectives

#### A

- Develop new and creative themes and field trips for Summer Day Camp.

*Completed annually*

- Have at least two in house field trips for both preschool age camps and Summer Day Camps. *Completed annually*

- Survey midway through the summer to participant's parents.
- Bi-weekly meeting with staff and weekly meetings with Camp Directors.

*Completed annually*

- Send out fliers through the school before school ends to promote all summer camps offered by the Park District. *Completed annually*
- Use different marketing techniques to publicize the Kids Klub program to Itasca and the surrounding communities.
- Have monthly meetings with Kids Klub Attendants.
- Increase the Kids Klub revenue brought in per month.

## B

- Offer a 5 day a week program for preschool age camps. *Completed 2011*
- Increase enrollment in Summer Day Camp and offer camps at different locations for different age groups.
- Investigate providing a Before & After School Care Program with the School District.
- Increase the usage of Kids Klub; therefore, creating a break-even program.

## C

- Investigate the possibility of purchasing an ADA 15 passenger bus that could be used to transport program participants on trips.



## *Early Childhood Programming*

### Description

General early childhood age programs are held at the Itasca Recreation Center on a year-round and seasonal basis. General programs include; holiday arts and crafts classes, seasonal theme related classes that focus on fine and gross motor skills, and one time special event classes. The Itasca Park District Preschool and Tiny Tikes programs are housed at the Itasca Recreation Center in our preschool room and in the lower level Kaleidoscope room. Preschool and Tiny Tikes are both developmental programs that promote growth in social, emotional, creative, and cognitive development.



### Goals

Comprehensive Program – To offer ongoing, progressive and new creative programs in the area of general preschool age programs and preschool for all segments of the community regardless of age, sex race, religion, national origins, personal beliefs, economic status or physical or mental ability.

Participation - To encourage and broaden the participation in preschool age programs.

Excellence of Service – To provide the highest quality of programming designed to give the participant a creative and fulfilled experience.

Community Involvement – To be aware of and promote cooperation with various community organizations, school districts, and individuals relative to the areas of preschool age programs.

Effective Supervision – To effectively plan, organize, control, communicate and coordinate the preschool and preschool age program staff.

Public Awareness – To conduct an ongoing public awareness program that will effectively promote the areas of preschool and preschool age programs within the Park District.

Effective Marketing – To develop and manage an effective marketing effort that includes use of document plans, cross-selling, target marketing and needs assessment techniques when appropriate and necessary.

### Objectives

#### A

- Increase the enrollment of preschool and early childhood programs.
- Increase the enrollment for Preschool and Jr. Kindergarten and research and develop afternoon Preschool and Jr. Kindergarten. *Completed 2013*
- Send out surveys to participants/parents on the last meeting of each class.
- Increase the amount of guest speakers/in house field trips for preschool.

- Plan four - five seasonal early childhood age programs per seasonal brochure.

*Completed annually*

- Have at least three preschool programs run per brochure.

## B

- Research before and after preschool care necessity for preschool age and kindergarten age participants. Research all day preschool options.



# *Gymnastics*

## Description

Gymnastics program responsibilities include coordination of the preschool gymnastics division-over 50 participants under the age of 6, as well as parent and tot programming, gymnastics summer camps, recreational gymnastics programming and camps with over 75 participants between the ages of 6-15, and competitive programming with over 30 participants with ages ranging between 5-18.



The supervisor schedules all classes for the year, and the competitive schedule for the teams. The supervisor also is responsible for coordinating all home competitions for the year, coordinating staff trainings, and attending USAG meetings.

## Goals

Comprehensive Program – To provide children the opportunity to participate in gymnastics activities regardless of age, sex, race, religion, national origins, personal beliefs, economic status, physical or mental ability.

Lifetime Sports – To provide the opportunity for all participants to learn and develop skills in gymnastics they can participate in throughout their lifetime, as well as providing for health and wellness.

Community involvement – To support, assist, and organize a program that reflects all age groups within the community.

Effective Supervision – To effectively plan, organize, direct, control, communicate, and publicize the gymnastics program offered by the Park District.

