



**Wilmette Park District**  
**Parks & Recreation Committee Meeting**  
Monday, May 2, 2022  
6:30 p.m. – Mallinckrodt “Big Room”

## AGENDA

- I. Meeting Called to Order:  

<u>Members of Committee:</u> Commissioner Patrick Duffy, Chair Commissioner Allison Frazier Commissioner Kara Kosloskus	<u>Staff:</u> Superintendent Emily Guynn Superintendent Kristi Solberg
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- II. Approval of Minutes
  - A. April 4, 2022
- III. Communications and Correspondence
- IV. Public Comment/Recognition of Visitors
- V. Managers’ Reports
- VI. Unfinished Business
  - A. Consideration of Path Improvements at Keay Nature Center
- VII. New Business
  - A. Consideration of District 39 Shade Structure on Park District Property
- VIII. Next Meeting – June 6, 2022
- IX. Adjournment

*If you are a person with a disability and need special accommodations to participate in or attend a Wilmette Park District meeting, please notify the Director’s Office at 847-256-6100.*

## **Wilmette Park District** **Policy for Public Comment**

The Board of Park Commissioners, in its regular or special meetings, is a deliberative body assembled to make decisions on new and pending matters affecting the District. Park Board and Committee meetings are meetings held in public, not a public meeting. The Board invites both oral and written communications from its residents.

To facilitate the conduct of Board/Committee meetings, the following procedures will be followed:

1. A section of each regular meeting is set aside for public comment and will be noted on the agenda as "Recognition of Visitors."
2. During the "Recognition of Visitors" agenda item, audience members should raise their hands and be recognized by the President/Chairperson prior to speaking.
3. When recognized by the President/Chairperson, each audience member should identify themselves and limit speaking to no more than three (3) minutes, unless additional time is granted by the President/Chairperson.
4. Questions are to be directed to the entire Board/Committee.
5. Park Board members may, by addressing the President/Chairperson, interrupt a presenter to obtain clarification and/or further information.
6. A Board/Committee meeting is not a forum for complaints against individual employees. Such matters are handled by directly contacting the Executive Director. Complaints against the Executive Director should be handled by directly contacting the President of the Board of Park Commissioners.
7. During presentation and discussion of agenda items, the President/Chairperson will not recognize speakers in the audience unless the Board/Committee desires additional information from an audience member.
8. When addressing the Board/Committee, all persons permitted to speak shall confine their remarks to the matter at hand and avoid personal remarks, the impugning of motives, and merely contentious statements. If any person indulges in such remarks or otherwise engages in conduct injurious to the civil discourse of the Board/Committee and the meeting, the President/Chairperson may immediately terminate the opportunity to speak. This decision is at the discretion of the President/Chairperson or upon the affirmative vote of two-thirds (2/3) of the park board commissioners present.
9. Any person, except a member of the Board, who engages in disorderly conduct during a meeting, may be ejected from the meeting upon motion passed by a majority of the Board present.



**Wilmette Park District  
Parks and Recreation Committee Meeting Minutes**

*Monday, April 4, 2022  
5:30 p.m. – Mallinckrodt “Big Room”*

**Attendees Present**

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Commissioners/Committee: Chair Patrick Duffy and Commissioner Kara Kosloskus

Staff: Executive Director Steve Wilson, Superintendent of Recreation Emily Guynn and Superintendent of Parks and Planning Kristi Solberg

Visitors: Walter Keats, Laurie Leibowitz and Thomas Scanlan

**Absent**

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Commissioner Allison Frazier

**I. Meeting Called to Order**

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Meeting called to order at 5:35 p.m.

**II. Approval of Minutes**

**A. March 7, 2022**

Commissioner Kosloskus moved and Commissioner Duffy seconded a motion to approve the minutes for the March 7, 2022 Parks and Recreation Committee meeting.

By a unanimous voice vote, **motion carried.**

**III. Communications and Correspondence**

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None.

**IV. Public Comment/Recognition of Visitors**

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Commissioner Duffy facilitated public comment. The Attendance Sheet will become part of the permanent record.

No one from the public chose to comment.

