



**Wilmette Park District  
Regular Meeting  
Board of Park Commissioners**  
*Monday, April 12, 2021  
7:30 pm – Online<sup>1</sup>*

**A G E N D A**

- I. Regular Meeting of the Board of Park Commissioners Called to Order
- II. Approval of Minutes
  - A. March 8, 2021 Regular Meeting
- III. Communications and Correspondence
- IV. Community Playfields Bathroom Location and Fitness Path Configuration – Presentation and Discussion
- V. Public Comment/Recognition of Visitors
- VI. Approval of Voucher List
- VII. Executive Director's Report
- VIII. Committee Reports
  - A. Lakefront Committee
  - B. Parks & Recreation Committee
    - a. Consideration of Bathrooms and Recommended Location at Community Playfields
    - b. Consideration of Fitness Path and Recommended Configuration at Community Playfields
  - C. Golf Operations Committee
  - D. Financial Planning & Policy Committee
    - a. Consideration of Proposal for a New Phone System
- IX. Unfinished Business
  - A.
- X. New Business
  - A. Consideration of Proposal for Shoreline Protection Work at Langdon Beach
- XI. Adjournment

<sup>1</sup>This meeting will be held remotely via Zoom and broadcast live at <https://www.youtube.com/user/villageofwilmette/live> and on Channel 6, then published on the Park District's website. To participate via Zoom on the phone, please call 312-626-6799 and enter **meeting ID #844 2574 4488** and **passcode #905732**. If you wish to participate via the Zoom software, please use the same meeting number and passcode. Public Comment will be facilitated on Zoom during the meeting.

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.
9. Any person, except a member of the Board, who engages in disorderly conduct during a meeting, may be ejected from the meeting upon motion passed by a majority of the Board present.



## **WILMETTE PARK DISTRICT Minutes of Regular Meeting of the Board of Park Commissioners**

*Monday, March 8, 2021  
Virtual Meeting via "Zoom"*

### **Present**

Commissioners: President Gordon Anderson, Vice President Julia Goebel, Bryan Abbott, Cecilia Clarke, Mike Murdock, Todd Shissler, Amy Wolfe  
Secretary/Executive Director: Steve Wilson

Staff: Emily Guynn, Kristi Solberg, Sheila Foy, Marlon Rodas, Lindsay Thomas

Visitors: Walter Keats, Alan Golden, Rick Prohov, Mary Shea, Van Economou, Derek Casteel, Kara Kosloskus, Andrew Levy, Allison Frazier, Peggy G., Mark Schumacher, Rich DeLeo, Mike Doyle, Gary Knight, Patrick Duffy, Richard Pinner, Brij Shah

### **Absent**

None

### **I. Meeting Called to Order**

The meeting was called to order at 7:35 p.m.

**A.** Roll call taken. It was noted that Commissioner Goebel had yet to join the meeting and will do so later and the time will be noted.

### **II. Approval of Minutes**

#### **A. February 8, 2021 Regular Meeting**

Commissioner Clarke moved and Commissioner Shissler seconded a motion to approve the minutes for the February 8, 2021 regular meeting.

By a roll call vote, voting Yes, Commissioners: Abbott, Clarke, Murdock, Shissler, Wolfe, and Anderson. Voting No, none. Absent, Goebel; **motion carried.**

#### **B. February 8, 2021 Closed Session**

Commissioner Murdock moved and Commissioner Shissler seconded a motion to approve the minutes for the February 8, 2021 closed session.

By a roll call vote, voting Yes, Commissioners: Abbott, Clarke, Murdock, Shissler, Wolfe, and Anderson. Voting No, none. Absent, Goebel; **motion carried.**

### **III. Communications and Correspondence**

President Anderson acknowledged that the packet contained emails in regard to disc golf with the majority were opposed to it being added to Gillson Park. He then acknowledged the Mallinckrodt Dog Park emails received just prior to the meeting

and Director Wilson stated that emails on that topic will be in the Parks and Recreation Committee packet for their next meeting. He then acknowledged a letter regarding accessibility at the beach house and parking lot and noted that Director Wilson responded to the emailer.

#### **IV. Gillson Park Comprehensive Plan**

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Director Wilson introduced Scott Freres from Lakota Group and Andy Tinucci from Woodhouse Tinucci Architects who have an update for the board regarding the meetings held the past month. Scott gave the board a brief update outlining the progress on the engagement phase of their planning efforts. He stated that the team held a Virtual Open House a couple weeks ago and had over 200 people signed up for the meeting. He also said they also conducted focus group sessions over the past month with various groups. He went on to explain that as surveys, question and answer information, and some information boards put together, they will be put in facilities and online for the public to stay informed. He said that all of the input will be used to form the basis for the proposed items they return with in the next step of planning. He then turned the discussion over to Andy Tinucci to walk the board through some of the information taken away from their engagement process. Andy walked the board through some slides that summarized the feedback gained during the Virtual Open House such as the online poll results, a words cloud of common terms used, and quotes heard during the engagement process. He said that the feedback has been great because the residents know exactly what they love about Gillson and they look forward to drilling down on the feedback to help guide their planning process. Scott then informed the board about the timeline of the process and said that the initial engagement process is winding down and that the envisioning phase is beginning with the initial concepts to be delivered likely in late April. As the envisioning progresses, the ideas will be brought back to the community in May or June.

#### **V. Public Comment/Recognition of Visitors**

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President Anderson addressed the audience and asked if anyone was interested in addressing the Board.

Director Wilson facilitated public comment. The Attendance Record will become part of the permanent record.

Alan Golden – Thanked the board for the presentation about Gillson. He mentioned he noticed that there were only 5 sailors at one of the sessions. He suggested that more people be contacted for input. Director Wilson said that the meeting was not intended to be an open meeting for all sailors as it was a focus group. Mr. Golden said he appreciated the information.

Rick Prohov – He stated he found the report from Lakota interesting and wanted to know why the District did not follow the same process for Community Playfields. He went on to state he has asked multiple times since July for information



regarding the irrigation system at Community Playfields and has not received anything yet which he has now submitted a Freedom of Information Request for which he assumes will be what is discussed in the Closed Session meeting tonight. He further stated that he has filed a complaint against Director Wilson because as far as he can tell is that the irrigation system was undertaken without a public review or board approval. He said he will wait to hear what is stated after the closed session.

Mary Shea – She appreciated that Lakota Group mentioned that Gillson is located in a residential neighborhood. She went onto express her concern about the discussion surrounding disc golf at Gillson and reminded the board that the prior version of disc golf in Gillson was not a successful endeavor. She mentioned that parking and traffic are of concern and adding another activity would make it worse. She also stated that disc golf with flying projectiles would prevent other uses of the park space.

Van Economou – He said he would like to echo Mr. Prohov's statements about a lack of transparency and specifically pointed out that there was an error in the meeting number on tonight's agenda and feels it is reflective of how staff is treating the residents.

Derek Casteel – He thanked Rick Prohov for all of his work in regard to the changes at Community Playfields. He said that Mr. Prohov has been speaking with board members one on one and on the phone. He said that the tone of the conversation with the park board and the residents around the park was negative and the best way to make it better would be more transparency. He said that the new irrigation system was a surprise nonetheless and that there seems to be no public record of an approval. He also said that one, if not more, board members had no knowledge of the irrigation project until it was at least underway and he feels that it is unfathomable that a park district employee can undertake a \$750,000 project without board approval. He asked when the board became aware of the project.

Richard Pinner – Last September he wrote to the District, and he spoke about it last October, about the need for restrooms and since then there have been many meetings discussing the topic. The irrigation system did not have such a discussion and why was it not handled the same way. He felt that the original irrigation system was to be installed above the underground tank, but ultimately it was expanded to cover the entire park and conveniently located to justify and dictate the location of restrooms that had clearly been anticipated since before the intergovernmental agreement had been signed. He said that he believes that the District has missed the mark on this project especially when compared to the ongoing lakefront planning. He feels that this has not been a public and open process and asked if the board is accountable for the failure or is it staff.

Brij Shah – He echoed what Richard Pinner and Derek Casteel said. He said he feels there needs to be more transparency.

## **VI. Approval of Voucher List**

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Commissioner Clarke moved and Commissioner Murdock seconded a motion to approve the Voucher List in the amount of \$1,008,385.80 a copy of which is to be attached to and become a permanent part of the minutes of this meeting. Prior to the vote, President Anderson pointed out the new format of the report and how much nicer it is to review. Commissioner Murdock asked about a cost for Alan Graham and associates and if it was for a placement fee when we hired the paddle professional and staff said that it is for contracted instructional services.

By a roll call vote, voting Yes, Commissioners: Abbott, Clarke, Murdock, Shissler, Anderson, and Wolfe. Voting No, none. Absent, Goebel; **motion carried.**

## **VII. Executive Director's Report**

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**Director Wilson reported on the following topics:**

- Gillson Comprehensive Plan – He stated that videos of meetings, question and answer documents for the questions asked during the Open House, as well as a survey and all materials regarding Gillson Park will be placed on the District's website as well as placed in facilities for people to review.
- Social Equity Policy – He stated that the policy is under the Financial Planning and Policy Committee report as it has been reviewed and recommended by the Committee. He further explained that this is the second step in a multi-step plan that will also include a review of all prior policies for any language that should be altered to make them more inclusive.
- Marketing Presentation – He stated that later in the meeting the Marketing and Communications Manager will present how we currently do our marketing and communications. He said that the presentation was born out of comments and questions asked by current board members as well as candidates.
- Summer Operations – He said that the summer planning is underway for the beach, golf, pool and camps. He said that in the next week the Camp brochure will be online and registration will happen later in the month.

Commissioner Goebel joined the meeting at 8:27 pm.

## **VIII. Committee Reports**

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### **A. Lakefront Committee:**

**Commissioner Abbott reported on the following topics:**

- He said that the Committee did not meet but the board did meet as a Committee of the Whole to discuss lakefront topics. Specifically, the meeting focused on a discussion with the SmithGroup who have supplied the District with a proposal to do shoreline protection work at Langdon Park. He provided a background about lake levels and why such work is under consideration. He said that SmithGroup spoke to what their services would

entail and what the fees they propose are derived from. He said that the consensus was that the proposal is one that should be approved when it comes to the board.

**B. Parks & Recreation Committee:**

**Commissioner Murdock reported on the following topics:**

- He stated that the Committee did not meet this month. He said the next meeting is later this month and that the Committee will be looking at disc golf as that has been referred to the Committee by President Anderson. He said the Committee will be looking at all the bathroom locations that have been discussed and making a recommendation on where bathrooms should be located if bathrooms are deemed appropriate. He asked Director Wilson about the progress on an agreement with D39 in regard to the washrooms at the junior high. Director Wilson said that the conversations with the schools has been fruitful and that the Park District will begin drafting an agreement. He asked the board if they have any information they would like gathered or any thoughts they wished to share before the committee meets more. Commissioner Abbott asked if we are building new bathrooms or using existing bathrooms. Commissioner Murdock stated there are existing bathrooms. Commissioner Clarke asked if there has been any more discussion about the availability of the washrooms as prior information indicated the school would not want them used while school is in session. Director Wilson stated that his understanding is that they school only is talking about a regular school day, but the details have not been discussed enough to say with certainty. Commissioner Clarke asked how the bathrooms would be designed. Director Wilson stated that typically we would engage a design professional to create designs for the board and public to review. Commissioner Goebel asked if we know about the configuration of the washrooms in regard to gender and number of fixtures. Director Wilson said that it currently is two gender but to make the washrooms ADA compliant, they may need to be made combined into a single unisex washroom. Commissioner Anderson stated that he said these washrooms will be in place for a long time if approved, and he said that cost should not be the primary driver of where the bathrooms are placed and the utility of the location should be the primary consideration. He said that in his opinion, the pump station should be put underground and if that can happen when a bathroom goes in, we should consider it. Commissioner Murdock said another item that will be discussed at the next meeting is a fitness path made of a softer material. He said the plans presented previously will be considered. He spoke about some of the path options and some of the issues that must be considered including impact on trees and proximity to the fields. He said his personal feeling is that the more simple options on the north part of the park should be pursued first and consideration on the south should be held off for the future and asked the board for board input. Commissioner Wolfe stated that she would like the portion on the south part of the park to still be considered to achieve a one mile loop. Commissioner Goebel stated that a one mile loop would be most desirable. Commissioner Shissler stated his agreement

with both Commissioners Wolfe and Goebel. Commissioner Murdock said that the next item that will be discussed is dog park locations which has been narrowed down to Mallinckrodt and Howard Parks. He said that questions about configurations at both locations are being looked at by staff and new ideas will be presented. He stated his personal dislike for the initial location in Mallinckrodt and asked the Commissioners for their input on this topic as well. Commissioner Clarke asked if it is possible to make a smaller option in Mallinckrodt Park, maybe on the western edge of the property? Commissioner Murdock said we will look into that for the meeting. Commissioner Shissler stated he liked the Howard Park option. Commissioner Abbott agreed with Commissioner Shissler and said the idea to put a dog park in the middle of Mallinckrodt was a nonstarter with him and that Howard Park should be the focus. He stated he favors the addition of a dog park and has spent some time observing the activity at the dog beach and thinks this would be a nice addition to the community. Commissioner Goebel said that it is clear there is an obvious desire for a dog park in the middle part of Wilmette and it is known that Howard Park is a place that people with dogs already gather. Commissioner Anderson said he wants staff to closely consider the parking situation in the planning efforts when considering Howard Park. Commissioner Murdock concluded by saying the Committee is planning to also discuss other topics such as solar panels, Keay Nature Center, pickle ball, and garden plots.

**C. Golf Operations Committee:**

**Commissioner Wolfe reported on the following topics:**

- The committee met on February 22<sup>nd</sup> and that at the time snow was still on the ground and people were enjoying the cross country ski trails. In addition to that, the staff was doing winter maintenance in advance of the season. She mentioned that two vacant positions were in the process of being filled. Lastly, the golf financials were reviewed and since it is still winter, not much has happened as of yet. She mentioned that at the time of the meeting, the golf cart path project has not resumed due to the snow.

**D. Financial Planning & Policy Committee:**

**Commissioner Goebel reported on the following topics:**

- The committee met in February and reviewed the year end financials for 2020. She said that the majority of the meeting was spent discussing the Social Equity Policy and asked Director Wilson to provide background on the policy for the board. He said that the process to develop the policy was a lengthy, but good process that involved first researching similar policies locally, then the state level, then nationally. Drafts were made, reviewed by the administration first, adjusted based on input, and then reviewed with the entire staff and made further adjustments based on that feedback. Individual meetings were had with members of staff who were not comfortable speaking in a group setting and those conversations were very positive and helped shape the policy further. He went onto state the policy while somewhat aspirational, it is an aspiration we should all strive for and

hopefully will set the stage for positive discussions to take place that will allow for continuous improvement. He thanked all the staff and board who have been involved in the development of the policy. Commissioner Goebel moved to approve the policy as recommended by the Financial Planning and Policy Committee and Commissioner Abbott seconded the motion.

