

8.0

NEW BUSINESS

Wilmette Park District Regular Meeting Board of Park Commissioners

Monday, September 13, 2021 7:30 pm – Village Hall Chambers Council

ACENIDA

		<u>AGENDA</u>			
1.0	REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS CALLED TO ORDER				
2.0	CONSENT AGENDA				
	2.1	APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING HELD ON AUGUST			
	2.2	9, 2021 APPROVAL OF MINUTES FROM THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON JULY 42, 2021			
	2.3	ON JULY 12, 2021 APPROVAL OF AUGUST 2021 VOUCHER LIST			
3.0	COMMUNICATIONS AND CORRESPONDENCE				
4.0	PUBLIC COMMENT/RECOGNITION OF VISITORS				
5.0	<u>Stan</u>	DING COMMITTEE REPORTS			
	5.1	LAKEFRONT COMMITTEE REPORT			
	5.2	GOLF OPERATIONS COMMITTEE REPORT			
	5.3	PARKS AND RECREATION COMMITTEE REPORT			
		5.31 Consideration of CPF Bathroom Recommendation			
	5.4	CENTENNIAL COMMITTEE REPORT			
	5.5	FINANCIAL PLANNING & POLICY REPORT			
	5.6	REAL ESTATE COMMITTEE REPORT			
	5.7	INTERGOVERNMENTAL COOPERATION COMMITTEE REPORT			
6.0	EXEC	UTIVE DIRECTOR'S REPORT			
7.0	Unfinished Business				

8.1 Maple Avenue Storm Sewer System Easement Agreement

- 8.3 Approval of Design Services Proposal for Lakeview Center
- 8.3 BID APPROVAL FOR COMMUNITY PLAYFIELDS PATH
- 9.0 ADJOURNMENT

If you are a person with a disability and need special accommodations to participate in and/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.
- 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.

Calendar of Events September & October 2021

Date	Time	Event	Location
September 8	7 PM	Self Defense Workshop	CRC
September 9	4 PM	Jr. Fishermen Workshop	Gillson
September 10	1 PM	Movie & Popcorn Day	Mallinckrodt
September 14	Noon	End of Summer Beach Bash	Mallinckrodt/Gillson
September 15	9:30 AM	Farmer's Market Mania	Mallinckrodt
September 16	9:30 AM	1 & 2 Art Exploration	CRC
September 18	1 PM	Preschool Fairy Tale Ballet Workshop	CRC
September 21	11:30 AM	Story Book Theatre Circle	CRC
September 24	6:30 PM	Family Art Night	CRC
September 25	9 AM	Babysitting Training	CRC
September 25	9 AM	Minecraft Engineering w/ LEGO	CRC
September 28	8 AM	Resident LATE FALL Registration	In-person & online
September 28	1 PM	Bingo & Dessert	Mallinckrodt
October 5	8 AM	Non-Resident LATE FALL Registration	In-person & online
October 6	6 PM	BINGO Night	CRC
October 7	9:30 AM	Farmer's Market Mania	Mallinckrodt
October 8	6:30 PM	Family Art Night	CRC
October 18	All Day	Late Fall classes begin	Multiple locations
October 22	6 PM	Flashlight Scavenger Hunt	CRC
October 25	2 PM	Free Medicare Workshop	Mallinckrodt
October 26	6:30 PM	Caramel Apple Workshop	CRC
October 27	11 AM	Lunch at Yanni's Ops!	Mallinckrodt
October 28	Noon	Pumpkins & Pizza Party	Mallinckrodt
October 29	1 PM	Pumpkinpalooza	Mallinckrodt
October 29	6 PM	Pumpkin Lighting	Mallinckrodt
October 29	6:15 PM	Truck or Treat	Mallinckrodt
October 29-30	Ongoing	Pumpkin Carving Contest	Mallinckrodt
October 30	9 AM	LEGO Haunted House	CRC



WILMETTE PARK DISTRICT Regular Board Meeting Meeting Minutes

August 9, 2021 7:30 p.m. – Village Hall Council Chambers

PRESENT

Commissioners: President Michael Murdock, Vice President Julia Goebel, Patrick Duffy,

Allison Frazier and Kara Kosloskus

Secretary/Executive Director: Steve Wilson

Staff: Catherine Serbin

ABSENT

Commissioner: Cecilia Clarke

1.0 REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS CALLED TO ORDER

The meeting was called to order at 7:30 p.m.

A. Roll Call Taken

As with prior Board meetings, President Murdock acknowledged the change in the Board's agenda format. He noted the addition of a Consent Agenda that is designed to make Board meetings more effective. He further explained that any Commissioner can pull an item off of the Consent Agenda for additional discussion prior to a vote.

2.0 Consent Agenda

- 2.1 APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING HELD ON JUNE 14, 2021
- 2.2 APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING HELD ON JULY 12, 2021
- 2.3 APPROVAL OF JULY 2021 VOUCHER LIST

Commissioner Frazier moved and Commissioner Duffy seconded a motion to approve the Consent Agenda of the August 9, 2021 Regular Board Meeting, a copy of which is to be attached to and become a permanent part of the minutes of this meeting.

By a roll call vote, voting *Yes,* Commissioners: Duffy, Kosloskus, Frazier, Goebel and Murdock. Voting *No,* none. *Absent,* Clarke; **Motion Carried.**

3.0 COMMUNICATIONS AND CORRESPONDENCE

Vice President Goebel acknowledged several different pieces of correspondence in the packet with respect to the Gillson Master Plan and process which the Board will address this evening.

4.0 Public Comment/Recognition of Visitors

President Murdock facilitated public comment. He asked that anyone from the public refrain from commenting with respect to the Gillson Comprehensive Plan and Lakeview Center until after the presentations.

Mary Lawler – Advised that she is associated the League of Women's Voters in Wilmette. One of the Leagues' focus areas in 2021-22 is community education and engagement in local governance. Part of that focus area is to advocate for open and transparent government bodies. She is the Chair of that focus area and is speaking tonight within that capacity - specifically, with respect to the proposed process for filling the Board vacancy. She asked that as this Board considers whether to adopt the process as recommended or to modify, the League of Women's Voters believes the public would benefit from hearing the Board's response to the following questions: How is the recommended process the same or different from the process used in 2015, the last time the Board had to fill a vacancy? What are the reasons behind any similarities or differences in the process? One change the League noticed was to keep the names of the applicants hidden from both the public and initial review by the Commissioners. In 2015, all applicants were made public. The League would like to know why this change to the process has been made and the reasoning behind the change. The League would also like the Board to consider how useful this will be as some Commissioners will be able to figure out the applicant's identity by the information on the application. Furthermore, when running for Commission in an election, the names are public knowledge. The League would also like to know why the Board has elected to adopt the existing process of closed interviews to the public. The League appreciates the difficulty of this task and thanked the Board for their service to the community.

Beth Beucher - She stated she is concerned with respect to the Board's compliance of the Open Meetings Act. The meeting agenda indicates that tonight will only be discussion, however, Director Wilson is quoted in a Q&A session stating that money has been approved for what is being discussed but has not yet been decided and construction of what is being discussed at Lakeview will proceed this fall. She read an additional excerpt from Director Wilson's Q&A that states the 2021 Capital Improvement Plan has money allocated in it to begin work this fall. She believes acts have occurred within the Wilmette Park District which warrant an investigation into violations of the Open Meetings Act. She stated she is concerned for the Commissioners and believes they have not complied with Illinois law. She further added the Park Board attorney does not represent any of the Commissioners individually. If there is an OMA violation, the public trust has been broken and that is hard to repair. She noted that she had previously appeared before the Board to state the planning process behind Gillson and Lakeview does not have to be antagonist and that the residents sit at the top of the Wilmette Park District Organization Chart. She stated that in her conversations with the community, Wilmette residents are not pleased with the Board's planning process and many are angry. She also conveyed some public comment from an individual

who could not attend the Board meeting – one of these stating that Langdon Beach should be a higher priority than Gillson and Lakeview.

President Murdock stated that he was not clear with Beth Beucher's concern regarding the Open Meetings Act. He asked her if, because the Board has allocated money in the Capital Budget that means the Board has already approved the project outside of a public meeting? Beth stated that what she is hearing from Wilmette residents is that they cannot understand what the Board has done or what the Board has planned to do, which gives rise to the question as to whether there have been violations of the Open Meetings Act. President Murdock stated that no decisions have been made with respect to the Gillson Plan. The Consultants proposed some ideas in the spring which they shared with the public and with the full Board. At this point, the Board is still in the Community Engagement process and the Consultants will speak more to this during their presentation. President Murdock stated he does not believe there are any Open Meetings Act violations. Commissioner Duffy stated that he believes there is a misunderstanding due to infrequent community attendance at Board meetings. He stated he was insulted at the insinuation that there have been any OMA violations as no decisions have been made.

After the Gillson Comprehensive Plan update and Lakeview Center presentation, President Murdock again facilitated public comment.

Ross Green – He stated the most important part of the survey was the open response section at the end. He believes what is most notable from the open responses is that the two major themes that emerged was to maintain the natural setting and/or leave it alone. He stated the entire survey needs to be interpreted with that in mind. He also pointed out that the desire to renovate Lakeview Center was not conveyed in any open responses. He believes the Park District is attempting to expand Lakeview Center into a banquet center.

Alan Golden – He thanked Commissioner Kosloskus for coming down to the Sailing Beach and spending time with the constituents there. He stated he did not understand what the survey meant by "better integrate Sailing Beach" and asked for clarification. He stated he did an informal survey at the Sailing Beach and the overwhelming response he received was leave the Sailing Beach alone – no permanent restrooms and no additional structures.

Mr. Tinucci replied that geographically, the Sailing Beach is off to the north of the park. By better integrate the Sailing Beach, Mr. Tinucci explained this could mean improving accessibility and pathways to the Sailing Beach and through the Sailing Beach. The architecture of the facilities at the Beach House are also very different than at the Sailing Beach. He also asked the Board to contemplate the restroom network at the Sailing Beach as residents have expressed a desire for this. Commissioner Duffy advised that in public stakeholder meetings with the Water Treatment Plant, they are planning on replacing one of the 100-year old intake

lines that runs right through the Sailing Beach. They intend on replacing this within the next three years. Both of the existing structures at the Sailing Beach sit on the easement that the intake lines are on. Therefore, those buildings will eventually be gone because of the intake line replacement. He asked Mr. Golden to consider future planning of Sailing Beach amenities so that the Park District can move forward with a replacement when the time comes.

Bill Jeffers – He expressed concern over the Lakeview Center renovation because he does not see a unified view of what will happen there. He suggested a programming plan for the Lakeview Center and how that will impact the park. With respect to access to the park, he stated people do not come in through the south because it has a drainage problem and stressed the importance of the infrastructure issues.

Piper Rothchild – She is heartened that most of the initial plans presented will not be pursued as they were alarming to her and inconsistent with what residents have said about Gillson. She stated she is concerned about the plans to expand and further develop the Lakeview Center which Mr. Wilson said may start as early as fall. She cautioned the Board to listen to the residents prior to starting construction. She also does not agree with the Lakota Group and believes renovation of Lakeview Center to be an expansion. She stated space for programs not currently held at Lakeview is an expansion. She believes the Board is rushing the process and asked for data to support their decision to renovate Lakeview Center. She expressed concern that no one from the Board was present during conversations with the Village regarding traffic at Gillson. She asked why the Park Board is not working with the Village to address parking.

Mary Shea – She advised that Lakeview Center was built at staff demand in 1989 as a bathroom, office space and community meeting space. The hope for a winter activity space never fully materialized but it has served well for meetings. She believes the bathrooms to be perfectly adequate. She noted they are locked up when the staff leaves at 5 p.m. which argues against more bathrooms in the park because those would presumably also be locked for security reasons. She expressed frustration that the Lakeview Center be viewed as a potential revenue source. She believes the Lakeview Center renovation to be an expansion and referenced the increased deck footprint as proof. She also noted the downstairs program room would be windowless and asked if the upper and lower reception areas are necessary. She reiterated her belief that the Wilmette Park District has turned to a big business.

Lori Farrell – She stated that Gillson Park was a significant factor in her family's decision to move to Wilmette. She is unsure who is being served through the Comprehensive Plan and expressed a strong desire not to do anything to Gillson other than address critical infrastructure.

5.0 GILLSON COMPREHENSIVE PLAN UPDATE

Andy Tinucci, Principal at Woodhouse Tinucci Architects, began the presentation by introducing his colleagues at the Lakota Group, Kevin Clark and Deb Samyn. The Consultants were last here on June 14th to discuss the Gillson Comprehensive Plan. At that time, the Consultants clearly heard the need for continued engagement with the public. With staff's assistance, the Consultants created an additional community engagement plan. Prior to that meeting date, the Consultants had been mostly reliant on virtual engagement due to the pandemic. These past couple months, they have finally been afforded the opportunity to meet in-person with Wilmette residents. Consultants also relied on the 2016 aQity survey, online focus group interviews and a virtual Community Open House. Since the June Board meeting, the Consultants have opened up an online survey, held several inperson events and two Community Open Houses with high levels of community engagement. Mr. Tinucci further provided a detailed account of engagement by numbers. During the June Board meeting, the Consultants presented a series of fundamental principles. This was to establish a set of criteria with the Community and the Board that we can all agree on and continually revisit and evaluate as criteria to analyze each idea as developed and measure it against one of these criteria. These are principles that are common amongst planning efforts such as safety and security. He provided the example of Harbor Drive, which is currently unsafe due to the lack of a pedestrian sidewalk. He asked the Board how they can think about the safety in the park and the safety of the community within this plan. Other principles discussed include improving and enhancing the natural environment. Historically, there has not been a good planting plan for the park. Mr. Tinucci urged the Board to think about this moving forward because as trees come to the end of their natural life, there must be a plan in place to maintain them, prune them and replace them. Consultants have heard how important this is to the community. Mr. Tinucci also suggested improving, enhancing and maintaining facilities so that the Park District can continue to deliver quality programming that residents are accustomed to. He also clarified confusion regarding the Lakeview Center and the Wallace Bowl in that they will both be part of the Comprehensive Plan as consideration due to their placement within the park. Any details regarding these facilities interior will not be included in the Comprehensive Plan. He urged the Board to adapt green and sustainable practices to best steward the nature environment. Mr. Tinucci also discussed the importance of access, not just for those with special needs, but a welcoming place for all. Efficient infrastructure is also key as there is evident deterioration. Roadways are in bad shape and the drainage system needs work. The Park District needs efficient infrastructure in place at all facilities. Any of these ideas must be durable. There must be a maintenance plan and these ideas must be able to be maintained by the Park District over time so that the Park District is not spending money now only to be repairing it in short order. The Park District must be fiscally responsible. This is paramount to the Board and all ideas must be measured against this. Mr. Tinucci advised that conversation regarding the park has been split amongst six different "buckets" in an effort to organize thoughts. One is park context – this is the "zones" of the park and their relationship to one another. For example, the Sailing Beach

is very different than the large open fields. The other five "buckets" include infrastructure and utilities, landscape and open space, wayfinding and signage, circulation and access and special conditions. Mr. Tinucci then turned the presentation over to Ms. Samyn and Mr. Clark who provided a detailed overview of the community engagement online survey results. The Consultants had two different ways of interacting with respondents. One was to put forth different strategies and initiatives for each of the six "buckets" as well as reactions to visual preference images that are either in the park or could be in the park. With respect to park context, there was a high rating for selectively removing vegetation in poor condition. The second highest rating was define and enhance special garden spaces and the third highest rating was improve entries into the park. Of little less importance was better integrate Sailing Beach into the rest of the park. Ms. Samyn clarified that initiatives were presented and they were not ranked in any order. If the respondent thought an initiative was important, they would select it. Therefore, the respondent could have selected five initiatives or two initiatives. The percentages were calculated by how many initiatives were chosen overall.

With respect to the landscape and open space engagement results, the top three results are very close to each other. Almost 50% of respondents selected initiate a management plan for special habitat garden and dune landscape areas. 46% of respondents selected retain and expand open lawn landscape and reduce pavement. 43% of respondents selected develop a tree management plan based on 2021 tree inventory and assessment. Of lesser interest to respondents, 29% selected create a "garden walk" throughout the park and 22% of respondents selected develop a cohesive landscape character. President Murdock reminded the public that these survey results are also listed online. Mr. Clark read some open comments from respondents which focused on retaining trees and maintaining open, green space. Respondents were then asked to rank the level to which they like or dislike certain images. The highest rated image was restoring the dune landscape followed by native accent plantings, open tree and lawn landscape and enhanced gardens.

With respect to infrastructure and utilities, 47% of respondents selected address poor drainage conditions. This was also heard loud and clear at open houses and in discussions with the public. 46% of respondents selected repair and replace roadways, curbs and sidewalks. Mr. Clark emphasized that this means repair, not expand or create additional paving. 46% of respondents also selected unify dark sky compliant, LED lighting throughout the park. 31% of respondents selected develop ADA compliant routes connecting all major features. 30% of respondents selected develop a more cohesive landscape character. 25% of respondents selected balance impervious surface impact of site altercations. In regards to the visual preference results, accessible pathways was the highest ranked at 3.8. Native accent plantings were the second highest rated and Mr. Clark suggested solving for drainage problems using a more natural system such as a natural detention basin. LED bollard lights and permeable paving were at 3.5.

With respect to wayfinding and signage, 39% of respondents selected improve entry sequences into the park. Mr. Clark advised that consultants have heard a lot from the public about entry into the park both on the north and south end. 36% of respondents selected none of the above – they have no interest in adding any wayfinding or signage, which is something to note. 30% of respondents selected expand the wayfinding signage program. Mr. Clark clarified that currently, there are signs that were incorporated as a part of the beach house renovation and some respondents have indicated they would like that expanded throughout the park. 20% of respondents selected accent the Washington columns as a gateway feature. In regards to the visual preference results, participants generally responded well to the existing wayfinding signage which is a simple, understated sign that works with the architecture that has been created at the beach house.

With respect to circulation and access, 56% of respondents selected create a comprehensive pedestrian, bicycle and vehicular circulation plan that is more intuitive. 47% of respondents selected provide pedestrian and bicycle boardwalk along Harbor Drive. 46% of respondents selected extend pedestrian connections to important shoreline amenities. 31% of respondents selected enhance the pedestrian entry experience. 30% of respondents selected improve pedestrian roadway crossings. 22% of respondents selected consider removing Middle Drive. 20% of respondents selected address parking in the park and 20% of respondents chose none of the above. In regards to the visual preference results, a brick crosswalk and improved pathways were the highest rated images at 3.5. Enhanced bike and pedestrian entry was the third highest at 3.3.

With respect to special conditions, 46% of respondents selected coordinate park planning initiatives with planned shoreline improvements. 33% of respondents selected better connect the Lakeview Center and Wallace Bowl to paths along the parking lot. 30% of respondents selected provide new restroom facility at the Sailing Beach as well as improve Dog Beach maintenance and facilities. 29% of respondents selected consider additional covered shelters. 22% of respondents selected enhance programming access for the aquatics beach. 20% of respondents selected increase connection of the Sailing Beach to the rest of the park. 12% of respondents selected none of the above. 8% of respondents selected screen the maintenance building. In regards to the visual preference results, the idea of a boardwalk was appealing at 3.9. A restroom facility was also highly liked. Mr. Clark advised rest of the images did not necessarily score very high which must be taken into consideration.

Mr. Tinucci stated that at the end of the survey, was an open ended question: What is your vision for Gillson Park? Of the 1800 responses to the survey, there were over 700 responses to this one question. No two responses were exactly alike, however, the Consultants were able to sort them by theme. The highest response theme was maintain the natural character of Gillson. Let is remain as is an overarching theme as well in feedback. These two responses comprise 55% of all the responses. Provide better circulation and access was also noted at 12.2%

which is clearly speaking to safety within the park. 10% of respondents noted minor improvements. Mr. Tinucci clarified that this might mean opening up some views to the lake, possibly a few more benches or cleaning up the Sailing Beach. These are subtle changes to a park the public loves very much. Improve upon native, natural landscapes was also noted in the open responses. Mr. Tinucci stated that he believes one of the most compelling parts of Gillson Park is the diversity of the landscapes that exist in this park. There are dunescapes followed by mature shade trees with an incredible natural landscape and the community recognizes this and appreciates it and they would like to see that maintained and fulfilled. Repair infrastructure was noted in the open responses – which is one of the more obvious areas in which the park can be improved. Provide additional facilities was noted in the open responses. Mr. Tinucci emphasized that this has not been heard across the Board and that many people do not want more structures in the park. However, 5% of respondents have said another restroom wouldn't hurt or possibly an additional picnic shelter. Add more programming generally speaks for itself. Mr. Tinucci noted that reorganize park fees and make family friendly are linked. Make this a park for everyone was a consistent response throughout the open ended responses. Reorganizing park fees was an operational response received which isn't necessarily helpful in this conversation but that may be. Increased safety, which speaks to the crosswalks, the roadways and the sidewalks, was noted. It is common for this park to be busy in the summer but there are residents who continue to use this park throughout the year. Mr. Tinucci hypothetically asked the Board how we can continue to assist them so that they can have great experiences throughout the year even as the weather suggests otherwise. Lastly, reorganize parking was noted as a top response theme. Mr. Tinucci stated that the park is an incredibly popular place and therefore, there are issues with parking being overrun. Mr. Tinucci hypothetically asked the Board how some of these plans and operations could assist in alleviating this problem. Mr. Tinucci then briefly read some resident responses.

Mr. Tinucci highlighted next steps. He stated that this Saturday is the last planned community engagement session at the French Market. After the last additional feedback is received, the Consultants will start to put together some ideas in comprehensive plan form. The Consultants intend to present these ideas to the Board and community in September. Afterwards, the Consultants would engage in another round of community input based on those ideas presented. This would include another open house, additional French Market engagement and another online survey in October. In November, the Consultants hope to come back to the Board with a preferred Master Plan Concept, cost opinions and priorities. Mr. Tinucci noted that while this is a comprehensive plan, this does not mean one project. The individual pieces of this plan will have their own costs associated with them that the Board can evaluate and use to prioritize. Lastly, the Consultants will come back to the Board in December to finalize the Master Plan, the priorities and the path forward.

6.0 LAKEVIEW CENTER PLAN PRESENTATION

Mr. Tinucci began the presentation by reminding the Board and the public that the interior of the Lakeview Center is not included in the Comprehensive Plan. This facility was built in 1989 adjacent to the Wallace Bowl which was built in 1937. The Lakeview Center was built, in part, to facilitate activities at the Wallace Bowl hence all the restrooms included in it. Its position in the park also sought to provide additional programming space. Community meetings are held there as well as Park District staff offices. There is a concession stand there on the lower level facing towards the bench - however, the beach house now fulfills that need. Mr. Tinucci stated the Lakeview Center is in the middle of the park at a crossroads in the park and a crossroad in time. It is perfectly situated in the park to serve the park but is maybe not serving the park as well as it once did as the changes and usages in the park have changed. Mr. Tinucci hypothetically asked the Board what is the next story Lakeview Center will tell? This could be new programming or how the Park District and staff can better serve the park. There is an enormous amount of potential this building has at this particular location in the park. It has incredible lake views. It has connects to the park both on the upper level and the lower level that it doesn't fulfill right now. It serves the park in several directions. Mr. Tinucci asked how we can acknowledge these connections as we think about improvements at the Lakeview Center. For example, how can we better connect and serve the beach? How can we better connect to the park on all sides? What are the ways that the Lakeview Center should be serving the Wallace Bowl? How can we connect to the residents inside of the Village coming to the park and Lakeview Center?

The rooms inside of Lakeview Center have potential to offer programs. How can we renovate Lakeview to enhance program offerings? Mr. Tinucci then listed some challenges such as an inaccessible lower level. The space that was once a concession stand that is no more closes itself off and turns itself away from the park. Mr. Tinucci advised the lower level should be opened up to the park and welcoming to the park. Overall, the lower level is underutilized. It is a basement. Mr. Tinucci asked how we can turn this basement into a lower level that truly opens up to the park and welcomes people from the park. Mr. Tinucci showed a picture of the dark entry on the upper level. He asked if this is as welcoming as it could be or should be. The entry reception where the staff is not directly adjacent to the front door so people seeking staff have to move through rooms to get to staff. Can we make that staff more forward facing and present to the community.

Mr. Tinucci advised there has been hardly any renovation to this facility since 1989. All that has been added is a deck and a fireplace in the last thirty years. He stated it is time to update the finishes of this facility. While the building has incredible views of the lake, it also has views of the loading dock and the trash enclosure.

Mr. Tinucci and his team presented a recommendation of a phased approach for the Board's consideration. The first phase would include renovations to the existing lower level. Mr. Tinucci presented the existing floorplan of the lower level and explained how the lower level could be reconfigured to include staff offices, reception and programming. He discussed potentially removing a non-loadbearing wall to create an open programming space for a variety of activity.

The second phase would include renovating the upper level. Mr. Tinucci explained that with the offices moved downstairs, space will be freed up. He again noted this building has considerably more restrooms than required by code because it served the Wallace Bowl. He suggested the main entry be renovated into bright open lobby that would lead into two multipurpose spaces. The multipurpose rooms would have updated finishes, energy efficient lighting and natural light would be brought deeper into the space so the lake can be seen from further inside the building. Dividers would be removable and transparent.

Furthermore, Mr. Tinucci explained there is an opportunity to update the restrooms. He reiterated that the finishes are extremely dated and that there is no family restroom in the building. He provided a cost estimate of a finishes only renovation which would be around \$85,000 per bathroom. He added these costs were vetted by W.B. Olson, the contractor that worked on the beach house. To reconfigure the bathroom to include a family restroom would cost about \$130,000. This would not change the amount of stalls.

Lastly, the final phase would be the exterior renovation of the building. With improved lower level access to the staff space, Mr. Tinucci and his team have contemplated adding a connection to the park in underutilized lawn area. Upstairs, the deck would be pulled back slightly to add more light into the staff spaces but opened up towards the north and the south. This new deck would have the benefit of covering the trash enclosure and improve visitor experience towards the park. Mr. Tinucci suggested painting the facility a different color as parks and natural landscapes are more important than buildings. The building should not be standing out. He suggested painting the building the color of a tree trunk to blend in with the environment.

The plan proposes no growth in footprint to the building itself. It does grow the deck to the north and south slightly. Mr. Tinucci advised that these plans were presented to the Lakefront Committee in early June. He proposed community engagement meetings regarding the Lakeview Center – one later this week on August 12th at the Community Recreation Center and one on August 16th. An online survey has also been launched so that residents may give their feedback on how they use the Lakeview Center. He emphasized transparency with the process and stated that similar to the Comprehensive Plan, he would come back to the full Board with his findings to decide which if any of these phases to move forward with. Project Phase One, the lower level renovation, is budgeted at \$270,000. Project Phase Two, the upper level renovation, is budgeted at \$337,800. Project Phase Three, the exterior renovation, is budgeted at \$220,800.