**V. Managers' Reports**

**Manager Johnson Reported:**

- The Center Fitness Club launched their Hustle 20 Program on February 1<sup>st</sup>. The goal is for patrons to reach 20 visits for the month. 32 CFC members checked in at least 20 times in March as compared to 30 in February.
- Staff at the CFC is collaborating with the New Trier Swim Team during their off-season by running dryland sessions for them offered Tuesday, Friday and Saturday.

- In conjunction with the New Trier dryland partnership, staff has begun to offer a New Trier student and family membership at a discounted rate. So far, staff has sold 8 memberships.
- With respect to the satisfaction survey efforts, staff has added increased yoga and Pilates classes. The Pilates classes averaged 6 participants in March.
- Per Committee feedback, class announcements and marketing efforts will mention that this class was added as a result of feedback from our patron satisfaction survey.
- There is cross promotion currently between Centennial and the Center Fitness Club in which two Mobility Workshops were held for tennis athletes. The total attendance was 16 with very positive feedback. Staff hopes to run this weekly at Centennial.
- In February, there were a total of 825 memberships which increased to 935 in March. Overall, monthly visits are also up.
- At gymnastics, registration for the spring session has begun and is already 92% full. The Wilmette Gymnastics Team has had success so far at State meets, with a State All-Around Champion and three individual event champions so far. Summer camp registration is at 79% capacity and summer class registration will begin in May.
- There are 80 residents in the Mallinckrodt and of those 80 residents, 48 are members of Mallinckrodt. Overall, there are 268 memberships up from 251 in March.
- There are 88 participants registered for April classes at Mallinckrodt as compared to 93 in March.
- March program highlights at Mallinckrodt included:
  - Plants and Their Importance Discussion held on March 7<sup>th</sup>
  - St Paddy's Craft Hour held on March 9<sup>th</sup>
- Upcoming events at Mallinckrodt in March include:
  - April Reset Series – Weekly speakers scheduled to present on Healthy Eating, Mental Health, Meditation, and Back Health
  - Humanities Group scheduled to meet weekly on Wednesdays
- Spring/Fall:
  - Private Yoga Parties
  - Mallinckrodt Fall Fest

Commissioner Duffy asked if there is an age limit for the upcoming events at Mallinckrodt. Manager Johnson advised that the yoga parties and fall fest are open to all ages.

#### **Manager Jayne Reported:**

- Summer camp registration for residents opened on the 15<sup>th</sup> with over 4,700 registrations in the first day;
- Basketball concluded in the middle of March;
- Spring soccer will be starting this Saturday with about 1,100 participants;
- There were over 1,300 tickets sold for the Legally Blonde theater production;
- Spring break camps were held last week – There was one camp in Early Childhood for 2-5 year olds and a camp for Kindergartners through 8<sup>th</sup> grade;

- Special events include an egg hunt for kids and an egg hunt for dogs at Gillson Park taking place this Saturday.

## **VI. Unfinished Business**

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### **A. Keay Nature Center – Verbal Update**

Superintendent Solberg reported that staff held the first onsite meeting with GHA. There are some drainage issues at Keay Nature Center that staff hopes will be addressed through the path renovation. Staff expects the scope of the work from GHA by the end of this week to move forward. With respect to the nature play space, Superintendent Solberg reported that she has connected with a company by the name of Bienenstock. Bienenstock can help guide the Park District through the planning and implementation of a nature-based play space as well as source the products. They prefer to call these nature play spaces ecological restoration areas and use items on site, which would be ideal at Keay if any trees were removed because they would then be repurposed. Superintendent Solberg agreed with Commissioner Kosloskus in that the nature-based play spaces be incorporated along the pathway at Keay Nature Center similar to a fitness path bump out. There was a brief discussion as to what exactly would be included in the nature-based play spaces and how community outreach should be conducted. It was agreed that this topic be revisited next month once Superintendent Solberg has had the opportunity to meet with Bienenstock.

## **VII. New Business**

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### **A. Consideration of Indoor Cycling Bikes Bid**

Superintendent Guynn directed the Committee to a memorandum included in the packet that detailed the bids received for the replacement of spin bikes at the Center Fitness Club. These spin bikes were budgeted for in the Capital Improvements Plan and include the replacement of twenty (20) Schwinn AC Power Indoor Cycling Bikes. The price shown includes the trade-in-value for the existing bikes, freight, delivery and installation. It is also within the original \$35,000 that was originally budgeted. As such, staff is recommending the approval of the bid from Heartline Fitness for \$34,732.59.