Cooperation – To cooperate with other Park District departments and within the Recreation and Facilities Department to provide safe and attractive facilities and equipment for the gymnastics programs.

Excellence of Services – To offer the best gymnastics programming, with top quality instructors, in order to give participants a quality experience at various ability levels.

Effective Marketing – To develop and manage an effective marketing effort that includes the use of the Park District brochure, flyers, target marketing when appropriate and necessary.

### Objectives

#### A

- Restructure the recreational program to better accommodate skill level and introduce the gymnastics team concept.
- Recruit and train new coaching staff. *Completed and ongoing*



## B

- Develop and implement a mat replacement plan.
- Develop maintenance and replacement procedures for all equipment.
- Research the possibility of sponsorships for the gymnastics area and team.
- Redevelop staff manuals and training program.



## *Historical Depot Museum*

### Description

The Itasca Historical Depot Museum was founded in 1976 by members of the Itasca Historical Society who organized to save the Milwaukee Road depot from demolition. The old depot was moved to its present location at the corner of Catalpa and Irving Park Road and renovated into a three room historical museum. The museum is run through the collaboration of the Itasca Historical Society, which owns the collection, the Itasca Park District, which owns and operates the building, and the Village of Itasca, which own the site. The principal purpose of the museum is to educate the general public through the collection, preservation, interpretation and exhibition of materials and artifacts which help to document the history of Itasca. It intends to provide local history services for the community and scholarly endeavors.

### Goals

Intergovernmental Cooperation- To cooperate with the Village of Itasca, Historical Society, and the Itasca Community Library in the coordination of museum services in accordance with the Intergovernmental Agreement and within the parameters of the Museum's philosophy.

Public Awareness- To conduct an ongoing public awareness program to inform the community of Museum programs, services and facilities.

Comprehensive Service- To continue to develop historical programs that are comprehensive and diverse in content to all residents.

Collection Preservation- To find satisfactory storage facilities for the preservation of the museum's artifacts and collections.

Funding- To find alternative forms of funding to continue to support the development of new museum programs and the preservation of the physical structure.

### Objectives

#### A

- Complete scanning of historical photos and create an interactive CD for distribution throughout the community.
- Approach Itasca Bank & Trust about donation of a security deposit box for the safe storage of historical photos after scanning has been completed.
- Work with village for financial assistance of operation expenditures. COMPLETED
- Continue to promote the storyboard program in the Itasca schools.
- Actively seek donations of historical Itasca artifacts to add to the collection.
- Continue participation in the Passport Program through KDRMA and the Student Docent program.

#### B

- Continue to seek out alternative forms of funding through the Illinois State Museum Grant Program or other appropriate method.
- Expand participation in the community-wide Winter Fest and Family Fest special events.

## C

- Assist in seeking funds for the development of the Chessman House on the new site once moved by the Village of Itasca.
- Develop a plan in collaboration with the Village of Itasca and the Historical Society in the creation of a historical campus area including the Itasca Depot Museum and the Chessman House.
- Develop collaborative programming to better promote the campus museum site.

## *Itasca Fitness Center*



The Itasca Fitness Center has been in existence since 1991 within the Recreation Center. Since 1991, it has undergone three renovations; the most current completed in January 2003. Currently, it boasts 1,600 members, beginning at age 11. Amenities include cardiovascular and weight training equipment, indoor track, fitness assessments, personal training, aerobics, locker rooms and more. Adult members have the additional option to lap swim at a local indoor pool if they so choose. Members and non-members have the opportunity to participate in group fitness classes, health fairs and other fitness related programming.

### Goals

Comprehensive Program – To provide residents the opportunity to participate in a comprehensive fitness program for enjoyment, wellness, and exercise.

Health and Safety – To provide for the health and safety opportunities to the patrons.

Lifetime Fitness – To increase participation in all areas of fitness and to give patrons the opportunity to learn about an activity which can be participated throughout ones life.

Effective Supervision – To organize, plan, control, direct, and coordinate the fitness programs and facilities of the Park District so as to offer the best programs and safest possible.

Public Awareness – To conduct an ongoing public awareness program to promote all facets of fitness and well being.

Community Involvement – To promote communication and cooperation with residents and community organizations that are involved with fitness.