President Murdock then opened the floor for public comment regarding the Gillson Master Plan Presentation or the Lakeview Center presentation (see above).

After public comment, President Murdock opened the floor for Commissioners to discuss the presentations. Commissioner Frazier suggested the consultants seek out different locations within Wilmette to survey residents with respect to the Comprehensive Plan.

Vice President Goebel thanked the Consultants for their presentations. She stated that what she found interesting about the visual preference survey results, was that only two items rose to a 4.0 out of 5 – these items were restore the dune landscape and native accent planting. One item that did not rise significantly was the infrastructure, the poor drainage and the issue of walkers and bikers coinciding with traffic. She stated while those themes were not as popular, they are vital to address and that the Board will balance those elements the best they can. Lastly, she advised the public that this Board voted to not include renovations of the Wallace Bowl and Lakeview Center in the Comprehensive Plan and that is why they are being treated separately.

President Murdock asked Mr. Tinucci his opinion as to why such a small majority of respondents discussed the need to repair infrastructure. Mr. Tinucci explained that people do not come to the park to look at drainage. They don't necessarily value that in a park or know how to value that in the park. If the roads were to fail, then no one could use the park and then that item would rise – not because people care about drainage or roads but because it prevented them from using the park.

President Murdock stated that with respect to the time table, the Board does not wish to rush the process. However, the Board will review capital spending in mid to late November. He asked Mr. Tinucci if it were possible to have an understanding of what some of these priorities might be so that the Board may consider that as a part of the capital planning process such that the Park District may be able to get some work done next year. Mr. Tinucci stated that while it is important to not rush the process, it is also important to move the process along. It is the Consultants hope that they are able to bring meaningful ideas to the table and rebuild trust in this conversation so that the Board may be moving on these ideas sooner rather than later.

Commissioner Kosloskus noted that she has not seen any structural engineering presentations with respect to the infrastructure. As such, the public perception may be that the Board has prioritized landscape and walkways over the infrastructure. Vice President Goebel responded she had asked Lakota Group why they have focused in on items above ground when she understands there are serious needs below ground. Lakota Group has advised that they need to know what goes above ground in order to build the below ground infrastructure. Vice President Goebel suggested it may be helpful to recirculate the engineering report via the website to further transparency efforts.

Commissioner Kosloskus further noted that the majority of survey results could fall under the general category of landscaping. President Murdock added that there has been additional work in assessing the trees within the park and asked for an update as to how many trees may need to be removed based on their current conditions. Ms. Samyn advised that the original numbers that were put forth were done prior to having an inventory of the trees. With the inventory, the Consultants walked the site and agreed there are 56 trees that need to be removed. President Murdock stated a more accurate description would be that we believe there are 56 trees that are in such poor condition that cannot be maintained. Ms. Samyn agreed and stated many of those 56 trees are dead. President Murdock asked Director Wilson for confirmation as to whether the Park District is looking to implement additional staffing in the Parks and Planning Department so that the Park District can focus on maintaining existing trees with more active pruning. Director Wilson agreed.

There was Board consensus that Commissioners would not want additional pavement or parking in the park.

With respect to the proposed Lakeview Center renovation, Commissioner Duffy noted high demand for all of the Park District facilities and stated that more programming could be done here. He emphasized this does not mean large weddings. Commissioner Kosloskus agreed and suggested winter activities at Lakeview Center for children. She stated she would like priority for residents and Wilmette Park District programming and class offerings more so than special events which would be used to supplement gaps. Director Wilson advised that currently there are no Winter Park District programs at Lakeview Center because the existing space is not well designed for programming. However, this plan would address multiuse within the building on both levels. He stated if the Park District provides the space, the staff will program it. He gave the example of the Recreation Center and stated originally residents felt it was too big in the mid-1990s. It has become wall to wall programming on most days in the week and in the summer. If the Park District provides the space, staff will provide the recreational opportunities and the community will sign up for it.

With respect to the proposed bathroom update, Commissioner Kosloskus stated she would like to consider holding off in favor of renovating the building for the programming space.

Commissioner Frazier stated that the Lakeview Center should be maintained and insinuated that this renovation would be a part of that maintenance. Commissioner Duffy agreed and stated that the Board's responsibilities as stewards of the Park District is to ensure that the Board is making good decisions for future generations.

Vice President Goebel advised that a movie was filmed locally over the summer in some north shore neighborhoods and one of the location scouts considered the restrooms at Lakeview Center for a truck stop scene. With that said, Vice President

Goebel believes the plans for this renovation are thoughtful and restrained. She noted one of the major concerns from residents are potential large events at Lakeview Center and reiterated that the floorplans presented and the capacity calculations would be for a wedding probably no larger than 100 people. Maybe even less when one considers a small dance space and a gift table. Regarding parking, Vice President Goebel suggested that guests be shuttled as a possible solution and noise level restrictions. She would like to be thoughtful in terms of cost and engaging with residents but believes this to be appropriate. President Murdock echoed her comments and stated it is important to recognize this building has not have any meaningful renovation since it was built. As good stewards, he believes it is the Board's responsibility to keep the building in good condition and he does think these proposals are modest. He agreed with Commissioner Kosloskus in that the Board should evaluate when the appropriate timing would be to renovate both bathrooms, however, he would like one of the bathrooms updated to include a family bathroom.

President Murdock stated that he feels this Board is in a position in which they are constantly trying to disprove a negative. He is upset by comments suggesting any Open Meeting Act violations. He emphasized that nothing has been preordained and acknowledged that while there is money in the budget for a project, it may or may not happen. He reminded the public and the Board that last year there was over \$100,000,000 or at least half a million in the budget for the Shoreline Protection project which was never spent because there was no actionable plan. He reiterated that this Board has not held any meetings outside of the public domain and that he is not aware of anything improper, not only specifically with respect to the Comprehensive Plan and the Lakeview Center but in general.

President Murdock then asked Vice President Goebel for an update regarding community engagement. Vice President Goebel reported that the Lakeview Center survey is active online and will remain open for two to four weeks. There is also a webpage on the Park District website as well as open houses for the community to attend and offer input. Much like the Gillson Comprehensive Plan, although on a smaller scale, the Lakefront Committee intends to collect input and feedback and will have discussion at the next Lakefront Committee meeting on August 23rd. She reiterated the sentiment of the Board is to remain thoughtful and restrained with respect to both Lakeview Center and the Gillson Comprehensive Plan.

7.0 STANDING COMMITTEE REPORTS

7.1 LAKEFRONT COMMITTEE REPORT

Vice President Goebel reported that the Lakefront Committee did not meet due to a lack of a quorum.

7.2 GOLF OPERATIONS COMMITTEE REPORT

Commissioner Duffy reported that the Committee discussed a number of possible facility improvement projects. The Committee intends to move

some recommendations forward but is waiting on drawings and cost estimates. Items discussed include a partition in the restaurant area, expansion of the bar area and expansion of the patio deck to the north of where it currently exists. The Committee decided to table extended range netting height as it is a much larger project than initially thought. Currently, the nets stand at 60 feet, however, contractors have advised that to extend the netting an additional 20 feet, they would have to take out the poles and install deeper poles closer together to withstand any additional netting. The cost estimates for that project are over \$100,000,000. The golf cart path project will resume the first week of October.

7.3 Parks and Recreation Committee Report

Commissioner Duffy reported that the Committee was given an update with respect to garden plots and disc golf. Staff will have an expert who designs disc golf courses come onsite and analyze different parks to see if a disc golf course can be integrated into any of the parks. The Committee also reviewed different parks in which more garden plots can be created. Through those conversations, the Committee expects staff to return with some ideas next month. With respect to new business, Commissioner Duffy explained that at the last Board meeting, Committees were tasked with outlining their responsibilities so that the website could be updated to include this information and the public would have an understanding as well as a point of contact for each Committee. The Parks and Recreation Committee deferred this responsibility to staff. Furthermore, the Committee discussed with Director Wilson feedback they have been received regarding parks maintenance. Commissioner Duffy stated that over the past several years, pruning and weeding has fallen to the wayside. The Committee encouraged staff to hire additional staff to help with maintenance and beautification. Lastly, the Committee discussed the Community Playfields proposed bathroom locations. Commissioner Duffy explained that the Committee has been presented three different design concepts thus far. The Committee requested that the initial design concept presented in June be reduced in size, increase the number of fixtures and take the irrigation pump outside of the building. Staff came back with two different concepts presented in July and August. Commissioner Duffy stated the Committee is leaning towards a smaller structure but would like guidance from the Board regarding the size of the picnic shelter area – should there be four picnic tables or six? Also, does the Board want a permanent shelter over the picnic area? President Murdock stated that his understanding was that the cost for all three proposed structures is virtually identical. Director Wilson stated that staff has updated the third concept cost estimate. Whereas, the first two concepts cost approximately \$800,000 the third concept costs \$720,000. He stated the \$720,000 also includes relocation of the irrigation system. Commissioner Duffy added the cost may decrease further if the Village allows the Park District to tap into the water main adjacent to the building as opposed to tap into the water line along Locust Road. Director

Wilson clarified all cost estimates have a placeholder for sanitary, which is the bulk of the cost. There may be marginal savings with the water line, however, the biggest cost is the sanitary run which cannot be changed. Commissioner Frazier stated that there is also uncertainty with respect to the irrigation system. President Murdock advised that from a programming perspective, it would make more sense to have a larger picnic area for camps in the summer. He is also in favor of the third concept due to the price difference and reminded the Board that there is still has the option of exploring an IGA with School District 39 to fulfill all of the parks bathroom needs. Commissioner Kosloskus added there have also been discussions regarding which way the bathroom structure would face. She expressed concern over the footprint of the proposed structure and would like to keep it as small as possible. Vice President Goebel noted with respect to the layout, that there is one more fixture in the men's restroom than the women's. She stated that normally it is the opposite in routine construction. Vice President Goebel also observed that in the June rendering, staff access to the storage and maintenance room is on one separate end of the building. In the subsequent renderings, the bathrooms are not all on one side of the building and it is not cohesive. She suggested that all of the restrooms be aligned on one wall and all Park District business operations be housed on a separate side. Commissioner Duffy advised that the width of the building would be increased by 3 feet if the ADA bathroom were to be in line with the other restrooms. Commissioner Kosloskus stated the newer plans notably leave the pump outside of the structure because there was Committee consensus around not increasing the side of the building to do so. Commissioner Duffy added that the pump can be moved to this bathroom location. The Committee questions whether it should be moved there or left in its current spot and camouflaged by landscape. President Murdock stated that he believes it was wise to keep the pump outside of the building to reduce the structure size, however, he has a strong preference to relocate the pump to be next to the bathroom and out of the center of the park – even with the additional cost. There was Board consensus around relocating the pump and keeping the proposed pavilion size which includes 6 tables. There was a subsequent discussion over whether more fixtures should be included in the restroom and if an IGA with School District 39 should still be pursued. No Board consensus was reached between the July rendering and the August rendering. It was decided that this would go back to Committee for further discussion.

7.4 CENTENNIAL/FACILITIES COMMITTEE REPORT

President Murdock reported that the Centennial Committee met earlier this evening. The bulk of the Committee's conversation concerned pickleball and paddle tennis. With respect to pickleball, the Committee did recommend to bring forward a plan to the Committee-of-the-Whole regarding capital expenditure later this month. There were a number of discussions about the location of the pickleball court within the West Park

footprint. The consensus being that West Park is the optimal location for pickleball. Staff reviewed the survey result findings with the Committee. President Murdock conveyed those findings to the Board. Overall, there seems to be widespread community support for pickleball. The Committee directed staff to provide several different layouts for a pickleball court at West Park with a reconfiguration of the playground. The Committee also discussed a possible deck expansion between the main facility and courts 5 and 6. There were two proposed options - a smaller deck and a larger deck. The Committee was in favor of the larger deck and is looking at a possible paddle court expansion in the future due to high demand. Currently, there is capacity for 30 men's paddle teams. Staff expects only 24-27 teams. The Women's Monday night team is growing - there are currently 7 Monday night women's teams and 6 weekday teams as well. Joey Sanchez has resigned as the Aquatics and Ice Supervisor in order to move into an expanded position at the Northbrook Park District. The Board thanks him for his service to the District and wishes him the best. The weekday public swim will end on the 20th and the weekend public swim will go through Tuesday September 7th due to the extended holiday weekend. Staff will offer free lap swimming in September for residents from 7 a.m. to 12:45 p.m. with no reservations. For nonresidents, there will be a nominal fee.

7.5 FINANCIAL PLANNING & POLICY REPORT

In Commissioner Clarke's absence, President Murdock reported that the Financial Planning and Policy Committee met on July 28th. The majority of the discussion involved potential solar panels at the Community Recreation Center. The Board considered several different financing models. The Committee was in favor of the notion of solar panels and directed staff to seek outside expertise to help evaluate the proper way to proceed with financing. The Committee also spent some time discussing the communications policy in terms of how the Park District engages the residents. Lastly, there was an update on financials. The Park District is ahead in terms of a budgetary standpoint, however, revenues are not quite as high as they were in 2019. The District's operating surplus is well in excess. There will be a Committee-of-the-Whole meeting to discuss capital expenditure on August 23rd.

7.6 REAL ESTATE COMMITTEE REPORT

Commissioner Kosloskus reported the Committee met in closed session.

7.7 INTERGOVERNMENTAL COOPERATION COMMITTEE REPORT No report.

8.0 EXECUTIVE DIRECTOR'S REPORT

Director Wilson reported that in the packet behind his report, there is a memo regarding the Board Vacancy procedure. The Park District received a resignation

letter from Todd Shissler resigning his spot on the Board effective August 1st due to relocation. The Board intends to use the 2015 process as a guidepost and is attempting to keep nearly all that process the same.

Director Wilson briefly advised the remainder of the agenda is routine business.

9.0 Unfinished Business

None

10.0 New Business

10.1 SURPLUS ORDINANCE

Commissioner Duffy moved and Commissioner Kosloskus seconded a motion to approve Ordinance 2021-O-3, An Ordinance Authorizing The Sale Or Disposal Of Certain Surplus Property Owned By The Wilmette Park District, Cook County, IL.

Director Wilson clarified this is concerning two gators the Park District owns which have been replaced by newer gators. The Park District would now like the opportunity to sell this surplus equipment.

By a roll call vote, voting Yes, Commissioners: Duffy, Kosloskus, Frazier, Goebel and Murdock. Voting No, none. Absent, Clarke; Motion Carried.

10.2 BID APPROVAL FOR MAPLE PARK

Vice President Goebel moved and Commissioner Frazier seconded a motion to approve the bid from *Hacienda Landscaping* in the amount of \$183,180.00 for the Maple Park Playground Renovation.

President Murdock noted that staff underwent a lengthy process with respect to Maple Park. There were two onsite engagements with the public. Staff also received a tremendous amount of feedback from the community.

By a roll call vote, voting Yes, Commissioners: Duffy, Kosloskus, Frazier, Goebel and Murdock. Voting No, none. Absent, Clarke; Motion Carried.

10.3 BID APPROVAL FOR TENNIS COURTS AT GILLSON PARK

Commissioner Kosloskus moved and Commissioner Duffy seconded a motion to approve the bid from *Evans and Son Blacktop, Inc.* in the amount of \$106,702.10 for Tennis Court Improvements at Gillson Park.

By a roll call vote, voting Yes, Commissioners: Duffy, Kosloskus, Frazier, Goebel and Murdock. Voting No. none. Absent, Clarke; **Motion Carried.**

10.4 COMMISSIONER VACANCY

Vice President Murdock initiated the discussion by advising that historically, the Board has filled two vacancies: One in 2011 and one in 2015. In both cases,

the Park District publicized the vacancy to the community and implemented a questionnaire for applicants. In the 2011 process, there was a subcommittee to evaluate potential candidates, reduce it to a smaller group and conduct inperson interviews. Those candidates were then discussed as an entire Board in closed session. In 2015, the questions were slightly different and all of the Commissioners were involved through a telephone interview process with the candidates. After the first round of telephone interviews, the Commissioners held in-person interviews with the reduced number of candidates. The entire Board was present for these interviews at which time, only the President and Vice President asked questions. Afterwards, the Board discussed in closed session and made a decision. The decision was voted upon in public but the deliberations were in private.

There will be one significant change to this process as the Board is proposing to redact the names of the candidates while reviewing and ranking their questionnaire answers prior to any potential phone interview process. President Murdock advised this is to ensure there is no bias from a socioeconomic or racial standpoint. Director Wilson added that often in a HR process, names are masked to deter any implicit bias. He also stated this may mitigate preconceptions about a person based on some isolated interaction or some level of knowing them. Not every applicant may remain anonymous through that the review process, because Commissioners may be able to logically deduce a person's identity through their responses. There is no intent to keep the names anonymous from the public once the ranking process is over. Those names would be made available once the ranking process is complete.

Commissioner Kosloskus stated she would be comfortable releasing applicant's names to the public as they come in. However, names would still be redacted during the ranking process to help Commissioners remain objective as they are assigning scores. Commissioner Frazier agreed and suggested that each response be shown to the Board instead of the entire application in a further effort to mask the identity and remain objective towards the applicant. Vice President Goebel stated she was unaware the Board intended to redact names and differ from the 2015 process. She added that however well intentioned, redacting the names feels unnecessary. President Murdock stated he does not have a strong feeling either way and asked Director Wilson how this idea came to materialize. Director Wilson clarified that this idea was born out of conversations with a Commissioner. He stated he had mentioned it to other Commissioners who agreed with the concept of trying to transfer the best practice in an employment hire situation to this situation. He agreed with President Murdock in that he does not have strong feelings either way as well.

Vice President Goebel stated she does like the addition of stack ranking. She explained that stack ranking is a process by which a candidate is ranked 1-5 on a certain topic such as public or professional experience, interest in the Park

District or understanding of the Park District history.

There was subsequent debate regarding whether the applicant names should be redacted, stacking, score card criteria, and the questionnaire.

It was agreed by a Board majority that the question regarding the lakefront would be removed as the Gillson Comprehension Plan is a heated topic of discussion and the applicant's answer could lead to a perception of bias by the Board. Vice President Goebel dissented from the majority opinion.

It was further agreed that the ranking process would involve a two-step ranking process. The candidate would receive a 1-5 rating on each question response. The Board would then also rank each candidate an overall score of 1-5. It was noted this is a departure from previous processes.

On the topic of redaction, it was agreed by Board majority that the Board would conduct a "blind read" of the initial applicant responses. The names would be made public, however, the Board would not see names in their first review stage.

President Murdock then discussed the subsequent steps in the process, as outlined by Director Wilson's memo. He noted there may or may not be telephone interviews depending on the amount of candidates. Lastly, there will be a group of finalists brought in for an in-person interview with the full Board with the notion that the President and Vice President ask questions. Questions from other Commissioners must be submitted to either the President or Vice President prior to the interview. President Murdock advised this is to protect the candidate from feeling overwhelmed during the interview. It was agreed that any deliberations amongst Commissioners would be held in closed session. Vice President Goebel suggested an independent observer in the closed session in the spirit of transparency. Subsequent discussion followed whether an observer would be necessary and who that independent observer would be. It was decided that staff would reach out to The League of Women's Voters for a potential independent observer.

Commissioner Duffy questioned the fact that only the President and Vice President would be allowed to ask questions of the interviews. A brief discussion followed regarding this topic. It was agreed that the process be modified to allow for

Lastly, President Murdock asked that the Board declare an official vacancy. Commissioner Duffy moved and Commissioner Frazier seconded a motion to declare an official vacancy on the Board of the Park Commissioners.

By a unanimous voice vote; Motion Carried.

Director Wilson advised that a press release announcing a vacancy would be distributed tomorrow and staff would start accepting applications in a window from August 10th through August 29th. The goal being a September appointment. It was clarified that additional deadlines are contingent upon the number of applicants and that the proposed deadlines in Director Wilson's memorandum are subject to change.

11.0 ADJOURNMENT

There being no further business to conduct, President Murdock adjourned the Regular meeting at 11:18 p.m.

Minutes Approved on: TBD

Respectfully Submitted,

Catherine Serbin

Catherine Serbin

Executive Administrative Assistant



WILMETTE PARK DISTRICT Committee-of-the-Whole Meeting Minutes

Monday, July 12, 2021 6:30 p.m. – Village Hall Chambers Council

PRESENT

Commissioners: President Mike Murdock, Vice President Julia Goebel, Financial Planning and Policy Chair Cecilia Clarke, Patrick Duffy, Kara Kosloskus, Allison Frazier and Todd Shissler

Secretary/Executive Director: Steve Wilson

Staff: Emily Guynn, Kristi Solberg and Catherine Serbin

Visitors: Park Board Attorney, Andrew Paine and Karen Meersman

ABSENT

None

1.0 MEETING CALLED TO ORDER

The meeting was called to order at 6:33 pm.

A. ROLL CALL TAKEN

2.0 COMMUNICATIONS AND CORRESPONDENCE

Commissioner Clarke stated she had received an e-mail from Walter Keats with some comments on the Board Manual that did not make it into tonight's packet. She advised that there will be another Committee-of-the-Whole regarding this topic and that his comments will be included in the next packet for consideration.

3.0 Public Comment/Recognition of Visitors

The Attendance Sheet will become part of the permanent record.

4.0 New Business

2.1 REVIEW OF BOARD OPERATIONS MANUAL - DISCUSSION

Commissioner Clarke stated some of the Board Manual updates are fairly straightforward as it needs to be brought in line with statute. There are other changes that will require Board consideration such as determination of Board policy. She referred to the Memorandum Park Board Counsel Andrew Paine had created and suggested the Board review it section by section. President Murdock clarified that the Memorandum in question was not originally released to the public because it contained confidential information. Commissioner Clarke opened the floor up for Board comment prior to starting the review.

Commissioner Goebel stated there are certainly administrative items that are out

of date. She provided the example of IPads not being mentioned in the bylaws and that it is now a way the Board uses to communicate. She suggested that the bylaws be updated for purposes of consistency with the way the Board currently operates. She then asked if there is any other things the Board should consider with the spirit with which the Board is adapting the bylaws, aside from administrative. She stated that in other groups she has been a part of, sometimes the governing documents have been revised with a vision to more fully realize the mission of the organization. She also noted it has been over 11 years since the Board Manual has been revised.

Commissioner Clarke stated she has some policy questions that the Board may want to consider that are not in the Board Manual, but that she is not ready at this point to raise them. Commissioner Duffy asked if Commissioners Goebel and Clarke were referring to changing the mission statement or incorporating the mission statement into the governing documents. Commissioner Goebel replied not necessarily but that sometimes that is a reason that prompts a change in a governing document and hypothetically asked if the bylaws match the spirit of the organization any longer. Commissioner Duffy stated that he liked the idea of either changing Board operations to fit the organizational manual or changing the manual to fit the way the Board operates. There was subsequent discussion regarding strict adherence to the Board Manual and whether there was any flexibility in how the Board operates.

Section 2.01 – Per Counsel's advice, it was unanimously agreed there are no changes.

Section 2.02 – Commissioner Murdock acknowledged that the Board had received an e-mail from a resident that suggested the Board expand the oath to include references to other statutes. It was agreed that the Board would default to Counsel's recommendation in that there was no change necessary. Commissioner Clarke also noted that the oath is broader than what is required.

Section 2.03 – Regarding the Annual Meeting date, there was subsequent discussion as to whether the specific reference to the "second Monday in May" was necessary in the Board Manual. Commissioner Clarke acknowledged that removing it would allow for more flexibility, however, in the interest of full transparency to their constituents, she argued in favor of keeping this language. Mr. Paine added that in addition to whatever is listed in the Board Manual, the Open Meetings Act requires the Board to adopt and publish the schedule of regular meetings, whether at the beginning of the fiscal year or calendar year. Therefore, the meeting dates will be laid out. He further stated that while including it in the Board Manual adds another layer of transparency, it also restricts the Board to that date. President Murdock stated that most substantive work is done at the Committee level and would prefer more flexibility. Debate ensued pursuant to whether the Board should adopt broader language in regards to the Annual Meeting date. Commissioner Goebel suggested the conversation may be

beginning to conflate Sections 2.03 and 2.04. Commissioner Clarke suggested the language be revised to state the Annual Meeting be held in May immediately following the regular Board meeting. It was agreed that the words "on the second Monday in May" be stricken from the Board Manual. There was a brief discussion as to when this Section had last been revised, when the Board Manual had last been opened for revisions and what compels the Board to make changes now. Mr. Paine clarified that the Board Manual was most likely amended in 2010 due to major revisions in the Open Meetings Act and Freedom of Information Act to bring the document into compliance. He stated that there have been many changes to the law in the past eleven years and that it is good practice from an administrative standpoint to review the Board Manual every so often to ensure consistency with statute, technology and current practices. Commissioner Kosloskus and Commissioner Duffy suggested adopting all of Counsel's suggestions regarding statute for efficiency.

Section 2.05 – It was agreed that the language be updated to align with current statute and modern practices.

Section 2.08 - It was unanimously agreed that this Section be updated to match existing law and that everything after the word "provided" be stricken.

Section 2.09 – Commissioner Clarke asked that this Section be deferred for a policy discussion at another time. At this point, Commissioner Duffy asked Commissioner Clarke if the Board could skip to Sections with which she disagreed with. There was subsequent debate as to what the process would be for reviewing this document.

Section 2.10 – Commissioner Clarke acknowledged Counsel's comments regarding the unnecessary summary of the concepts of ordinances, resolutions and motions. Mr. Paine clarified that many things in the Board Manual are not legally required or are reciting statuary law, however, the purpose of this document is to guide the Board. He personally views the document as a roadmap for how to serve on the Board and this information be educational for Commissioners who have never served on a public Board. It was unanimously agreed that the only changes to this Section would be to update a citation and strike the final sentence.

Section 2.11 – Commissioner Clarke asked that this Section be deferred for a policy discussion at another time.

Section 2.12 – Per Counsel's advice, it was unanimously agreed there are no changes.

Section 2.13 – Per Counsel's advice, it was unanimously agreed there are no changes.