Commissioner Kosloskus asked if the package included instructor training. Manager Johnson confirmed training is included. It was further agreed these bikes would not be taken outdoors.

There was Committee consensus this bid be recommended to the full Board.

## **VIII. Next Meeting**

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The next Parks and Recreation Committee meeting is May 2, 2022.

**IX. Adjournment**

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There being no further business to discuss, Commissioner Kosloskus moved and Commissioner Duffy seconded a motion to adjourn the Parks and Recreation Committee meeting at 7:02 p.m.

By a unanimous voice vote, **motion carried.**

Minutes Approved on TBD.

Respectfully Submitted,

*Catherine A. Serbin*

Catherine Serbin  
Executive Administrative Assistant

# Memorandum



Date: May 2, 2022

To: Parks and Recreation Committee Members  
Commissioner Patrick Duffy, Chair  
Commissioner Allison Frazier  
Commissioner Kara Kosloskus

From: Emily Guynn, Superintendent of Recreation

cc: Steve Wilson, Executive Director

Re: PRC May 2022 Update

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## Recreation Programs Division:

Julie Mantice has officially announced her retirement set for August 5, 2022. Julie has worked at the Wilmette Park District for 16 years in a variety of roles from spin instructor, to summer camp director, to Center Fitness Club Manager, to Mallinckrodt Manager to most recently Early Childhood Supervisor. Julie has played an integral role over the past three years leading the Early Childhood Center through the many COVID adaptations and unprecedented growth in our little learners enrollment. Julie's inherent warmth and kindness will be greatly missed!

Julie will play a significant role onboarding our two new Preschool Supervisors, Molly Walker and Catherine Meeth, to ensure a smooth transition for both our families and staff.

- **Molly Walker:**

Ms. Molly is currently working in the Early Childhood Center as a Lead Teacher in the 2 year old Sparrows classroom. Molly earned a Bachelor's Degree in Elementary Education and has over 10 years of experience in the classroom. Prior to starting at the Wilmette Park District, Molly worked in Northbrook School District 28. Molly is excited to take this next step in her career to further build relationships with preschool families and continue to build a strong foundation for our students to be lifelong learners.

- **Catherine Meeth:**

Ms. Catherine comes to the Wilmette Park District with a long history of developing exciting and engaging learning experiences for students and teachers. She earned a Bachelor's Degree in Early Childhood Education and a Master's in Education and Human Development. Catherine spent many years at Kids Science Labs in Chicago, serving as a Lead Teacher and then as the Assistant Director of Teacher Development and Growth. She has experience creating curriculum with a focus on hands-on learning. Catherine looks forward to joining the team at the Early Childhood Center.

#### Other Notable Updates:

- Adult Open Gym started on April 18<sup>th</sup> with participation increasing each week
- The newest members of the Wilmette Athletics coaching staff have collegiate and some professional basketball playing experience. With that kind of experience, our in-house basketball programs can expand beyond a fundamental clinic to include more advanced skill development classes and pop-ups. These programs would consist of higher level drills and concepts to help our older youth athletes (grades 4<sup>th</sup>-8<sup>th</sup>) build upon the skills introduced in our typical clinics.
- Recently Kirsten Markham, a 20 year dance instructor for the Park District, accepted the Dance and Art Coordinator position
- Early Childhood Center, ECC, hired four (4) year-round part-time preschool teachers with the intent to provide consistent instruction and familiar faces to all the learners in the ECC throughout the year. These positions were awarded to current preschool teachers
- Registration for School Year 2022-23 Morning and Afternoon CARE opened on April 12<sup>th</sup>. Campus Club registration will open in early June
- Youth spring league soccer started in April with over 1,100 participants

#### Gymnastics:

The Wilmette Gymnastic Girls Team had two all-around State Champions this year. And the rebuilding Boys Team program hosted their second in-house meet. Adult Gymnastics classes have filled with 100% capacity after a short few seasons of the program starting.