By a roll call vote, voting *Yes*, Commissioners: Abbott, Clarke, Goebel, Murdock, Shissler, Anderson, and Wolfe. Voting *No*, none. *Absent*, none; **motion carried**.

## **IX. Unfinished Business**

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None

## **X. New Business**

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### **A. Marketing and Communications Presentation**

Marlon Rodas, Communications and Marketing Manager, started by thanking his staff for all their efforts during the pandemic. He then gave an overview of the demographics of Wilmette and how the District communicates with them. When emails are sent, Constant Contact is the product that is used and presented the statistics of the number and nature of emails sent throughout the year and also shared that over 22,000 emails are on the distribution list. He also spoke to some target marketing where segments of the population are targeted such as members of the tennis facility. He then outlined the digital and social media the District employs. He said that Facebook is the primary social media outlet used by the District as that is where most of the household decision makers can be found. He spoke about the use of other outlets like Nextdoor, Instagram, and Patch. He then showed the analytics of the various social media platforms. He then reviewed the District's website and some of the traffic including the use of the online brochures. He then showed the various print marketing the District uses such as flyers, banners, brochures and posters in facilities and around town in kiosks. Commissioner Clarke asked about whether or not the District could be included in the Village's e-news emails and staff said they do at times and most recently included the information about the Gillson Virtual Open House. Commissioner Anderson asked about how the District uses the information from the registration software and Marlon said that we use it for identifying trends and gathering how we want to execute target marketing to various user groups. The board thanked the staff for the presentation and for all the work they do.

## **XI. Adjourn to Closed Session**

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A. Commissioner Anderson moved and Commissioner Abbott seconded a motion to adjourn to Closed Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel of the District, including hearing testimony on a complaint lodged against an employee of the District or against legal counsel to determine its validity, and to discuss the minutes of meetings lawfully closed, whether for the purposes of approval by the body of the minutes or semi-annual review of the

minutes, in accordance with Sections 2(c)1 and 2(c)21 of the Open Meetings Act

By a roll call vote, voting *Yes*, Commissioners: Abbott, Clarke, Murdock, Shissler, Wolfe, Goebel, and Anderson. Voting *No*, none. *Absent*, none; **motion carried.**

## **XII. Reconvene Regular Board Meeting**

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Commissioner Shissler moved and Commissioner Wolfe seconded a motion to reconvene the regular meeting at 10:34 p.m.

By a roll call vote, voting *Yes*, Commissioners: Abbott, Clarke, Murdock, Shissler, Wolfe, Goebel, and Anderson. Voting *No*, none. *Absent*, none; **motion carried.**

Commissioner Anderson said that if Mr. Prohov and Mr. Economou are still in the meeting, the board had a spirited discussion and a response will be forthcoming to the complaint submitted by Mr. Prohov when it is ready and reviewed by the board.

By a roll call vote, voting *Yes*, Commissioners: Abbott, Clarke, Murdock, Shissler, Wolfe, Goebel, and Anderson. Voting *No*, none. *Absent*, none; **motion carried.**

## **XIII. Adjournment**

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There being no further business to conduct, Commissioner Anderson moved and Commissioner Shissler seconded a motion to adjourn the meeting at 10:37 p.m.

By a roll call vote, voting *Yes*, Commissioners: Abbott, Clarke, Murdock, Shissler, Wolfe, Goebel, and Anderson. Voting *No*, none. *Absent*, none; **motion carried.**

Minutes Approved on: TBD

**From:** [Michael Doyle](#)  
**To:** [Steve Wilson](#); [Mike Murdock](#); [Amy Wolfe](#); [Cecilia Clarke](#)  
**Cc:** [sarahsquires@me.com](mailto:sarahsquires@me.com)  
**Subject:** [external] Fitness Path POV  
**Date:** Friday, April 9, 2021 11:50:00 AM  
**Attachments:** [FITNESS PATH RECO.pdf](#)  
[HYBRID PATH DESIGN.png](#)

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Steve & Commissioners:

Attached please find a POV from my wife Sarah and I on the proposed Fitness Path in Community Playfield.

Thanks.

Mike & Sarah



Dear Steve and Parks & Rec Commissioners:

Thank you for all your hard work on the Fitness Path planning to-date. It's a great and important initiative which will add a ton of value to community members of all ages for years to come.

My wife Sarah and I have had a few conversations with Commissioner Murdock regarding the path. He has expressed some concerns about the one-mile path; he also said he was open to ideas on how to make the one-mile path work so that's why we're writing you today.

As I stated at the last Parks & Rec meeting, I'm a strong proponent for a one-mile fitness path, as is Sarah. The mile has been the standard distance internationally for running, jogging and walking since 1959. Do a google search of "one mile standard" and it returns 311,000,000 results. Roger Bannister's breaking the 4-minute mile barrier in 1954 was at the time considered one of the greatest human athletic feats ever. The mile is the Gold Standard.

No one every asks a runner or walker, "How many half-miles did you go today?" Or "what's your fastest time in the three-quarter mile?" I doubt anyone ever said "You should walk a half-mile in her shoes." But I digress.

In our view, the ideal Fitness Path design and implementation should meet 4 key criteria:

- 1) **Engineering:** Can it physically be created? Can we protect trees/plants?
- 2) **Experience:** Is using the path enjoyable and optimized for all participants and residents?
- 3) **Aesthetics:** How does it look within the park landscape? Does it complement vs. intrude?
- 4) **Safety:** Is the path reasonably safe for users and non-users alike?

We will assume that any of the options presented so far would meet criteria #1 and #4 or you wouldn't have presented them, but some are better than others. They may require re-orienting soccer fields but that seems like a reasonable compromise since Community Playfield is for the *community*—not just for soccer—and this path could be used for the benefit of all.

Of the options presented last week, the YELLOW and BLUE cinder paths come closest to meeting the above criteria but aren't quite right. With modification, we believe they could be.

BLUE doesn't work because of the boardwalk (which everyone seems to agree on). To us, YELLOW fails on #2 and #4 because the NW section of the loop crosses through a very busy and congested area with a playground, tennis courts, and a parking lot. Running or walking through crowds of kids and adults crossing the path on foot/bikes would definitely diminish the experience and could potentially be unsafe.

That said, a HYBRID approach as suggested/inspired by Commissioner Wolfe in the last Parks & Rec meeting could be a viable and excellent solution. I have roughly drawn this path IN DARK PURPLE on the attached. Pardon my rough drawing.

As a point of clarification, the diagram presented in the last meeting indicates the BLUE PATH is a One1 mile loop but only 4,680 feet. In the subsequent cost breakout for the BLUE path, the distance is the correct 5,280 feet mile distance so I'll assume the 4,680 is a misprint. If it isn't, there would still be room in the NW corner of the park North of the tennis courts for additional path as I've indicated in my rough drawing.

The HYBRID path is an excellent option because it would meet ALL the above criteria:

- 1) **Engineering:** Since it's merely a combination of paths already presented, we assume it can be made while protecting the trees on the south end.
- 2) **Experience:** As established, a one mile path is the standard distance for both running and walking fitness paths. The proposed half-mile path would not be desirable for runners because it requires too many repetitive laps to run a decent distance; it's more like a TRACK than a PATH. As people who have run for decades, we can tell you we would never use a running path less than a mile. Too repetitive, too boring. Sarah has been a health educator and coach for decades and has learned via studies and experience that the one-mile distance is a huge motivator and defining metric for those looking to improve their health. Anything less isn't perceived to deliver enough health benefit to make it worthwhile.
- 3) **Aesthetics:** It's one thing to engineer a path; it's another to design it artistically to integrate seamlessly into the environment. Our proposed HYBRID path (based largely on the BLUE Path) is the most aesthetically pleasing. For one, it encircles the entire park and ties it together. (By contrast, the half-mile path cuts the park in half). The HYBRID path allows users to see the entire park from all angles and enjoy a wonderful view of the Cottonwood trees (unlike the yellow path which avoids them). In our view, Community Playfield has become not ONE park but hodgepodge of athletic fields, open spaces and a Cottonwood Grove. Something needs to tie bring these disparate elements together—the HYBRID path can do that. The path not only enhances Community Playfield, it unifies it.
- 4) **Safety:** One concern about the yellow path is that it would place south end soccer fields too close to the path. If so, I'd suggest reducing the size of the soccer fields a few feet to accommodate the path. It seems somewhat irrational to me to redesign a whole fitness path—one that will benefit the entire community, residents of all ages—around a few soccer fields. I coach soccer. The fields don't have to be perfectly sized, just close enough. The NW section of the YELLOW path in that highly-congested area is a real safety concern which is why I eliminated it from the HYBRID path.

In creating a new Fitness Path, we have a chance to do something GREAT here. Please, let's not blow it. A one-mile fitness path will bring benefits to our community for years to come. It's something that can significantly improve the health and well-being of residents of all ages. As the COVID outbreak has dramatized, communities need outdoor areas that can safely help promote the fitness and wellness of all residents. They are critical to public health.

Beyond this, a well-designed path can create opportunities for community-building (and even revenue generating) activities like One Mile Fun Runs, running and walking fitness classes and even 5K races and charity events. It can turn a park that has unfortunately become a collection of disparate elements into a cohesive unit. Beauty and aesthetics count.

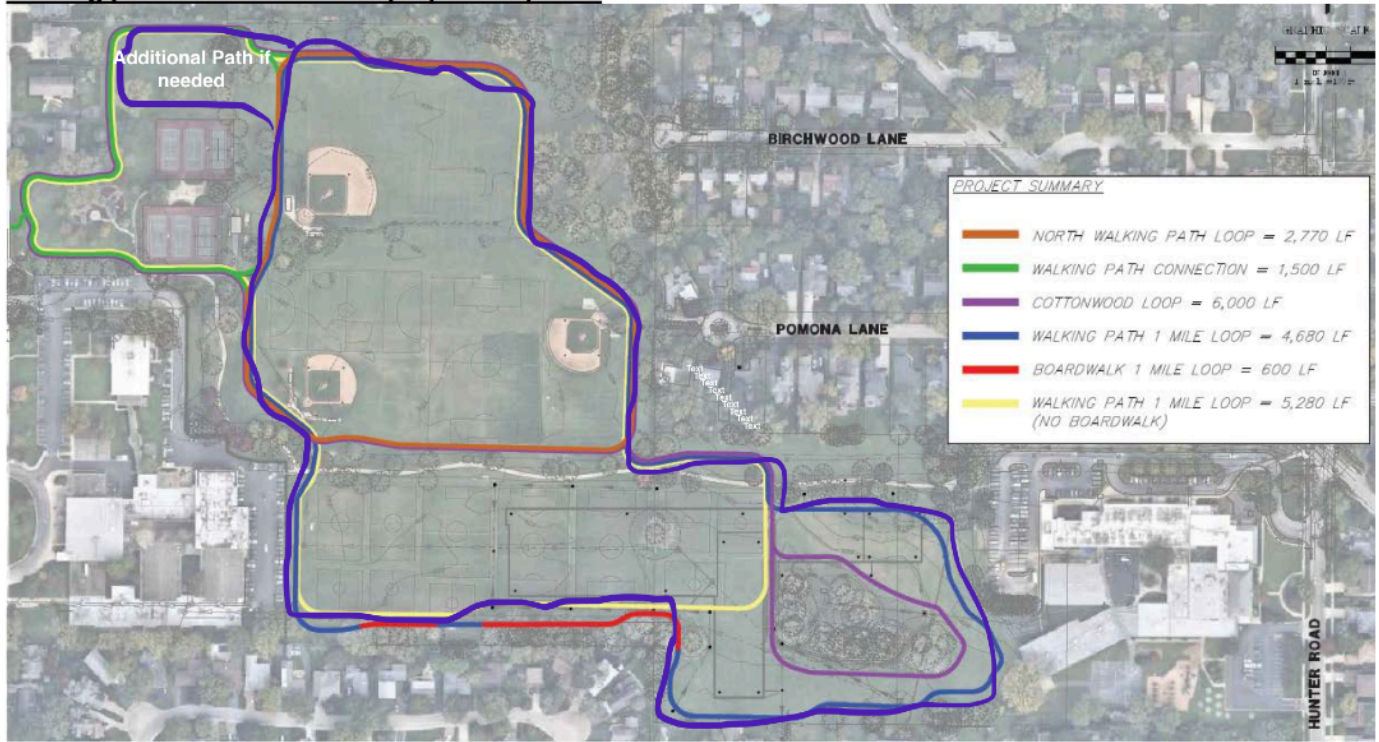
Back in my days running cross-country at Loyola, we used to train at then "Locust Park." Our coach created a mile loop for us to use which is essentially the HYBRID path we are proposing today. Little did I know what a visionary he was. Even back then, he could see that this was the ideal distance and design to encircle the park.

We have an old saying in the ad biz: "There's never enough time to do a project right; but there always seems to be time and money to do it over." Let's get it right the first time, even if we have to delay it for further planning and consultation. Anything less than a mile (or more) is a missed opportunity the community will regret.

Thank you for your time and consideration.  
*Mike & Sarah Doyle, Wilshire Dr E*

## HYBRID PLAN (IN DARK PURPLE)

### Walking path material cost and proposed options



For inspiration, here's a Park Path in Nashville Tennessee we recently saw. They know how to design a path in Nashville, y'all!

**From:** [Amy Wolfe](#)  
**To:** [Sarah Squires-Doyle](#)  
**Cc:** [Steve Wilson](#); [Gordon Anderson](#)  
**Subject:** Re: [external] Fitness Path Support for One Mile Distance  
**Date:** Saturday, March 20, 2021 4:27:44 PM  
**Attachments:** [like-v2\\_42.png](#)

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Sarah,

Thank you very much for reaching out. It is always so great to hear from residents. As you know, I agree with you on the 1 mile length for the fitness path.

The decision for the path has not been made yet and will be decided at the Board Meeting on **Monday April 12th at 7:30 PM**. This will be the opportunity for the full board to discuss and vote on the path. I am forwarding your comments to the Executive Director of the Park District and the President of the Park Board so they can be included in our discussion that night.

As a board, we welcome all opinions on our projects and take into account all emails, petitions and public comments at meetings when we are making our decisions. But I will say, we find individual emails and public comments during meetings to carry the most weight when considering public input. If you or anyone else would like to provide feedback, you can send emails to the board members, and all constituents are welcome to attend the meeting virtually and provide feedback at the meeting. Again the meeting is Monday, April 12th at 7:30 PM.

Like you, I am looking forward to having a welcoming path in the playfields that everyone can use.