Effective Marketing – To develop and manage an effective marketing effort that includes use of documented plans, cross – selling, target marketing and needs assessment techniques when appropriate and necessary.

### Objectives

#### A

- Increase Fitness Memberships 10% from last year's numbers.
- Increase membership retention.
- Replace circuit weight equipment and strength equipment.
- Research new and upcoming fitness trends. *Completed annually*

#### B

- Implement Electronic Fund Transfer Program for membership payments.  
*Completed 2010*
- Work with recreation staff to develop a fitness scout badge.
- Increase sponsorships for Itasca Health Fair.
- Remodel restrooms and add ADA accessible restrooms to better serve patrons.  
*Completed 2014*

C

- Research the possibility/necessity of a second aerobics/dance studio room.



## *Special Events & Trips*

The Itasca Park District offers district wide special events and trips to the Itasca Community. Events include:

- Annual Children's Halloween Party
- Annual House Decorating Contest
- Santa's Workshop
- Annual Candy Hunt
- Memorial Day Parade
- Teen H2O Nites
- Music at the Gazebo Series
- Annual National Night Out
- Annual Oktoberfest



These events are well attended and monetarily sponsored by the Village of Itasca. Other events such as 3 on 3 Basketball tournaments, movie nights and more are also offered to the community. Staff offers seasonal events and trips for teens, adults, and seniors

### Goals

Comprehensive Program – To provide residents the opportunity to participate in a variety of special events, trips and family activities for all ages.

Effective Supervision – To organize, plan, control, direct, and coordinate the events so as to offer the best programs and events possible.

Public Awareness – To conduct an ongoing public awareness program to promote all facets of special events, trips and holiday programming.



Community Involvement – To promote communication and cooperation with residents and community organizations that are involved with special events.

Effective Marketing – To develop and manage an effective marketing effort that includes use of documented plans, cross – selling, target marketing and needs assessment techniques when appropriate and necessary.

### Objectives

#### A

- Work with Village staff and community partners on annual special events.

#### *Ongoing*

- Incorporate the Nature Center into community wide special events.

#### B

- Solicit ideas for new and improved special events and trips.



# *Springbrook Nature Center Museum*

## Description

The Springbrook Nature Center is located on 60 acres that were acquired in 1966 through a “Keep Itasca Green” bond issue referendum. In 1978, the Village of Itasca, Itasca Park District, and Itasca School District jointly authorized development of a master plan to construct a nature center museum. The master plan led to a 1978 federal grant award. The matching grant consisted of the renovation of an existing 40 year old barn located on the grounds. In 1980, the Springbrook Nature Center Museum was created and developed into an interpretive center, including exhibits and classroom space. The Springbrook Nature Center is home to trails, a flowing brook, woods, prairie, marshes and the Nature Center Museum. The mission of the Springbrook Nature Center Museum, is “Through education, recreation and conservation the Village of Itasca’s Springbrook Nature Center will provide quality services to its community.” The Village of Itasca owns the Springbrook Nature Center. In the 2008, the Itasca Park District and Village of Itasca entered into an intergovernmental agreement that authorized the Park District to run the Springbrook Nature Center Museum, including operations, programming, and public open hours. The Village still owns the property and maintains the building and grounds. With the support of the village, the Itasca Park District staff offers public open hours, school programs, nature programs, scout badge programs, summer camps, birthday parties, and a Junior Naturalist Club. The grounds are open sunrise to sunset for hiking, biking, dog walking, bird watching, snowshoeing, sledding and much more.

## **A. Education Goal & Objectives -**

Connect students to their environment and teach that all actions and behaviors have an impact on the earth.

1. Offer natural and cultural history programs (scout programs, birthday parties, summer camps, recreational programs) that build environmental awareness and scientific literacy.
2. Offer school programs that develop student’s critical thinking, problem solving, and reasoning skills and give them the tools to explore, discover, and learn.
3. Continue to offer the Junior Naturalist Club, an exciting, hands-on, environmental awareness program designed to help members gain an understanding of the natural world and their important role in helping to protect it.
4. Continue to offer free outreach programs to the Itasca schools on natural programs to enrich and enhance school-based curricula.
5. Provide field studies and restoration experiences during on-site programming, such as the Mighty Acorns program and the Stream Ecology program.
6. Develop and maintain an educationally rich learning ‘discovery center’ with interactive displays for visitors, which offers opportunities for independent and guided hands-on science investigation and environmental study.