Section 2.14 - Commissioner Clarke noted that part of this Section contains statutory updates. She acknowledged Counsel's comments questioning whether the Board has the authority to remove an officer for malfeasance. Mr. Paine added that the Board has limited authority to remove a seated Commissioner as well as Board-elected officers, such as the President or Vice President. Commissioner Clarke asked why Mr. Paine would question the Board's authority to change their vote or potentially remove an officer. Mr. Paine clarified that as a non-home rule unit of government, the Park Board only has powers that are expressly provided by statute or reasonably inferred by statute. Mr. Paine advised there is nothing he is aware of that gives Board's the power to remove their elected officers. Once elected, a Commissioner serves until their successor is elected and qualified. There is nothing in statute that talks about removal. Therefore, he questioned the Board's authority to do so in the Board Manual. Mr. Paine recommended that subsection (c) be changed. President Murdock asked for clarification regarding Counsel's comment about subsection (b). Mr. Paine advised that the Board has the authority to elect the President, the Vice President, the Secretary and the Treasurer. The President and Vice President are members of the Board. The Secretary and the Treasurer do not have to be members of the Board, they can be staff or a third party. Mr. Paine cautioned the Board against having some sort of precedent or authority whereby it is leading people to believe that the Board can hire or fire staff. He clarified that any hiring or firing in this Section is in regards to those Officials who serve as Secretary or Treasurer. The day to day hiring is vested in the Executive Director. It was agreed that Mr. Paine would propose a clarification in the Board Manual.

Section 2.15 – President Murdock proposed that all male references be removed in Sections 2.15 through 2.19. It was unanimously agreed that all gender references throughout the document be removed by Counsel.

Section 2.16 – It was unanimously agreed that Counsel remove the reference to a Community Relations Committee that does not meet.

Section 2.23 – Commissioner Clarke noted that part of this Section contains statutory updates. It was agreed that the remaining part of this Section be deferred for a policy discussion at another time and that Counsel make the applicable statutory related changes.

Sections 2.24 – Commissioner Clarke asked that this Section be deferred for a policy discussion at another time.

Section 2.27 – It was agreed that the language be modified per Counsel's recommendation to reference "as required by applicable law".

Section 2.28 – Commissioner Clarke asked that this Section be deferred for a policy discussion at another time.

Section 2.29 - Commissioner Clarke asked that this Section be deferred for a policy discussion at another time.

Section 2.30 – It was discussed whether the language be modified per Counsel's recommendation to eliminate the reference to specific documents in subsection 2. Commissioner Goebel proposed subsection 2 be amended to read as "Availability of Board policies and administrative procedures and various documents which may include but are not limited to:" Commissioner Frazier agreed and asked that this Section remain more inclusive for new Board members. Commissioner Kosloskus noted that Counsel advised these documents are lengthy and also available online. She stated that after reviewing the Voucher Report, she did notice how much money was spent printing the hardcopy materials that were provided to her in binder form. For the purpose of stewardship, Commissioner Kosloskus suggested that a comment be added to state that these documents are available electronically. Commissioner Duffy also suggested that documents may be added to this list at the Executive Director's discretion.

Section 2.31 – It was unanimously agreed that this Section be revised to comply with statute.

Section 2.32 - Commissioner Clarke asked that this Section be deferred for a policy discussion at another time.

Karen Meersman gave a brief explanation as to the new Village streaming system and noted that they cannot control when the cameras and microphones turn on and off. She advised that the equipment will automatically turn on at 7:30 p.m. It was agreed that any policy discussion be deferred.

5.0 ADJOURNMENT

There being no further business to conduct, Commissioner Murdock moved and Commissioner Clarke seconded a motion to adjourn the Committee-of-the-Whole meeting at 7:25 p.m.

By a voice vote; Motion Carried.

Minutes Approved on: TBD

Respectfully Submitted,

Catherine Serbin

Catherine Serbin

Executive Administrative Assistant



Voucher List Presented to the Board of Park Commissioners At the Regular Meeting of September 13, 2021

Voucher List - Reconciliation August-21 (Vendor Disbursements Over \$5,000)

Vendor Name	Amount	Type of Service/Products	#
IL Municipal Retirement Fund	115,154.92	Employee and Employer Contributions	
PDRMA	113,881.97	Property, Liability, Empl Practice Workers Comp & Health	
Gewalt Hamilton Assoc., Inc	35,530.50	Professional Services for Various Projects	
Currie Motors	31,903.00	BLDG. Serv.Cargo Van 2021 Ford Transit	
IMPERIAL SERVICE SYSTE	26,243.00	Cleaning Services for Various Areas	#
The Northwest Passage	22,312.50	Kayak and Sup Sessions	
Village of Wilmette	22,128.14	Water/Sewer for Various Areas	#
Sportskids Inc	20,714.32	Summer Classes & Camps	
The SpyGlass Group, Inc.	20,123.50	Telecommunications Consultant	
A Lamp Concrete Contractors, Inc.	18,988.69	Cart Path Construction	
Illinois Baseball Academy	17,304.00	Extra Innings Summer Camp	
The Lakota Group	14,406.00	Comprehensive Plan for Gillson	
BTSI	13,841.18	Golf Supplies	
REAL V, LLC	12,002.69	Summer Camps	
SERVICE SANITATION	11,706.00	Portables for Various Functions	#
Popcorn Media LLC	10,706.40	Balance for Movie Star Camp	
Avalon Petroleum Co	9,594.78	Diesel Fuel for Various Areas	
Seaway Supply Co	9,064.54	Supplies for Various Buildings	
Upland Design LTD.	8,570.12	Maple Park- Playground Project	
Halogen Supply Co Inc	8,273.60	Chemicals and Repairs for Pool	
ENGIE Resources LLC	8,249.79	Electric Services for Various Areas	
On-The-Go Sports Inc	8,247.29	Contract Services for Various Sports Camps	
DiMeo Bros., Inc.	7,000.00	Tennis/Ice Repair to Main Water Line	
DMI* DELL HLTHCR/PTR	6,854.25	Dell Latitude 5520 Laptops	#
Amazon	3,493.51	Supplies for Various Programs	#
Amazon	2,217.14	Equipment for Various Areas	#
Amazon	612.85	Supplies for Parks	# \$6,838.17
Amazon	410.68	Office Supplies for Various Areas	# \$6,838.17
Amazon	93.63	Supplies for Various Buildings	#
Amazon	10.36	Materials for leadership training	#
Tyler Technologies	6,629.89	Software Maintenance	
Great Lakes Turf	6,007.35	Greens Fertility Program	
ICMA Retirement Trust - 457	5,240.21	Employee Contributions	
Konica Minolta Business Solutions	5,124.52	Copier Leases and Usage for Various Areas	
Total	\$ 602,641.32		
Other Sundry Services/Products	132.403 87	Details on following page	
	.02, .00.01		

Total		\$ 602,641.32	
Other Sundry Services/Prod	ucts	132,403.87	Details
Total Voucher List		\$ 735,045.19	=
Payroll Transfers			_
8/13	3/2021	\$ 455,227.82	
8/27	7/2021	\$ 323,066.35	
Total Payroll Transfers		\$ 778,294.17	_
Total Vouchers and Transfer	s	\$ 1,513,339.36	=

- Paid with PCard

We, the undersigned Officers of the Wilmette Park District,	do hereby singularly approve for payme	ent the above listed and detailed list of bill	s chargeable for the above
stated month and on which further approval was passed at	a regularly scheduled meeting of the Bo	oard of Park Commissioners of the Wilme	tte Park District.

Commissioner-Motion Commissioner-Second



Voucher Approval Report Vendor Disbursements under \$5,000 by amount Presented to the Board 09/13/2021

#	Type of Service/Products	Amount	Vendor Name
#	All Buildings - Trash/recycling service	,	WASTE MGMT WM EZPAY
	Irrigation and Repairs for Various Areas		Halloran & Yauch, Inc.
	Golf Inventory for Resale		Nike USA Inc.
	Communication Charges for Various Areas	4,332.37	AT&T
	Irrigation Supplies	4,321.33	Arthur Clesen Inc.
<u> </u>	Police Detail for Gillson	4,125.63	VILLAGE OF WILMETTE
	Summers End Inflatables	3,640.00	Record-A-Hit Inc
	Equipment for Various Areas	3,382.14	Reinders Inc
	Cell Phone Service for Various Areas	3,359.15	Verizon Wireless
	Gas Service for Various Areas	3,331.65	Nicor Gas
	Legal Services for Wilmette Park District	3.129.00	Tressler, LLP
#	Rights for Various Shows		MUSIC THEATRE INTL
#	Recreation - July 3rd light towers		BURRIS EQUIPMENT CO.
	Professional Landscape Services for Various Areas		Christy Webber Co
	Chess Enrichment- 1 Week Summer Camp		Chess-Ed LLC
<u> </u>	CRC- Field Paint Supplies		Pioneer Manufacturing Co Inc
#	Internet and TV for Various Areas		COMCAST CHICAGO
- 17	07/21 Illinois Sales Tax		III. Dept. of Revenue
⊢	Summer Dog Classes	,	Bushwaller, Sally
<u> </u>	<u> </u>		
	Equipment Supplies		One Way Solutions, LLC.
#	Lighting for Various Areas		CONNEXION
#	Ice - Repairs to lift for inspection		GARAVENTA IL
<u> </u>	Maintenance and Repairs		Direct Fitness Solutions LLC
#	Luncheon for Women's Golf Day		A LA CARTE
	WPD Employee Premiums		New York Life Insurance Co
<u> </u>	CO2 for Pools		American Compressed Gases Inc
<u> </u>	Pond Treatments	,	Aquatic Ecosystems Mgt Inc
#	West Park - Drinking fountain	,	MARK'S PLUMBING PARTS
#	Full Day Preschool Cots & Sheets	,	DISCOUNTSCH 8006272829
	Reptile Show Various Camps		Jim Galeno
#	Managed Backup Service		THINKGARD
#	Yankee Doodle Dash Race Timing	1,295.40	IN *J3 EVENTS INC
#	West Park - Doggie bags	1,284.91	DOG WASTE DEPOT
#	Patron Identification Cards	1,200.00	IDENTISYS INCORPORATED
	Flexible Spending	1,195.27	Wage Works
#	NRPA Registration Fees	1,190.00	NRPA CONFERENCE
	Satellite Board Repair	1,184.46	Leibold Irrigation Inc
	Embroidered Logo Flags	1,173.79	Prestige Flag
#	Pizza lunch - Summers End Camp	1,172.82	DOMINO'S 2888
	Chlorine for Pools	1,154.37	Univar
#	Annual NRPA Membership Dues		NRPA OPERATING
#	Supplies and Tools for Various Areas		THE HOME DEPOT #1902
	Employee Contributions		AFLAC
#	USAG Coaches training and memberships		USAGYMNASTIC
#	Medals for Yankee Doodle Dash		CROWN TROPHY
#	Credit Card Interface Fee		PLUG N PAY TECHNOLOGIE
#	CRC - HVAC repair		DREISILKER ELECTRIC MO
	Admin Mail Machine Lease		Pitney Bowes Inc
<u> </u>			
	Supplies for Various Areas		Menards - Skokie Store FOX VALLEY FIRE AND SA
#	Fire Alarm Radio Lease for Various Areas		
#	General Manager Annual Dues		PGA OF AMERICA MEMBERS
#	Custom Golf Clubs for Resale		COBRA-PUMA GOLF INC
<u> </u>	Golf - Cleaning Services		A & J Sewer Service
<u> </u>	Paint and Supplies for Various Areas		The Sherwin-Williams Co
#	SHRM advanced certification		SHRM LEARNING SYSTM
#	•		
#			
<u> </u>			
<u> </u>			
#	0 0		FASTSIGNS 100101
<u> </u>	Weekend Diving Instructor		Lipsey, Katie
<u> </u>	July Liquor Liability		Market Access Corp
#	Supplies - Beach Wristbands		24HOURWRISTBANDS.COM
	Golf- Rodding Out of Floor Drains	500.00	Noble Plumbing & Sewer Contractors Inc
	RIB Boat Repairs Catering for Camps and PT Staff Meeting Irrigation Pump Spring Service Water Treatment for Ice Signage and Brochures for Various Areas Weekend Diving Instructor July Liquor Liability Supplies - Beach Wristbands	717.80 687.14 670.00 655.50 609.04 595.50 525.00 517.13	COMPASS MA* COMPASS MA GOODE & FRESH PIZZA BA Absolute Service Inc Wet Solutions, Inc FASTSIGNS 100101 Lipsey, Katie Market Access Corp 24HOURWRISTBANDS.COM

PP*CHARMMDFOUN	500.00	Admin team DISC profile workshop	#
TRITZ BEVERAGE SYSTEMS		Repair to the Beer Draft System	#
ARLINGTON POWER EQUIPM		West Park - Hedge trimmer	#
STATE CHEMIC*STATE CHE NAVAJO MANUFACTURING C		CRC air care program Sunglasses for Resale	#
Napa Auto Parts/Genuine Parts Co		Parks- Oil Filters for Service and Stock	#
ALARM PROCESSING CENTE		Alarm for Various Areas	#
COMCAST BUSINESS	471.28	Comcast Phone	#
Technology Mgt Rev Fund		Park District Wide Internet Service	
AZTEC SUPPLY CORP		All building p screens	#
Cintas First Aid & Safety Russo's Power Equipment		First Aid Supplies for Various Areas Parks- Hedge Trimmer & Adapter	
DISCOUNT PLAYGROUND		Thornwood Park - Grounds repairs	#
KAUFMANS BAGELS AND DE		Special Event Supplies	#
OFFICE DEPOT #510	383.96	Supplies for Various Areas	#
GRAINGER		Repairs for Various Areas	#
UNITED 01623603250544		West Park - K. Solberg conference travel	#
ADVANCED TURF SOLUTION ILIPRA.ORG		Parks/Community - Ground supplies	#
JEWEL OSCO 3216		Job Postings for Various Areas Supplies and Food for Various Programs and Areas	#
Falcon Welding and Construction		Gillson- Boat # 3 Welding Gas Tank & Hoses	"
ILLINOIS GOVERNMENT FI		2021 IGFOA Conference	#
NRPA HOUSNG 800 906 42		NRPA Lodging	#
EIG*CONSTANTCONTACT.CO		Monthly Fee for Eblast/Enewsletter tool	#
SOS Technologies		AED Batteries to IPADs	ш
MILLEN HARDWARE TONY'S FRESH MARKET #1		Supplies for Various Areas West Park - Staff lunch	#
SP * GOTAGS		Dog Tags	#
U.S. PLASTIC CORPORATI		West Park - Barrels/tent anchors	#
WAL-MART #3725		Supplies for Various Programs	#
GROOT INDUSTRIES INCOR		Buildings - Trash/recycling	#
DES PLAINES PARK DISTR		CIT field trip	#
CHICAGO PARTS AND SOUN		West Park - Shop replacement batteries Parks- 4 Tires for Landscape Trailers	#
Pomp's Tire Service Inc Taflove, S		Various lessons	
SQ *GORDON FOOD SERVIC		Meeting- Staff BBQ	#
POWER SYSTEMS-800-321-		Studio Equipment - Project Code: 21204210	#
Burris Equipment Co		Parks- Lever for Wacker Bucket	
Wilmette Harbor Association		RIB Gas	
Pineapple Invite Haveron, Amelia		Entry Fees Weekend Diving Instructor	
Golf Mill Ford Inc		Equipment for Various Vehicles	
Vanguard Energy Services LLC		Gas Service for Various Areas	
MOBILE MINI	179.03	Storage for sailing	#
Weiss Ace Hardware		Tools and Supplies for Various Areas	
TST* PEQUOD'S PIZZA -		Camp lunch	#
Site One Landscape Supply LLC CKO*WWW.ISTOCKPHOTO.CO		Drainage Grates Monthly Fee for Stock Image Service	#
SANGOMA US INC		Fax Service	#
WILMETTE BICYCLE & SPO		Softballs for Programs	#
CVS/PHARMACY #10467		Prizes for Swim Instructors	#
LEFTYS PIZZA KITCHEN		Board Meetings	#
Grower Equip & Supply Co		Parks- Blades for Zero Mowers	,,
WM SUPERCENTER #844 Jorson & Carlson Co Inc		Supplies - Summers End Camp Zamboni Blade Sharpening	#
Able Engravers		Parks Plagues Replacement	
WALGREENS #2619		Supplies for Various Areas	#
DISCOUNTSAFETYGEAR.COM		Supplies-FA Gloves	#
GARVEYS OFFICE PRODUCT		CRC maintenance supplies	#
Mood Media		Music for Ice/Pool	31
LOWES #02728* FS *BRIGHTPOD.COM		Propane for grills Marketing Management Software	#
WRISTBANDEXPRESSCOM		Supplies-Special Wristbands	#
Interstate Battery System		New Batteries	-"
GFS STORE #1917		Meetings-Staff BBQ	#
ADDISON BUILDING MATER		West Park Shop - equipment supplies	#
Accurate Document Destruction		July 2021 Shredding Pickup	,.
SHERWIN WILLIAMS 70372		Paint/repairs for various areas	#
YOURCOURTS SUBSCR HARBOR FREIGHT TOOLS 7		Court Reservation Software West Park - A/C gauges for shop	#
PANERA BREAD #600639 O		System integration meeting	#
JAMF SOFTWARE, LLC		Apple Mobile Device Management	#
Anderson Lock	53.10	CRC- Door Stop and Latch	
NCPERS Group Life Insurance ANSWERING SERVICE		IMRF Vol- Life Post Tax Answering Service for Various Areas	#

132,403.87

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From: <u>Steve Wilson</u>
To: <u>Catherine Serbin</u>

Subject: FW: [external] LWV-Wilmette Statement on Park Board Request that LWV-Wilmette Observe Closed Session

Interviews of Applicants to Fill Park Board Vacancy

Date: Thursday, September 9, 2021 6:41:31 PM

For Monday's board packet.

Thanks.

Steve Wilson
Executive Director
Wilmette Park District
www.wilmettepark.org
847-256-9617

Sent: Monday, August 16, 2021 5:22 PM

To: Mike Murdock <mmurdock@wilpark.org>; Julia Goebel <jgoebel@wilpark.org>; Cecilia Clarke <cclarke@wilpark.org>; Patrick Duffy <pduffy@wilpark.org>; Allison Frazier <afrazier@wilpark.org>; Kara Kosloskus <kkosloskus@wilpark.org>

Cc: Steve Wilson <swilson@wilpark.org>

Subject: [external] LWV-Wilmette Statement on Park Board Request that LWV-Wilmette Observe Closed Session Interviews of Applicants to Fill Park Board Vacancy

At its August 9 Park Board meeting, the Park Board discussed at length and outlined the process for filling the Park Board vacancy that has arisen due to the recent resignation of Todd Shissler. Part of the process the Park Board discussed for filling the vacancy includes interviews with finalists in closed session. Commissioners discussed why those sessions should be closed and whether there are options for more transparency in those closed sessions; one Commissioner suggested inviting a neutral observer to those closed sessions, and the Park Board asked if LWV-Wilmette could serve in that function. After much consideration, LWV-Wilmette has declined to play such a role. First, LWV-Wilmette is concerned that filling such a role could compromise its non-partisan commitment. As a reminder, the LWV takes action on issues, it does not support any political party or candidate. Second, LWV-Wilmette does not believe that playing such a role would provide any additional transparency to the process. The fact that the LWV-Wilmette is declining to play such a role is not a reflection of LWV-Wilmette's opinion on the Park Board process, on which LWV-Wilmette has no position. LWV-Wilmette suggests, however, that if the Park Board's goal is added transparency, it could achieve that by either interviewing all finalists together in one public forum or, as suggested by one of the Commissioners, broadcasting the interviews at a later date.

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Wendy Zun, Co-President LWV-Wilmette (773) 426-3764 From: <u>Steve Wilson</u>
To: <u>Catherine Serbin</u>

Subject: FW: [external] Zoom meetings

Date: Tuesday, September 7, 2021 11:39:43 AM

For next board meeting.

Steve Wilson
Executive Director
Wilmette Park District
www.wilmettepark.org
847-256-9617

From: Kathy Hargrave hargrave.kathy@gmail.com

Sent: Thursday, September 2, 2021 3:28 PM **To:** Steve Wilson <swilson@wilpark.org> **Subject:** [external] Zoom meetings

Dear Mr. Wilson,

We would really appreciate it if you could once again start having zoom meetings for the Wilmette Park district meetings. Covid is not over. And some of us are on the vulnerable side of health, making it difficult for us to attend these public meetings in person. Thank you.

Best regards Kathy Hargrave



DIRECTOR'S REPORT

September 2021

BEACH BASH 2021

The Ouilmette Foundation will be holding the second Beach Bash on September 18, 2021. The first event in 2019 was very well attended and consequently very successful in its efforts to fundraise. In 2020, like many things, it did not take place due to COVID. The foundation is working with staff of the District to make sure the event is not only fun and successful, but also safe for those in attendance. As we are about one week away from the event, and the local incident rate of COVID is low, as well as this is an outdoor event, the decision to hold the event has officially been made. Therefore, I encourage everyone to purchase tickets to support the Foundation which supports our community, and come and enjoy a fun evening with local food, drink and entertainment like Antler Chandelier and Chris Karabas. Tickets can be purchased at ouilmettefoundation.org.

GILLSON COMPREHENSIVE PLAN

I want to update the board and the community about where the planning process is as of today. The conceptual planning is ongoing with Lakota and Woodhouse Tinucci. They have heard the direction from the board, staff and community and are working to create various concepts that reflect the collective input and feedback. Once the concepts are ready to present, the Board will hold a Committee of the Whole meeting, provide feedback, and then direction to the staff and consultants on the next round of public input gathering. Therefore, the consultants will not be in attendance on Monday as the conceptual designs have not reached a point where a presentation would be fruitful.

BOARD VACANCY

The District received applications from seven residents interested in filling the vacancy on the Board of Park Commissioners. As posted on the District's website, the Board has agreed to interview all seven individuals as the number of applicants is small enough to warrant speaking to everyone. At this time, due to many competing professional and personal schedules of the board and staff, no dates have been solidified for the interviews to take place, but we are working to find a dates, likely in early October.

AGENDA ITEMS

5.31 – At the Parks and Recreation Committee Meeting on Thursday, September 9th, the Committee discussed the topic of bathrooms at Community Playfields and are ready to bring forth a recommendation for consideration to the Board. Please find included an

Director's Report September 2021

updated memo from Superintendent Solberg to assist in the Board's discussion, which will take place during the Committee's report.

- 8.1 The Maple Avenue Storm Sewer System consists of a sixty (60) inch pipe located on Maple Avenue, with a discharge to the District's North Shore Channel. Installed in 1995, the Maple sewer connects neighborhood storm sewers on Gregory from Broadway to 3rd as well as on 3rd Street and 4th Street. Twenty-five years ago, the Village and the Metropolitan Water Reclamation District of Greater Chicago executed an easement to allow for the construction of the Maple Avenue Sewer on MWRD property. The existing agreement expired on August 7, 2021 and the Village hopes to approve a Resolution creating a new 25-year easement agreement with MWRD for the Maple Avenue Storm Sewer System. The reason this is before the Board today is because the easement encumbers a 2,895 sq. ft. portion of land leased by the Park District from the MWRD. Consent of the Wilmette Park District must be provided as a part of the new agreement. Though consenting to this easement, the Wilmette Park District is not a party to this easement agreement. You will find this item under New Business on the agenda.
- 8.2 At a prior meeting, the Board reviewed the Lakeview Center renovation proposal. A copy is hereby attached to this report and before the Board for approval. You will find this item under New Business on the agenda.
- 8.3 In order for the Consultants to move forward with their due diligence, the attached Services Proposal must be approved. You will find this item under New Business on the agenda.
- 8.4 Attached to this report you will find a memo outlining the results of the bids for the path improvements at Community Playfields. The bid results were in line with budget and you will find this item under New Business on the agenda.

Attachments

- 1) Updated Community Playfields Bathroom Memo
- 2) Maple Avenue Storm Sewer System Easement Agreement
- 3) Lakeview Center Design Proposal
- 4) Lakeview Center Services Proposal
- 5) Community Playfields Path Bid Memo
- 6) Parks and Planning Department Report
- 7) Recreation/Facilities Department Reports
- 8) General Administration Operations Report



Memorandum

Date: September 9, 2021

To: Steve Wilson, Executive Director

From: Kristi Solberg, Superintendent of Parks and Planning

cc: Emily Guynn, Superintendent of Recreation

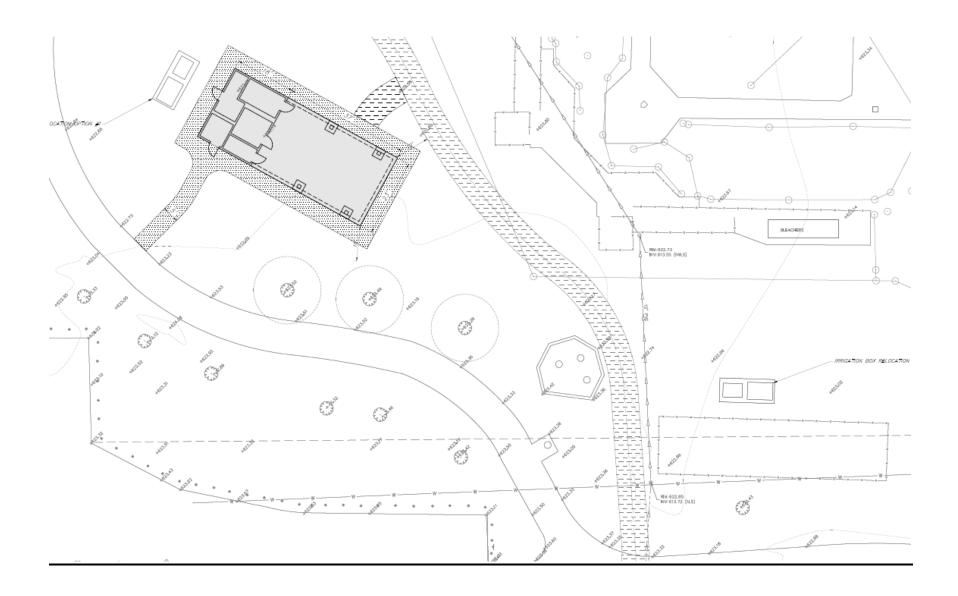
Re: Community Playfields Bathroom Discussion

Below is the follow up information that was requested during the Park Board meeting in August regarding option B and the irrigation pump relocation.

If you have any questions, please let me know.







Other cost/styles to consider

- -Cost to reduce the picnic shelter from 6 tables to 4 tables
 - Potentially reduce from 135k to 110k
- -Cost to move the sidewalk south by existing irrigation pump and adding landscaping/fencing north of new sidewalk to hide the pump boxes
 - Roughly \$9-\$10k to remove and replace about 50' of sidewalk to give room between the sidewalk and irrigation stations for some screening landscaping

-To do a different type of shelter (tent, awning, etc) would still require a concrete pad underneath as the turf will die due to a lack of sun and become muddy. In addition, both Skokie and D39 experienced tents blowing over in the last year leading to weather/safety concerns.