Thank you again for your input,  
Amy

On Mar 18, 2021, at 10:29 AM, Sarah Squires-Doyle <[sarahsquires@me.com](mailto:sarahsquires@me.com)> wrote:

Hi Amy,

I attended the meeting Monday regarding the Community Playfield Fitness Path and greatly appreciate your support of a ***one-mile path***. Our family and friends feel very strongly that a one-mile path should be the chosen distance and anything less simply won't reach the potential of promoting health benefits for the entire community. I was encouraged by your statements but also concerned that it seemed like Mike Murdock was trying to push a decision prematurely. Yesterday I saw he posted on Next Door that a decision had been reached which was again very discouraging (see below). I'm quite certain this is not an accurate statement and hope that's not the case?

Mike Murdock • Harper District

The Wilmette park district (parks and recreation committee) just approved 1/2 mile and 3/4 mile cinder running paths at community playfields (locust south of lake). Hoping

they will be open by the fall.

1 day ago

Like

Reply

Share



1

I think the community should have a greater say in this decision especially since there seems to be great debate about the distance on the board. If it's not done right, it won't work. I know you get that. What can we do to share our voices? Start a petition? Email the board/WPD? I'd be more than willing to play a bigger role and get people behind this. I've been a runner most of my life and see the value a fitness path can bring across the age span from children to older adults, whether walkers or runners. In fact my career has been in community health and fitness so this is a subject near and dear to my heart. We could also start all kinds of community initiatives from "One Mile a Day Challenges" to "Family Fun Runs", etc. There is SUCH potential!

I also have strong ties to the running community in Chicago who may have expertise we can tap on how to build the right path. To that end, this morning I did a quick search of research articles and credible resources for considering a walking/running path in community parks and have listed a few links below. Some are a bit dated but still relevant. I hope this articles and resources might be helpful below:

*Trails, in particular, were herein the most consistent and strongest correlate of park-based physical activity.*

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2446450/>

*Well-designed public open space that encourages physical activity is a community asset that could potentially contribute to the health of local residents.*

<https://pubmed.ncbi.nlm.nih.gov/15694525/>

*Those with very good access to large, attractive public open spaces were 50% more likely to achieve high levels of walking.*

<https://pubmed.ncbi.nlm.nih.gov/15694525/>

*Pedestrian paths are consistently rated by older adults as the most desired infrastructure feature to have in parks. Even in small parks, walking paths with marked distances provide users with an easy way to exercise.* <https://www.aarp.org/content/dam/aarp/livable-communities/livable-documents/documents-2018/Parks%20Guide-LR-091018-singles.pdf>

Please let me know if there is any way I can help with this important community project. Thanks for being a great advocate for this - it could really help bring our community back together!

Best,

Sarah Squires-Doyle  
[sarahsquires@me.com](mailto:sarahsquires@me.com)  
312-622-2381





Voucher List Presented to the Board of Park Commissioners  
At the Regular Meeting of April 12, 2021

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

Vendor Name	Amount	Type of Service/Products	#
PDRMA	92,230.80	Health Insurance for various areas	
PDRMA	23,589.75	Property, Liability & Workman's Comp Ins	
Il Municipal Retirement Fund	73,259.06	IMRF Contributions	
Vanguard Energy Services Llc	31,764.14	Electric Service for various areas	
ENGIE Resources LLC	31,099.59	Electric Service for various areas (New Vendor)	
Village of Wilmette	28,587.91	Security for Gillson Park - accrued in 2020	
Imperial Service Syste	24,158.00	Cleaning services for various areas	#
Advanced Disposal Online	17,063.24	Buildings Trash/Recycling	#
AT&T	12,473.97	Services for various areas	
Identisys Inc	11,620.26	Printer Supplies for WPD	
Acushnet Bill Trust	9,961.50	Golf Inventory Purchases	#
Avalon Petroleum Co	7,571.84	Fuel(s) for Parks	
The Lakota Group	7,549.95	Comprehensive Plan for Gillson Park	
Trane Chicago	6,753.00	Annual Service Agreement for CRC	
Arlington Heights Ford	5,582.69	West Park - Chipper Truck Repairs	#
Grayson Search Partners, LLC	5,120.00	Professional Accounting Services	
Total	\$ 388,385.70		
Other Sundry Services/Products	113,401.64	Details on following page	
Total Voucher List	<u>\$ 501,787.34</u>		
Payroll Transfers			
3/12/2021	\$ 249,961.30		
3/26/2021	\$ 256,637.16		
Total Payroll Transfers	<u>\$ 506,598.46</u>		
Total Vouchers and Transfers	<u><u>\$ 1,008,385.80</u></u>		

# - Paid with PCard

We, the undersigned Officers of the Wilmette Park District, do hereby singularly approve for payment the above listed and detailed list of bills chargeable for the above stated month and on which further approval was passed at a regularly scheduled meeting of the Board of Park Commissioners of the Wilmette Park District.

\_\_\_\_\_  
Commissioner-Motion

\_\_\_\_\_  
Commissioner-Second





**Voucher Approval Report**  
**Vendor Disbursements under \$5,000 by amount**  
**Presented to the Board 04/12/2021**

Vendor Name	Amount	Type of Service/Products	#
Nicor Gas	4,770.36	Gas Service for Various Areas	
LAPORT INC	4,641.24	Buildings - supplies	#
Alan Graham & Asso	4,350.00	Platform Tennis Instruction	
BARCODING, INC.	4,271.14	iPhone Smartsled Barcode Scanners for various areas	#
ICMA Retirement Trust - 457	3,937.80	Employee Contributions	
Tressler, LLP	3,927.00	Legal Services for WPD	
Rydin Sign & Decal	3,527.06	Beach & Sailing Decals for Gillson	
TNEMEC	3,480.13	Pool - Painting supplies	#
Wage Works	3,402.29	Flex Spending Account	
Konica Minolta Premier Finance	2,815.52	Copier Leases for Various Areas	
Verizon Wireless	2,801.50	Cell Phone Service for Various Areas	
Amazing Minds	2,725.33	Winter Program for Gen Rec	
IN *GALLUS GOLF LLC	2,595.00	Tournament Software and Golf Course App	#
New York Life Insurance Co	2,573.84	WPD Employee Premiums	
COMCAST CHICAGO	2,475.13	Internet, TV and Music for various areas	#
Flip Star Inc	2,310.00	Meet Entry Fees for Gymnastics	
Warehouse Direct Office	2,217.54	Office Supplies for various areas	
Frontline Technologies Group LLC	2,201.85	Applicant Tracking for WPD	
Becker Arena Products Inc	2,141.26	Studio Rink Threshold for Ice	
Alta Enterprises LLC	1,772.10	Skid Loader Door for Golf Maint	
Gewalt Hamilton Assoc., Inc	1,750.00	Construction Administration for Golf Drainage	
On-The-Go Sports Inc	1,750.00	Pop-up Football Class for Sports	
QUALITY CATERING FOR K	1,744.82	Catered lunches for Preschool programs	#
Amazon/Amazon Marketplace	1,593.91	Parks Supplies for various areas	#
FILTER SERVICES ILLINO	1,581.87	Belts and Filters for various facilities	#
Reinders Inc	1,422.15	Equipment Parts for Golf Maint	
THINKGARD	1,298.00	Managed Backup Service	#
Tebon's Gas Service	1,150.60	Propane Gas for Ice	
FOX VALLEY FIRE AND SA	1,140.00	Fire Alarm leases and repairs for various facilities	#
Amazon/Amazon Marketplace	1,134.23	Center for the Arts Supplies	#
GIH*GLOBALINDUSTRIALEQ	1,119.25	West Park - New garage ceiling fans	#
Napa Auto Parts/Genuine Parts Co	1,008.46	Repair parts for various areas	
Chess-Ed LLC	977.29	Chess Program for Gen Rec	
SCHOOL HEALTH CORP	941.38	Basketball Hoops	#
EZ PRODUCTS	852.00	Pool - Joint caulk for lap pool	#
Associated Property Counselors, Ltd.	849.00	Appraisal Fee for P.T.A.B. Property	
AFLAC	736.22	WPD Employee Premiums	
SP * STAGE PARTNERS	725.00	Rights for spring play	#
ACTION INDUSTRIES, INC	694.00	Sailing - Liftgate arm	#
THE HOME DEPOT #1902	693.56	Repair parts for various areas	#
Village of Wilmette	663.32	Phone Share & 911 Service for WPD	
Baxter & Woodman Inc	650.00	Dog Park Legal Description Fee	
STATE CHEMIC*STATE CHE	622.21	CRC maintenance supplies	#
Village of Wilmette	619.12	Water and Sewer charges for various areas	
TAYLOR MADE *GOLF	615.52	Custom Club for Resale	#
Northshore Omega	610.00	Random Drug Testing for WPD	
CDW GOVT #8505285	601.85	Technology Equipment for various areas	#
Amazon/Amazon Marketplace	585.76	Ice Supplies	#
NATIONAL IGNITION	476.00	Starter Generator	#
ABT ELECTRONICS	464.00	West Park - Dryer for shop rags	#
Gymnastics Etc	450.00	Meet Entry Fees for Gymnastics	
Technology Mgt Rev Fund	450.00	Internet Service Provider for WPD	

GERBER GLASS - LILINOI	439.26	West Park - Windshield replacement van # 19	#
Candywarehouse.com INC	431.65	Egg Hunt Candy for Gen Rec	
Emory, Sara	422.18	Reimbursement for Mileage for Gymnastics	
Dreams Gymnastics Club	420.00	Meet Entry Fees for Gymnastics	
HALLORAN POWER EQUIPME	415.24	West Park - Repair/replace auger on snow blower	#
ICE SKATING INSTITUTE	413.00	ISI Rink Annual Membership Renewal 2021	#
DIGICERT INC	412.00	SSL Certificate	#
LECHNER AND SONS	402.30	West Park- Parks uniforms 12/7/20-1/04/21	#
PAYPAL *RAINOUTLINE	399.00	Rainoutline 1 Year License	#
Arrow Road Construction Co	394.80	Concrete for Parks	
Amazon/Amazon Marketplace	373.68	Technology Equipment for various areas	#
LABORLAWCENTER, INC	373.24	Labor Law 2021 posters	#
WWWGABPCOM	371.98	Ice Show Set Design - Balloon and Balloon bases	#
ERANGE INC	365.00	Annual Contract for Driving Range System	#
John's Garage	359.35	Snow Plow Repairs for Parks	
GRAINGER	359.23	Repairs and equipment for various areas	#
Amazon/Amazon Marketplace	359.05	Golf Supplies	#
SWEETWATER SOUND	357.98	Audio equipment replacement parts	#
IN *STARGUARD ELITE, L	350.00	Starguard Facility Fee for Pool	#
HOBBY-LOBBY #0195	342.35	Ice Show Decor and Set Design Supplies	#
EIG*CONSTANTCONTACT.CO	334.69	E-mail Marketing Software	#
MENARDS MORTON GROVE I	334.28	Golf- Cedar 4 x 4's for tee markers	#
ILIPRA.ORG	330.00	IPRA Job Posting	#
JW Turf	325.45	Filters for Golf Maint	
Play-Well Teknologies	318.50	Program Instruction for Gen Rec	
PLUG N PAY TECHNOLOGIE	312.38	Credit Card Interface Fees for various areas	#
Advanced Turf Solutions	309.01	Ground Supplies for Parks	
Monroe Truck Equipment Inc	308.52	Snow Plow Control for Parks	
GOODE & FRESH PIZZA BA	308.00	Catered lunches for Preschool programs	#
Jorson & Carlson Co Inc	281.77	Zamboni Blade Sharpening for Ice	
Monroe Truck Equipment Inc	280.54	Snow Plow Shoes for Parks	
G&O THERMAL SUPPLY	278.07	HVAC parts for various facilities	#
WINNETKA PARK TENNIS	272.00	Tennis - Travel Match Fees	#
Sekki, Sarah	270.00	Reimbursement for Meet Entry Fees for Gymnastics	
Weiss Ace Hardware	268.83	Repair parts for various areas	
Argianas & Asso, Inc	267.00	Appraisal Fee for P.T.A.B. Property	
Sauber Mfg Co	257.79	Truck Lift Gate Repair for Parks	
IN *MID CENTRAL PEST C	250.00	Pest Control for Various Areas	#
Sklovas, Ashley	241.70	Reimbursement for Mileage for Gymnastics	
SOUTH BARRINGTON PARK	238.00	Tennis - Travel Match Fees	#
Equity Network, Inc	235.00	Property Appraisal for P.T.A.B. Properties	
The Sherwin-Williams Co	226.24	Paint for various areas	
WALL'S ENTERPRISES #00	213.83	Grinding Wheel	#
GLENVIEW PARK DISTRICT	204.00	Tennis - Travel Match Fees	#
Quill	199.96	Office Supplies for West Park	
Ill. Dept. of Revenue	197.00	2/21 Illinois Sales Tax	
THE LIGHTING SOURCE LL	193.94	Paddle - Electrical repair on exterior light	#
IDLEWOOD ELECTRIC SUPP	178.79	Golf - Electrical repair/emergency lighting	#
Amazon/Amazon Marketplace	174.74	Office Supplies for various areas	#
Zep Manufacturing Co	172.95	Brake Cleaner for Parks	
Amazon/Amazon Marketplace	171.77	Preschool Supplies	#
GARVEYS OFFICE PRODUCT	167.16	CRC batteries	#
IDLEWOOD ELECTRIC SUPP	154.02	Sailing - Sailing shack electric	#
Konica Minolta Business Solutions	151.84	Copier Usage for Various Areas	
CKO*WWW.ISTOCKPHOTO.CO	149.00	Photography and graphics resource subscription	#
Amazon/Amazon Marketplace	144.36	CARE Supplies	#
Rock N' Kids	136.50	Winter Program for Gen Rec	
TAM TENNIS CL	136.00	Tennis - Travel Match Fees	#
IDEAL INTERPRETER LLC	135.00	Spanish interpreter for staff meeting	#
Amazon/Amazon Marketplace	126.99	Pool Supplies	#
JW Turf	125.70	Headlight for Golf Maint	
CABLE TIES PLUS	124.60	CRC - Gym dampeners cable ties	#
Millen T V Hardware	110.05	Hardware Supplies for Ice & Parks	