#### Center Fitness Club:

In April, fourteen (14) 3-Day Free Trials were redeemed for access to the fitness center. Of those 14 Free Trials, seven have now enrolled in annual memberships. The new Schwinn bikes are now at the fitness center.

#### Monthly Statistics:

	<b>March 2022</b>	<b>April 2022</b>
Monthly Visits	3,983	3,770
Total Active Memberships	935	971
Group Fitness Attendance	863	907
Personal Training Sessions	93	78

#### Mallinckrodt Center:

Continues to offer both in-person and virtual fitness classes including: Strength Training, Tai Chi, Zumba, Pilates, Sit and Be Fit, Be Moved, Low Impact Fitness, and Dynamic Strength & Balance classes with new sessions began in March with a current total of 96 participants registered this month, compared to 88 in April.





# Memorandum

Date: April 29, 2022

To: Parks and Recreation Committee  
Commissioner Patrick Duffy, Chairperson  
Commissioner Kara Kosloskus  
Commissioner Allison Frazier

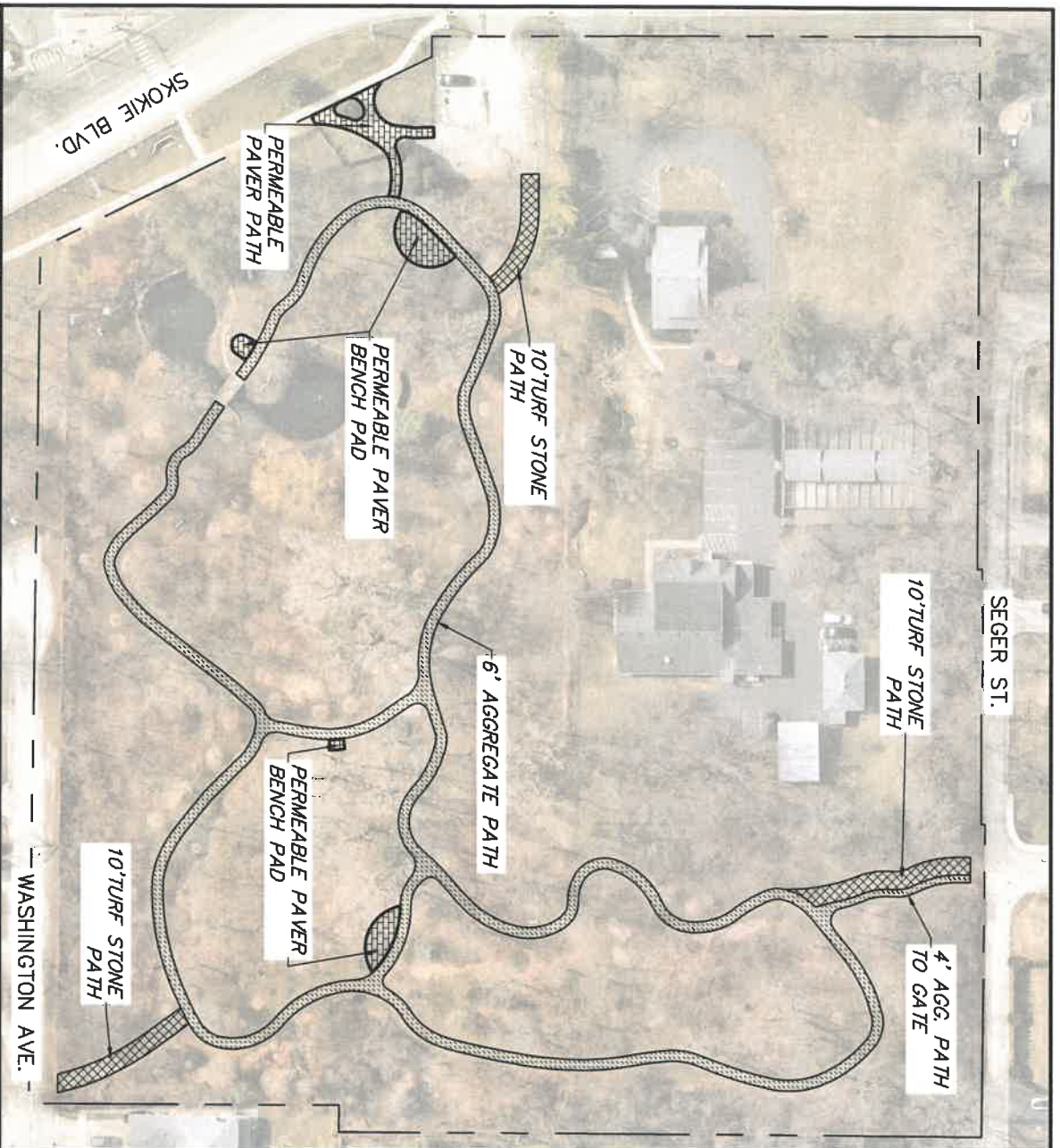
From: Kristi Solberg, Superintendent of Parks and Planning