RESOLUTION NO. 2021-R-44

A RESOLUTION APPROVING AN EASEMENT AGREEMENT WITH THE METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

WHEREAS, the Village of Wilmette, Cook County, Illinois (the "Village") is a home rule municipal corporation as provided in Article VII, Section 6 of the 1970 Constitution of the State of Illinois and, pursuant to said constitutional authority, may exercise any power and perform any function pertaining to its government and affairs for the protection of the public health, safety, morals and welfare; and

WHEREAS, on August 8, 1996, the Village of Wilmette ("Village") and the Metropolitan Water Reclamation District of Greater Chicago ("District"), a body corporate and politic, entered into an easement agreement for the use of District owned real estate under lease to the Wilmette Park District dated May 6, 1965, traversing North Shore Channel Parcel 1.08 located south of Maple Avenue in Wilmette, Illinois, to construct, install, reconstruct, operate, maintain, and remove a public sewer line commonly known as the District's North Shore Channel Parcel 1.08 ("Original Agreement"); and

WHEREAS, the Original Agreement has expired on August 7, 2021, but remains in operation; and

WHEREAS, the Village of Wilmette desires to enter into the attached Easement Agreement (defined below) with the District to renew the same use at the same location as authorized in the Original Agreement for another twenty-five (25) years, expiring August 7, 2046; and

WHEREAS, the President and Board of Trustees find that executing the attached Easement Agreement is in the interest of the public health, safety, and welfare of the residents of Wilmette;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Wilmette as follows:

SECTION ONE: The above recitals are incorporated into this section one as if fully set forth.

SECTION TWO: The Easement Agreement attached as Exhibit A is hereby approved.

SECTION THREE: The Village Manager is authorized to execute the Easement Agreement. Prior to executing the Easement Agreement, the Village Manager is authorized to make changes to the form of the Easement Agreement at his discretion.

SECTION FOUR: The Village Manager or his designee is authorized to secure the District required insurance coverage, which may include self-insurance coverage.

SECTION FIVE: The Village Manager is authorized to take any action necessary to carry out the purpose of this Resolution and this Resolution shall be in full force and effect from and after its passage.

SECTION SIX: This Resolution shall be in full force and effect from and after its passage. **ADOPTED** on **August 24, 2021,** pursuant to the following roll call vote:

AYES:	None.		
NAYS:	None.		
ABSTAIN:	None.		
ABSENT:	None.		
			
		Village Clerk	
Approved of	n August 24, 2021.		
		Village President	
Attest:			
Village Clerl	K		

DOCUMENT PREPARED BY AND AFTER RECORDING, RETURN TO:

Metropolitan Water Reclamation District Of Greater Chicago Law Department/Real Estate Division 100 E. Erie St. Chicago, IL 60611

Attn: Margaret T. Conway

P.I.N.: 05-35-307-019-0000

This space reserved for recorder's use only.

Village of Wilmette Maple Avenue Sewer - NSCP 1.08 Easement No. E-254 File No. 19-NE-011 REV. April 1, 2021

EASEMENT AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of April, 2021, by and between the METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO, a body corporate and politic organized and existing under the laws of the State of Illinois, hereinafter called the "District" or "Grantor", and the VILLAGE OF WILMETTE, a municipal corporation organized and existing under the laws of the State of Illinois, hereinafter called the "Grantee."

WHEREAS, on August 8, 1996, the District's Board of Commissioners granted a 25-year, 4,110 \pm sq. ft. non-exclusive easement to Grantee to construct, reconstruct, install, operate, maintain, repair, replace and remove a 60-inch storm sewer and outfall structure with headwall and rip-rap on District real estate located south of Maple Avenue in Wilmette, Illinois and commonly known as the District's North Shore Channel Parcel 1.08;

WHEREAS, said easement expires August 7, 2021;

WHEREAS, upon expiration of said easement, Grantee desires a new 25-year, $2,895\pm$ sq. ft. easement to continue to operate, maintain, repair, replace and remove the 60-inch storm sewer and outfall structure with headwall and rip-rap on the District's North Shore Channel Parcel 1.08, located south of Maple Avenue in Wilmette, Illinois, being the real estate legally described and depicted in the plat of survey which is attached as Exhibit A hereto and made a part hereof ("Easement").

Premises"), and generally depicted in the aerial photograph which is attached as Exhibit B hereto and made a part hereof;

WHEREAS, North Shore Channel Parcel 1.08 is under lease to the Wilmette Park District, under that certain lease agreement dated May 6, 1965 that expires, as extended, May 31, 2032;

WHEREAS, this Easement is subject to the written consent of the Wilmette Park District, with said consent being obtained by Grantee; and

WHEREAS, the District is willing to grant to Grantee the easement aforesaid upon this condition and the conditions hereinafter set forth;

NOW, THEREFORE, for and in consideration of the representations, covenants, conditions, undertakings, and agreements herein made, the parties hereto agree as follows:

ARTICLE ONE

- 1.01 The District hereby grants unto Grantee a $2,895\pm$ sq. ft. non-exclusive easement, right, privilege and authority for 25-years commencing August 8, 2021, and expiring August 7, 2046, for the sole and exclusive purpose to continue to operate, maintain, repair, replace and remove a 60-inch storm sewer and outfall structure with headwall and rip-rap on the Easement Premises, said improvements hereinafter for convenience sometimes called "Improvements and Facilities".
- 1.02 The District reserves the right of access to and use of the surface of the easement premises.
- 1.03 Grantee covenants and agrees in consideration of the grant of said easement to pay to the District an easement fee in the amount of TEN AND NO/100 DOLLARS (\$10.00) which is payable contemporaneously with Grantee's execution and delivery hereof.
- 1.04 In the event the Easement Premises are taxed due to Grantee's use of operating a public sewer line, then in such event, Grantee shall also pay, when due, all real estate taxes and assessments that may be levied, charged or imposed upon or against the Easement Premises described in Exhibit A and submit to the District evidence of such payment within 30 days thereafter.
- 1.05 Within ninety (90) days from the effective date of this Easement, Grantee shall record this Easement with the Recorder of Deeds of the county in which the Easement Premises are situated and submit to the District evidence of such recordation within 30 days thereafter.

ARTICLE TWO

2.01 The construction and installation of the Improvements and Facilities of Grantee on the Easement Premises shall be in accordance with plans and specifications therefor prepared at Grantee's expense and supplied to the District by Grantee. No work shall commence until said plans and specifications have been approved in writing by the Executive Director of the District.

- 2.02 The construction and installation of the Improvements and Facilities by Grantee on the Easement Premises shall be done to the satisfaction of the Executive Director of the District.
- 2.03 Grantee shall construct, install, operate, maintain and remove the "Improvements and Facilities", in a good and workmanlike manner at its sole cost, risk and expense.
- 2.04 Grantee shall compensate the District for any additional costs that the District may sustain in any future construction of sewers, reservoirs or any other surface or underground structures caused by the presence of the Improvements and Facilities of Grantee on the Easement Premises.
- 2.05 Grantee shall relocate or remove the Improvements and Facilities existing or constructed upon the Easement Premises at no cost to the District:
 - A. In the event that the subject premises are adjacent to any channel, waterway or reservoir, and said channel, waterway or reservoir is to be widened by the District or any other governmental agency; or
 - B. In the event that any agency of government, having jurisdiction over said channel, waterway or reservoir requires the relocation or removal of said improvements; or
 - C. In the event that said relocation or removal is required for the corporate purposes of the District.

ARTICLE THREE

- 3.01 The District expressly retains its interest in and rights to the use and occupation of the Easement Premises subject to the easement rights herein granted, and the District may grant further easements, assign, sell or lease the same to other parties subject to Grantee's right of use and a reasonable means of access to said Improvements and Facilities for construction, reconstruction, operation, maintenance, repair or removal thereof.
- 3.02 Grantee shall be solely responsible for and shall defend, indemnify, keep and save harmless the District, its Commissioners, officers, agents and employees, against all injuries, deaths, losses, damages, claims, patent claims, liens, suits, liabilities, judgments, costs and expenses which may in any wise accrue, directly or indirectly, against the District, its Commissioners, officers, agents or employees, in consequence of the granting of this Easement, or which may in anywise result therefrom or from any work done hereunder, whether or not it shall be alleged or determined that the act was caused through negligence or omission of Grantee or Grantee's contractors, subcontractors or their agents and Grantee shall, at Grantee's sole expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the District, its Commissioners, officers, agents or employees, in any such action, Grantee shall, at Grantee's sole expense, satisfy and discharge the same provided that Grantee shall first have been given prior notice of the suit in which judgment has been or shall be rendered, Grantee shall have been given an opportunity to defend the same and the District shall have given Grantee its

full cooperation. Grantee expressly understands and agrees that any performance bond or insurance protection required by this Easement, or otherwise provided by Grantee, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the District as herein provided.

3.03 (a) Grantee, prior to entering upon said premises and using the same for the purposes for which this Easement is granted, shall procure, maintain and keep in force, at Grantee's expense, the following public liability and property damage insurance in which the District, its Commissioners, officers, agents and employees, are a named insured as well as fire and extended coverage, and all-risk property insurance ("CLAIMS MADE" policies are unacceptable) in which the District is named loss payee from a company to be approved by the District, each afore-referenced policy shall have limits of not less than the following:

COMPREHENSIVE GENERAL LIABILITY Combined Single Limit Bodily Injury Liability

Property Damage Liability (Including Liability for Environmental Contamination of Adjacent Properties)

in the amount of not less than \$4,000,000.00 per Occurrence

and

ALL RISK PROPERTY INSURANCE (Including Coverage for Environmental Contamination of Easement Premises) in the amount of not less than \$4,000,000.00 per Occurrence

Prior to entering upon said premises, and thereafter on the anniversary date of such policies, Grantee shall furnish to the District certificates of such insurance or other suitable evidence that such insurance coverage has been procured and is maintained in full force and effect. Upon District's written request, Grantee shall provide District with copies of the actual insurance policies within ten (10) days of District's request for same. Such certificates and insurance policies shall clearly identify the premises and shall provide that no change, modification in or cancellation of any insurance shall become effective until the expiration of thirty (30) days after written notice thereof shall have been given by the insurance company to the District. The provisions of this paragraph shall in no wise limit the liability of Grantee as set forth in the provisions of paragraph 3.02 above, or

3.03 (b)Grantee prior to entering upon said premises and using the same for the purposes for which this Easement is granted, shall prepare and transmit to the District an acknowledged statement that Grantee is a self-insurer, and that it undertakes and promises to insure the District, its Commissioners, officers, agents, servants and employees on account of risks and liabilities contemplated by the indemnity provisions of this Easement (Article Three, Paragraph 3.02) above; and that such statement is issued in lieu of policies of insurance or certificates of insurance in which the District, its Commissioners, officers, agents, servants and employees would be a named or additional insured, and that it has funds available to cover those liabilities in the respective amounts therefor, as set forth as follows:

COMPREHENSIVE GENERAL LIABILITY

Combined Single Limit Bodily Injury Liability
Property Damage Liability (Including Liability for Environmental Contamination of
Adjacent Properties)
in the amount of not less than \$4,000,000.00
per Occurrence

and

ALL RISK PROPERTY INSURANCE

(Including Coverage for Environmental Contamination of Easement Premises) in the amount of not less than \$4,000,000.00 per Occurrence.

This statement shall be signed by such officer or agent of Grantee having sufficient knowledge of the fiscal structure and financial status of Grantee, to make such a statement on behalf of Grantee and undertake to assume the financial risk on behalf of Grantee and will be subject to the approval of the District.

ARTICLE FOUR

- 4.01 In the event of any default on the part of Grantee to faithfully keep and perform all singular the covenants, agreements and undertakings herein agreed by it to be kept and performed, or if said Improvements and Facilities are abandoned, the District shall give Grantee notice in writing of such default or abandonment; and if such default or abandonment shall not have been rectified within thirty (30) days after receipt of such notice by Grantee, all rights and privileges granted herein by the District to Grantee may be terminated by the District; and upon such termination, Grantee shall immediately vacate the Easement Premises and remove its Improvements and Facilities from said real estate and restore the land to its condition prior to Grantee's entry thereon, all at the sole cost of Grantee.
- 4.02 Grantee shall have the right to give the District written notice to cease and terminate all rights and privileges under this agreement. In the event of such termination, Grantee shall have a period of one-hundred twenty (120) days from and after such termination date to remove the Improvements and Facilities and to restore the land to its original condition at no cost to the District.

The expiration of said removal and restoration date shall in no event extend beyond the expiration date of this Easement.

- 4.03 Grantee understands and agrees that upon the expiration of this Easement, Grantee shall have removed or caused to be removed its Improvements and Facilities and any other things which Grantee has erected or placed upon said Easement Premises. Grantee further agrees to yield up said Easement Premises in as good condition as when the same was entered upon by Grantee. Upon Grantee's failure to do so, the District may do so at the sole expense and cost of Grantee.
- 4.04 Grantee expressly understands and agrees that any insurance protection or bond required by this Easement, or otherwise provided by Grantee, shall in no way limit the responsibility to defend, indemnify, keep and save harmless the District, as hereinabove provided.

ARTICLE FIVE

- 5.01 Grantee also agrees that if the District incurs any additional expense for additional work which the District would not have had to incur if this Easement had not been executed, then, in that event, Grantee agrees to pay to the District such additional expense as determined by the Executive Director of the District, promptly upon rendition of bills therefor to Grantee.
- 5.02 Grantee covenants and agrees that it will reimburse the District, make all necessary repairs at its sole cost and expense and otherwise keep and save harmless the District from any loss, cost or expense arising out of the granting of this Easement suffered to property of the District by way of damage to or destruction thereof, caused by any act or omission of Grantee, Grantee's agents, employees, contractors, or anyone else acting through or on behalf of Grantee, its agents, employees, contractors, or subcontractors.
- 5.03 During the term of this Easement, the District shall not be liable to Grantee for any loss, cost or expense which Grantee shall sustain by reason of any damage to its property or business caused by or growing out of the construction, repair, reconstruction, maintenance, existence, operation or failure of any of the sewers, structures, channels or other works or equipment of the District now located or to be constructed on said Easement Premises, or on the land of the District adjacent to said Easement Premises.

ARTICLE SIX

- 6.01 Detailed plans of subsequent construction or material alteration of Grantee's Improvements and Facilities shall first be submitted to the Executive Director of the District for approval. Construction work shall not begin until such approval is given to Grantee in writing.
- 6.02 Any notice herein provided to be given shall be deemed properly served if delivered in writing personally or mailed by registered or certified mail, postage prepaid, return receipt requested to the District in care of the Executive Director, 100 East Erie Street, Chicago, Illinois 60611, or to Grantee in care of:

Michael Braiman
Village Manager
Village of Wilmette
1200 Wilmette Avenue
Wilmette, Illinois 60077
Telephone #: (847) 853-7506

Facsimile #: (847) 853-7700

or to such other persons or addresses as either party may from time to time designate.

ARTICLE SEVEN

- 7.01 Grantee, prior to entering upon said premises and using the same for the purposes for which this Easement is granted, shall, at Grantee's sole cost and expense, obtain all permits, consents and licenses which may be required under any and all statutes, laws, ordinances and regulations of the District, the United States of America, the State of Illinois, the county, or the city, village, town or municipality in which the subject property is located, and furnish to the District suitable evidence thereof.
- 7.02 Grantee covenants and agrees that it shall strictly comply with any and all statutes, laws, ordinances and regulations of the District, the United States of America, the State of Illinois, the county and the city, village, town or municipality in which the subject property is located, which in any manner affects this Easement, any work done hereunder or control or limit in any way the actions of Grantee, its agents, servants and employees, or of any contractor or subcontractor of Grantee, or their employees.
- 7.03 Grantee agrees to protect all existing District facilities within the Easement Premises, including, but not limited to, intercepting sewers, sludge lines, utility lines, dropshafts, connecting structures, siphons and manholes.
- 7.04 No blockage or restriction of flow in the water will be tolerated at any time. No construction or improvements of any kind can project into the waterway during construction or after permanent repairs are completed.
- 7.05 Grantee agrees to abide by and implement the District's Waterway Strategy Resolution as adopted by the District's Board of Commissioners, and attached hereto as Exhibit C and made a part hereof.

7.06 Tree Mitigation

- A. No alterations, construction or maintenance work upon the premises involving any material change in the location, installation or construction of facilities, or involving the removal of any trees on District property, shall be performed by any person or municipality without having first obtained District approval. However, Grantee may conduct routine trimming of trees, brush or other overgrown vegetation to the extent it interferes with the safety or proper functioning of any improvements.
- B. If the proper maintenance and operation of facilities or improvements on the premises necessitates the removal of any trees on District property, Grantee shall give no less than 14-day written notice, exclusive of Saturdays, Sundays and holidays, of its intent to remove any trees on the premises, setting forth the number, location and species of trees to be removed.
- C. Grantee shall submit to the District a plan to replace any trees removed that provides for planting the same or greater number and quality of trees on the premises, or on alternate areas owned by the District as designated and approved in writing by the District.

D. Grantee is responsible for obtaining any local permits necessary for tree removal.

<u>ARTICLE EIGHT</u>

- 8.01 Grantee shall not voluntarily or by operation of law assign, or otherwise transfer or encumber all or any part of Grantees' interest in this Easement or in the Premises to any other governmental agency, individual, partnership, joint venture, corporation, land trust or other entity without prior written consent of the District.
- 8.02 Grantee shall notify the District in writing not less that sixty (60) days prior to any proposed assignment or transfer of interest in this Easement. Grantee shall identify the name and address of the proposed assignee/transferee and deliver to the District original or certified copies of the proposed assignment, a recital of assignee's personal and financial ability to comply with all the terms and conditions of the Easement Agreement and any other information or documentation requested by the District. The District shall not unreasonably withhold the consent to assignment or transfer.
- 8.03 Any attempted assignment or transfer of any type not in compliance with these sections shall be void and without force and effect.

ARTICLE NINE

GENERAL ENVIRONMENTAL PROVISIONS

9.01 DEFINITIONS

- A. "Environmental Laws" shall mean all present and future statutes, regulations, rules, ordinances, codes, licenses, permits, orders, approvals, plans, authorizations and similar items, of all government agencies, departments, commissions, boards, bureaus, or instrumentalities of the United States, state and political subdivisions thereof and all applicable judicial, administrative, and regulatory decrees, judgments, orders, notices or demands relating to industrial hygiene, and the protection of human health or safety from exposure to Hazardous Materials, or the protection of the environment in any respect, including without limitation:
 - all requirements, including, without limitation, (1) those pertaining to notification, warning, reporting, licensing, permitting, investigation, and remediation of the presence, creation, manufacture, processing, use, management, distribution, transportation, treatment, storage, disposal, handling, or release of Hazardous Materials;
 - (2) all requirements pertaining to the protection of employees or the public from exposure to Hazardous Materials or injuries or harm associated therewith; and

(3) the Comprehensive Environmental Response, Compensation and Liability Act (Superfund or CERCLA) (42 U.S.C. Sec. 9601 et seq.), Resource Conservation and Recovery Act (Solid Waste Disposal Act or RCRA) (42 U.S.C. Sec. 6901 et seq.), Clean Air Act (42 U.S.C. Sec 7401 et seq.), the Federal Water Pollution Control Act (Clean Water Act) (33 U.S.C. Sec, 1251 et seq.), the Emergency Planning and Community Right-to-Know Act (42 U.S.C. Sec. 11001 et_seq.), the Toxic Substances (15 U.S.C. Sec, 2601 et seq.), the Control Act National Environmental Policy Act (42 U.S.C. Sec. 4321 et seq.), the Rivers and Harbors Act of 1988 (33 U.S.C. Sec. 401 et seq.), the Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the Safe Drinking Water Act (42 U.S.C. Sec. 300 (f) et seq., the Illinois Environmental Protection Act (415 ILCS 5/1 et seq.) and all rules, regulations and guidance documents promulgated or published thereunder, Occupational Safety and Health Act (29 U.S.C. Sec. 651 et seq.) and all similar state, local and municipal laws relating to public health, safety or the environment.

B. "Hazardous Materials" shall mean:

- (1) any and all asbestos, natural gas, synthetic gas, liquefied natural gas, gasoline, diesel fuel, petroleum, petroleum products, petroleum hydrocarbons, petroleum by-products, petroleum derivatives, crude oil and any fraction of it, polychlorinated biphenyls (PCBs), trichloroethylene, urea-formaldehyde and radon gas;
- (2) any substance (whether solid, liquid or gaseous in nature), the presence of which (without regard to action level, concentration or quantity threshold requires investigation or remediation under any federal, state or local statute, regulation, ordinance, order, action, policy or common law;
- (3) any substance (whether solid, liquid or gaseous in nature) which is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous or dangerous;
- (4) any substance (whether solid, liquid or gaseous in nature) the presence of which could cause or threaten to cause a nuisance upon the area subject to easement or to adjacent properties or pose or threaten to pose a hazardous threat to the

- health or safety of persons on or about such properties;
- (5) any substance (whether solid, liquid or gaseous in nature) the presence of which on adjacent properties could constitute trespass by or against Grantee or District;
- (6) any materials, waste, chemicals and substances, whether solid, liquid or gaseous in nature, now or hereafter defined, listed, characterized or referred to in any Environmental Laws as "hazardous substances," "hazardous waste," "infectious waste," "medical waste," "extremely hazardous waste," "hazardous materials," "toxic chemicals," "toxic substances," "toxic waste," "toxic materials," "contaminants," "pollutants," "carcinogens," "reproductive toxicants," or any variant or similar designations;
- (7) any other substance (whether solid, liquid or gaseous in nature) which is now or hereafter regulated or controlled under any Environmental Laws (without regard to the action levels, concentrations or quantity thresholds specified herein); or
- (8) any result of the mixing or addition of any of the substances described in this Subsection B with or to other materials.

C. "Phase I Environmental Assessment" shall mean:

(1) an assessment of the Easement Premises and a reasonable area of the adjacent premises owned by the District performed by an independent and duly qualified, licensed engineer with experience and expertise in conductina environmental assessments of real estate, bedrock groundwater of the type found on the Easement Premises and said assessment shall include, but not necessarily be limited to a historical review of the use (abuse) of the Easement Premises, a review of the utilization and maintenance of hazardous materials on the Easement Premises review of the Easement Premises' permit and enforcement history (by review of regulatory agency records), a site reconnaissance and physical survey, inspection of Easement Premises, site interviews and site history evaluations, basic engineering analyses of the risks to human health and the environment of any areas of identified concerns, and preparation of a written report which discusses history, site land use, apparent regulatory compliance or lack thereof and which includes historical summary, proximity to and location of USTs, LUSTs, TSDFs, CERCLA site flood plain, maps, photograph log references, conclusions and recommendations.

D. "Phase II Environmental Assessment" shall mean:

(1) an assessment of the Easement Premises and a reasonable area of the adjacent property owned by the District performed by an independent and duly qualified, licensed engineer with experience and expertise in conducting environmental assessments of real estate, bedrock and groundwater of the type found on the Easement Premises and said assessment shall include, but not necessarily be limited to, extensive sampling of soils, ground waters and structures, followed by analysis of these samples and interpretation of the results, and preparation of a written report with boring logs, photograph logs, maps, investigative procedures. results, conclusions recommendations.

9.02 MANUFACTURE, USE, STORAGE, TRANSFER OR DISTRIBUTION OF HAZARDOUS MATERIALS UPON OR WITHIN THE EASEMENT

Grantee, for itself, its heirs, executors, administrators, and successors covenants that to the extent that any Hazardous Materials are manufactured, brought upon, placed, stored, transferred, conveyed or distributed upon or within the Easement Premises, by Grantee or its subtenant or assigns, or any of its agents, servants, employees, contractors or subcontractors, same shall be done in strict compliance with all Environmental Laws.

Construction or installation of new or reconstruction of any underground interconnecting conveyance facilities for any material or substance is <u>not</u> permitted without the advance written consent of the Executive Director of the District.

9.03 USE OF PREMISES (RESTRICTIONS - ENVIRONMENTAL)

Grantee shall use the Easement Premises only for purposes expressly authorized by Article 1.01 of this Easement Agreement. Grantee will not do or permit any act that may impair the value of the Easement Premises or any part thereof or that could materially increase the dangers, or pose an unreasonable risk of harm, to the health or safety of persons to third parties (on or off the Easement Premises) arising from activities thereon, or that could cause or threaten to cause a public or private nuisance on the Easement Premises or use Easement Premises in any manner (i) which could cause the Easement Premises to become a hazardous waste treatment, storage, or disposal facility within the meaning of, or otherwise bring the Easement Premises within the ambit of the Resource Conservation and Recovery Act of 1976, Section 6901 et seq. of Title 42 of the United States Code, or any similar

state law or local ordinance, (ii) so as to cause a release or threat of release of Hazardous Materials from the Easement Premises within the meaning of, or otherwise bring the Easement Premises within the ambit of, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, Section 9601 et seq. of Title 42 of the United States Code, or any similar state law or local ordinance or any other Environmental Law or (iii) so as to cause a discharge of pollutants or effluents into any water source or system, or the discharge into the air of any emissions which would require a permit under the Federal Water Pollution Control Act, Section 1251 of Title 33 of the United States Code, or the Clean Air Act, Section 741 of Title 42 of the United States Code, or any similar state law or local ordinance.

9.04 CONDITION OF PROPERTY (ENVIRONMENTAL)

- A. In the event Grantee has used the Easement Premises under a prior easement agreement, Grantee warrants and represents that as a result of the easement grant, the Easement Premises and improvements thereon, including all personal property, have not been exposed to contamination by any Hazardous Materials, that there has not been thereon a release, discharge, or emission, of any Hazardous Materials during its occupancy of the premises as defined by any Environmental Laws, and that the Easement Premises does not contain, or is not affected by underground storage tanks, landfills, land disposal sites, or dumps.
- B. In the event of a release, emission, discharge, or disposal of Hazardous Materials in, on, under, or about the Easement Premises or the improvements thereon, Grantee will take all appropriate response action, including any removal and remedial action after the execution date of this Easement Agreement.

9.05 INDEMNIFICATION (ENVIRONMENTAL)

A. In consideration of the execution and delivery of this Easement Agreement, Grantee indemnifies, exonerates, and holds the District and its officers, officials, Commissioners, employees, and agents ("Indemnified Parties") free and harmless from and against any and all actions, causes of action, suits, losses, costs, liabilities and damages and expenses incurred in connection with any of these (irrespective of whether any such Indemnified Party is a party to the action for which indemnification is here sought), including reasonable Attorney's fees, costs and disbursements incurred by the Indemnified Parties as a result of or arising out of or relating to (i) the imposition of any governmental lien for the recovery of environmental cleanup costs expended by reason of Grantee's activities, or (ii) any investigation, litigation, or proceeding related to any environmental response, audit, compliance, or (iii) the release or threatened release by Grantee, its subsidiaries, or its parent company of any Hazardous Materials or the presence of Hazardous Materials on or under the Easement Premises or any property to which Grantee, its parent company,

or any of its subsidiaries has sent Hazardous Materials (including any losses, liabilities, damages, injuries, costs, expenses, or claims asserted or arising under any Environmental Law) regardless of whether caused by or within the control of Grantee, its parent company, or its subsidiaries provided that, to the extent District is strictly liable under any Environmental Laws, Grantee's obligation to District under this indemnity shall be without regard to fault on the part of Grantee with respect to the violation of law which results in liability to District.