DBC*BLICK ART MATERIAL	109.94	Supplies for art classes	#
HALLORAN POWER EQUIPME	108.64	West Park - Heat shield for tractor	#
TURF ADDICT	107.30	Magnetic Reel Pi Tape	#
HOLIDAY INN EXP & SUIT	106.34	Lodging for USA Gymnastics Level 3 State	#
FS *BRIGHTPOD.COM	105.19	Marketing Management Software	#
Libertyville Gymnastics Academy Inc	105.00	Meet Entry Fees for Gymnastics	
Cintas First Aid & Safety	103.97	First Aid Supplies for Golf and Parks	
ACT*AH PARK DISTRICT	102.00	Tennis - Travel Match Fees	#
PARK DISTRICT OF HIGHL	102.00	Tennis - Travel Match Fees	#
Muzak LLC	99.03	Music for Pool & Ice	
U.S. PLASTIC CORPORATI	91.01	Buildings - Containers for flexwipes	#
ASE TEST FEES	81.00	West Park - Mechanic/Auto service brakes testing	#
MCMASTER-CARR	77.88	West Park - Shop vehicle stickers	#
Nitch, Kathy Hugelier	72.91	Mileage Reimbursement for Gymnastics	
PROCTORU INC.	72.00	Exams for West Park employees	#
YOURCOURTS SUBSCR	70.00	Court Reservation Software	#
GEMPLER'S	67.46	Parks - Tags for portable gas cans	#
NRPA OPERATING	65.00	2021 CPRP Renewal - L. Sullivan	#
MICHAELS STORES 2037	64.34	Ice Show Set Design Decor and Skater Posters	#
THE WEBSTRAURANT STORE	59.23	Golf - Ice maker part	#
CHICAGO TRIB SUBSCRIPT	57.20	Wilmette Life	#
GIH*GLOBALINDUSTRIALEQ	54.95	Pool - Equipment supplies	#
CENTRAL PARTS WAREHOUS	54.80	West Park - Plow shoe	#
The Brave Way LLC	51.80	Self Defense Class for Gen Rec	
Tribune Publishing Co LLC	51.74	Classified Listings for WPD	
US FIGURE SKATING	50.00	Learn to Skate USA New Annual Membership Fee	#
PIRTEK OHARE	49.64	Fairway Hydraulic Hose Repair	#
LEARN TO SKATE USA	49.25	LTS USA Skating Director/Instructor Fee - N.Liang	#
NCPERS Group Life Insurance	48.00	IMRF Vol-Life Post Tax	
ComEd	47.33	Electric Service for Various areas	
Illinois Dept Of Agriculture	45.00	Applicator License for Parks	
ZOOM.US 888-799-9666	44.97	Video Meeting Software	#
UST*USTA MEMBERSHIP	44.00	USTA Tournament Director Membership	#
OFFICE DEPOT #510	41.19	Envelopes for sailing stickers and passes 2021	#
ASSOC OF AQUATIC PROS	40.00	AOAP Membership Fee J.Sanchez	#
IN *EXACT BLADE INC	40.00	CRC - Paper cutter blades sharpened	#
JEWEL OSCO 3407	37.36	Cooking For Kids- Cooking Supplies	#
Grand Stage Lighting	37.00	Lighting Repair for Performing Arts	
JAMF SOFTWARE, LLC	32.00	Apple Mobile Device Management	#
WAL-MART #1998	31.95	Cooking For Kids- Cooking Supplies	#
TARGET 00011676	30.99	Ice - Replacement Batteries and Dongle for Music	#
CASSIDY TIRE NILES	30.00	Gillson - Tire mounting for Aloha Gator	#
MCMASTER-CARR	29.78	CRC - Locker hinges	#
Amazon/Amazon Marketplace	29.10	Paddle Supplies	#
TEACHERSPAYTEACHERS.CO	29.00	Science Supplies	#
MENARDS MORTON GROVE I	28.56	CRC/Theater - Closet rod & dowel	#
MICHAELS STORES 2037	27.96	Platform Tennis Court Chalk	#
BROWNPAPERTICKETS.COM	27.24	West Park - K. Solberg Grow green workshop	#
ANSWERING SERVICE	26.00	Golf and CRC Answering Service	#
CFDYNAMICS	24.95	Leagues Web Hosting	#
Amazon/Amazon Marketplace	24.08	Lakeview Supplies	#
RAYNOR DOOR COMPANY	22.95	Sailing - Door handle lock	#
USPS PO 1684900091	16.55	Admin certified mail	#
MENARDS MORTON GROVE I	16.49	Concrete Anchors	#
TARGET 00011676	16.00	Ice show set design string lights	#
The UPS Store	13.28	Shipping Charges for Arts	
Tanner Industries Inc	12.00	Cylinder Rental for Ice	
JEWEL OSCO 3465	8.94	Nature Program- Program Supplies	#
WM SUPERCENTER #3725	7.52	Science Program Supplies	#
AAA Lock & Key	7.00	Keys for West Park	
APPLE.COM/BILL	4.99	Coach Eye Video Analysis	#
CVS/PHARMACY #08760	3.98	Nature Program- Program Supplies	#
TEACHERSPAYTEACHERS.CO	2.00	Parent/Teacher Conference Forms	#

APPLE.COM/BILL

0.99 West Park - K. Solberg equipment supplies

#

Total

113,401.64

# - Paid with PCard



## **DIRECTOR'S REPORT**

*April 2021*

### **COMMUNITY PLAYFIELDS BATHROOMS AND FITNESS PATH**

At the last Parks and Recreation Committee meeting, recommendations were voted on in regard to bathrooms with a recommended location as well as a fitness path and a recommended configuration. Attached to this document, you will find the materials that the Parks and Recreation Committee reviewed at the last Committee meeting, as well as a new set of slides regarding bathroom facilities. Per discussions with President Anderson, staff will walk the board through these materials at the outset of the meeting, answer questions from the board, and then the board will take Public Comment. Once the board has heard public comment, the board will discuss the topics as a board during the Parks and Recreation Committee report, and ultimately vote on the recommendations from the Committee.

### **GILLSON COMPREHENSIVE PLAN**

Since the last meeting where the consultants presented to the board a summary from the stakeholder meetings and the Virtual Open House, staff have met with the consulting team one time to provide input for their consideration. They consultants have been in the park multiple times working as a team independent of staff, and are still anticipating having preliminary concepts towards then end of April.

### **PHONE SYSTEM PROPOSAL**

At the last Financial Planning and Policy Committee meeting, the committee discussed a proposal to replace the District's current phone system. A memo that was included in the committee's packet last month is attached, along with an updated pricing for the phone system as some things have changed in the details making the system about \$2,000 more expensive. At the committee meeting, staff was asked to look into refurbished equipment as an option to reduce the upfront cost. The question was asked of the vendor staff is working with and the vendor searched for inventory to meet the request, but found very little available equipment. This item will be under consideration during the Financial Planning and Policy Committee report.

### **SHORELINE PROTECTION PROPOSAL**

The board met at the beginning of March as a Committee of the Whole to discuss a proposal from the SmithGroup in regard to shoreline protection work at Langdon Beach. The discussion resulted in some cost reduction, and better understanding of the fees and

## **Director's Report April 2021**

the work that is proposed to be performed. The revised proposal based on that meeting is attached to this report and will be considered by the board under New Business.

### **Attachments**

- 1) Community Playfields Bathrooms and Fitness Path Materials from the March Parks and Recreation Committee
- 2) Community Playfields Bathrooms Cost Exhibit
- 3) Phone Proposal Materials from the March Financial Planning and Policy Committee
- 4) Proposal from SmithGroup for Shoreline Protection Work at Langdon
- 5) Parks and Planning Department Report
- 6) Recreation/Facilities Department Reports
- 7) General Administration Operations Report



# Memorandum

Date: March 15, 2021

To: Steve Wilson, Executive Director

From: Kristi Solberg, Superintendent of Parks and Planning

cc: Emily Guynn, Superintendent of Recreation

Re: Community Playfields Amenities Discussion

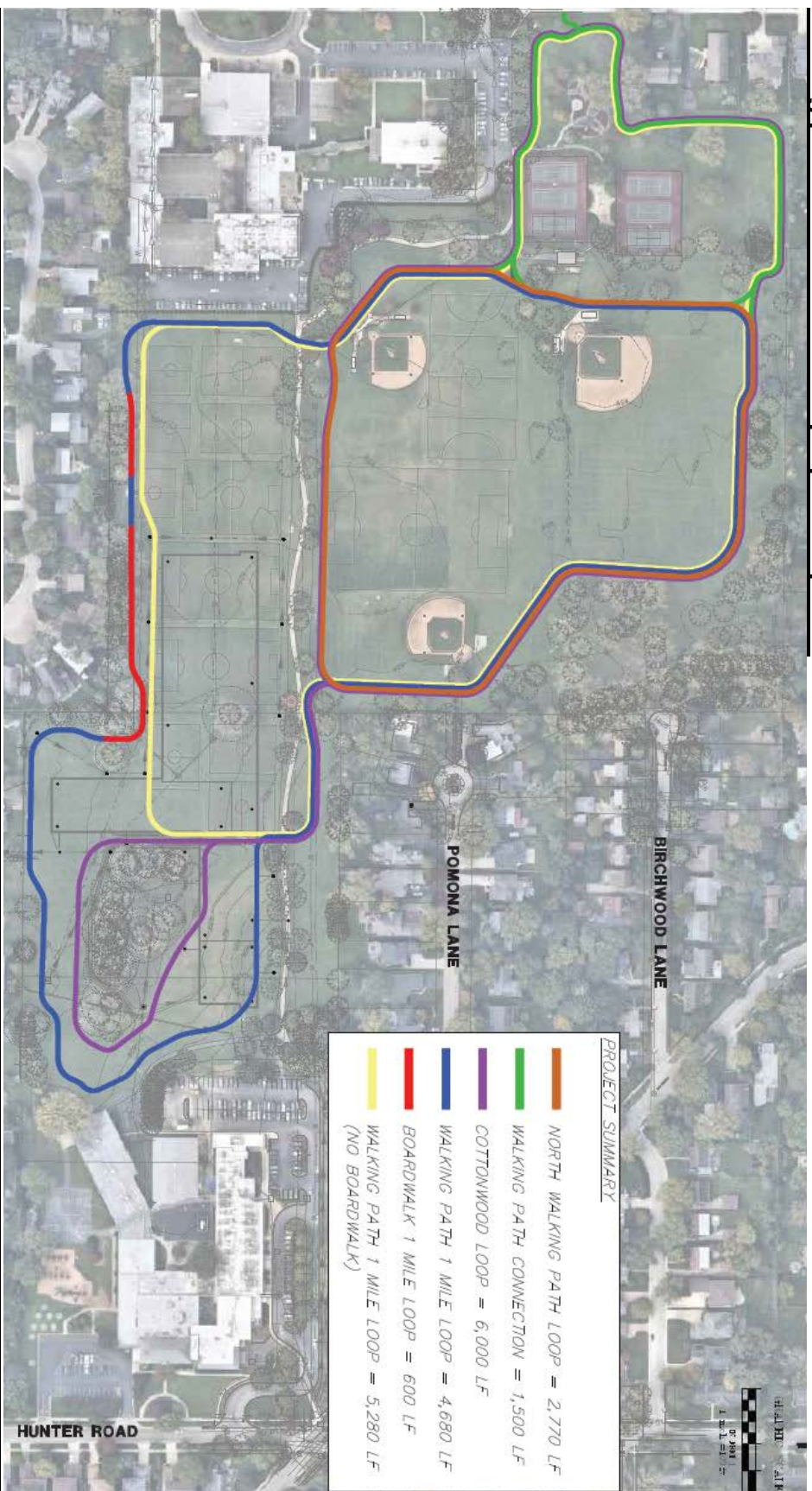
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As a follow up from the February 8th committee meeting and a request by committee members, below is the requested information to help the ongoing discussion of the walking path and the bathroom location.

- Walking path cost and proposed options
- Bathroom proposed locations
- Irrigation pump



## Walking path material cost and proposed options



North Walking Path Loop - 2,770 Feet (Brown)

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	Mobilization	LS	1.00	\$ 15,000.00	\$ 15,000.00
2	Excavation, 8 Inch	CY	548.00	\$ 50.00	\$ 27,400.00
3	Erosion Control Barrier Protection	LF	2,800.00	\$ 3.00	\$ 8,400.00
4	Aggregate Subbase, 4 Inch	SY	2,463.00	\$ 8.00	\$ 19,704.00
5	Aggregate Cinder Path, 4 Inch	SF	22,160.00	\$ 3.00	\$ 66,480.00
6	Restoration	LS	1.00	\$ 10,000.00	\$ 10,000.00
BASE BID SUB-TOTAL: \$					146,984.00
20% Contingency \$					29,396.80
TOTAL: \$					176,380.80

North Walking Path West of Tennis Courts - 1,500 Feet (Green)

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	Mobilization	LS	1.00	\$ 15,000.00	\$ 15,000.00
2	Excavation, 8 Inch	CY	297.00	\$ 50.00	\$ 14,850.00
3	Erosion Control Barrier Protection	LF	1,600.00	\$ 3.00	\$ 4,800.00
4	Aggregate Subbase, 4 Inch	SY	1,334.00	\$ 8.00	\$ 10,672.00
5	Aggregate Cinder Path, 4 Inch	SF	12,000.00	\$ 3.00	\$ 36,000.00
6	Restoration	LS	1.00	\$ 10,000.00	\$ 10,000.00
BASE BID SUB-TOTAL: \$					91,322.00
20% Contingency \$					18,264.40
TOTAL: \$					109,586.40

Cinder and Boardwalk Walking Path 1 Mile Loop - 5,280 Feet (Blue)

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	Mobilization	LS	1.00	\$ 15,000.00	\$ 15,000.00
2	Excavation, 8 Inch	CY	1,043.00	\$ 50.00	\$ 52,150.00
3	Erosion Control Barrier Protection	LF	5,300.00	\$ 3.00	\$ 15,900.00
4	Aggregate Subbase, 4 Inch	SY	4,694.00	\$ 8.00	\$ 37,552.00
5	Aggregate Cinder Path, 4 Inch	SF	42,240.00	\$ 3.00	\$ 126,720.00
6	Boardwalk, Wood, 8' Width	SF	4,800.00	\$ 30.00	\$ 144,000.00
7	Restoration	LS	1.00	\$ 10,000.00	\$ 10,000.00
BASE BID SUB-TOTAL: \$					401,322.00
20% Contingency \$					80,264.40
TOTAL: \$					481,586.40

Cinder Walking Path 1 Mile Loop - 5,280 Feet (Yellow)