## **B. Community Goals & Objectives -**

Heighten citizen awareness regarding the relationship between a high quality life and a high quality environment.

1. Distribute information and promote understanding to audiences on environmental issues and conservation opportunities through programming, brochures and partnership with the Friends of Springbrook Nature Center.
2. Promote connections between the environment and other important community issues.
3. Invite participation in science learning programs that allow people of all ages to see, hear and feel the world around them and to personally develop through special events, environmental enhancement and community service projects.
4. Promote understanding of the importance of conserving and enhancing our natural surroundings for present and future generations through partnership with the Village of Itasca's Corporate Volunteer Program.
5. Foster the idea that environment is the neighborhood, the city, as well as the open spaces or natural areas.

## **C. Collaboration Goals & Objectives -**

Active participation by Springbrook Nature Center Museum in the academic, and environmental education networks and with the volunteer community.

1. Build strategic relationships with groups such as the Friends of Springbrook Nature Center, Itasca School District #10, Village of Itasca and the local businesses to support Springbrook Nature Center Museum.
2. Provide a wide array of volunteer opportunities at the Nature Center through programs such as the Junior Naturalist Club, Corporate Volunteer program, the Itasca Garden Club and the 6<sup>th</sup> grade Mighty Acorns program.
3. Nurture volunteerism, community involvement and active citizenship in projects at SBNC and in public open spaces, neighborhoods and in the region.
4. Advocate for increased funding for community wide environmental-based education and passive recreation opportunities.

## **D. Capacity Goal & Objectives -**

Springbrook Nature Center effectively develops and manages sufficient fiscal and capital resources to implement the organization's mission.

1. Build organizational capacity and staff capable of managing the programs and operations of the Nature Center.
2. Increase the level of financial support provided by individuals and local businesses to the Nature Center through sponsorship with the Village of Itasca, grants, and support through the Friends of Springbrook Nature Center.

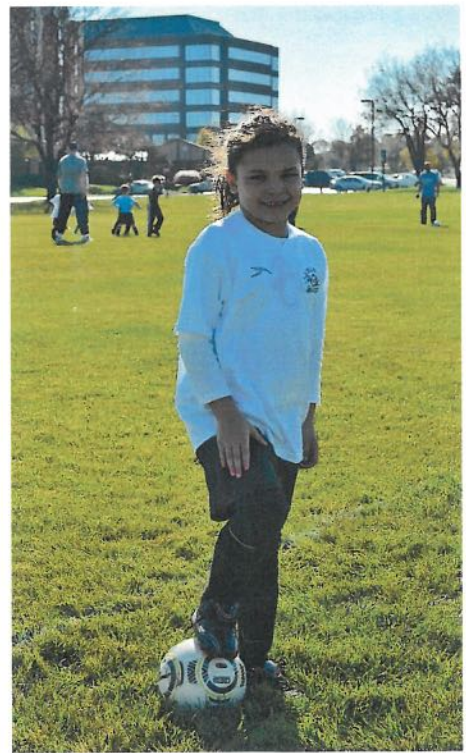
3. Develop sustainable fiscal strategies and organizational systems for the longevity of the organization.
4. Develop marketing programs and staff expertise to implement a range of "giving" programs.
5. Raise the visibility of Springbrook Nature Center region wide, making it a destination for visitors.

## *Youth Athletics*

### Description

The Itasca Park District Youth Athletic Program offers a variety of athletic programming for youth ages 5-14 year olds. The In-House Soccer League houses approximately 300 participants, Kindergarten through eighth graders in six divisions, playing two seasons per year. Over 300, 4-6 year olds have the opportunity to participate in

Little Hoops Basketball, Little Sluggers T-Ball, and Pee Wee Soccer. Youth Sports Specialty classes include; Martial Arts, Basketball, Baseball, Soccer, Lacrosse, Tennis, Flag Football, Volleyball, and more.