9.06 ENVIRONMENTAL COVENANTS

Grantee agrees to and covenants as follows:

- A. Grantee covenants and agrees that throughout the term of the Easement Agreement all Hazardous Materials which may be used upon the Easement Premises shall be used or stored thereon only in a safe, approved manner in accordance with all generally accepted industrial standards and all Environmental Laws.
- B. Grantee has been issued and is in compliance with all permits, certificates, approvals, licenses, and other authorizations relating to environmental matters and necessary for its business, if any.
- C. Grantee, to the best of its knowledge, is not a potentially responsible party with respect to any other facility receiving waste of Grantee (whether or not from the Easement Premises) under CERCLA or under any statute providing for financial responsibility of private parties for cleanup or other actions with respect to the release or threatened release of any Hazardous Materials.
- D. Grantee will take all reasonable steps to prevent a violation of any Environmental Laws. There will be no spill, discharge, leaks, emission, injection, escape, dumping, or release of any toxic or Hazardous Materials by any persons on the area to be used and under the Easement Agreement.
- E. Grantee will not allow the installation of asbestos on the area described in Exhibit A or any item, article, container or electrical equipment including but not limited to transformers, capacitors, circuit breakers, reclosers, voltage regulators, switches, electro-magnets and cable, containing PCBs.
- F. Grantee shall be responsible to install "plugs" of compacted impermeable soil material at intervals of no greater than 100 feet between such plugs along utility trenches which have been backfilled with compacted granular materials in order to minimize cross-site and off-site environmental contaminant migration. The spacing of these plugs should be based on the characteristics of the site, the configuration of the trench or trenches, the characteristics (nature and extent) of the site environmental

contamination, and/or the potential for site contamination should a surface of subsurface chemical release occur. Special emphasis should be placed on locating these plugs at all utility trenches where they cross: other utility trenches, containment berms or walls, property boundaries, and lease boundaries.

G. The aforesaid representations and warranties shall survive the expiration or termination of the Easement Agreement.

9.07 COVENANTS (ENVIRONMENTAL)

Grantee shall cause its parent company and each of its respective subsidiaries, contractors, subcontractors, employees and agents to:

- A. (1) Use and operate all of the Easement Premises in compliance with all applicable Environmental Laws, keep all material permits, approvals, certificates, and licenses in effect and remain in material compliance with them;
 - (2) undertake reasonable and cost-effective measures to minimize any immediate environmental impact of any spill or leak of any Hazardous Materials;
- B. Notify District by telephone within two hours of the release of Hazardous Materials, including the extent to which the identity of the Hazardous Materials is known, the quantity thereof and the cause(s) of the release, and provide the District within 72 hours of the event with copies of all written notices by Grantee, its parent, and its subsidiaries that are reported to government regulators or received from the government regulators.
- C. Provide such information that the District may reasonably request from time to time to determine compliance by Grantee with this Article.
- D. Grantee covenants and agrees to cooperate with the District in any inspection, assessment, monitoring, or remediation instituted by the District during the Easement Agreement.

9.08 COMPLIANCE (ENVIRONMENTAL)

Grantee will cause its parent company and each of its subsidiaries, if any, to exercise due diligence to comply with all applicable treaties, laws, rules, regulations, and orders of any government authority.

A. In the event of a spill, leak or release of hazardous waste carried by Grantee, its employees, or its agents Grantee shall conduct a Phase I Environmental Assessment, at its own expense, with respect to the Easement Premises and a reasonable area of the adjacent property owned by the District and submit the written report to the District within 90 days after the spill, leak or discharge. After review of each Phase I Environmental Assessment, District, at its sole discretion, may require Grantee,

at Grantee's expense, to obtain a Phase II Environmental Assessment with respect to the premises used under the Easement Agreement. The written report of the Phase II Environmental Assessment shall be submitted to District within 120 days of District's request for same. If the Phase II Assessment discloses the presence of any Hazardous Materials contamination on the Easement Premises or adjacent premises, Grantee shall take immediate action to remediate the contamination and to restore the Easement Premises described in Exhibit A and adjacent premises owned by the District to a clean and sanitary condition and to the extent required by any and all Environmental Laws.

- B. Capacitators, transformers, or other environmentally sensitive installations or improvements shall be removed by Grantee prior to the end of the Easement Agreement unless directed to the contrary in writing by the District.
- C. If any Environmental Assessment reveals, or District otherwise becomes aware of, the existence of any violation of any Environmental Laws that either Grantee is unwilling to remediate or that District is unwilling to accept, District shall have the right and option to terminate this Agreement and to declare it null and void.
- D. In the event Grantee should receive a Notice of Environmental Problem, Grantee shall promptly provide a copy to the District, and in no event later than seventy-two (72) hours from Grantee's and any tenant's receipt or submission thereof. "Notice of Environmental Problem" shall mean any notice, letter, citation, order, warning, complaint, inquiry, claim, or demand that: (i) Grantee has violated, or is about to violate, any Environmental Laws; (ii) there has been a release, or there is a threat of release, of Hazardous Materials, on the Easement Premises, or any improvements thereon; (iii) Grantee will be liable, in whole or in part, for the costs of cleaning up, remediating, removing, or responding to a release of Hazardous Materials; (iv) any part of the Easement Premises or any improvements thereon is subject to a lien in favor of any governmental entity for any liability, costs, or damages, under any Environmental Laws, arising from or costs incurred by such government entity in response to a release of Hazardous Material, Grantee shall promptly provide a copy to the District, and in no event later than seventy-two (72) hours from Grantee's and any tenant's receipt or submission thereof.
- E. Not less than one (1) year prior to the expiration of the Easement, Grantee shall have caused to be prepared and submitted to the District a written report of a site assessment in scope, form and substance, and prepared by an independent, competent and

qualified professional and engineer, registered in the State of Illinois, satisfactory to the District, and dated not more than eighteen (18) months prior to the expiration of the Easement, showing that:

- (1) Grantee has not caused the Easement Premises and any improvements thereon to materially deviate from any requirements of the Environmental Laws, including any licenses, permits or certificates required thereunder;
- (2) Grantee has not caused the Easement Premises and any improvements thereon to contain: (i) asbestos in any form; (ii) urea formaldehyde; (iii) items, articles, containers, or equipment which contain fluid containing polychlorinated bi-phenyls (PCBs); or (iv) underground storage tanks which do not comply with Environmental Laws;
- (3) the engineer has identified, and then describes, any Hazardous Materials utilized, maintained or conveyed on or within the property, the exposure to which is prohibited, limited, or regulated by any Environmental Laws;
- (4) if any Hazardous Materials were utilized, maintained or conveyed on the Easement Premises, the engineer has conducted and submitted a Phase II Environmental Assessment of the Easement Premises, which documents that the Easement Premises and improvements are free of contamination by Hazardous Materials;
- (5) the engineer has identified and then describes, the subject matter of any past, existing, or threatened investigation, inquiry, or proceeding concerning environmental matters by any federal, state, county, regional or local authority, (the Authorities"), and describing any submission by Grantee concerning said environmental matter which has been given or should be given with regard to the Easement Premises to the Authorities; and
- (6) the engineer includes copies of the submissions made pursuant to the requirements of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), Section 11001 et seq. of Title 42 of the United States Code.

9.09 INSPECTION AND RIGHT OF INSPECTION (ENVIRONMENTAL)

A. In the event Grantee gives notice pursuant to the provisions of Notice of Environmental Problem, within ninety (90) days Grantee

shall submit to District a written report of a site assessment and environmental audit, in scope, form and substance, and prepared by an independent, competent and qualified, professional, registered engineer, satisfactory to the District, showing that the engineer made all appropriate inquiry consistent with good commercial and customary practice, such that consistent with generally accepted engineering practice and procedure, no evidence or indication came to light which would suggest there was a release of substances on the Site or Property which could necessitate an environmental response action, and which demonstrates that the Site and Property complies with, and does not deviate from all applicable environmental statutes, laws, ordinances, rules, and regulations, including licenses, permits, or certificates required thereunder, and that Grantee is in compliance with, and has not deviated from, the representations and warranties previously set forth.

B. District hereby expressly reserves to itself, its agents, attorneys, employees, consultants, and contractors, an irrevocable license and authorization to enter upon and inspect the Easement Premises and improvements thereon, and perform such tests, including without limitation, subsurface testing, soils, and groundwater testing, and other tests which may physically invade the Easement Premises or improvements thereon as the District, in its sole discretion, determines is necessary to protect its interests.

ARTICLE TEN

10.01 District facilities, including but not limited to Northside 1 Intercepting Sewer, are located within the easement premises. These facilities must be protected and 24-hour access maintained.

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[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, ON THE DAY AND YEAR FIRST ABOVE WRITTEN, THE PARTIES HERETO HAVE CAUSED THESE PRESENTS, INCLUDING Riders and Exhibits, if any, to be duly executed, duly attested and their corporate seals to be hereunto affixed.

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO

	By: Marcelino Garcia Chairman of Committee on Finance
ATTEST:	Chairman of Committee on Finance
Jacqueline Torres, Clerk	
	VILLAGE OF WILMETTE
	Ву:
	Title:
ATTEST:	
Ву:	
Title	

CONSENT OF THE WILMETTE PARK DISTRICT

The Wilmette Park District consents to the granting of this easement dated April 1, 2021, to the Village of Wilmette, and acknowledge that the easement encumbers a $2,895\pm$ sq. ft. portion of its leasehold located south of Maple Avenue in Wilmette, Illinois, commonly known as the District's North Shore Channel Parcel 1.08. Though consenting to this Easement, the Wilmette Park District is not a party to this Easement Agreement.

	WILMETTE PARK DISTRICT
	Ву:
	Title:
GIVEN under my hand and Notarial Seal (A.D. 2021.	this day of,
	Notary Public
My Commission expires:	
Try Commission expires.	

STATE OF ILLINOIS)
COUNTY OF COOK) SS)
The undersigned, a	Notary Public in and for said County, in the state aforesaid,
DOES HEREBY CERTIFY tha	at, (Name)
nersonally known to me to	be the
personany known to me to	(Title)
of	, a municipal corporation, and
	•
(Name)	personally known to me to be the
(Title)	of said municipal corporation are the
same persons whose name	es are subscribed to the foregoing instrument, appeared
•	on and severally acknowledged that as such
	and of
(Title)	(Title)
said corporation, duly exe	cuted said instrument in behalf of said municipal corpora-
tion and caused its corpor	ate seal to be affixed thereto pursuant to authority given
by the corporate authority	of said municipal corporation, as its free and voluntary act
	ary act and deed of said municipal corporation, for the uses
and purposes therein set f	-
and purposes therein set i	
GIVEN under my hand and A.D. 2021.	l Notarial Seal this day of,
	Notary Public
My Commission expires:	

STATE OF ILLI	NOIS)) SS.						
COUNTY OF CO	ОСК) 33.)						
I,		esaid, DO	HEREB	Y CERTIF	_ Nota Y that M	ry Pul Iarceli	blic in and	for said
known to me Commissioners	to be the	e Chairmai	n of ti	ne Commi	ttee on	ı Finar	nce of the	Board of
body corporate	e and polit	tic, and Jac	cquelin	e Torres,	persona	ally kn	own to me	to be the
Clerk of said b persons whose	e names a	re subscrib	ed to	the forego	oing ins	strume	nt, appear	ed before
me this day in Committee on	Finance a	nd such Cl	erk, th	ey signed	and del	livered	the said in	strument
as Chairman o of said body co	f the Com	mittee on	Financ	e of the B	loard of	f Comr	nissioners	and Clerk
rate and politi Commissioners	c to be af	ffixed ther	eto, p	ursuant to	autho	rity giv	ven by the	Board of
as the free and and purposes t	l voluntary	act and d						
and purposes	increm se	r voi ciii						
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					.•	~~~		
				Notary	Public			
My Commissio	n expires:							
,								

APPROVED AS TO FORM AND LEGALITY:	
Head Assistant Attorney	
General Counsel	
APPROVED:	
Executive Director	
	RECEIVED:
	Fee
	Insurance
	Bond



The District's Waterway Strategy

A. District Lands Contiguous to Waterways

- 1. Setback Requirements: It is the intent of the District to have a well-maintained and attractive river edge of all of the property it owns adjacent to waterways, including the Chicago River, the Chicago Sanitary & Ship Canal (a.k.a. Main Channel), the North Shore Channel, and the Cal-Sag Channel. In order to accomplish this goal, the District requires a waterway edge easement to be included in its land leases. Unless otherwise authorized by the Board of Commissioners, the width of the easement shall be a minimum of 60 feet and up to 100 feet, when feasible. Such width shall be measured from the edge of the water at normal water levels, then inward across the leased premises at a 90 degree angle, or best approximation thereof, from the water's edge. No lessee of the District shall cause, or allow to be caused, any impediment to be constructed or placed upon such easement, whether it be a permanent structure such as a building, or moveable objects such as unsightly materials and debris. Buildings existing at the time this policy is enacted shall be grandfathered in.
- 2. Bank Stabilization and Landscaped Visual Screening. All lessees shall be responsible for bank stabilization and the construction and maintenance of a landscaped visual screen that effectively screens the leased premises from the viewpoint of the waterway edge easement. The recommended landscaped visual screen, whenever possible, shall consist of native vegetative cover. In the event that site development necessitates removal of existing vegetative cover, the lessee shall be required to promptly reestablish native vegetative cover in the same quantities as those removed during the development.
- 3. Penalties: Any lessee's failure to comply with the requirements contained in subsections A(1) and A(2) above shall constitute a breach of the lease agreement by the lessee and shall be grounds for the District, at its option, to terminate the lease agreement. The District shall also have the right to recover from the lessee any and all reasonable costs associated with correcting each such violation, including, but not limited to, remediation costs to have the violations corrected, as well as court costs and attorneys' fees for filing an action in circuit court seeking an order to have the lease agreement terminated on these grounds.

B. North Shore Channel – Additional Requirements

- 1. Limitations on Use of Lands Contiguous to North Shore Channel: All District lands contiguous to either side of the North Shore Channel, starting from the south at Devon Avenue and continuing north to, and including, Wilmette Harbor, shall be dedicated and used exclusively as open green space and public recreational use.
- 2. Special Lease Conditions: All District leases pertaining to lands contiguous to the North Shore Channel shall require continuous trails, boat access, and bank stabilization; however, in the case of renewed District leases to public agencies, the stated policy shall apply only to the extent it is economically feasible and consistent with existing public uses.
- C. Exceptions: Any use of District land that is prohibited by or inconsistent with the terms of this Paragraph 3.4 shall be permitted only upon one or more of the following conditions:

- 1. Uses Permitted Under Pre-Existing Leases: The use is authorized by the terms of an unexpired lease agreement with the District that was entered into before the date of passage of this Comprehensive Land use Policy. Such use shall continue to be permitted until such time as the lease agreement expires or is terminated, unless otherwise extended by the Board of Commissioners.
- 2. Variances: The use is authorized by a variance granted by the Board of Commissioners whenever, and to the extent, it deems that the variance is necessary and in the best interests of the District considering the location, existing topography and vegetation, and use or proposed use of the leased premises. All variances shall be granted only by approval of the Board of Commissioners at its sole discretion, with recommendation by the Executive Director.
- 3. Waterborne Commerce: The use is for the purpose of waterborne commerce pursuant to a lease agreement with the District. In such instances, no variance from the Board of Commissioners is necessary. However, the lessee shall, to the extent possible, construct and maintain a docking facility compatible with the visual intent of the scenic easement, with the District maintaining the sole discretion to determine whether compatibility has been achieved.

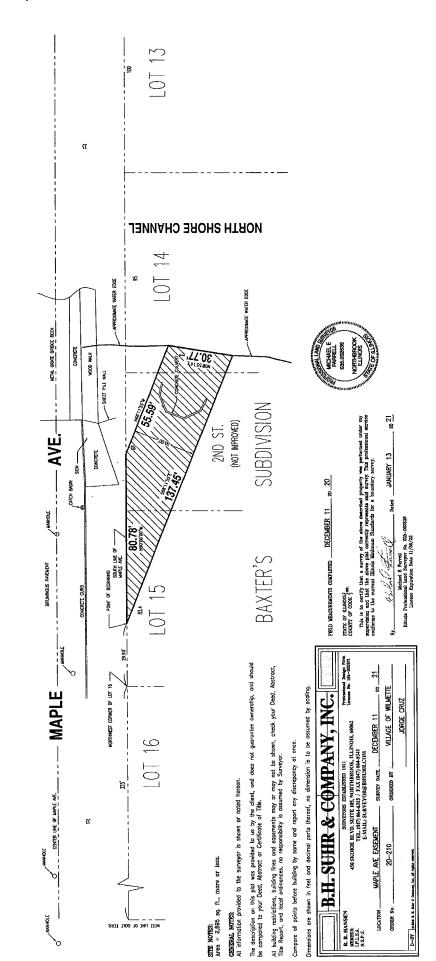
PLAT of SURVEY

DESCRIPTION: 30' EASEMENT FOR STORM SEWER

THE PART OF LOTS 14 AND 15 AND 2ND STREET IN THE SUBDIVISION OF LOT 32 AND PART OF LOT 31 BAXTER'S SUBDIVISION ON IN THE VILLAGE OF MILLETE. BEING A SUBDIVISION OF PART OF THE SOUTHWEST OLWERTED OF SCRIDIN 35, TOWNSHIP 42 NORTH, ANNE 13 ESST OF THE THE PRINCIPAL MENDIAM, ACCORDING TO THE PLOT THEEDE PERCORDED FERRARY, 27, 1894 AS DOCUMENT NO. 2005/30, DESCRIBED AS POLLOWS. COMMENCING FROM THE WORTHWEST CORNER OF SAUL DOT 15. THENCE NORTH 90000°D. ESSTREED, THENCE SOUTH 6611'55' ESST, 1354 FEET, MORE OR LESS, 10 THE POINT OF BESINNING OF THE PORTICE NORTH 671'55' THENCE NORTH 671'55' THENCE SOUTH 6611'55' THENCE NORTH 671'55' THENCE TOWN OF SESTIVE DATE OF THE MESTRALY PROLECTION THE POINT OF THE SESTIRALY PROLECTION THE POINT OF THE SESTIRAL MORTH LINE AND ITS SESTIRAL MORTH LINE AND ITS SESTIRAL PROJECTION THEREOF OF SOLD LOT 15, 90.78 FEET TO THE POINT OF BESINNING, IN LONG THE SOUTH PROJECTION THEREOF OF SOLD LOT 15, 80.78 FEET TO THE POINT OF BESINNING, IN LINE DATE.

The Basis of Bearns is assumed assigning a bearns of hoctology to the south line of maple are.

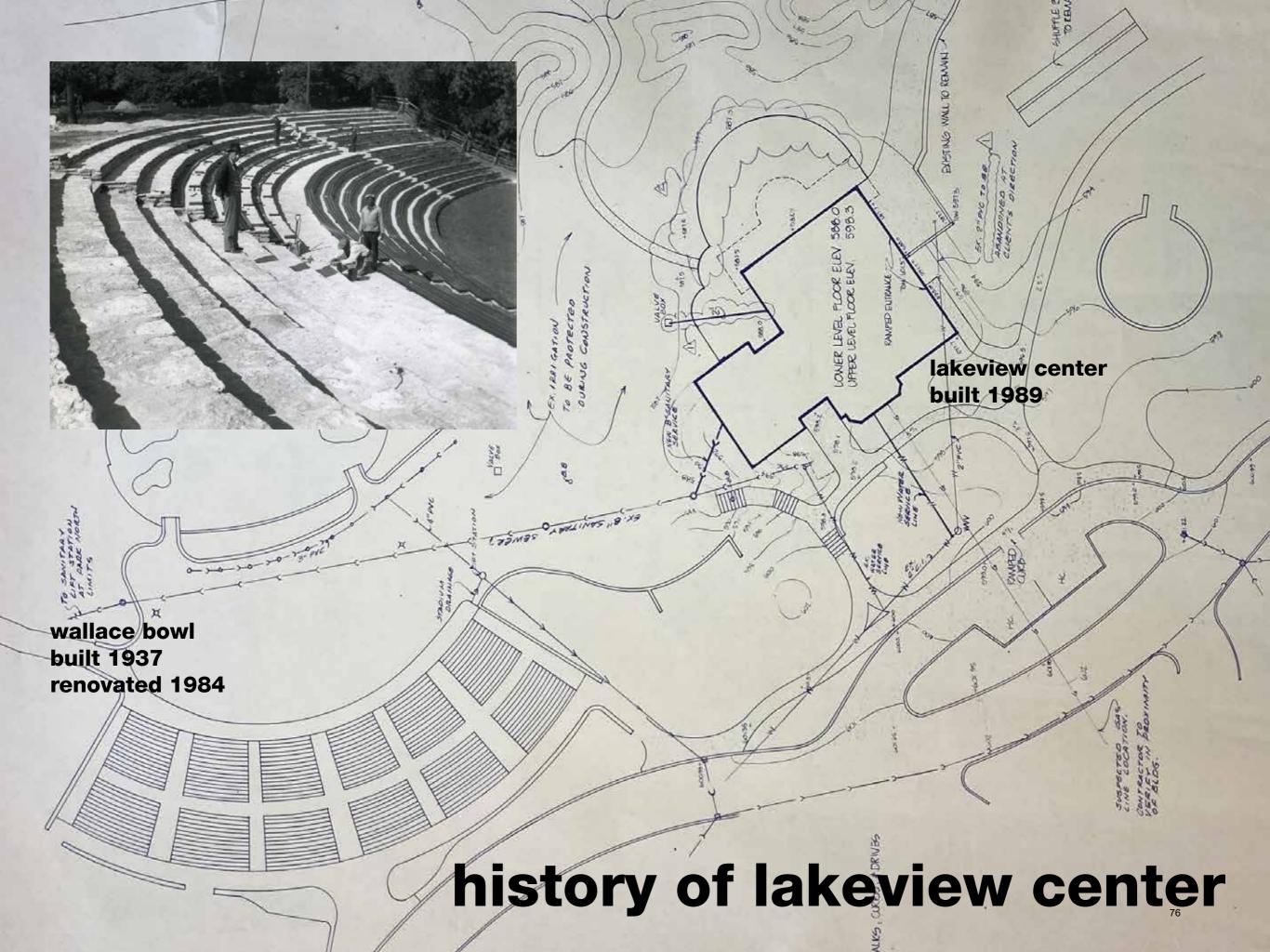
EASEMENT AREA IS 2,895 SQ. FT., MORE OR LESS.