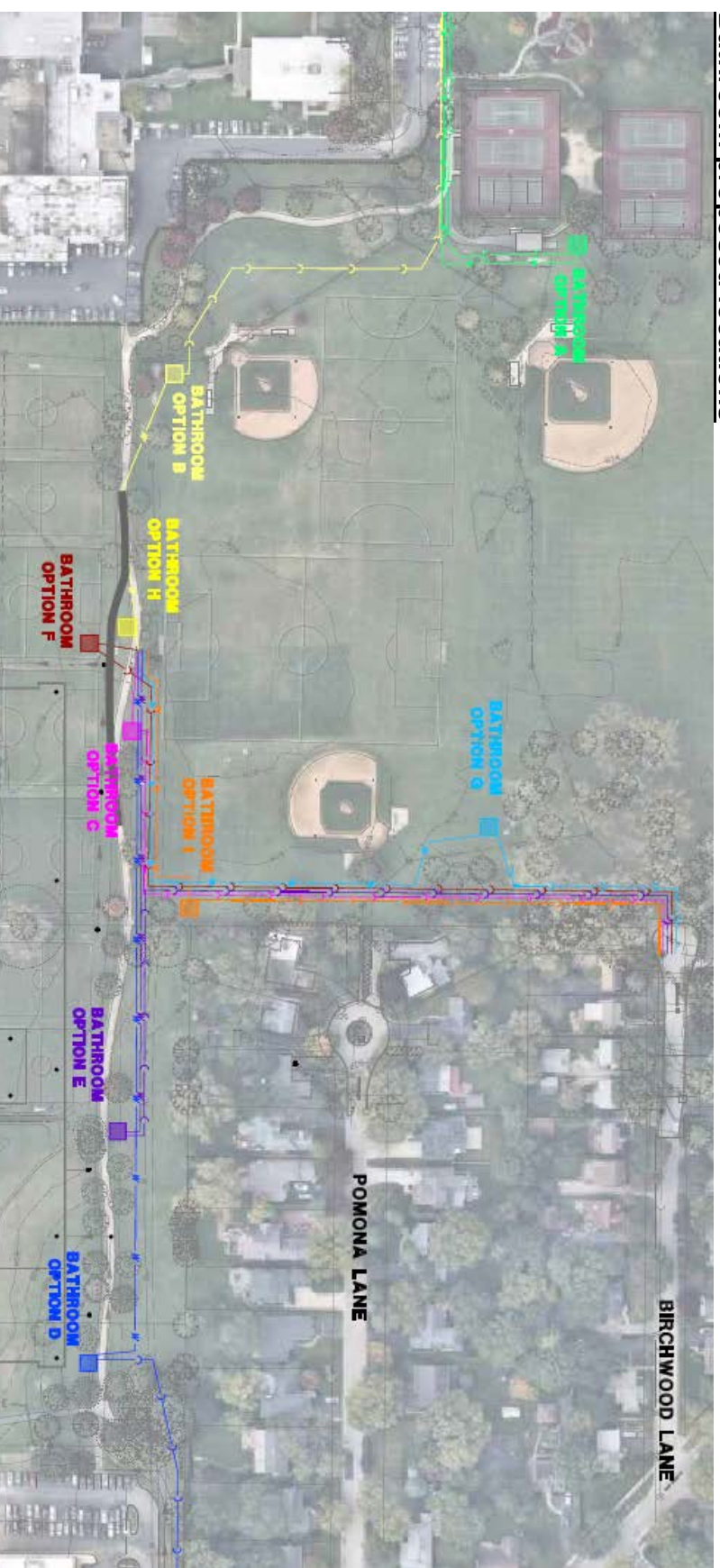
ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	Mobilization	LS	1.00	\$ 15,000.00	\$ 15,000.00
2	Excavation, 8 Inch	CY	1,043.00	\$ 50.00	\$ 52,150.00
3	Erosion Control Barrier Protection	LF	5,300.00	\$ 3.00	\$ 15,900.00
4	Aggregate Subbase, 4 Inch	SY	4,694.00	\$ 8.00	\$ 37,552.00
5	Aggregate Cinder Path, 4 Inch	SF	42,240.00	\$ 3.00	\$ 126,720.00
6	Restoration	LS	1.00	\$ 10,000.00	\$ 10,000.00
BASE BID SUB-TOTAL:					\$ 257,322.00
20% Contingency					\$ 51,464.40
TOTAL:					\$ 308,786.40

Cinder Walking Path Cottonwood Loop - 6,000 Feet (Purple)

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	Mobilization	LS	1.00	\$ 15,000.00	\$ 15,000.00
2	Excavation, 8 Inch	CY	1,186.00	\$ 50.00	\$ 59,300.00
3	Erosion Control Barrier Protection	LF	6,000.00	\$ 3.00	\$ 18,000.00
4	Aggregate Subbase, 4 Inch	SY	5,334.00	\$ 8.00	\$ 42,672.00
5	Aggregate Cinder Path, 4 Inch	SF	48,000.00	\$ 3.00	\$ 144,000.00
6	Restoration	LS	1.00	\$ 10,000.00	\$ 10,000.00
BASE BID SUB-TOTAL:					\$ 288,972.00
20% Contingency					\$ 57,794.40
TOTAL:					\$ 346,766.40



**Bathroom proposed locations**



### OPTION A - Green

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	Sanitary Sewer Service Pipe, Locust Connection	LF	660.00	\$ 80.00	\$ 52,800.00
2	Sanitary Sewer Service Manholes	EA	3.00	\$ 4,500.00	\$ 13,500.00
3	Water Service, Locust Connection	LF	700.00	\$ 110.00	\$ 77,000.00
4	Water Service Structures, Valves	EA	2.00	\$ 5,500.00	\$ 11,000.00
5	Pavement Removal and Replacement (Allowance)	LS	1.00	\$10,000.00	\$ 10,000.00
6	Site Restoration (Allowance)	LS	1.00	\$15,000.00	\$ 15,000.00

\*Since Gewalt-Hamilton Associates Inc. Has No Control Over the Cost of Labor, Materials, or Equipment, or Over the Contractor's Methods of Determining Prices, or Over Competitive Bidding of Market Conditions, Opinions of Probable Costs, as Provided for Herein, Are to Be Made on the Basis of Experience and Qualifications and Represent the Best Judgement as a Design professional Familiar with the Construction Industry. Gewalt Hamilton Associates, Inc. Cannot and Does Not Guarantee That Proposals, Bids, or The Construction Costs Will Not Vary From Opinions of Probable Cost Prepared for the Owner.

SUB-TOTAL: \$ 179,300.00  
 20% Contingency \$ 35,860.00  
 TOTAL: \$ 215,160.00

### OPTION B - Yellow

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	Sanitary Sewer Service Pipe, Locust Connection	LF	925.00	\$ 80.00	\$ 74,000.00
2	Sanitary Sewer Service Manholes	EA	4.00	\$ 4,500.00	\$ 18,000.00
3	Water Service Pipe, Irrigation Stub Connection	LF	350.00	\$ 110.00	\$ 38,500.00
4	Water Service Structures, Valves	EA	1.00	\$ 5,500.00	\$ 5,500.00
5	Pavement Removal and Replacement (Allowance)	LS	1.00	\$10,000.00	\$ 10,000.00
6	Site Restoration (Allowance)	LS	1.00	\$18,000.00	\$ 18,000.00

\*Since Gewalt-Hamilton Associates Inc. Has No Control Over the Cost of Labor, Materials, or Equipment, or Over the Contractor's Methods of Determining Prices, or Over Competitive Bidding of Market Conditions, Opinions of Probable Costs, as Provided for Herein, Are to Be Made on the Basis of Experience and Qualifications and Represent the Best Judgement as a Design professional Familiar with the Construction Industry. Gewalt Hamilton Associates, Inc. Cannot and Does Not Guarantee That Proposals, Bids, or The Construction Costs Will Not Vary From Opinions of Probable Cost Prepared for the Owner.

SUB-TOTAL: \$ 164,000.00  
 20% Contingency \$ 32,800.00  
 TOTAL: \$ 196,800.00

**OPTION C - Pink**

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	Sanitary Sewer Service Pipe, Birchwood Connection	LF	925.00	\$ 80.00	\$ 74,000.00
2	Sanitary Sewer Service Manholes	EA	2.00	\$ 4,500.00	\$ 9,000.00
3	Water Service Pipe, Irrigation Stub Connection	LF	100.00	\$ 110.00	\$ 11,000.00
4	Water Service Structures, Valves	EA	1.00	\$ 5,500.00	\$ 5,500.00
4	Pavement Removal and Replacement (Allowance)	LS	1.00	\$ 5,000.00	\$ 5,000.00
5	Site Restoration (Allowance)	LS	1.00	\$ 8,000.00	\$ 8,000.00

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SUB-TOTAL: \$ 112,500.00  
20% Contingency \$ 22,500.00  
TOTAL: \$ 135,000.00

**OPTION D - Dark Blue**

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	Sanitary Sewer Service Pipe, Hunter Connection	LF	870.00	\$ 80.00	\$ 69,600.00
2	Sanitary Sewer Service Manholes	EA	4.00	\$ 4,500.00	\$ 18,000.00
3	Water Service Pipe, Irrigation Stub Connection	LF	920.00	\$ 110.00	\$ 101,200.00
4	Water Service Structures, Valves	EA	3.00	\$ 5,500.00	\$ 16,500.00
4	Pavement Removal and Replacement (Allowance)	LS	1.00	\$ 25,000.00	\$ 25,000.00
5	Site Restoration (Allowance)	LS	1.00	\$ 22,000.00	\$ 22,000.00

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SUB-TOTAL: \$ 252,300.00  
20% Contingency \$ 50,460.00  
TOTAL: \$ 302,760.00

**OPTION E - Purple**

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	Sanitary Sewer Service Pipe, Birchwood Connection	LF	1050.00	\$ 80.00	\$ 84,000.00
2	Sanitary Sewer Service Manholes	EA	3.00	\$ 4,500.00	\$ 13,500.00
3	Water Service Pipe, Irrigation Stub Connection	LF	600.00	\$ 110.00	\$ 66,000.00
4	Water Service Structures, Valves	EA	1.00	\$ 5,500.00	\$ 5,500.00
4	Pavement Removal and Replacement (Allowance)	LS	1.00	\$ 5,000.00	\$ 5,000.00
5	Site Restoration (Allowance)	LS	1.00	\$ 8,000.00	\$ 8,000.00

\*Since Gewalt-Hamilton Associates Inc. Has No Control Over the Cost of Labor, Materials, or Equipment, or Over the Contractor's Methods of Determining Prices, or Over Competitive Bidding of Market Conditions, Opinions of Probable Costs, as Provided for Herein, Are to be Made on the Basis of Experience and Qualifications and Represent the Best Judgement as a Design professional Familiar with the Construction Industry. Gewalt Hamilton Associates, Inc. Cannot and Does Not Guarantee That Proposals, Bids, or The Construction Costs Will Not Vary From Opinions of Probable Cost Prepared for the Owner.

**SUB-TOTAL: \$ 182,000.00**  
**20% Contingency \$ 36,400.00**  
**TOTAL: \$ 218,400.00**

**OPTION F/H - Red/Yellow**

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	Sanitary Sewer Service Pipe, Birchwood Connection	LF	1050.00	\$ 80.00	\$ 84,000.00
2	Sanitary Sewer Service Manholes	EA	2.00	\$ 4,500.00	\$ 9,000.00
3	Water Service Pipe, Irrigation Stub Connection	LF	50.00	\$ 110.00	\$ 5,500.00
4	Water Service Structures, Valves	EA	1.00	\$ 5,500.00	\$ 5,500.00
4	Pavement Removal and Replacement (Allowance)	LS	1.00	\$ 25,000.00	\$ 25,000.00
5	Site Restoration (Allowance)	LS	1.00	\$ 8,000.00	\$ 8,000.00

\*Since Gewalt-Hamilton Associates Inc. Has No Control Over the Cost of Labor, Materials, or Equipment, or Over the Contractor's Methods of Determining Prices, or Over Competitive Bidding of Market Conditions, Opinions of Probable Costs, as Provided for Herein, Are to be Made on the Basis of Experience and Qualifications and Represent the Best Judgement as a Design professional Familiar with the Construction Industry. Gewalt Hamilton Associates, Inc. Cannot and Does Not Guarantee That Proposals, Bids, or The Construction Costs Will Not Vary From Opinions of Probable Cost Prepared for the Owner.

**SUB-TOTAL: \$ 137,000.00**  
**20% Contingency \$ 27,400.00**  
**TOTAL: \$ 164,400.00**



**OPTION G - Light Blue**

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	Sanitary Sewer Service Pipe, Birchwood Connection	LF	350.00	\$ 80.00	\$ 28,000.00
2	Sanitary Sewer Service Manholes	EA	2.00	\$ 4,500.00	\$ 9,000.00
3	Water Service Pipe, Irrigation Stub Connection	LF	750.00	\$ 110.00	\$ 82,500.00
4	Water Service Structures, Valves	EA	2.00	\$ 5,500.00	\$ 11,000.00
4	Pavement Removal and Replacement (Allowance)	LS	1.00	\$25,000.00	\$ 25,000.00
5	Site Restoration (Allowance)	LS	1.00	\$22,000.00	\$ 22,000.00

\*Since Gewalt-Hamilton Associates Inc. Has No Control Over the Cost of Labor, Materials, or Equipment, or Over the Contractor's Methods of Determining Prices, or Over Competitive Bidding of Market Conditions, Opinions of Probable Costs, as Provided for Herein, Are to be Made on the Basis of Experience and Qualifications and Represent the Best Judgement as a Design professional Familiar with the Construction Industry, Gewalt Hamilton Associates, Inc. Cannot and Does Not Guarantee That Proposals, Bids, or The Construction Costs Will Not Vary From Opinions of Probable Cost Prepared for the Owner.

SUB-TOTAL: \$ 177,500.00  
20% Contingency \$ 35,500.00  
TOTAL: \$ 213,000.00

**OPTION I - Orange**

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	COST
1	Sanitary Sewer Service Pipe, Birchwood Connection	LF	650.00	\$ 80.00	\$ 52,000.00
2	Sanitary Sewer Service Manholes	EA	3.00	\$ 4,500.00	\$ 13,500.00
3	Water Service Pipe, Irrigation Stub Connection	LF	360.00	\$ 110.00	\$ 39,600.00
4	Water Service Structures, Valves	EA	1.00	\$ 5,500.00	\$ 5,500.00
5	Pavement Removal and Replacement (Allowance)	LS	1.00	\$ 5,000.00	\$ 5,000.00
6	Site Restoration (Allowance)	LS	1.00	\$ 8,000.00	\$ 8,000.00

\*Since Gewalt-Hamilton Associates Inc. Has No Control Over the Cost of Labor, Materials, or Equipment, or Over the Contractor's Methods of Determining Prices, or Over Competitive Bidding of Market Conditions, Opinions of Probable Costs, as Provided for Herein, Are to be Made on the Basis of Experience and Qualifications and Represent the Best Judgement as a Design professional Familiar with the Construction Industry, Gewalt Hamilton Associates, Inc. Cannot and Does Not Guarantee That Proposals,

SUB-TOTAL: \$ 123,600.00  
20% Contingency \$ 24,720.00  
TOTAL: \$ 148,320.00

## **Irrigation pumps**

The current location of the irrigation pumps was selected with guidance from the Village of Wilmette staff, primary parameters being the proximity of the available water service, and avoiding nearby trees. The irrigation pumps are within the Village's water main easement in the Park and are located 10 feet away from the center of the water main because the irrigation pumps could not be placed over the water main. If the irrigation pumps were placed 10' north of the center of the water main the pumps would have been close to the athletic playing field.