cc: Steve Wilson, Executive Director  
Emily Guynn, Superintendent of Recreation

Re: Keay Nature Center Renovations

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The 2022 budget includes implementing the improvements to the path at Keay Nature Center to improve accessibility in the park, and alleviate the ponding issues following periods of rain. At the meeting on Monday, I will walk the committee through the plans both from a timing point of view but also the scope of the work to be completed. Attached to this memo is an updated layout of the planned work for you to review in advance of the meeting. If you have any questions, please let me know.

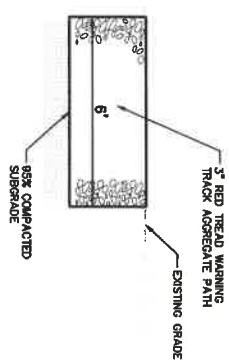


**NOTES:**

1. REMOVE AND REPLACE 2" AGGREGATE PATH AT 6' WIDTH.
2. REMOVE EXISTING METAL EDGING.
3. ADD 3 MAINTENANCE ENTRANCES AT 6' WIDTH WITH TURF STONE.
4. PROTECT ALL TREES. ALL MEMORIAL TREES SHALL BE IDENTIFIED BY CONTRACTOR PRIOR TO START OF CONSTRUCTION.

**LEGEND**

- 6' AGGREGATE PATH  
MAINTENANCE = 12,000 SF
- 10' TURF STONE MAINTENANCE ENTRANCE  
IMPROVEMENTS = 2,500 SF
- PERMEABLE PAVER  
IMPROVEMENTS = 2,000 SF



**CHA GENAU HAMILTON ASSOCIATES, INC.**  
AGGREGATE PATH  
DETAIL

**KAHY NATURE CENTER**  
WALKING PATH IMPROVEMENTS  
6676.108

02.01.2023

**CHA GENAU HAMILTON ASSOCIATES, INC.**  
www.cha-engineers.com





# Memorandum

Date: April 29, 2022

To: Parks and Recreation Committee  
Commissioner Patrick Duffy, Chairperson  
Commissioner Kara Kosloskus  
Commissioner Allison Frazier

From: Steve Wilson, Executive Director

cc: Kristi Solberg, Superintendent of Parks and Planning  
Emily Guynn, Superintendent of Recreation

Re: D39 Request to install a shade structure at Highcrest on Park District Property