Gillson Park Lakeview Center Renovation







THE NEXT STORY LAKEVIEW WILL TELL

THE NEXT STORY LAKEVIEW WILL TELL



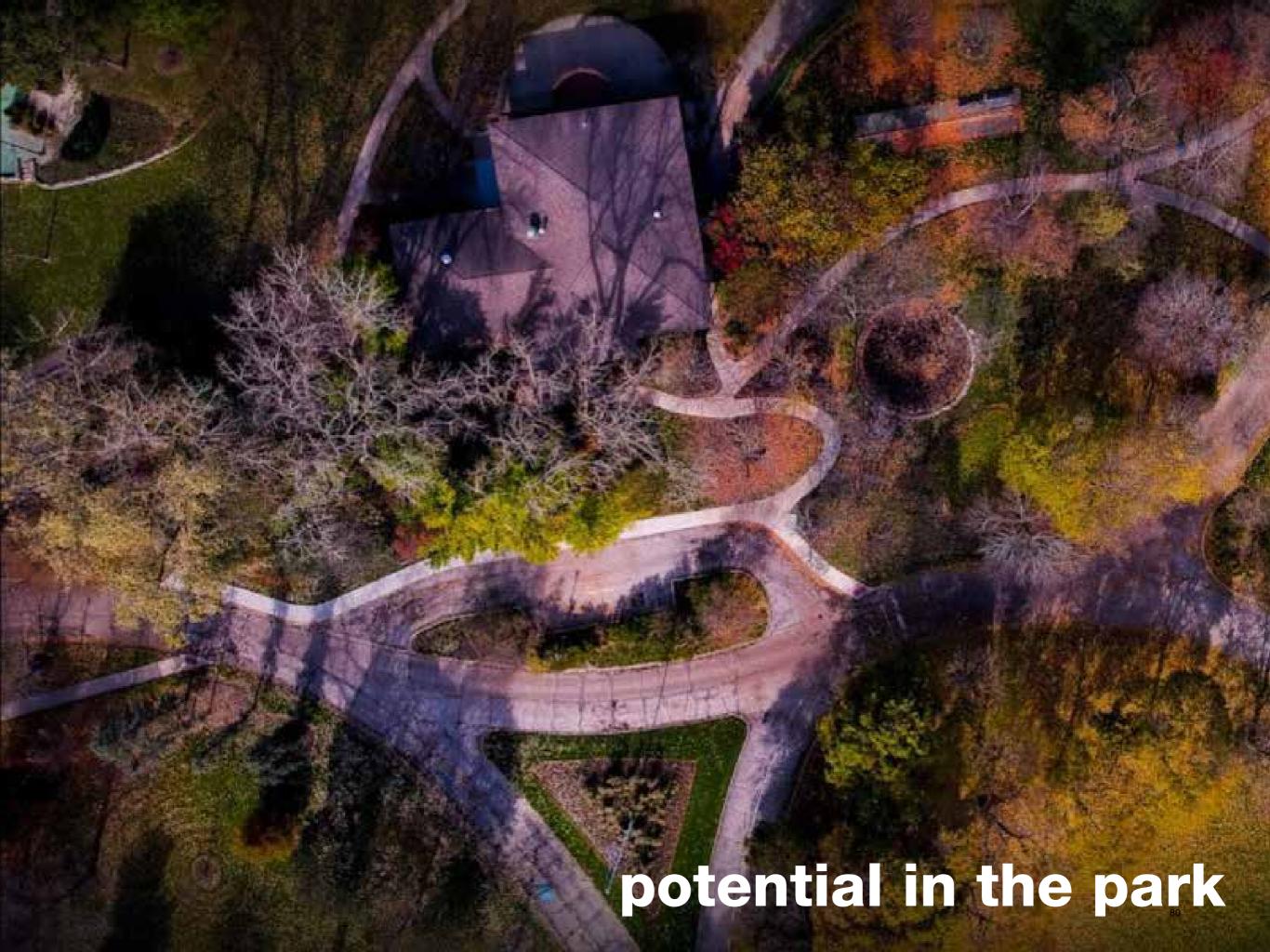


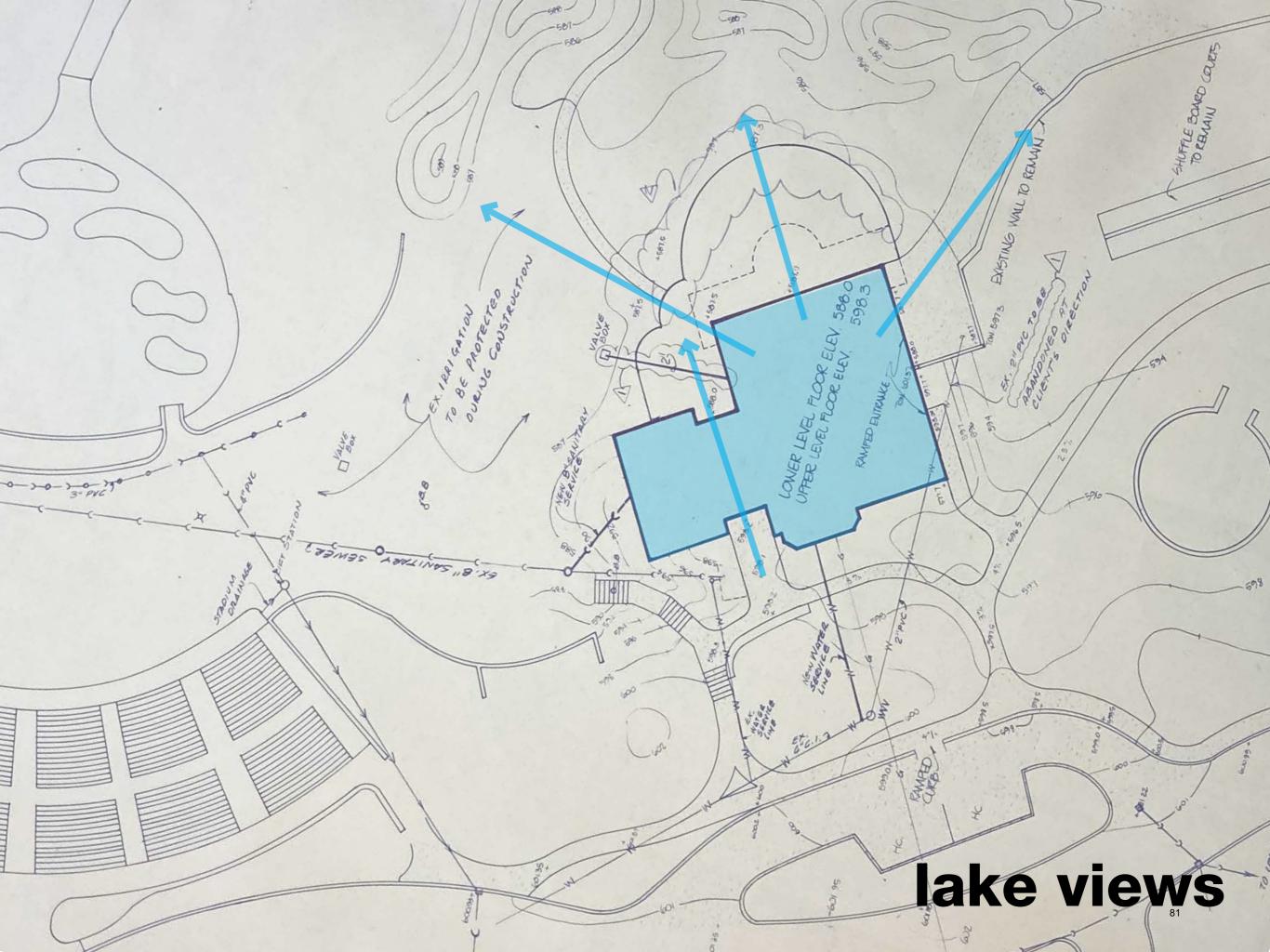




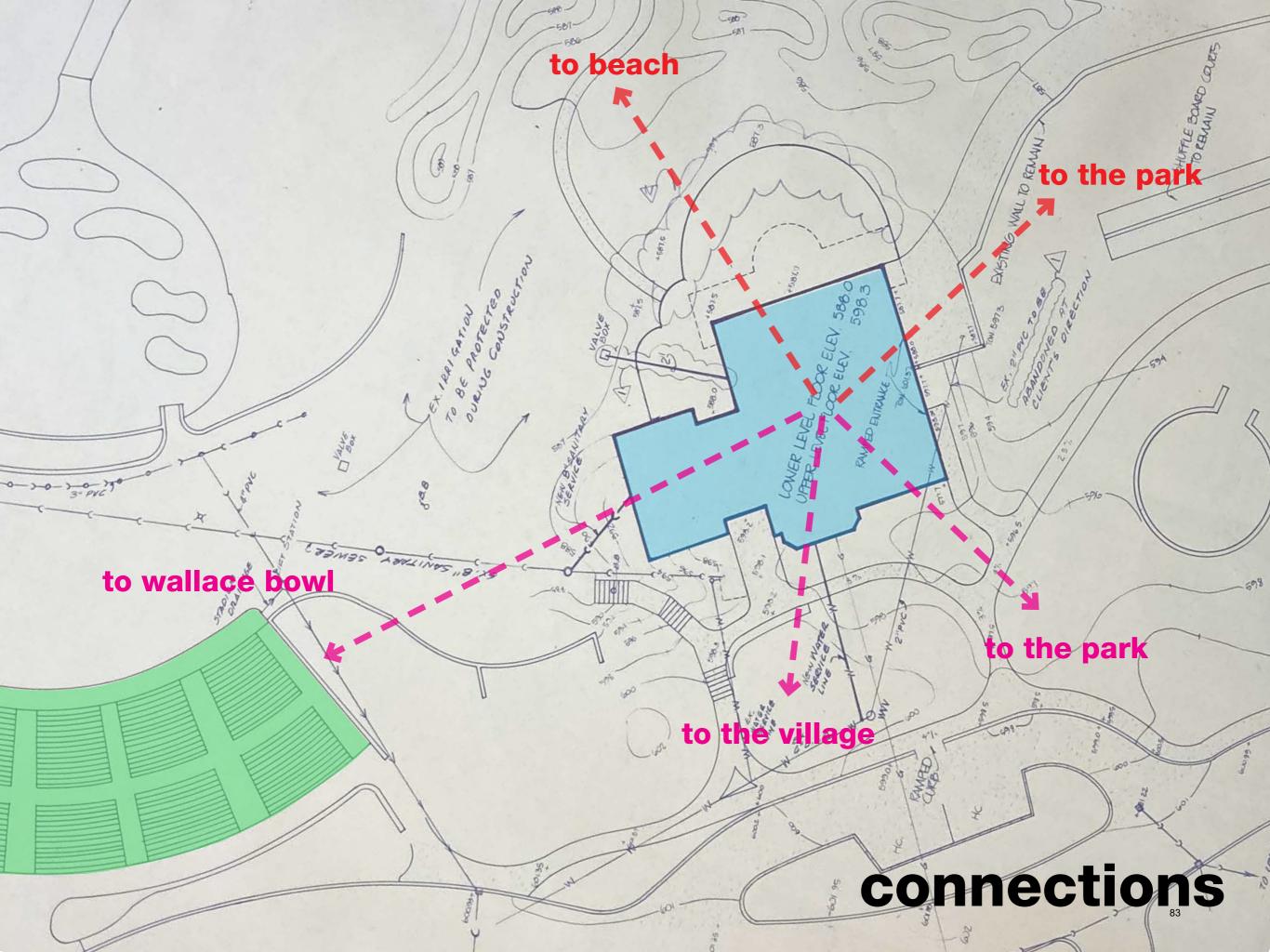








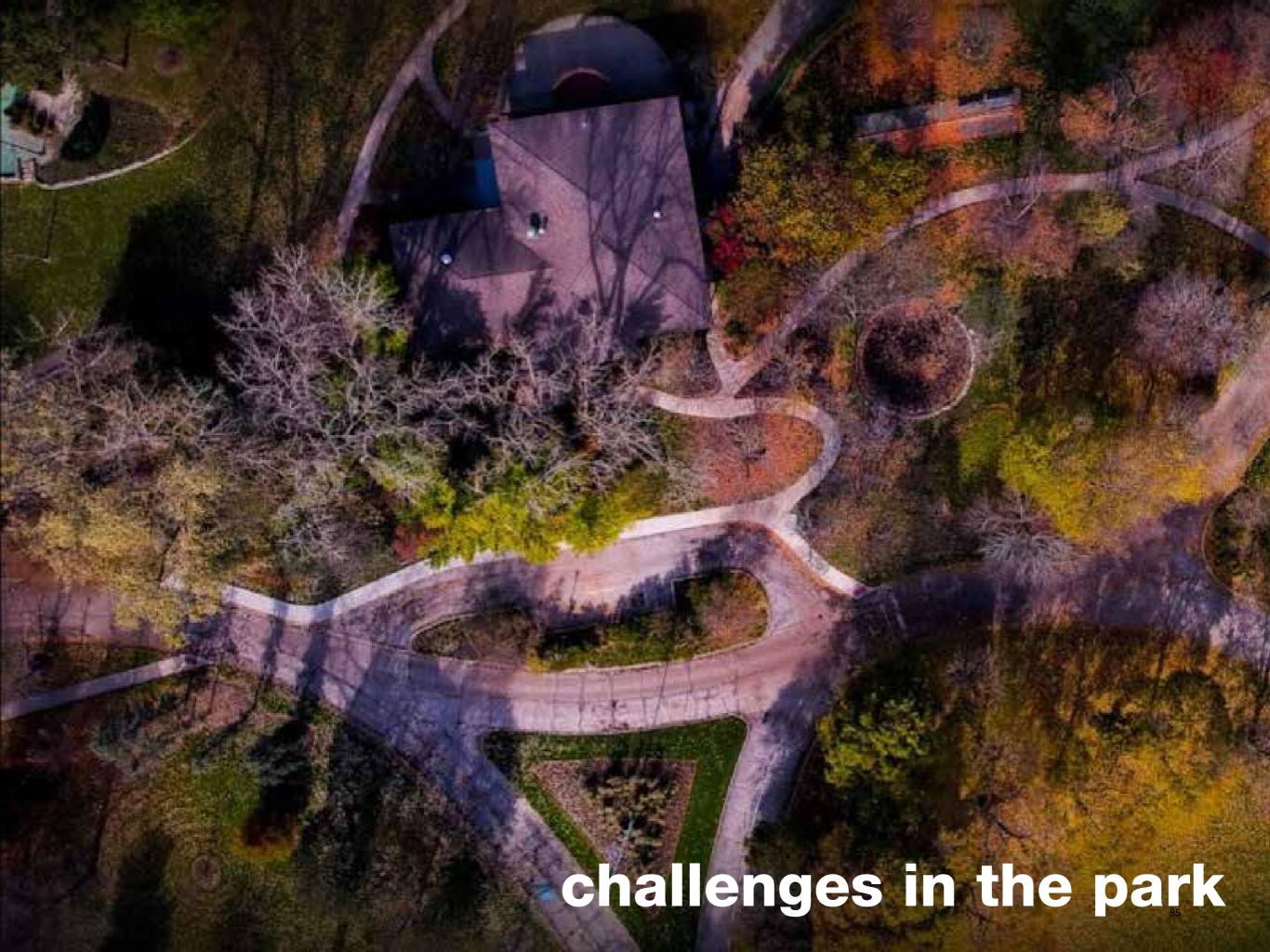








enhanced program offerings













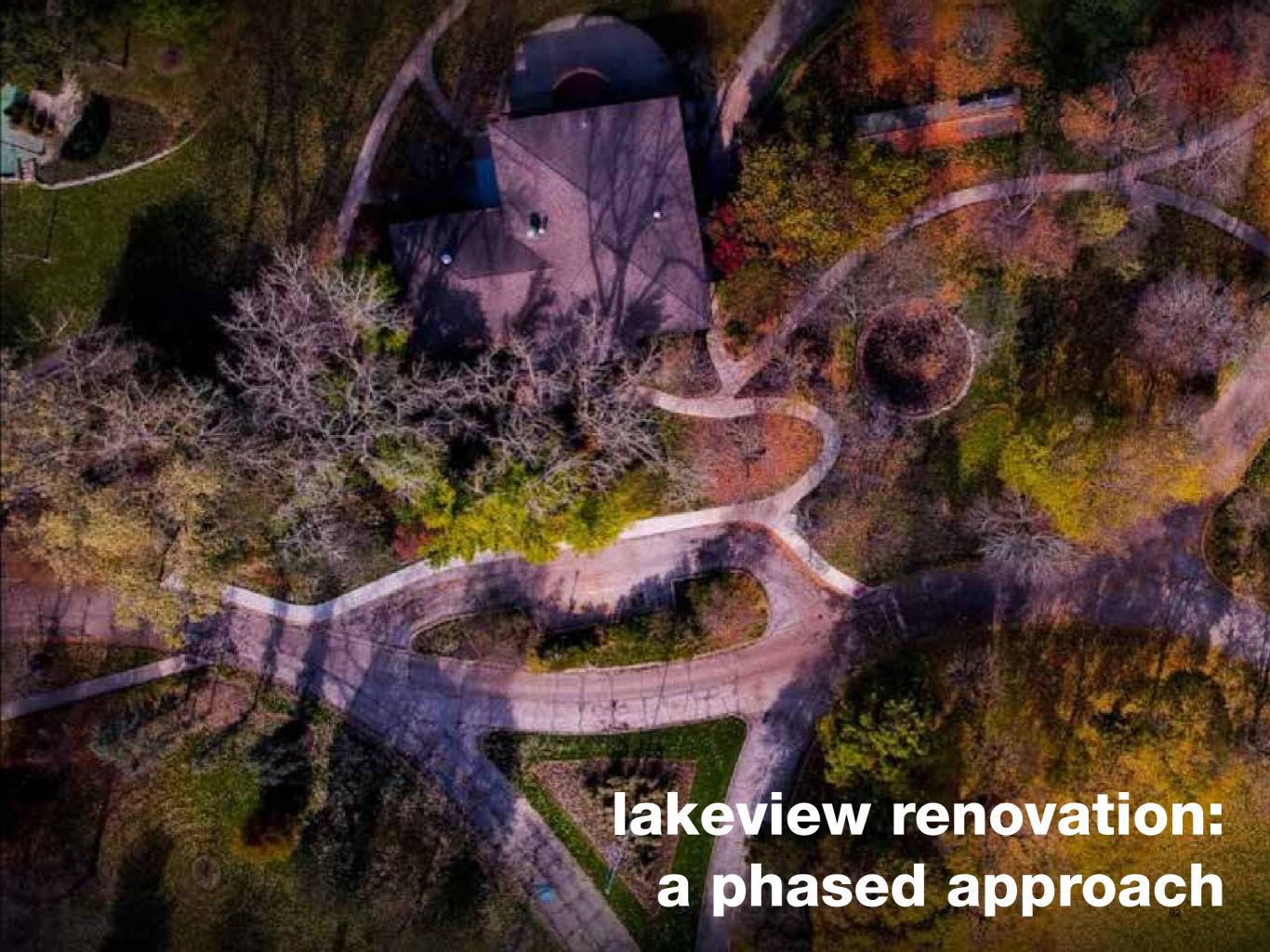






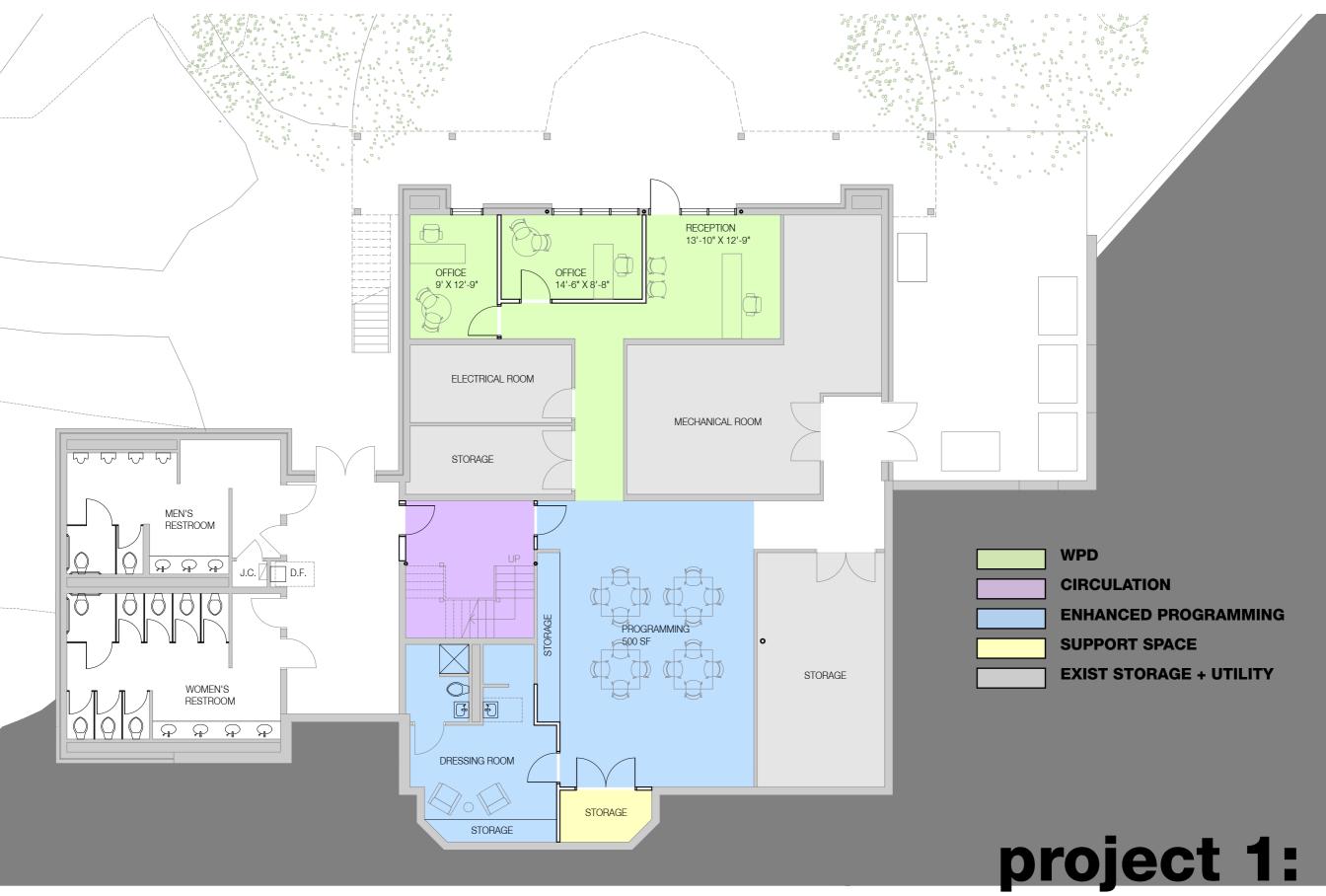
dated finishes







an opportunity to re-program and create a new front door



lower level offices + reception + programming







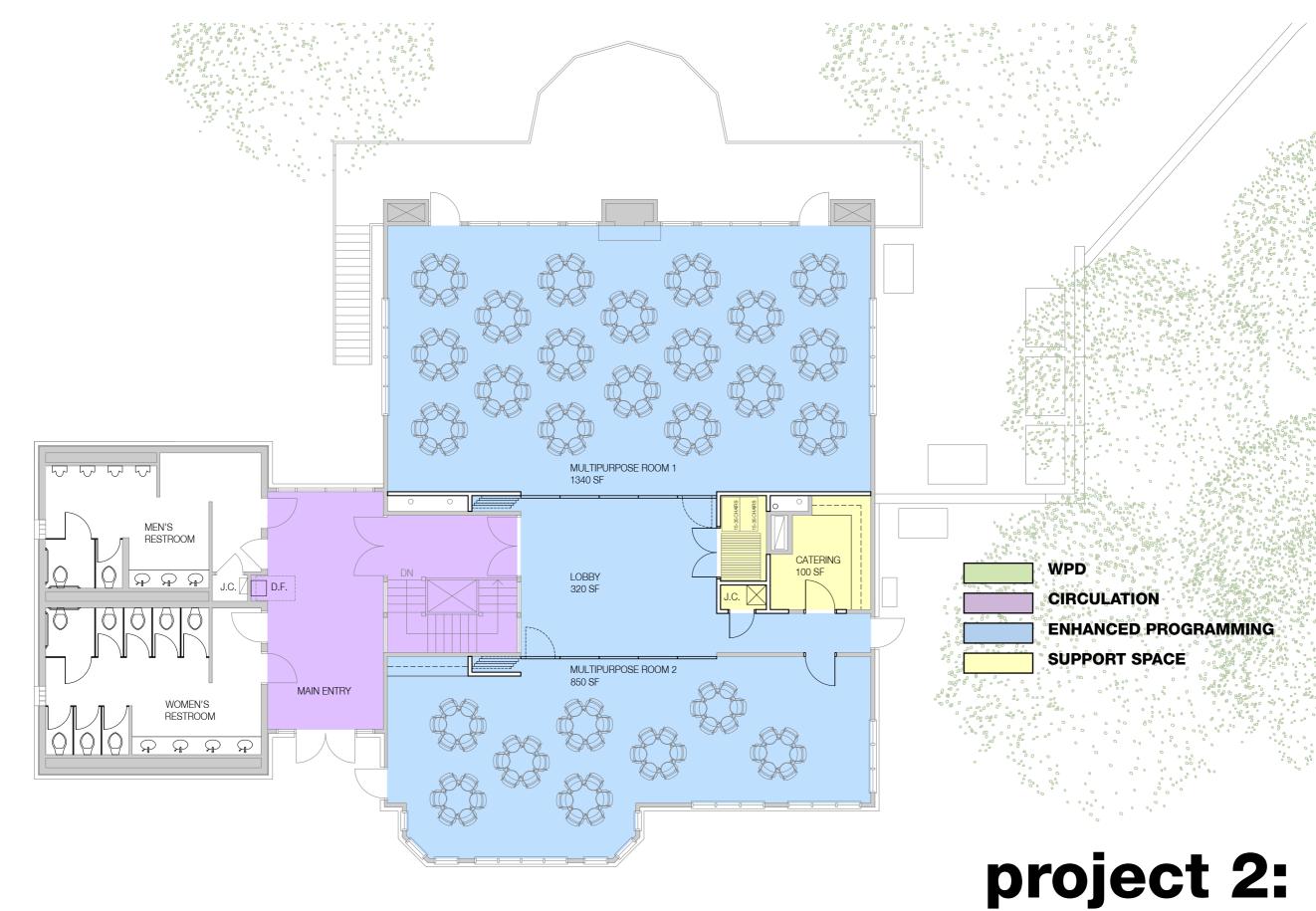
view into opened up programming space

project 1:

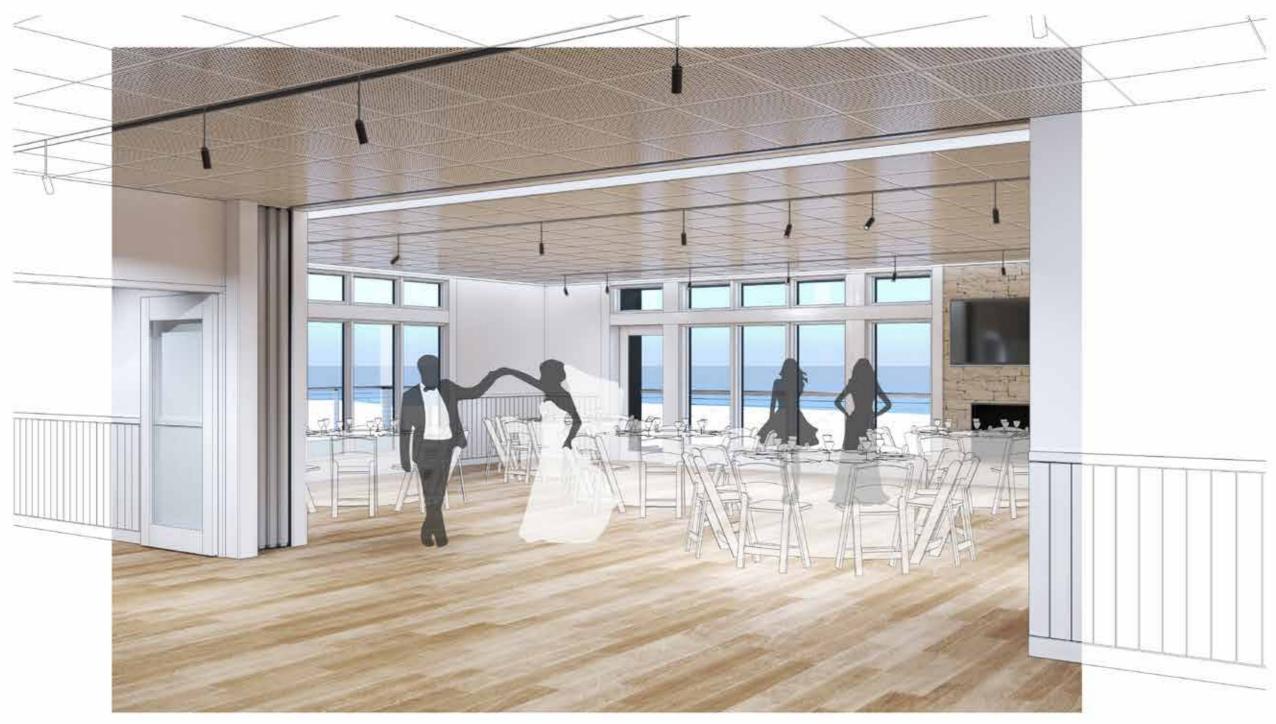
lower level offices + reception + programming



an opportunity for enhanced program offerings

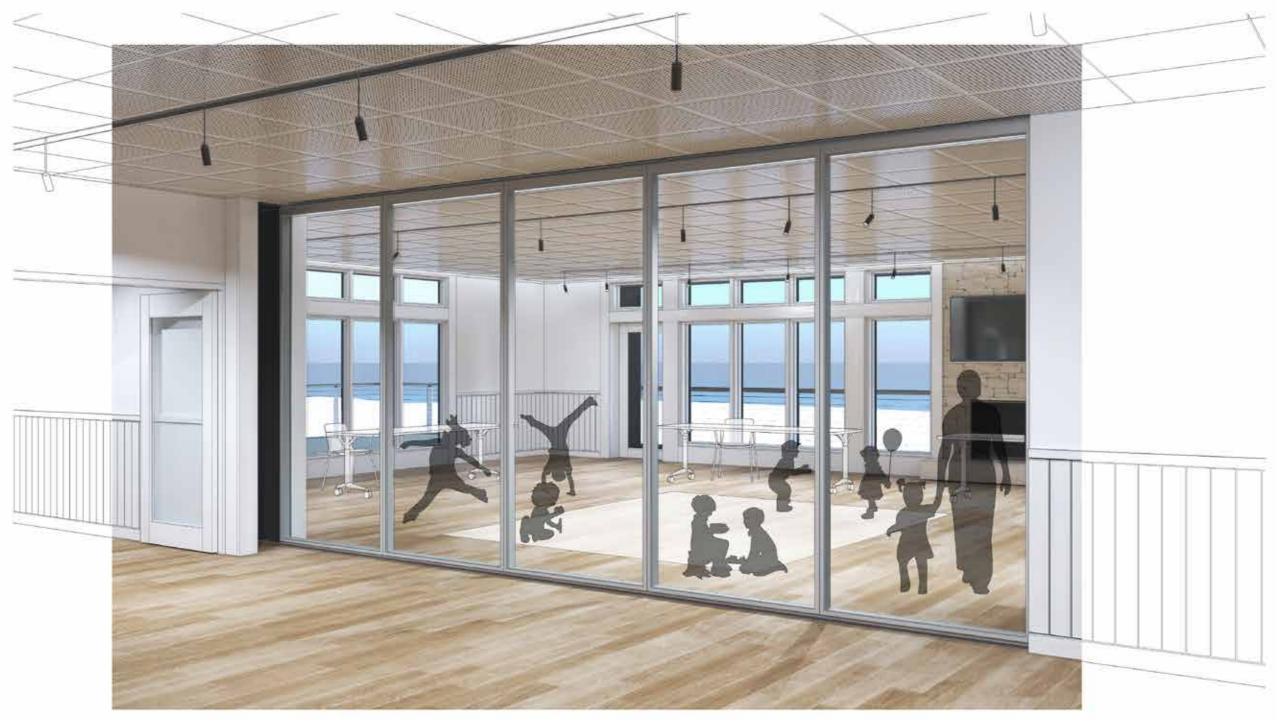


upper level multipurpose + catering + entry



view into open Lakeview Room

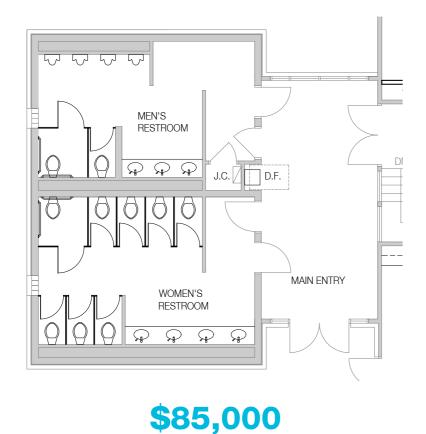
project 2: upper level multipurpose + catering + entry