Irrigation pumps are very different from storm water pumps so putting irrigation pumps underground can be a little more challenging. Irrigation pumps need monthly or more frequent maintenance and access, if the pumps were placed underground we need to build a 16'x6'x8.5' confined space for staff to access the pumps going forward. The estimated cost for this kind of confined space would cost \$30,000-\$40,000, not including the required training and equipment for Park District staff. The RPZ/backflow preventer and water meter is required to be located above ground and within 5 feet of the pump system. The RPZ and meter box is the smaller of the two current beige boxes.

If you have any questions please let me know.

# COMMUNITY PLAY FIELDS BATHROOM- CONCEPT PHASE



Environment-One  
Sanitary Grinder  
Pump System

## COST OUTLINE

UTILITY IMPROVEMENTS -  
\$ 115,000

SITE RESTORATION  
PAVEMENT AND GRASS SEED

\$ 22,000





# COMMUNITY PLAY FIELDS BATHROOM - CONCEPT PHASE



COST OUTLINE

BASE BATHROOM

PREFAB STRUCTURE - \$80,000

INSTALLATION - \$120,000

NETWORK AND SECURITY - \$15,000

SOFT COSTS - \$60,000

CONTINGENCY - \$70,000

BASE BATHROOM TOTAL BUDGET

\$482,000

Example Pre-Fabricated  
Restroom Building



# COMMUNITY PLAY FIELDS BATHROOM- CONCEPT PHASE



## COST OUTLINE

ALTERNATE IMPROVEMENTS

BATHROOM CANOPY \$110,000

IRRIGATION PUMP STATION

RELOCATION

\$25,000

DRINKING FOUNTAIN \$10,000

BIKE TOOL STAND \$4,000

WITH ALTERNATES

\$631,000





## FINANCIAL SUMMARY VMWare CONTROLLER

4/5/21

**Sangoma VOIP PBX Equipped as follows:**

Product Code	Description	Qty		
1SWXPSUB1	1 Switchvox User with 1 Year Platinum Support Subscription	125	90.00	11,250.00
1SWXSMB00DL	Switchvox Software Registration Code	1	1000.00	1000.00
1TELD060LF	Phone, D60, 2-Line SIP with HD Voice, 4.3 Inch Color Display	44	139.00	6116.00
1TELD065LF	Phone, D65, 6-Line SIP with HD Voice, Gigabit, Bluetooth, 4.3 Inch	69	239.00	16491.00
1TELD011LF	Phone Wall Mount Kit	40	15.00	600.00
1TELD080LF	Phone D80, SIP with HD Voice, Gigabit, Bluetooth, 7 Inch Color	8	329.00	2632.00
SBCT-ENT-025	SBC Enterprise 25 Calls	1	2495.00	2495.00
PA-IP	Multi-Cast SIP Paging Adapter	1	410.00	410.00
FA004-000	Sangoma Fax Appliance	7	190.00	1,330.00
TOTAL EQUIPMENT			<u>\$42,324.00</u>	
ITW-Network	Project Management, programming, installation, user training, testing & One Year all parts and labor warranty	1	\$19,980.00	

**Total Installed Price**

**\$ 62,304.00**

### Monthly Recurring Charges

9 Sangoma SIP Station Fax Trunks @ 9.95 \$ 89.55

### Maintenance Options

2<sup>nd</sup> Year \$ 5,125.00  
 2<sup>nd</sup> & 3<sup>rd</sup> Year \$ 9,225.00  
 2<sup>nd</sup> thru 5<sup>th</sup> Year \$15,375.00

# SMITHGROUP

## LETTER FORM PROPOSAL ("AGREEMENT")

December 15, 2020  
Revised March 1, 2021

### Transmitted – (Via email)

Steve Wilson  
Executive Director  
Wilmette Park District  
1200 Wilmette Avenue  
Wilmette, Illinois 60091

RE: Langdon Park Shoreline Stabilization  
Village of Wilmette, Illinois

Dear Steve:

On behalf of SmithGroup, Inc., ("SmithGroup") I am pleased to submit this proposal to the Wilmette Park District ("WPD" or "client") for the Langdon Park Shoreline Stabilization project. The following is our understanding of the services which are to be provided.

### UNDERSTANDING OF THE PROJECT

Amidst extreme high water levels and periodic storms since 2019, the Wilmette Park District has experienced degradation and loss of recreational opportunity at its lakefront parks (Langdon Park and Gillson Park). In early 2020, WPD retained SmithGroup to conduct a Shoreline Protection Study in which concepts for stabilizing and protecting the parks' shoreline and increasing the level of overall resilience for the parks were explored. Through the concepts, the study provided options that WPD could consider for further design and implementation.

As an outcome of the study, WPD requested a proposal for design services to implement the preferred shoreline stabilization concept for Langdon Park (Attachment 'A' with project area delineated). A subsequent email exchange between WPD and SmithGroup has defined the project as follows:

1. Project objectives:
  - a. Stabilizing toe of bluff and shoreline is the primary focus;
  - b. Repairing and restoring bluff to be a separate task that may be authorized at WPD's discretion;
  - c. Increasing beach availability is not in the scope of this project;
  - d. Planning for improving access and user experience in the future, but design of such improvements is not in the scope of this project; and
  - e. Bidding the project in 2021 and achieving Substantial Completion in 2022 (schedule to be determined).
2. Project includes services for Data Collection, Preliminary Engineering, Final Engineering, Permitting, Bid and Award, and Construction Administration phases.
3. Structural improvements for the park storage shed or relocation of the shed is not included in this proposal.

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**Langdon Park Shoreline Stabilization**  
Wilmette, Illinois

SmithGroup  
12775.001

# SMITHGROUP

4. Based on the concept of rehabilitating the existing revetment, permitting services assume regulatory agencies will authorize the work under their respective regional permits. Securing project specific permits (known as individual permits) from the US Army Corps of Engineers, Illinois Department of Natural Resources, or the Illinois Environmental Protection Agency is beyond the scope of this proposal.
5. Permit fees are not included in this proposal.
6. WPD has established a preliminary construction budget of \$1.5 million. Bluff repair and restoration work are anticipated to be designed and bid as an alternate if WPD opts to authorize such services.

## SCOPE OF SERVICES

### Phase 1: Data Collection

Upon receiving Notice to Proceed from WPD, SmithGroup will provide the following tasks:

#### Task 1.1 – Survey

SmithGroup will procure the services of a surveying company to perform a UAS (drone) survey, for the purpose of creating a Digital Elevation Model (DEM) and Cross-Sections to be used to develop construction drawings and delineating the Ordinary High Water Mark (OHWM) for regulatory purposes. Cross-sections will be prepared of the existing armor stone revetment, bluff, and shoreline to approximately 25 feet lakeward from the water's edge. It is assumed that cross-sections at 50-foot on-center spacing will be sufficient for design purposes. Boundary survey work is not included in this scope. A Boundary Plat of Survey will be provided by WPD. Survey will only proceed with WPD's approval of the fees. Field work will be coordinated with WPD staff upon authorization.

#### Task 1.2 – Geotechnical Investigations

SmithGroup will procure the services of a geotechnical engineering company to perform two borings to better understand the in-situ soil conditions for designing shoreline and bluff stabilization measures. A slope stability analysis of the existing bluff will be conducted based on the field investigation and available historic records. Geotechnical investigations will only proceed with WPD's approval of the fees. Field work will be coordinated with WPD staff upon authorization.

#### Task 1.3 – Site Visit

Due to the dynamic environment being subject to change, SmithGroup will visit the site to observe the current conditions of the shoreline and bluff prior to starting design phases. SmithGroup will advise WPD of any concerns or changed conditions that may impact execution of the preferred stabilization concept from the Shoreline Protection Study.

#### Task 1.4 – Develop Base Map

Using the DEM and cross-sections obtained in Task 1.1, SmithGroup will create base maps, supplemented by available aerial photography and other survey data, to be used throughout the remaining design and documentation tasks.

*Phase 1 Deliverables – Topographic Data, Geotechnical Investigations Report, Site Visit and Base Map to be used in subsequent tasks.*

### Phase 2: Preliminary Engineering

#### Task 2.1 – Project Initiation Meeting

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	Wilmette, Illinois	12775.001



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SmithGroup will meet with WPD staff to initiate the project's design process. Project objectives will be confirmed, the project schedule and key milestones will be established, and design considerations will be discussed with WPD staff.

## **Task 2.2 – Basis of Design Document**

Informed by SmithGroup's metocean analysis performed under the Shoreline Protection Study, our team will prepare a Basis of Design Document that outlines the conditions at the site, the chosen design and performance criteria and limitations, the project goals and design drivers, sustainability, maintenance, and resiliency goals. This document serves as a clear understanding of the project and will help inform decision making during the design process. The Basis of Design is to be considered a living document with input from stakeholders until the design is finalized at the completion of the Preliminary Engineering phase.

## **Task 2.3 – Preliminary Engineering Documents and Client Review Meeting**

SmithGroup will prepare Preliminary Engineering documents to rehabilitate and increase the stability of the existing armor stone revetment at Langdon Park. If authorized, bluff restoration measures will be developed and included in the documentation.

SmithGroup will produce a draft set of drawings, technical specifications, and an initial Opinion of Probable Construction Costs and submit the documentation to WPD staff prior to a client review meeting. The drawings and probable costs will be presented to WPD staff to discuss the design and obtain the client's comments. SmithGroup will summarize the discussion with meeting minutes for WPD staff's confirmation of their comments. The meeting can be virtual or in-person as needed due to COVID-19 protocols at the time of the meeting.

## **Task 2.4 – Engagement with Regulatory Agencies**

With WPD's authorization, SmithGroup will engage the US Army Corps of Engineers – Chicago District and the Illinois Department of Natural Resources/Office of Water Resources to the proposed work as it relates to the regulated waters of the U.S. Typically, a site walk with representatives of each agency is conducted to observe the conditions, discuss the proposed improvements, and obtain input from regulators on required permits and the review process. The site walk is an opportunity to gain client feedback at the same time. One site visit is included to meet with the regulators and WPD staff. SmithGroup will summarize the on-site discussion with meeting notes and photos.

COVID-19 protocols may require the engagement process be amended to a document submittal and virtual meeting with agency representatives. If this scenario is needed, SmithGroup will conduct the site visit to document the conditions, coordinate the virtual meeting, and document the meeting outcomes.

The proposed fees cover either engagement scenario.

## **Task 2.5 – Lakefront Committee Meeting**

SmithGroup will prepare for, attend, and document a meeting with the WPD Board Lakefront Committee to review the preliminary engineering design and budgetary construction costs. SmithGroup will prepare electronic (PowerPoint) format visual aids illustrating the preliminary design with plans, sections, and typical details from the preliminary engineering plan set, updated to reflect comments from WPD staff and regulatory agencies. The permitting requirements, probable construction costs, and project schedule will also be presented to inform the Lakefront Committee members to solicit their input on how the project should move forward. Meeting objectives and content will be developed and reviewed with the WPD prior to the meeting.

SmithGroup will adjust the meeting content for a virtual or in-person format as determined at the time of the meeting.

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# SMITHGROUP

## **Task 2.6 – Preliminary Engineering Documents Submittal**

Based upon feedback from the Lakefront Committee members and direction from WPD staff, SmithGroup will revise the preliminary engineering documents, Basis of Design document, and Opinion of Probable Construction Costs statement. The updated documents will be issued to WPD as a Preliminary Engineering package to establish the design intent and close Phase 2.

*Phase 2 Deliverables – Basis of Design document, Preliminary Engineering documents, Client Review Meeting, Regulatory Agency Meeting, and Lakefront Committee Meeting.*

## **Phase 3: Final Engineering and Permitting**

### **Task 3.1 – Final Engineering Documents and Client Review Meeting**

With WPD's authorization to proceed, SmithGroup will prepare Final Engineering documents (also referred to as Construction Documents) to provide comprehensive documentation of the proposed improvements approved under the Preliminary Engineering phase.

As done in Phase 2, SmithGroup will issue a draft set of drawings, technical specifications, and an updated Opinion of Probable Construction Costs to WPD staff prior to a client review meeting. The draft Construction Drawings and probable costs will be presented to WPD staff to obtain the client's comments. SmithGroup will summarize the discussion with meeting minutes for WPD staff's confirmation of their comments. The meeting can be virtual or in-person as needed due to COVID-19 protocols at the time of the meeting.

### **Task 3.2 – Regulatory Permit Applications**

Based on the scope of work, SmithGroup anticipates the project will require permits be obtained from the following agencies:

- USACE / IDNR / IEPA Joint Agency Permit Application – SmithGroup assumes work in or adjacent to Lake Michigan will be covered under the agencies' respective regional permits.
- Village of Wilmette Building and Grading Permits – General site work and grading activities require review by the Village of Wilmette.

With WPD's authorization, SmithGroup will prepare and submit permit applications to the respective agencies to assist WPD in obtaining the noted permit approvals. The draft Construction Drawings from Task 3.1 will be utilized for the permit applications. Permit fees are not included in this proposal.

### **Task 3.3 – Lakefront Committee Meeting**

SmithGroup will prepare for, attend, and document a second meeting with the WPD Board Lakefront Committee to review the final engineering plans and budgetary construction costs. SmithGroup will prepare electronic (PowerPoint) format visual aids illustrating the final plans, sections, and typical details from the construction drawings, updated to reflect comments from WPD staff. The status of permit applications, probable construction costs, and project schedule will also be presented to obtain input from the Lakefront Committee members, and ultimately, approval to release the project for bidding. Meeting objectives and content will be developed and reviewed with the WPD prior to the meeting.

SmithGroup will adjust the meeting content for a virtual or in-person format as determined at the time of the meeting.

# SMITHGROUP

## **Task 3.4 – Final Engineering Documents Submittal**

Based upon feedback from the Lakefront Committee members, direction from WPD staff and regulatory agency review comments, SmithGroup will revise the final engineering documents and Opinion of Probable Construction Costs statement. The updated documents will be issued to WPD as a Final Engineering package suitable for bidding and to close Phase 3.

*Phase 3 Deliverables – Final Engineering documents, Regulatory Permit Applications, Client Review Meeting, and Lakefront Committee Meeting.*

## **Phase 4: Bidding Services**

SmithGroup will provide the following bidding support services as authorized by WPD:

- Attend the Client's pre-bid conference to receive technical questions from the bidders and respond as appropriate by issuing addenda to the bid documents to clarify the design intent.
- Evaluate the bids, check contractor references, and make a recommendation to the WPD for award.

*Phase 4 Deliverables – Bid addendum package (assumed no more than 1) and recommendation for award memorandum.*

Bid advertisement, pre-bid conference, bid opening and award shall be by WPD.