### Goals

Comprehensive Program – To provide all Park District residents with the opportunity to participate in athletic and recreational activities regardless of age, sex, race, religion, national origins, personal beliefs, economic status, physical or mental ability.

Lifetime Sports – To provide the opportunity for all Park District residents to learn and develop skills in sports and activities which they can participate in throughout their lifetime, as well as providing for health and wellness.

Community Involvement – To support, assist and coordinate the youth associations and advisory councils that are involved with sports and athletics both within the community but also at the local high schools.

Effective Supervision – To effectively plan, organize, control, communicate and coordinate the youth athletics.

Public Awareness – To conduct an ongoing public awareness program that will effectively promote the areas of athletic programming within the Park District.

Effective Marketing – To develop and manage an effective marketing effort that includes use of document plans, cross-selling, target marketing and needs assessment techniques when appropriate and necessary.

### Objectives

#### A

- Increase the numbers of participants in the specialty sports camps. Increase offerings.
- Work closely with affiliate groups by attending monthly meetings and conducting annual trainings. *Completed in 2011 and annually*
- Implement a field usage program/reporting system for baseball and softball field usage. *Completed 2014*
- Re-develop training program for volunteer coaches.

#### B

- Research the possibility of implementing a youth flag football league.
- Develop a long term usage agreement for dedicated soccer space to take the place of the existing annual agreement.
- Increase number of soccer fields.
- Add pickleball courts.
- Continue to monitor current athletic trends and safety issues. *Completed annually*
- Develop volunteer recognition program for coaches.

C

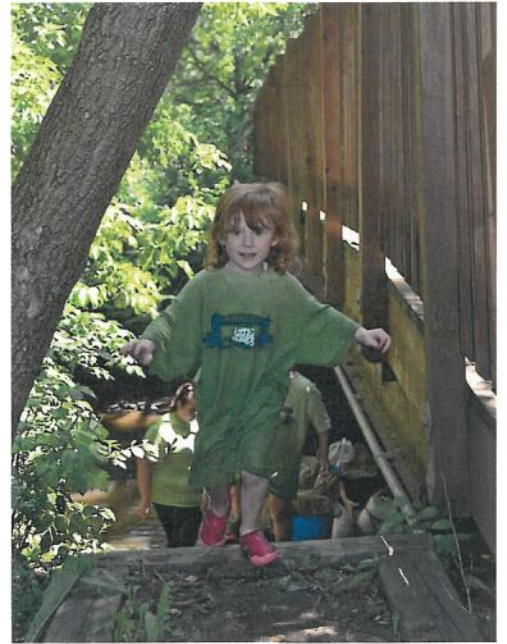
- Develop a long-range plan for acquiring or developing more fields.



## ***Youth Programming***

### Description

A wide variety of miscellaneous youth programs are offered to 4-10 years olds. Programs include Art Classes, Science and Music classes, School Days Off, Winter/Spring Holiday Camps, Holiday Crafts and more. The Itasca Park District offers Birthday Party Packages for this age group as well.



Throughout a year, hundreds of different programs and activities are offered to this youth age group. Many change from season to season, and the program supervisors are constantly implementing new and exciting classes.

### Goals

Comprehensive Program – To provide all Park District residents with the opportunity to participate in recreational activities regardless of age, sex, race, religion, national origins, personal beliefs, economic status, physical or mental ability.

Community Involvement – To support, assist and coordinate youth programs.

Effective Supervision – To effectively plan, organize, control, communicate and coordinate the youth age program staff.

Public Awareness – To conduct an ongoing public awareness program that will effectively promote the areas of youth programs within the Park District.



Effective Marketing – To develop and manage an effective marketing effort that includes use of document plans, cross-selling, target marketing and needs assessment techniques when appropriate and necessary.

### Objectives

#### A

- Offer youth school day off programs. *Completed 2014*
- Increase numbers of youth programs offered each season.
- Decrease the number of canceled miscellaneous youth programs.
- Develop monthly flyers for youth programs and distribute to the schools.
- Revise the Open Gym Hours for Youth Ages.

#### B

- Research the possibility of a before & after school program with the local school district.