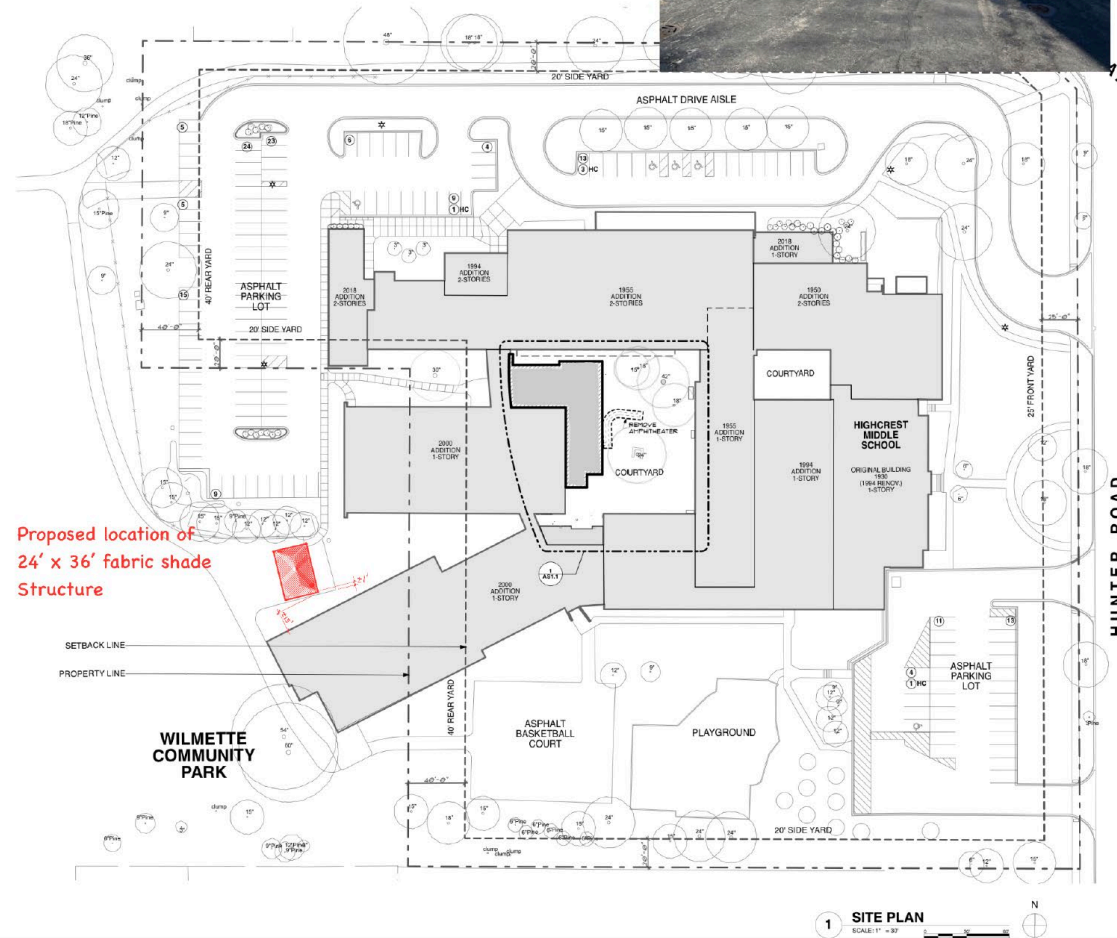
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School District 39 (D39) staff contacted me to request the installation of a shade structure on an existing concrete pad located on property owned by the Wilmette Park District (District). The pad currently is where bike racks are located on the park side of Highcrest Middle School. The plan would be to move the bike racks towards the newly installed fitness path, but still remain on the same concrete pad they are on today. Then, a shade structure would be added that would cover about half of the existing concrete pad. The school has, like many organizations, found new ways to operate as an outcome from COVID, and having a shaded outdoor area is something D39 feels they can benefit from in multiple ways. The staff of the District do not have any objections to the request and would recommend the board's approval.

Below you will find a layout of where the pad is located along with a photo that is representative of the shade structure the school would install. If you have any questions, please let me know.

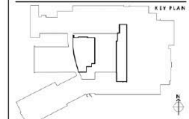
# PROPOSED OUTDOOR LEARNING SHELTERS

Wilmette Public Schools District 39  
March 11, 2022



**STR**

ARCHITECTS:  
STR Partners LLC  
310 West Chicago Street | Suite 200  
Chicago IL 60654  
T: 312.464.1444  
www.strpartners.com



**SCOPE DOCUMENT**  
The drawings and documents are prepared for the use of the drawings and documents and shall not be used for any other purpose without the written consent of the architect. The drawings and documents are prepared for the use of the drawings and documents and shall not be used for any other purpose without the written consent of the architect.

**PROJECT**  
HIGHCREST MIDDLE SCHOOL

569 Hunter Road  
Wilmette, IL 60091

**WILMETTE PUBLIC ELEMENTARY  
SCHOOLS DISTRICT 39**  
615 Locust Road  
Wilmette, IL 60091

CLIENT PROJECT NUMBER  
STR PROJECT NUMBER

DRAWING DATE  
NUMBER DATE COMMENTS

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