## **Phase 5: Construction Administration Services**

Upon receiving written authorization from WPD, SmithGroup will commence Construction Administration (CA) services and responsibilities upon the award to a Contractor of one contract for construction of the project. SmithGroup will provide the following CA services:

- a) Prepare final Issued for Construction documents incorporating addenda.
- b) Promptly monitor and coordinate with the Contractor the timing of submittals; check, note and review Shop Drawings, material samples, and other submissions and proposals of the Contractor for compliance with the working drawings, specifications, and design intent.
- c) Attend one pre-construction meeting (hosted by WPD).
- d) Visit the site during construction to become generally familiar with the progress and quality of the work and to determine, in general, if the work is proceeding in accordance with the Contract Documents. SmithGroup will prepare a field report after each site visit to be delivered electronically within 5 business days after the site visit. A maximum of 20 site visits (assumed one per week on average) are included in this proposal over an assumed four-month construction period. Attending a weekly construction meeting constitutes one site visit.
- e) Review RFI's submitted by the Contractor and respond by preparing and distributing bulletins, change orders, and supplemental instructions and clarifications, when directed by WPD.
- f) Review the contractor's monthly pay applications and certify the application if progress and quality of the construction is consistent with the content of the application.

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- g) Prepare pricing requests to the contractor, and review contractor proposals for change order, when directed by the City.
- h) Conduct one site visit to determine the date of Substantial Completion of the work by the Contractor and shall compile a "Punch List" of items that are not in compliance with the Contract Documents. SmithGroup will make one subsequent site visit to observe completion of the Punch List items.
- i) Review contractor closeout documents and as-builts (assumed submitted in 1 package and prepared by the Contractor) and will deliver them to the Client within thirty calendar days after completion of construction and before final payment is requested.

## ASSUMPTIONS

SmithGroup will not have control or charge of and will not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work, or for the acts or omissions of the Contractor, Subcontractors or any other persons performing any of the work, or for the failure of any of them to carry out the work in accordance with the Contract Documents.

This proposal includes two meetings with the WPD Lakefront Committee. Additional Lakefront Committee meetings may be added at WPD's request through a contract amendment.

This proposal is based on 2021 rates and assumes Phase 1, 2, 3 and 4 scope of services are completed in 2021 to align with the Owner's objectives of bidding the project in 2021 and achieving Substantial Completion of shoreline stabilization measures in 2022.

## PREPARATION OF DIGITAL DATA

In the event SmithGroup is requested to prepare digital data for transmission to the Owner's consultants, contractors or other Owner authorized recipients ("Digital Data"), the Owner acknowledges that due to the limitations of the digital data software, not all elements of SmithGroup's services may be represented in the Digital Data, this being in the sole discretion of SmithGroup. Accordingly, although SmithGroup will endeavor to represent all material elements of SmithGroup's services in the Digital Data, any use shall not relieve the Owner's consultants, contractors, or other Owner authorized recipients or their respective obligations. The Owner agrees that it will include this provision in any agreements with its consultants, contractors, or other Owner authorized recipients, in which Digital Data is provided.

## OWNER RESPONSIBILITIES

WPD will provide available site information and data including record drawings, property and parcel boundaries, utility information and other documentation.

WPD will prepare the Procurement, Contracting, and General Requirements sections (known as Divisions 01 and 02) of the project manual.

WPD will provide the bid advertisement and facilitate the pre-bid conference, bid opening, and contract award.

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Wilmette Park District

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## SCHEDULE

SmithGroup is able to initiate design services upon receiving notice to proceed from WPD. Bidding the project by the end of 2021 for implementation in 2022 are objectives for the WPD. Meeting these milestones are largely dependent on the regulatory approval process, completing field work in suitable weather conditions, and contract awards by WPD Board, all of which are beyond SmithGroup's control. SmithGroup will develop a project schedule with WPD at the onset of the project to track milestones with WPD as progress is made.

## CONSULTANTS

SmithGroup anticipates using the following consultant(s) for this project and the costs will be borne by SmithGroup and are included in SmithGroup projected fee.

Haeger Engineer for Topographic and Bathymetric Survey and Aerial Imagery

GSG Consultants, Inc. for Geotechnical Engineering

## PROFESSIONAL SERVICES FEE

WPD shall compensate SmithGroup for the performed scope of services outlined above and authorized by WPD as a fixed fee lump sum of \$177,800, plus reimbursable cash charges, as summarized below.

Engineering Design Services:	\$ 96,600
Construction Administration Services:	\$ 41,900
Alternate Bluff Restoration Design and Implementation Services:	<u>\$ 17,800</u>
SmithGroup Professional Fee Subtotal:	\$156,300
Survey Consultant Fee:	\$ 7,500
Geotechnical Consultant Fee:	<u>\$ 14,000</u>
Fixed Fee Lump Sum Total:	\$177,800

## REIMBURSABLE EXPENSES

In addition to the fee indicated above, the following cash costs shall be reimbursable:

1. Travel expenses related to this project. Reimbursement for car mileage is the standard mileage allowance determined by the Internal Revenue Service. The current mileage rate is \$0.58 per mile.
2. Printing and/or reproduction of presentation materials, sketches, drawings, specifications, reports and other project related documents, either digitally or in hard copy.
3. Delivery service, postage, express charges and other similar items.

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Wilmette Park District	<b>Langdon Park Shoreline Stabilization</b>	SmithGroup
	Wilmette, Illinois	12775.001

# SMITHGROUP

4. Models, renderings, photography and other special presentation material for other than the Architect's own use.
5. Regulatory Agency review fees; and
6. Employment of, with client's prior approval, special consultants other than those listed in this proposal.

We estimate the reimbursable expenses for this phase of work to be \$3,000.

## ADDITIONAL SERVICES

Requests for additional services or staff will be documented by SmithGroup (if given verbally), and the work will commence upon WPD approval of an estimated fee for that effort or, if not agreed otherwise, WPD shall reimburse SmithGroup on an hourly basis of SmithGroup's project staff actively engaged for all personnel hours worked on the project.

## PAYMENTS

Invoices will be prepared monthly on the basis of percentage of completion.

All payments due to SmithGroup shall be made monthly upon presentation of the statement of services rendered. All payments due SmithGroup under this Agreement shall bear interest at one-and one-half (1½%) percent per month commencing thirty (30) days after the date of billing.

## INTELLECTUAL PROPERTY

In rendering its Services, SmithGroup may create and provide to WPD documents which include (i) WPD internal data, analyses, recommendations, and similar items (collectively, "Client Data"), and (ii) data and/or recommendations that have been created by SmithGroup for the benefit of WPD as part of the Services (collectively, "SmithGroup Data"). In the development of SmithGroup Data, SmithGroup may use algorithms, software systems, plans, processes, tracking tools, contract assessment/modeling tools, formulas, or data from third-party vendors, and other intellectual property owned by SmithGroup or which SmithGroup has the right to use as of or after the date hereof (including, without limitation, the format of SmithGroup's reports and any improvements or knowledge SmithGroup develops, whether alone or with others, in the performance of the Services) (collectively, "SmithGroup Tools"). WPD shall own, solely and exclusively, the Client Data delivered pursuant to this Agreement. WPD agrees that SmithGroup shall own, solely and exclusively, all SmithGroup Tools and all intellectual property rights therein whether or not registerable (including without limitation patents and inventions, trademarks, service marks, logos and domain names and all associated goodwill, copyrights and copyrightable works and rights in data and databases, and trade secrets, know-how and other confidential information). WPD acknowledges and agrees that SmithGroup may, and reserves the right to, use the Client Data and any information and data generated by the SmithGroup Tools solely in an aggregated, non-personally identifiable manner in order to create and improve the compilations, statistical analyses, or benchmarks provided by SmithGroup in any services (collectively, "Aggregate Data") as long as the resulting information does not identify WPD and WPD hereby grants to SmithGroup a perpetual, irrevocable, royalty-free license to use the Client Data, solely as described herein. All right, title and interest in and to the Aggregate Data shall inure to the sole and exclusive benefit of SmithGroup. With respect to any SmithGroup Data that is contained in any documents delivered by SmithGroup to WPD, SmithGroup grants WPD a royalty free, paid up, non-exclusive, perpetual license to use the SmithGroup Data solely in connection with WPD's internal use of the

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Wilmette Park District

**Langdon Park Shoreline Stabilization**  
Wilmette, Illinois

SmithGroup  
12775.001



# SMITHGROUP

documents and for no other purpose. WPD acknowledges and agrees that all SmithGroup Data (including any advice, recommendations, information, or work product incorporated into the SmithGroup Data) provided to WPD by SmithGroup in connection with this Agreement is for the sole internal use of WPD, including all subsidiaries of WPD, and may not be used or relied upon by any third party; provided that WPD may incorporate into documents that WPD intends to disclose externally SmithGroup summaries, calculations or tables based on WPD information contained in Client Data, but not SmithGroup's recommendations or findings. SmithGroup retains all rights not expressly granted to WPD hereunder.

## DELIVERY OF CADD GRAPHIC FILES

Any electronic/data/digital files (Files) from SmithGroup shall be deemed Instruments of Service, and/or Work Product, as the case may be, for the Project identified above. WPD covenants and agrees that: 1) the Files are Instruments of Service of SmithGroup, the author, and/or Work Product of SmithGroup, as the case may be; 2) in providing the Files, SmithGroup does not transfer common law, statutory law, or other rights, including copyrights; 3) the Files are not Contract Documents, in whole or in part; and 4) the Files are not As-Built files. WPD agrees to report any defects in the Files to SmithGroup, within 45 days of the initial Files transmittal date (Acceptance Period). It is understood that SmithGroup will correct such defects, in a timely manner, and retransmit the Files. WPD further agrees to compensate SmithGroup, as Additional Services, for the cost of correcting defects reported to SmithGroup after the Acceptance Period. WPD understands that the Files have been prepared to SmithGroup's criteria and may not conform to WPD drafting or other documentation standards. WPD understands that, due to the translation process of certain CADD formats, and the transmission of such Files to WPD that SmithGroup does not guarantee the accuracy, completeness, or integrity of the data, and that the WPD will hold SmithGroup harmless for any data or file clean-up required to make these Files usable. WPD understands that even though SmithGroup may have computer virus scanning software to detect the presence of computer viruses, there is no guarantee that computer viruses are not present in the Files, and that WPD will hold SmithGroup harmless for such viruses and their consequences, as well as any and all liability or damage caused by the presence of a computer virus in the Files. WPD agrees, to the fullest extent permitted by law, to indemnify and hold SmithGroup harmless from any and all damage, liability, or cost (including protection from loss due to attorney's fees and costs of defense), arising from or in any way connected with and changes made to the Files by WPD.

Under no circumstances shall transfer of Files to WPD be deemed a sale by SmithGroup. SmithGroup makes no warranties, express or implied, of merchantability or fitness for any particular purpose.

## LIMITATION OF LIABILITY

NOTWITHSTANDING ANYTHING TO THE CONTRARY AND TO THE FULLEST EXTENT PERMITTED BY LAW, WPD AGREES THAT THE TOTAL LIABILITY OF SMITHGROUP IN CONNECTION WITH THIS AGREEMENT, WHETHER IN CONTRACT, TORT, NEGLIGENCE, BREACH OR OTHERWISE, SHALL NOT EXCEED AND SHALL BE LIMITED TO THE TOTAL COMPENSATION RECEIVED BY SMITHGROUP UNDER THIS AGREEMENT.

## MISCELLANEOUS PROVISIONS

SmithGroup will use reasonable professional efforts and judgment in responding in the design to applicable federal, state and local laws, rules, codes, ordinances and regulations. WPD acknowledges that certain state and local laws, rules, codes, ordinances and regulations may reference standards that are outdated and/or contrary with today's industry requirements. SmithGroup cannot and does not warrant or guarantee that the Project will comply with all such outdated and/or contrary federal, state and local laws, rules, codes, ordinances and regulations

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Wilmette Park District

**Langdon Park Shoreline Stabilization**  
Wilmette, Illinois

SmithGroup  
12775.001

# SMITHGROUP

Notwithstanding anything to the contrary, nothing contained herein shall be construed: i) to constitute a guarantee, warranty or assurance, either express or implied, that the SmithGroup's Services will yield or accomplish a perfect outcome for this Project; or ii) to obligate the SmithGroup to exercise professional skill or judgment greater than the standard of care exercised by other similarly situated design professionals currently practicing in the same locale as this Project, under the same requirements of this Agreement; or iii) as an assumption by the SmithGroup of liability of any other party.

SmithGroup will use reasonable professional efforts and judgment to interpret applicable ADA requirements and other federal, state, and local laws, rules, codes, ordinances, and regulations as applicable to this Project. WPD acknowledges that requirements of ADA, as well as other federal, state, and local laws, rules, codes, ordinances, and regulations, will be subject to various and possibly contradictory interpretations. SmithGroup cannot and does not warrant or guarantee that the Project will comply with all interpretations of the ADA requirements and/or the requirements of other federal, state, and local laws, rules, codes, ordinances, and regulations

Notwithstanding anything to the contrary in this Agreement, the Parties acknowledge that there may be delays in the performance of this Agreement for the period that such delay is due to causes beyond a Party's reasonable control, including but not limited to Acts of God, government regulations, orders, or controls (including, but not limited to, shelter-in-place orders and construction moratoriums), quarantine, epidemic, or pandemic. Both parties shall make reasonable efforts to notify the other Party if a force majeure event will delay performance. In the event of such delay, neither Party shall be liable to the other Party for delay or damage caused. SmithGroup's fees for the remaining services and the time schedules shall be equitably adjusted as mutually agreed between the Parties before services are resumed.

---

This document will serve as an agreement between us, and you may indicate your acceptance by signing in the space provided below and returning one (1) signed copy for our files.