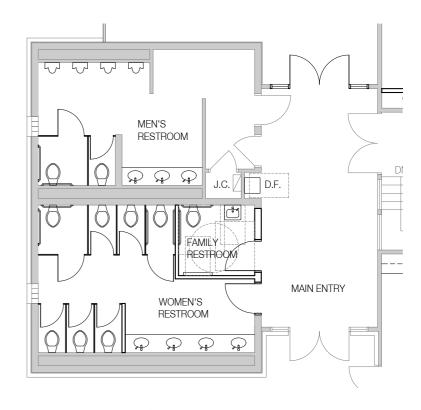
view into partitioned Lakeview Room

project 2: upper level multipurpose + catering + entry

finishes only

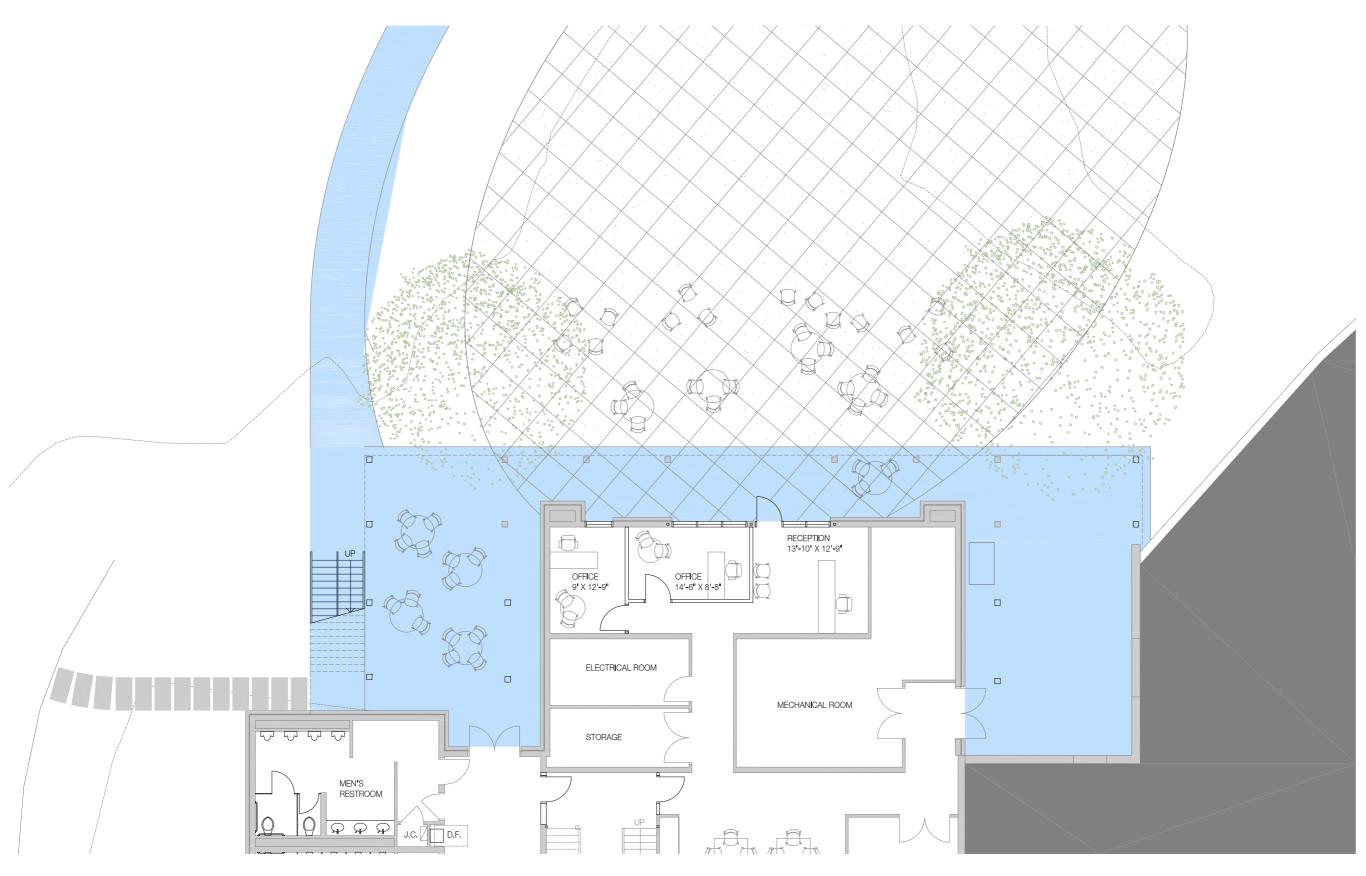


finishes + family restroom



\$128,600

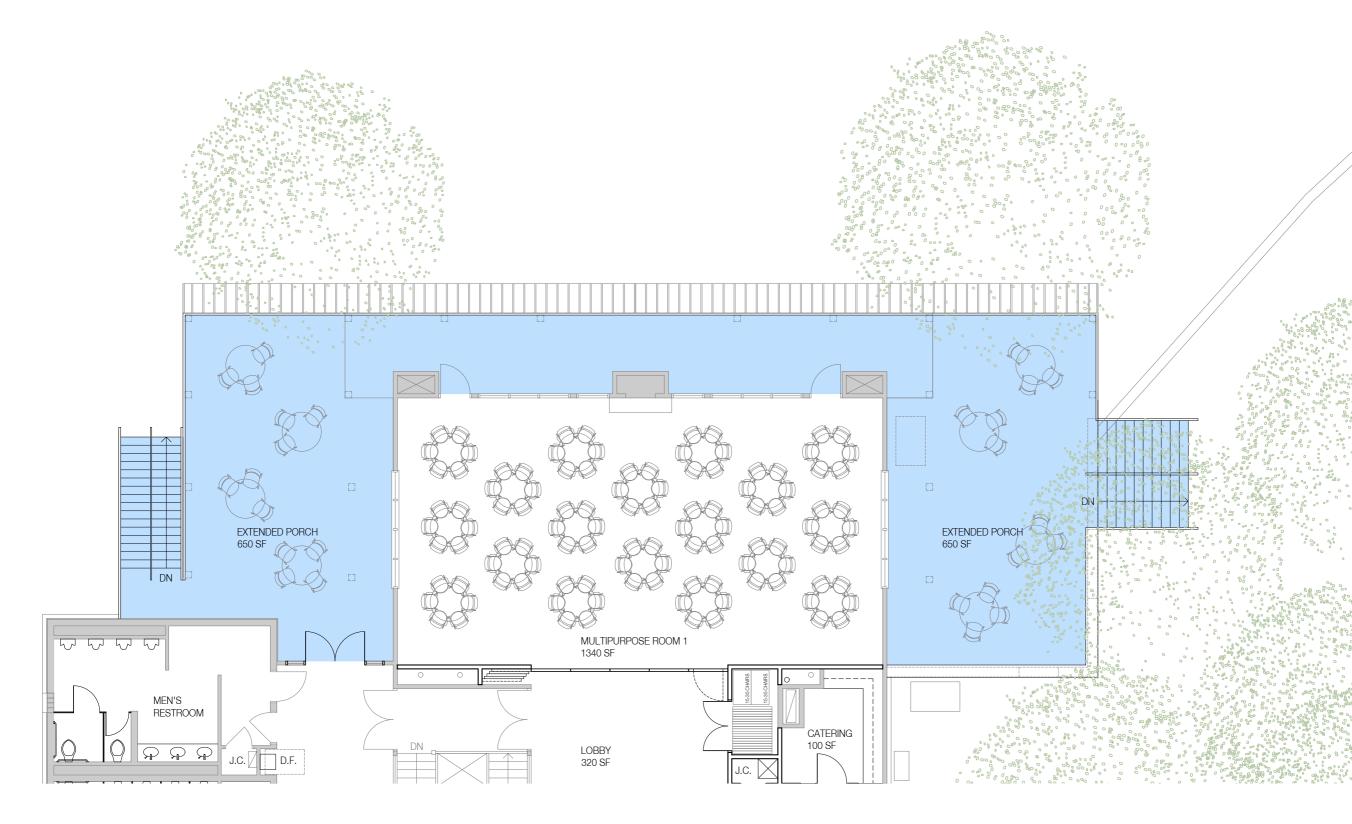
upper and/or lower level restrooms



improved lower level connection to park

project 3:

exterior painting + landscaping + deck expansion



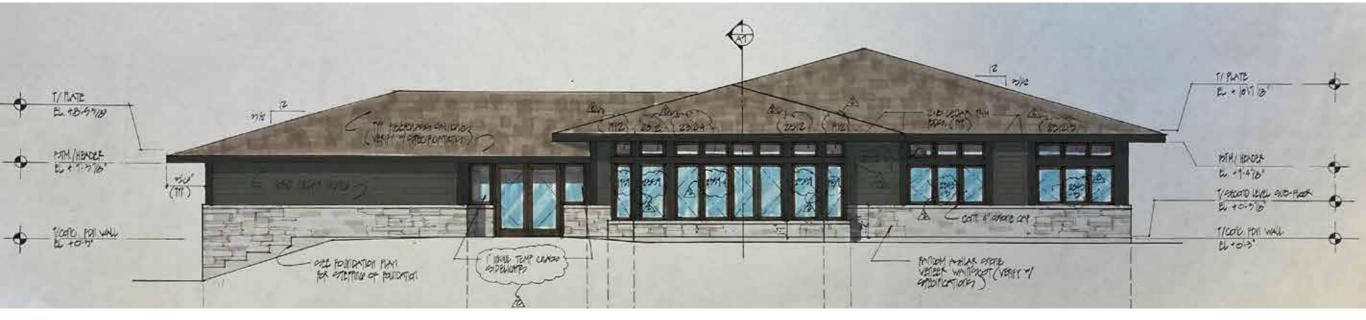
improved upper level deck and park connections

project 3:

exterior painting + landscaping + deck expansion



existing south elevation



proposed south elevation

project 3: exterior painting + landscaping + deck expansion



view of improved Lakeview Center from north

project 3: exterior painting + landscaping + deck expansion

project 1 project 2 project 3

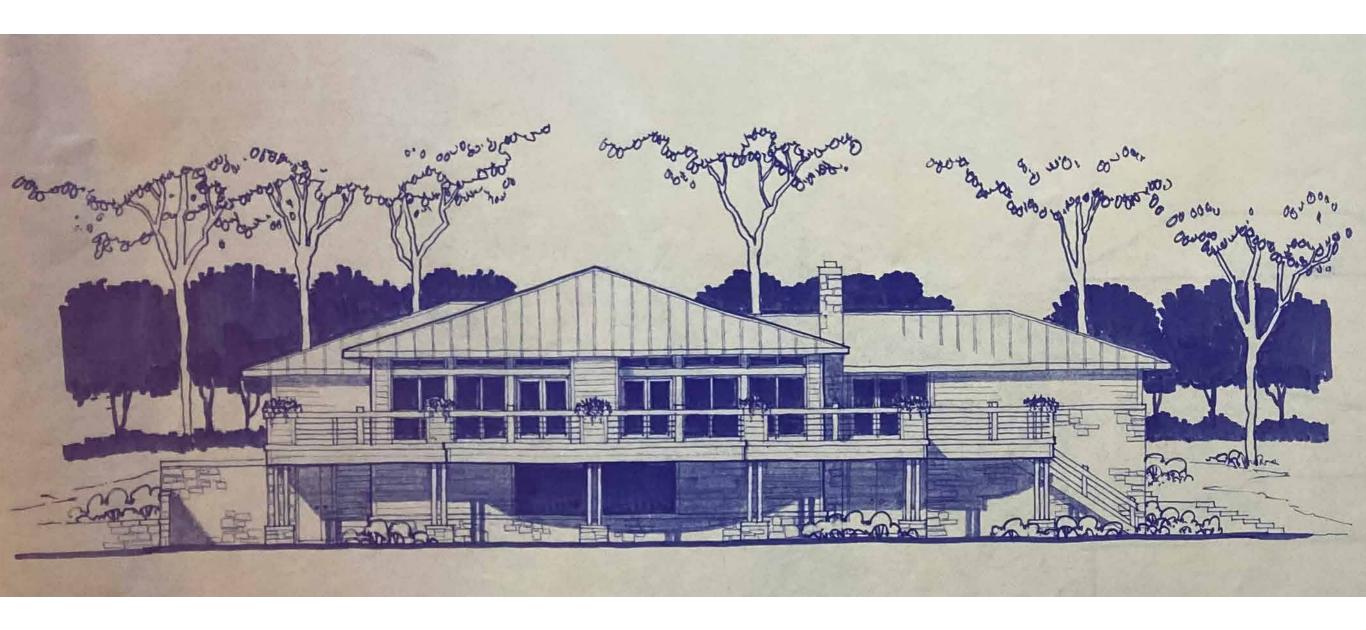
LOWER LEVEL \$270,000

UPPER LEVEL \$337,800

RESTROOMS (\$85,000 - (\$85,000 - \$128,600) \$128,600)

EXTERIOR \$220,800

preliminary budget



Gillson Park Lakeview Center Renovation



Memorandum

Date: August 19, 2021

To: Lakefront Committee Members

Commissioner Julia Goebel, Chair Commissioner Cecilia Clarke

From: Emily Guynn, Superintendent of Recreation

cc: Steve Wilson, Executive Director

Ben Wozney, Lakefront General Manager

Re: Lakeview Center Survey Results



On August 9, the Lakeview Center Renovation Project survey was distributed with the intention to inform the community of the proposed project and to gauge the community's use, experience and knowledge of the Lakeview Center. The survey was sent to 22,897 emails, 6,448 opened, and 856 responses.

1. When was the last time you were in the Lakeview Center?

	Response	# Responding	%
•	Within the last week	50	7%
•	Within the last month	86	13%
•	Within the last six months	96	14%
•	Within the last year	156	23%
•	I have not been in the Lakeview Center	111	16%
•	Other	184	27%
	W'1' 1 1 1 C 140		

- o Within the last five years, 149
- o Over five years ago, 17
- 2. Why do you most often visit the Lakeview Center?

	Response	# Responding	%
•	General questions or in-person assistance	80	10%
•	Rentals	146	16%
•	Restroom facilities	323	37%
•	Season passes or permits	93	12%
•	N/A	135	15%
•	Other	79	10%

- o Recreation Programs/Events, 20
- o Voting, 24

3. Would you ever consider hosting an event at the Lakeview Center?

	Response	# Responding	%
•	No	171	25%
•	Yes	481	70%
•	Other	31	5%
	o Maybe, 15		

4. Please explain why you selected this answer for question 3.

	Response	# Responding	%
•	Percentage based on question 3 responses	566	83%

Common themes in the open-ended question:

- Location, positive remarks
- Have either hosted or attended a rental
- Other venue options
- Parking concerns
- Unaware it is available for private rentals
- Unattractive / needs updates
- Not hosting or attending rentals cue to COVID
- 5. If you responded YES to question 3, what kind of event would you host? If more than one type, list under "other".

	Response	# Responding	%
•	Adult party	130	25%
•	Business conference/workshop/seminar	21	4%
•	Children's party	51	10%
•	Community gathering	46	9%
•	Family gathering	147	29%
•	Wedding/anniversary	31	6%
•	Other	86	17%

o Majority of "other" were truly "all the above"

6. In its current state, do you find the Lakeview Center a useful feature in Gillson Park?

	Response	# Responding	%
•	Extremely useful, I'm there all the time!	35	5%
•	Occasionally useful, I use it here and there	299	43%
•	Not very useful, I only visit once a year	150	23%
•	Not useful, the facility serves no purpose for me	125	18%
•	N/A	80	11%

7. Please explain why you selected this answer for question 6.

	Response	# Responding	%
•	Percentage based on question 6 responses	449	65%

Common themes in the open-ended question:

- Useful for camp, recreation programming and events
- It would be more useful if it were nicer
- Useful for sailing and swim beach customer service/ purchases
- Useful for restrooms in the park
- Not useful because it's too small or prefer other event venues
- Not familiar with the building or offerings
- 8. The Lakeview Center has been a staple in Gillson since the mid-1980's. Are there elements of Lakeview that work well in the park? Are there elements of the building that detract from the park? Please explain.

	Response	# Responding	%
•	Percentage based on total responses to survey	428	52%

• See attached for comments

230 W Superior 6th Flr Chicago IL 60654 Tel 312 943 3120 www.woodtinarch.com

September 10, 2021

Emily Guynn Superintendent of Recreation Wilmette Park District 1200 Wilmette Avenue Wilmette, IL 60091

RE: Gillson Park Lakeview Center Renovation

Emily:

Please find below a comprehensive proposal for the anticipated work at the Lakeview Center in Gillson Park to complete the interior and exterior renovations that have been developed through our conceptual design and planning work this past year.

Project Scope

WTA will provide complete Architectural Design Services from design development through construction administration and post-construction evaluation for the interior and exterior renovations at the Lakeview Center. Per our most recent board meetings and conversations we understand the scope to be based on the package presented at the September 7th Board meeting and include the following:

- 1. Renovations to the lower level that incorporate the design of a new reception area and two or three new offices for park district staff including new doors and windows on the north façade of the lower level.
- 2. Renovated lower programming space and dressing room in old Wallace Bowl dressing room space.
- 3. Updated finishes to the lower-level restrooms.
- 4. Renovation of the upstairs meeting spaces that include removal of the private offices to increase programming space with new associated catering and storage spaces.
- 5. Updated finishes in the upper lobby and stairwell.
- 6. Updated finishes for the upper-level restrooms.
- 7. A new single user / family restroom within the facility.
- 8. An enlarged exterior deck.
- 9. New paint/finishes on the exterior of the building. It is not anticipated that any new exterior doors or windows will be provided beyond what is described above.

All work will be in accordance with local building and accessibility codes and will additionally adhere to all applicable Park District guidelines.

Detailed Scope of Services

A. Design Development

- 1. Review existing conditions.
- 2. Review codes and design requirements for implementation into the design.
- 3. Refine design concepts and options for Client review.
- 4. Refine design and develop interior finish schemes.

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- 5. Meet with WPD and their representatives and board at regular intervals, provide meeting minutes.
- 6. Finalize project design and submit for review/ approval.

B. Construction Documents/ Permitting

- 1. Review documents with Village of Wilmette.
- 2. Prepare a permit set of drawings for submittal to Village of Wilmette.
- 3. Prepare bid documents and specifications on drawing sheets.
- 4. Coordinate design with MEPFP and Structural consultants.
- 5. Submit for and assist with Village of Wilmette permitting. Provide necessary corrections to receive permit.

C. Permitting and Bidding

- 1. Assist WPD with preparing bid documents for project bidding.
- 2. Provide addenda and clarification as needed.
- 3. Review bid results and assist WPD in selecting a Contractor (or sub-contractors) to perform the work.

D. Construction Phase Services (Note: CA services are noted below, but are not included in the initial phase of our professional services. Fees will be determined when project moves to construction.)

- 1. Standard architectural construction administration services including;
- 2. Attend bi-weekly OAC meetings on site to confirm project conformance with documents.
- 3. Review of shop drawings and submittals as well as review and approval of pay applications.
- 4. Provide field orders, change orders, and clarification as needed during construction.
- 5. Review final punch-list.

Project Scope Additions/ Exclusions

- 1. Furniture and desking systems selection or procurement is not included in our proposal, but can be provided for an additional service.
- 2. Low Voltage/ IT/ AV. We understand WPD to have their own AV/ IT staff and protocols and assume data locations and required specifications will be provided for integration into the documents.
- 3. Our scope does not include any hazardous material testing, assessment or abatement.
- 4. Our scope does not include detailed costs estimates. We can work with WPD construction manager to assist them in producing cost estimates if necessary.
- 5. No utility work or civil consultant work is anticipated with the project.
- 6. Construction Administration services will be provided, but are not included in this initial project phase. CA services and fees will be determined as full project scope and construction timeline are determined.

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Project Cost

We understand that the total project has a construction budget of approximately \$1,042,200.

Project Timeline

The project timeline for the project will be confirmed with WPD as part of our design development services, services, but we would propose to have the design and construction document work completed in late 2021 to be ready for permitting in early 2022 with construction immediately to follow. Very schematically, a project schedule could be as follows:

October 2021 Design Development
November / December 2021 Construction Documents
January 2022 Permitting/ Bidding
February – July 2022 Construction
August 2022 Completion

Consultants

It is anticipated that WTA will carry within our contract the following consultants:

- 1. MEPFP Engineering. Services would include:
 - a. Relocation of existing MEPFP infrastructure to accommodate interior renovations.
 - b. New lighting associated with the building renovations.
 - c. New plumbing routing as necessary to accommodate new single user restroom.
 - d. NOTE: No new mechanical equipment is anticipated.
- 2. Structural Engineering. Services would include:
 - a. Confirmation of existing building structure to accommodate interior renovations.
 - b. Structure of new exterior wood deck.

Fee Proposal

We would propose to work either in a lump sum fee manner or hourly not to exceed the below numbers, and would propose to break the project into phases or tasks so that the Park District can remain flexible with their spending and commitments to the project. As such we have broken our fees into the phases below.

	Duration (Weeks)	Totals
Woodhouse Tinucci Architects		
Design Development	4	\$16,000
Construction Documents	8	\$32,000
Bidding/ Permitting	4	\$10,000
Construction Administration/ Close-Out	TBD	TBD
Sub Total		\$58,000
Consultants		
Structural Engineer		\$12,500
Mechanical Engineer		\$11,500
TOTAL		\$82,000
Reimbursables	NTE	\$5,000

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Qualifications

- 1 The fixed fee above includes all services outlined in this document and the referenced scope documents.
- 2 The fixed fee above includes our standard insurance coverages.
- 3 Reimbursable expense allowances listed above are expected to be required in order to complete the project and include items such as travel, reproductions, postage, etc. This amount is an estimate, the actual expenses incurred will be billed at cost.
- This proposal is based on the anticipated start date of October 2021 and completion in August of 2022. Should the project schedule get extended or the scope/budget increased, additional services may be required.

Hourly Rates

For any additional services beyond the above noted scope we would propose to bill hourly using the following hourly rates.

Woo	dhouse Tinucci Architects	2021-2022
Princ	cipal	\$175.00
Proje	ect Manager	\$135.00
Proje	ect Architect	\$120.00
Staff	Architect	\$110.00
Arch	itectural Intern	\$90.00

Contract

Given our longstanding relationship with WPD, we would be happy to use any previously negotiated agreement or short form agreement to simplify the contract process.

Again, we thank you for the opportunity to continue working with you in Gillson Park at the Lakeview Center. Over the past many years, we have thoroughly enjoyed the work we have done with you improving and stewarding your wonderful facilities. If this proposal does not match your expectations in any way, or if you would like to see any changes made, please do not hesitate to contact me to discuss as I am certain we can come to agreeable terms. We very much look forward to getting started.

Sincerely,

Andy Tinucci, Principal, AIA, LEED AP

dyla



Memorandum

Date: September 13th, 2021

To: Board of Commissioners

From: Kristi Solberg

Cc: Steve Wilson

Re: Requesting Board approval-Community Playfields path

The Parks and Planning Department held a bid opening on Friday September 3rd for the path improvements at Community Playfields. The Parks and Planning Department received 4 bids for the project and is requesting Board approval with Hacienda Landscaping Inc. in the total of \$359,750. Bid summary below from Gewalt Hamilton Associates, Inc.

September 7, 2021

Ms. Kristi Solberg Wilmette Park District 3000 Glenview Rd Wilmette. IL 60091 CONSULTING ENGINEERS

625 Forest Edge Drive, Vernon Hills, IL 60061 TEL 847.478.9700 FAX 847.478.9701 www.gha-engineers.com

Re: Path Improvements - Community Play Fields

Wilmette, Illinois

Dear Ms. Solberg:

On September 3, 2021, five bids were opened at 10:00 A.M. in the virtual bid opening, the full tabulation is enclosed.

The lower bidder for improvements within the above referenced project is Hacienda Landscaping of Minooka Illinois, for the amount of \$359,750.00. We have worked with Hacienda Landscaping on similar projects and they have exhibited the skill and coordination necessary to complete this project. We recommend awarding this project to Hacienda Landscaping of Minooka, Illinois, for the sum of \$359,750.00.

As indicated in the bid documents, the anticipated start date is September 27,2020. The project is scheduled to have substantially completion by November 19, 2021 and final completion by December 3, 2021.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely.

Gewalt Hamilton Associates, Inc.

Thomas A. Rychlik, P.E. LEED-AP

Senior Civil Engineer

Encl: Bid Tabulation



Memorandum

Date: September 13, 2021

To: Board of Commissioners

From: Kristi Solberg

Cc: Steve Wilson

Re: September Board Report

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Parks and Planning

The Gillson tennis court resurfacing project started on Tuesday September 7th. Weather permitting the duration of the project is 4-6 weeks.



The roof above the Centennial Ice Arena had several leaks that needed repair. Staff worked with a roofing contractor to complete those repairs.



Field Permits

This fall the Wilmette Wings will be using 3 Parks, Howard Park, Community Playfields and West Park, for practices and games. The Wings practice at Howard Park on the upper field Monday-Thursday, Community Playfield on Tuesday/Wednesday/Thursday and West Park Monday-Thursday. Games started the week of September 6th.

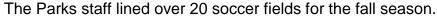
The Wilmette Baseball Fall Ball program is experiencing high enrollment numbers. They will be playing at Hibbard South, the two Thornwood fields, Elam, Pomona & Pony fields at Community Playfield.

Park District soccer began two weeks ago with practices taking place on Monday-Friday at Community Playfield. The leagues games will begin on Saturday, September 11.

Loyola sophomore Football team are practicing on ½ of West Park turf field Monday-Friday from 3:30pm-5:30pm. The other half of the field is being rented by the Wilmette Wings. The two programs have been working great together with each other's practice needs while sharing the space.

Parks staff

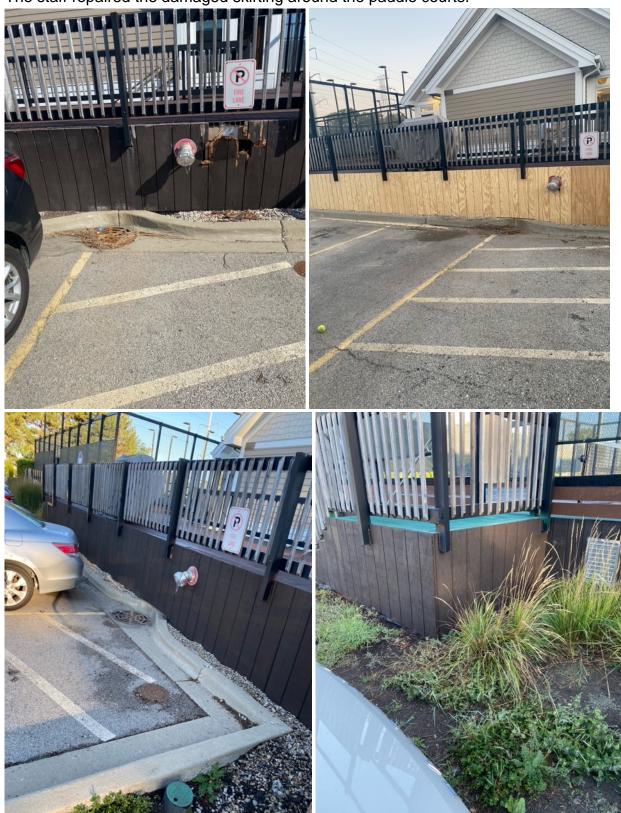
The Parks staff worked on routine maintenance items (mowing, irrigation repairs, prepping ballfields, playground maintenance, tree work, synthetic field maintenance).





Building staff

The staff repaired the damaged skirting around the paddle courts.



Staff worked with a Mechanical contractor to replace 2 bad heat exchanges on a roof top unit at Community Recreation Center.



Staff painted the Preschool wing and offices within the Community Recreation Center. They also added decals in the lobby of the Preschool wing, updated the lighting to LED within two classrooms, added shelves/baby changing stations and a new water fountain.





Staff discovered a leaking circulation pump at Centennial pool that needed immediate repair. Once opened, we learned the bearings and the seal kit needed to be replaced. The lap pool/diving well were shut down on Tuesday August 31st and reopened on Saturday September 4th.



Staff added garden lighting to the concessions patio at Gillson Beach.



Memorandum

Date: September 8, 2021

To: Steve Wilson, Executive Director

From: Emily Guynn, Superintendent of Recreation

Re: Recreation Department Board Report



Community Recreation Center

Recreation Programs Division:

Program/Event Name	Date(s)	Enrollment	Attendance
American Red Cross Blood Drive	July 30	-	53
SS- Miss Jamie @ Mallinckrodt	August 4	-	233
Auditions for Wilmette Dance Team	July 21 & August 28	40	
SUP Brunch and Yoga	August 8	15	15
Auditions for Beauty and the Beast	August 21	78	78
SS- Rosie & The Rivets @ Mallinckrodt	August 22	-	299
Auditions for the Nutcracker	August 29	21	
Late Summer Camps located at 19 various camp	_	1,088	

SS= Sounds of Summer Concert Series

• Early Childhood Center, School Year 2021-2022

As of September 1, provided below is the Early Childhood, School Year 2021-2022

Full Day Preschool
 Morning Preschool Plus Program
 Morning Preschool Program
 38

• Beyond the Bell programs, School Year 2021-2022

As of September 1, provided below is enrollment for the Beyond the Bell programs.

CARE (After School)
 Campus Clubs (3 sites)
 Morning CARE
 91

• New Recreation Supervisor, Taylor Brooks, started on August 12. Taylor will primarily oversee athletics from leagues, to camps, to clinics. Taylor recently completed her Master's Degree in Recreation, Park, and Tourism Administration from Western Illinois University. During her time at WIU she was a Graduate Assistant of Intramurals and Sports Clubs. Taylor received a Bachelor's Degrees from Loras College. While at Loras, Taylor was a 4-year varsity athlete on the Women's Basketball team, including being a 3-year captain.

• *Upcoming Events:*

Event Name	Date
After School Clubs	September 8
American Red Cross Blood Drive	September 9
Sounds of Summer- Hello Weekend @ Wallace Bowl	September 10
Wilmette Pops Children's Chorale Season	September 10
Fall Soccer begins	September 11
Ones & Twos Art Exploration Workshop	September 16
Preschool Fairy Tale Ballet Workshop	September 18
Storybook Theater Circle	September 21
Family Art Night	September 24

Gymnastics:

- Early Fall Session, Recreational Gymnastics classes for school-aged gymnasts are 97% full and preschool classes are 88% full
- Beginning September 25, Private Gymnastics lessons will be offered to the public
- 5 staff members attended the USA Gymnastics National Congress that was offered online this year.
- The Gymnastics department is collaborating with the Early Childhood Center to provide gymnastics classes as part of the "Preschool Plus" program at the CRC.
- A new TumblTrak is being installed in the gymnastics center this month which provides another helpful tool for training the gymnasts!

Center Fitness Club:

• Addition of 5 new classes for the Fall:

o All Levels Yoga: Tuesdays at 9-10 a.m. with Cheri

FitRx: Thursdays at 10:30-11:30 a.m. with Karen
 Cycle Sculpt: Tuesdays at 5:30-6:15 p.m. with Stacy
 Kickboxing: Wednesdays at 8:15-9 a.m. with Karen

o Strength and Stretch: Tuesdays at 11 a.m.-Noon with Christine *starting 9/14

• Free September Pop-Up Classes, open to members and non-members

All Levels Yoga: September 21, 9-10am
 Strength and Stretch: September 21, 11am-12pm
 Kickboxing: September 22, 8:15-9am
 FitRx: September 23, 10:30-11:30am
 Total Body Training: September 23, 5:30-6:30pm

- New Small Group Training opportunity geared towards golfers.
 - O Golfers Strength and Mobility Program will start with a free demo on October 5th, from 11am-12pm. The program officially starts on October 11th. There is a 4-week or 8-week option on either Mondays from 11am-12pm or Thursdays from 4:15-5:15pm.

Center Fitness Club continued

	July 2021	August 2021
Monthly Visits	3,176	2,699
Total Active Memberships	930	886
Group Fitness Attendance	906	783
Personal Training Sessions	122	81

Centennial Recreation Complex

Tennis Center:

- Permanent Court Time begins September 26. Due to resistance to the indoor mask mandate staff projects 25% reduction on Permanent Court Time revenue.
- Late Fall classes move indoors October 17. Online registration without a lottery will be utilized for the Late Fall session.
- The resurface project started on September 7 on the Gillson Park courts. Expectations for its completion is the 3-4 weeks.

Centennial Ice Rink:

- Skating Supervisor Florence Krieger officially began work September 7. Florence has been involved in all aspects of figure skating for over 40 years. Most recently, Florence served as the Figure Skating Director for Winnetka Park District from 2011 to 2015 in addition to teaching lessons at the Park District of Highland Park since 2015.
- Recruitment is underway for both the Ice/Aquatics Supervisor as well as the Racquet Sports Supervisor. Staff is hopeful to have those vacancies filled within the month.
- Wilmette Hockey games begin September 10.

Centennial Family Aquatic Center:

- Aquatic Center final Public Swim was September 7
- Dedicated Lap Swim continues with passes and without reservations through October 3.

o Lap Swim Fees: Resident \$0

Non-Resident \$50 or Non-Resident Daily \$15

o Hours: 7:00am-12:45pm and 5:00-7:00pm

Platform Tennis

- Men's league has 24 teams placed on Tue-Thur nights. This leaves 6 teams without weekday placements. Staff has attempted to find solutions for this situation without much success. Some teams have agreed to play on Sunday. At this point Eric Moran, Paddle Pro, is deepening rosters to maximize placements on the weeknights.
- Women's league placement has continued to grow. Between Mon nights and Thur/Fri daytime leagues, Wilmette will be placing 15 teams in leagues.

Mallinckrodt Center

- Mallinckrodt Center is continuing to offer in person fitness classes, fitness room reservations, in person general interest classes, events, card games and in person office hours.
- Fitness classes are continuing to be offered both in-person and virtual including: Strength Training, Tai Chi, Zumba, Pilates, Sit and Be Fit, Be Moved, Low Impact Fitness (New!), and Gentle Yoga (New!) classes through August with 95 participants registered.

Program/Event Name	Date(s)	Enrollment
Fitness Room Visits	August 1-31	62
Free Medicare Workshop	August 31	5
Indoor Rentals	August 1-31	19
Humanities Discussion Group	Meets Weekly	8
Low Impact Demo Day	August 10	12
Gentle Yoga Demo Days	August 13 & 27	15

Memberships	Enrollment
Mallinckrodt Memberships	143
Walking Club Membership	29

• Upcoming September Classes and Events:

Info

Canasta and Mah Jongg Drop In Games

Mah Jongg Lessons Begin

Humanities Discussion Group

Free Medicare Workshop

Indoor Rentals – 8 Scheduled

Outdoor Rentals- 1 Scheduled

Watercolors is scheduled to begin again in October

End of Summer Bash (luncheon)

Bingo and Dessert Party

Movie and Popcorn Day

Day Trips: Farmer's Market Trips

Lakeview Center / Gillson Park Operations

- The season came to a close this Labor Day weekend with great weather and higher than expected crowds. Staff was limited but filled in at multiple locations and extended hours allowing for an incident free weekend.
- Evanston Symphony Orchestra postponed their concert by one day due to weather concerns. The event was held on Monday Aug.30th. Crowd estimate was 1,000.
- Post season hires continue as we plan for the end of the Sailing Beach Season on October 10th.
- Sailing Beach hours of operations moving forward:
 - o Sept. 7th-Sept. 19th 10am-5pm
 - o Sept.20th- October 10th no staff duty

- Gillson Beach house family bathrooms will remain open through Sept. 20th.
- Working with West Park to complete one new sailing rack this post season as well as a new fence installation at Dog Beach.

Upcoming Events:

o September 18: Beach Bash hosted by the Ouilmette Foundation

Location	Rental Type	Quantity	Revenue
Wallace Bowl	Concert	1	\$2.800
Gillson Park	Special Use	10	\$1,286
Lakeview	Meeting / Retreat	3	\$1,092
Lakeview	Birthday / Family Party	4	\$2,414
Lakeview	Memorial Service	2	\$1,453

As of 9/6/2021

Sailing Beach Visits	7,825
Swimming Beach Visits	34,485
Trail In Permits Sold	131
Dog Beach Passes Sold	727
Resident Daily Passes	2,811
Non-Resident Daily Passes	19,881



To: Steve Wilson, Executive Director From: Sheila Foy, Superintendent of Finance

Date: September 9, 2021

Re: September, 2021 Finance Superintendent Report:

1. District Revenue and Expense Statement Results through July, 2021 (Appendix 1)

2. Capital Expense Results through July, 2021 (Appendix 2)

3. Finance, Customer Service and Technology Department Updates

1. District Revenue and Expense Statement Results through July, 2021 (Appendix 1)

Income Statement results through July and projected 2021 year end results were discussed at the August Financial Planning and Policy committee meeting. Non Property Tax revenues are still strong at 16.6% over budget. Property Taxes are trailing budget YTD but we have collected 60% of the current year's projected budget and I'm confident we will collect virtually all of the remaining property taxes. The County acknowledged that receipts are slow because bills are late in being issued. We should begin to see an increase in receipts during the September/October timeframe. The original 2021 budgeted Fund Surplus was targeting \$553k. A second review of 2021 revenues projects a 2021 Fund Surplus that will be closer to \$2.65 million.

2. Capital Expense Results through July, 2021 (Appendix 2)

Capital expenditures continue to catch up to budget in July. Status on project completion is below:

- Q1 projects not yet complete:
 - o Gillson and Golf club fire alarms due to arrive mid-September. The Fire Marshall provided approval on 8/3.
- Q2 projects not yet complete status:
 - Centennial tennis ball machine is targeting purchase for Q3
 - o Car Charging Station(s) have been ordered and targeting fall delivery
 - o Aquatic Camp Equipment was ordered and we are expecting delivery in early September
 - o Gillson Dog Beach Fence replacement will move to the fall. Parks is looking for better pricing
 - o Parks Cargo Van has been delivered and paid for in August
 - Standardization of trash and recycling containers will move to fall
 - o West Park Dog Fencing is on hold due to ComEd expected completion is targeted for fall
 - Golf Cart Path is expected to resume in October

An update on Q3 projects will be available at the next Financial Planning and Policy committee meeting.

3. Finance, Customer Service and Technology Updates

During August, Finance prepared for a Capital Committee of the Whole meeting. We met with the Agency's Municipal Advisor to create and present a document for the Board that discussed various issues related to the Agency's Debt. The Board also reviewed the 5 year Capital Plan that was updated with input and discussions with the Department Heads. The output from those discussions and that meeting resulted in 2022 budget guidance agreed to and then communicated to staff to assist in developing the 2022 operating budget. These budgets are on target to be reviewed at respective Committee meetings beginning in mid-October. We attended a Community Solar Options webinar presented by IAPD that discussed solar energy farms. Finance also met with the Auditors to discuss questions that arose from the 2020 audit as well as determining the calendar for the 2021 audit.

Customer Service reported that August was definitely hot and sticky. With so many days in the 90s, the Park District water offerings were full with people taking advantage of our lovely pool and our beautiful lakefront park to cool off. Summer camps ended on August 20th. Early fall registration began on August 10th for residents and the 17th for non-residents. Classes began the week of August 23rd. Gymnastics is still our most popular sport with over 900 kids enrolled. The next Gymnastics Olympian could be in the works right now! The Childcare department was in high swing with prepping our center for all kiddos to come back as school started August 25th. Enrollment is up as lots of new kids have been added to our preschool and CARE programs. We also started our Campus Clubs at Centennial which is designed to teach kids skills that prepare for a life of experiences. After School Clubs at certain Wilmette Public Schools had registrations. Those offerings will begin in Mid-September. Lots of interest in Fall Soccer and outdoor sports as we are back to wearing masks indoors. As we slide into Labor Day weekend, the unofficial end to summer, we are ready for pumpkins, leaves changing colors, and fall activities at the Wilmette Park District!

Technology is always busy answering phone calls directed to the help desk and solving all the Agency's technology problems. This month Technology was busy converting ipads from summer camp usage to early childhood usage. They renewed an ssl certificate for our registration website and renewed a next generation antivirus solution. Last but not least, they applied an update to the General Ledger!

Appendix 1

Albana .		Wilmette Park					
	Reve	nue and Expens					
WILNETTE PARK DISTRICT		Calendar Year	2021				
finded son	For the	Month Ending	July 31, 2021				
							Total
<u>Total District</u>					YTD Varia		Year
	Actual	Actual	Actual	Budget	Actual to B		Budget
D	2019	2020	2021	2021	\$	%	2021
Revenue							
Property Taxes	\$6,199,952	\$5,911,452	4,766,523.15	\$5,781,526	(\$1,015,003)	-17.6%	\$7,909,177
Daily Fees	948,021	818,052	1,163,745	929,416	234,329	25.2%	1,596,782
Fee Revenue	8,030,878	3,413,396	5,998,578	5,068,938	929,640	18.3%	7,957,064
Membership Fees	1,639,674	1,353,329	2,162,954	1,248,978	913,977	73.2%	2,296,121
Rental Revenue	1,425,528	952,386	1,488,052	1,176,261	311,791	26.5%	2,164,411
Retail Sales	1,425,528	79,941	1,488,052	1,176,261	8,083	26.5% 8.0%	
Miscellaneous Revenue	334,594	133,455	84,910	87,177	(2,268)	-2.6%	
Viscondificodo i Ceveride	004,004	100, 100	<u>04,010</u>	<u>01,111</u>	(2,200)	2.070	100,221
Total Revenue	\$18,713,766	\$12,662,011	\$15,773,750	\$14,393,202	\$1,380,549	9.6%	\$22,285,271
Expenses							
Salaries & Wages	\$5,384,637	\$4,484,342	\$4,567,270	\$4,629,846	(\$62,576)	-1.4%	\$7,985,885
Employee Benefits	1,541,799	1,399,863	1,177,299	1,321,630	(144,331)	-10.9%	2,371,609
Contract Services	2,321,927	1,515,177	1,708,593	1,812,537	(103,944)	-5.7%	3,132,888
Utilities	525,725	417,530	432,081	537,478	(105,397)	-19.6%	998,443
Supplies	781,615	363,538	482,187	583,696	(101,509)	-17.4%	961,241
Repairs	<u>116,588</u>	<u>170,218</u>	<u>158,060</u>	<u>187,659</u>	(29,599)	-15.8%	<u>628,394</u>
Operating Expenses	\$10,672,291	\$8,350,668	\$8,525,491	\$9,072,846	(\$547,355)	-6.0%	\$16,078,460
Operating Surplus (Deficit)	\$8,041,475	\$4,311,344	\$7,248,259	\$5,320,356	\$1,927,903	36.2%	\$6,206,811
Non-Operating Revenue							
Bond Proceeds	\$0	\$0	\$0	\$0	\$0		\$0
Capital Reimbursement	0	0	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Total Non-Operating Revenue	\$0	\$0	\$0	\$0	\$0		\$0
Non-Operating Expenses							
Capital	6,022,955	871,759	1,261,209	1,727,926	(466,717)	-27.0%	2,880,176
Capital - Special Recreation	152,269	111,885	3,214	266,070	(262,857)	-98.8%	
Debt Service	0	0	71,971	71,973	(2)	0.0%	
Capital Transfer	<u>0</u>	<u>0</u>	0	0	0	N/A	0
Overhead Transfer	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	N/A	
Total Non-Operating Expenses	\$6,175,224	\$983,644	\$1,336,393	\$2,065,969	(\$729,576)	-35.3%	\$5,653,819
Net Non-Operating Surplus (Deficit)	(\$6,175,224)	(\$983,644)	(\$1,336,393)	(\$2,065,969)	\$729,576	-35.3%	(\$5,653,819)
Total Expenses	<u>\$16,847,515</u>	\$9,334,311	\$9,861,884	<u>\$11,138,815</u>	(\$1,276,930)	-11.5%	\$21,732,279
Net Surplus (Deficit)	\$1,866,251	\$3,327,700	\$5,911,866	\$3,254,387	\$2,657,479	81.66%	\$552,992

Appendix 2

		PARK DISTRICT					
		ENDITURE SUMMARY					
	THROUGH	I JULY 31, 2021					
Location	Project Name	Project Description	Priori ty	Budget	YTD Spending	Remaining Budget	Estimated 2021 Quarte for Completion
ADMINISTRATION OFFICE	Computer Hardware	Computer hardware (Laptops, Desktops, Servers and etc.)	С	70,200	26,618	43,582	Year Long
ADMINISTRATION OFFICE	Computer Software	Computer software (MS Office and etc.)	С	60,000	37,122	22,878	Year Long
WILMETTE GOLF CLUB	Drainage Improvements	Materials for subsurface golf course drainage	С	,	- /	,	
		installs		10,000	3,489	6,511	Year Long
CENTER FITNESS CLUB	Studio Equipment Replacement	Ongoing replacement of group exercise studio equipment	С	5,000	4,494	506	Q1
GILLSON PARK	Storage Building Fire Alarm	Fire Alarm for maintenance building	С	20,000	175	19,825	Q1
WILMETTE GOLF CLUB	Maintenance Fire Alarm	Installation of a fire prevention system	С	20,000	768	19,232	Q1
WILMETTE GOLF CLUB	Range Netting Pole and Fence Maintenance	Net and Cable Maintenance / High lift work	С	10,000	8,000	2,000	Complete
MALLINCKRODT CENTER	Front Door Repair	Front door requires repair	С	13,000	15,835	(2,835)	Complete
ADMINISTRATION OFFICE	Switchvox Telephone System	Replace Village supported phone system obsoleted at the end of 2020	NEW		75,488		Complete
CENTENNIAL TENNIS	Ball Machine	Replace ball machine	С	8,000		8,000	Q2
COMMUNITY REC CENTER	Car Charging Station	Electric Car Charging Station at the CRC	C 12,000			12,000	Q2
COMMUNITY REC CENTER	Roof Replacement	Complete replacement of south building roof	С	900,000	871,027	28,973	Q2
GILLSON PARK	Aquatic Camp Equipment	Updating the equipment used for Aquatics Camp	С	5,000		5,000	Q2
GILLSON PARK	Beach Mat Replacement (5.8 Levy)	Replacement of worn and damaged beach mats	С	7,000		7,000	Q2
GILLSON PARK	Replace Dog Beach Fence	Refencing of the dog beach including gate replacement	С	20,000	-	20,000	Q2
PARKS DEPARTMENT	Cargo Van (#22)	Replacement of Cargo van	С	35,000		35,000	Q2
PARKS DEPARTMENT	Combination Trash/Recycling Containers (Various Parks)	Ongoing standardization of trash/recycling containers	С	10,000		10,000	Q2
PARKS DEPARTMENT	Dog Park Fencing	Install dog park fencing on ComEd leased prop.	С	50,000	650	49,350	Q2
WILMETTE GOLF CLUB	Cart Path Installation	Fully Connected Cart Paths/Curbing/Drainage	С	382,500	25,445	357,055	Q2
CENTER FITNESS CLUB	Fitness Equipment Replacement	Ongoing replacement of strength and cardio equipment	С	35,000		35,000	Q3
COMMUNITY PLAYFIELD	Tennis Court Resurface/Renovation	Outdoor tennis court resurface / renovation	С	105,000		105,000	Q3
COMMUNITY REC CENTER	Gymnastics Equipment	Updating and Replacing Equipment	С	15,000	1,775	13,225	Q3
GILLSON PARK	Lakeview Design	Full Building Design Plan	С	50,000	21,565	28,435	Q3
GILLSON PARK	Tennis Court Resurface/Renovation	Resurface/improve outdoor courts	С	70,000	70	69,930	Q3
WEST PARK	Pickle Ball Courts		NEW		1,227		Q3
WILMETTE GOLF CLUB	Tree Maintenance	Removal of dead trees and large limbs	C	10,000	20.054	10,000	Q3
WILMETTE GOLF CLUB WILMETTE GOLF CLUB	Approach/Tee Mowers (2) Bank Mower	Replacement - (3) 14 Year Old Machines Replacement - Current Machine is 17 years old	L L	26,954 9,998	26,954 9,998	0	Q3 Q3
WILMETTE GOLF CLUB	Fairway Mowers (4)	Replacement - (3) 10 Year Old Machines	L	65,127	65,127		Q3
WILMETTE GOLF CLUB	Rough Mower	Replacement - Bunker Rake Machine - 13 Years Old	L			0	Q3
WILMETTE GOLF CLUB	Sand Pro	Sand Pro 5040	L	20,215 5,748	20,215 5,748		Q3
WILMETTE GOLF CLUB	Utility Vehicles	Workman HDX - 2WD (Kubota Gas)	L	7,626	7,626	0	Q3
WILMETTE GOLF CLUB	Walking Green Mowers (2)	Cleanup and Collar Mower for Greens	Ī.	8,808	8,808	0	Q3
COMMUNITY REC CENTER	Comp Plan	Comprehensive Plan for Remodel/Interior Upgrades	С	90,000	2,233	90,000	Q4
GILLSON PARK	Lakefront Infrastructure Design Work	Comprehensive Plan Development	С	100,000	22,868	77,132	Q4
GILLSON PARK	Lakeview Design Implementation	Full Building Design Plan	С	75,000	,_30	75,000	Q4
GILLSON PARK	Sailing Boat Racks	Replace and repair old and damaged sailing racks	С	8,000	120	7,880	
GILLSON PARK	Shoreline Protection - Langdon	Material and Installation	С	500,000		500,000	Q4
PARKS DEPARTMENT	Artificial Turf Field	Replacement of artificial turf in-fill material	С	40,000		40,000	Q4
		TOTAL without Special Recreation		2,880,176	1,261,209	1,695,682	
PARKS DEPARTMENT**	ADA Accessibility (5.8 Levy)	ADA improvements	С	150,000	3,214	146,787	Year Long
MAPLE PARK**	Playground Renovation (2015)	Scheduled replacement and ADA update	С	249,700	·	249,700	Q3
		Total Special Recreation		399,700	3,214	396,487	
Priority Code =		Total Capital Expenditures		3,279,876	1,264,422	2,092,169	
C = Critical							
S = Semi Critical							
N= Non Critical							
L= Lease Payment							