---

SmithGroup (Signature)

---

Owner (Signature)

---

Paul J. Wiese, Vice President  
(Printed name and title)

---

(Printed name and title)

---

March 1, 2021  
Date

---

Date

**Attachment 'A' – Langdon Park Stabilization Concept**

**Attachment 'B' – Wage Rates for 2021**

**Attachment 'C' – Proposal for Land Surveying Services by Haeger Engineering**

**Attachment 'D' – Proposal for Geotechnical Engineering Services by GSG Consultants, Inc.**

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Wilmette Park District

**Langdon Park Shoreline Stabilization**  
Wilmette, Illinois

SmithGroup  
12775.001



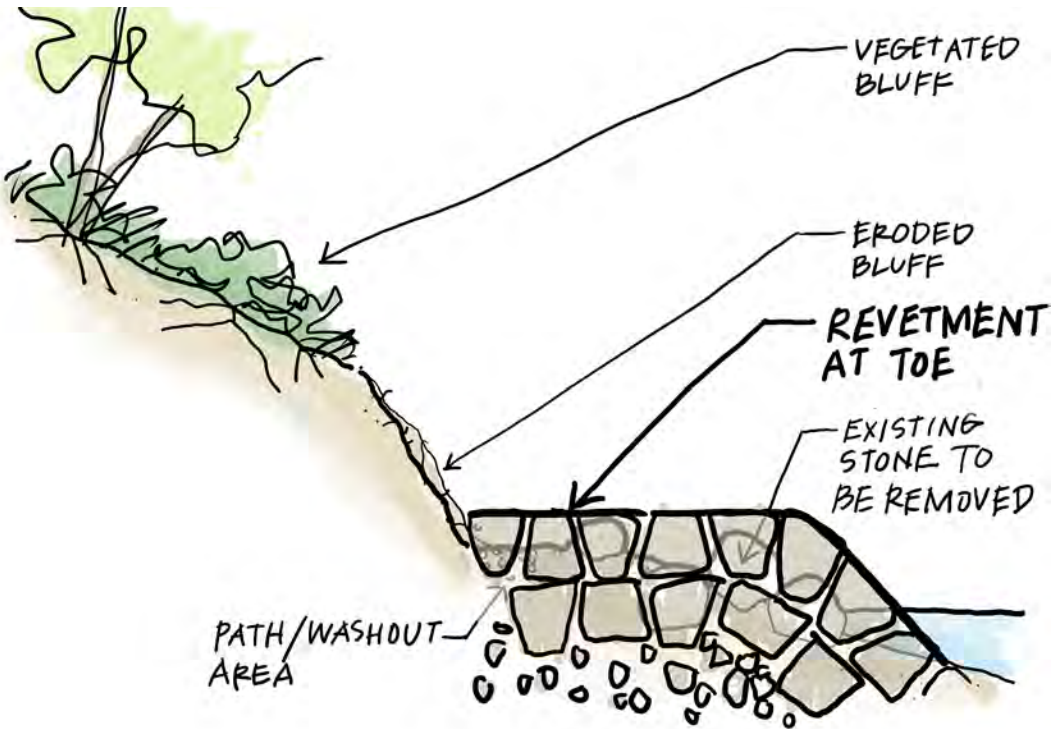


LANGDON PARK STABILIZATION PLAN

- Improve revetment along entire length of Langdon Park shoreline

LANGDON PARK GOALS

- Stabilize toe of bluff ✓
- Repair/restore bluff
- Increase beach availability
- Improve access and experience



# SMITHGROUP

## WAGE RATES BY CLASSIFICATION FOR 2021\*

Class Description	Billing Rate
Principal In Charge	\$ 295
Senior Project Manager	\$ 265
Engineering Principal	\$ 265
Design Principal	\$ 245
Landscape Architect V	\$ 220
Landscape Architect IV	\$ 165
Landscape Architect III	\$ 135
Landscape Architect II	\$ 110
Landscape Architect I	\$ 95
Civil Engineer V	\$ 250
Civil Engineer IV	\$ 185
Civil Engineer III	\$ 155
Civil Engineer II	\$ 125
Civil Engineer I	\$ 98
Sr Design Strategist	\$ 298
Design Strategist	\$ 225
Specification Writer	\$ 175
Urban Designer	\$ 220
Mixed-Use Design Specialist	\$ 220
Technical/Administration	\$ 95
Intern	\$ 80
Administrative Assistant	\$ 95
Construction Specialist	\$ 190
Building Tech Specialist	\$ 200
BIM CAD Specialist	\$ 200
Visualization Specialist	\$ 150
Business Development	\$ 200
Marketing	\$ 140

Note: Project managers will be billed at their classification rate.

\*Rates are subject to annual review and increase





100 E. State Parkway  
 Schaumburg, Illinois 60173  
 tel: 847.394.6600  
 fax: 847.394.6608

December 23, 2020

Bill Wood, PE  
 Associate, Civil Engineer  
 SmithGroup  
 35 E. Wacker Drive, Suite 900  
 Chicago, IL 60601  
[bill.wood@smithgroup.com](mailto:bill.wood@smithgroup.com)

**RE: Langdon Park – Wilmette  
 Proposal for Land Surveying Services  
 Our File No.: P20991.472**

Haeger Engineering, LLC ("Haeger") is pleased to present this proposal for Topographic Surveying for Langdon Park in Wilmette. As you may know, Haeger provided land surveying services in 2014 to the Village of Wilmette for the Langdon Park area.

The scope of this proposal is based on the RFP you provided including Exhibit A dated December 18, 2020.

1. Survey crew members shall comply with all applicable coronavirus protocols and guidelines, including all updates and revisions thereto, issued by the State of Illinois and the U.S. Centers for Disease Control and Prevention (CDC).
2. The survey work shall be performed by qualified personnel under the supervision of an Illinois Licensed Professional Surveyor in accordance with Title 68 of the Illinois Administrative code for "Topographic Surveys". If conflicts occur between the requirements in this request and the code, this request shall govern.
3. Horizontal Coordinates shall be provided based on State Plane Coordinate established benchmarks.
  - a. A list of all control points (minimum of 2) and traverse points used in the survey shall be provided to SmithGroup in a survey report and on the map or plat. This list will include a description of the point, its general location, its adjusted X,Y,Z coordinate values, and datum used.
4. Vertical Datum shall be provided in IGLD 85 (show datum on map).
  - a. Include datum conversion from IGLD 85 to NAVD 88.b. A list of all benchmarks (minimum of 2) used in the survey shall be provided to SmithGroup in a survey report and on the survey map. This list will include a description of the benchmark, its general location, its adjusted elevation, and the datum used.
5. Topographic mapping units will be measured and displayed in English units.
6. Boundary dimensions will be displayed in English units.
7. Survey plans or maps shall be prepared to meet U.S. National Map Accuracy Standards for a drawing scale of 1 inch = 20 feet and a maximum sheet size of 24"x36" with landscape orientation.
8. Survey shall be provided:
  - electronically: AutoCAD version 2018 or higher with 3D surface (TIN) used to generate existing contours
  - and
  - hard copy: 4 bond prints (original seal and signature) of final survey and any revised versions to be provided at a later date at the owner's request.
9. The survey shall show a graphic scale, a north arrow, the bearing basis, legend, the name, address, and telephone number of the Surveyor preparing the plat or map, the date the survey was completed, and the date of all revisions.
10. Include vicinity map.
11. Perform all traffic control measures necessary to safely maintain traffic during the survey.



1. Contours at 1.0-foot intervals.
2. Cross-sections perpendicular to shoreline depicting the surface topography including but not limited to: 25 feet west of top of bluff, top of bluff, toe of bluff, top of revetment, toe of revetment, water's edge, lake bottom a minimum of 50 feet lakeward from the water's edge, and changes in slope. Cross-sections shall be at 50-foot intervals at stations established with SmithGroup in the field.
3. Coordinated with the cross-sections, spot elevations shall be shown at approximately 50-foot intervals and at breaks in grade, high points and low points, other areas of significance, and defining limits or outline of surface features. Spot elevations on hard surfaces shall be to 0.01 ft. and 0.1 ft on natural ground surfaces. Designate type of surface.
4. No boundary survey is to be provided in this scope of work. Incorporate record boundary information provided by owner on base map with a statement that this is not a boundary survey, and location of property lines as shown are approximate and have not been field verified.
5. Plotted location of structures, paving and improvements above and below ground
6. Locate visible surface drainage lines or trenches.
7. Utility Locations (including but not limited to sanitary, storm, downspouts, combined sewer, power, gas, water mains, fire protection, telecommunications, steam, chilled water, etc. both on site and along adjacent existing roadways, and utility appurtenances servicing or impacting the site)
  - a. Observed surface locations and accessible underground information including elevations, size, direction of flow (where applicable), type and condition of utilities and utility structures. Shall be in the form of a schedule or clearly labeled on drawing.
  - b. Observed overhead wires, cables, and transformers affecting the surveyed premises. Include directions and pole or building locations.
  - c. Underground utilities as marked by utility companies. Surveyor is responsible for arranging underground utility markings by utility companies. ***Note: we will retain a private utility locating service to identify utilities within the survey area, and assume that Village Public Works can provide an atlas of known utilities within the project area.***
  - d. Name of the operating authority of each utility.
8. Locate lights, signs, guardrail, and other safety devices.
9. Locate site furnishings, play equipment, and site elements
10. Locate fences, fence types, heights, and gate locations
11. Locate evidence of underground tanks, vaults, burial grounds, etc.
12. Locate individual trees and canopy limits within the property boundary and adjacent public rights-of-way 3 inches in diameter and above (caliper 3 feet above ground) and show diameter and species in common English terms. Smaller ornamental trees of significance should also be located. Canopy size to be shown according to each tree's existing canopy dimensions.
13. Perimeter outline only of landscaped areas unless otherwise directed.
14. Delineate the Ordinary High Water Mark (OHWM) elevation of 581.50 IGLD 85 and visual observation of OHWM flagged by SmithGroup for regulatory purposes.
15. Determine if a floodplain elevation has been established for the site and, if so, show approximate floodplain contour line from available information and cite source of information.
16. For properties containing a natural water boundary, measure the location of the boundary and water elevations using appropriate surveying methods, and note on the map the date of measurement and a caveat that the boundary is subject to change due to natural causes.
17. Locate soil borings and ground elevation of top of holes.
18. Location and elevations of ground and top of monitoring wells.
19. ALTERNATE: Supply high-resolution orthogonal aerial imagery of the Langdon Park shoreline and bluff as video footage and still photography selected by SmithGroup from the video footage. All imagery shall be at an appropriate angle to view the shoreline and bluff without being obscured by tree canopies. Obtained imagery shall be from a single source during 2020 or later. Identify all-inclusive fee as a separate cost in proposal.



## FEES

We propose to do the work described herein for the following fees:

<b>Topographic Survey including Private Utility Locator</b>	<b>Lump Sum</b>	<b>\$ 6,200.</b>
<b>Alternate: Video Photography of Bluff and Shoreline Area</b>	<b>Lump Sum</b>	<b>\$ 1,300.</b>

## METHOD OF PAYMENT

We propose to bill you monthly during the course of work. The billing will be based on the percentage completed for each phase of the project. Our standard hourly rates are listed below and we propose to utilize these rates for the project and any authorized additional services:

Principal	\$150.00	-	\$170.00
Associate	130.00	-	150.00
Project Engineer	100.00	-	130.00
Professional Land Surveyor	100.00	-	130.00
Senior Land Planner	100.00	-	130.00
Senior Technician	100.00	-	120.00
Resident Engineer	80.00	-	110.00
Land Surveyor	80.00	-	100.00
Engineer	80.00	-	100.00
Technician	60.00	-	90.00
Administrative	50.00	-	90.00
Survey Crew One Man	125.00		
Survey Crew Chief	105.00		
Survey Crew Technician	55.00		

Notes:

- 1.) A survey party consists of a crew chief and one or more technicians.
- 2.) Crew rates include a Robotic Total Station or GPS equipment.

- We will also bill for reimbursable expenses including prints, mylars, purchased documents for the project, overnight mail services, messenger services, authorized travel expenses, and other miscellaneous reimbursable expenses at cost plus 10% for handling.
- All invoices are due and payable within 30 days after submittal to you.
- All invoices shall be deemed to be proper and acceptable unless we are contacted in writing regarding an objection to the invoice within 15 days of the invoice date.
- Interest will be charged on all overdue balances (after 30 days) at a rate of 1% per month.
- We accept credit card and electronic payments through our website: [www.haegerengineering.com](http://www.haegerengineering.com).



This proposal is subject to our general terms and conditions which are incorporated herein. If this proposal is acceptable to you, please sign one copy and return it to us.

Sincerely,

**HAEGER ENGINEERING, LLC**

Mike Anderson, P.E., LEED AP  
Vice-President

ACCEPTED BY: _____		
Company		
_____ Printed Name		
_____ Billing Address		
_____ Signature		_____ Date
_____ Billing Contact Email	_____ Prefer Invoices Email	_____ Mail



623 Cooper Court • Schaumburg, IL 60173

Tel: 630.994.2600 • Fax: 312.733.5612

Integrity | Quality | Reliability

December 29, 2020

Bill Wood, PE  
Associate/Civil Engineer  
SmithGroup  
35 E. Wacker Drive, Suite 900  
Chicago, IL 60601

**Re: Proposal for Geotechnical Engineering Services  
Wilmette Langdon Park  
Sheridan Road  
Wilmette, Illinois**

Dear Mr. Wood:

As per your request, GSG Consultants, Inc. (GSG) is pleased to provide this proposal to provide geotechnical services for the above referenced project. The proposal was prepared based on the RFP received December 18, 2020. GSG understands that the proposed project is to investigate the existing shoreline bluffs, and the stability of the bluffs, at Langdon Park along Lake Michigan. GSG understands that shoreline and bluff stabilization measures are being considered to rehabilitate the existing revetment and bluffs along the Lake Michigan shoreline. Below is a brief description of GSG's scope of services for this project:

#### Geotechnical Investigation and Analysis

- A. GSG will conduct a site visit to review the existing conditions and site access. All site visits will be coordinated with SmithGroup as we understand that public access to the beach is restricted.
- B. Review underground utilities and layout the soil borings within the project limits. GSG will contact JULIE 48-hour prior to starting the field activities and clear underground utilities at the site.

C. Advance geotechnical borings and sampling as follows:

- a. Two (2) soil borings to a depth of 40 feet at the top of the existing bluffs within Langdon Park.
- b. Two (2) hand augers to a maximum depth of 5 feet near the toe of the embankment

The borings will be performed in accordance with the most recent edition of the ASTM standards for D1586.

- D. GSG's field representative will log the SPT results for the geotechnical borings and will inspect soil samples and prepare soil boring logs, provide soil description by color, texture, and consistency in accordance with the USCS classification system. GSG will also measure the depth to groundwater and depth of existing pavement, topsoil and/or fill materials present at the site. A calibrated hand penetrometer will be used to determine the unconfined compressive strength of cohesive samples in the field.
- E. Perform laboratory testing on select soil samples obtained during the subsurface investigation. The type of the laboratory testing program is normally dependent upon the type of soil encountered at the site. The amount of laboratory testing to be performed will be determined after completion of drilling activities and will be based on the materials encountered and what we anticipate will be required to perform the geotechnical analysis and prepare the reports. GSG's laboratory testing program will include moisture contents on representative samples.
- F. Provide a report with the results of the subsurface soil investigation and laboratory test results. The geotechnical report will include information about the site investigation activities; providing copies of the boring locations, soil boring logs, laboratory data, soil and groundwater condition at the site. The report will provide the following recommendations:
- 1. Soil and groundwater conditions
  - 2. Slope stability analysis of existing conditions
  - 3. Recommendations for slope stability alternatives
  - 4. Retaining Wall recommendations (if necessary)
  - 5. Site excavation and other construction related considerations.

**ENVIRONMENTAL SCOPE OF SERVICES**

GSG will perform a CCDD investigation as part of this scope of work in order to complete an LPC-663 certification form by a licensed professional engineer/geologist (PE/PG) if the soil is uncontaminated. As part of the certification process, the PE/PG shall certify that the CCDD soil was not removed from a site





as part of cleanup activities (UST, LUST, SRP, etc.). Analytical results of soil testing will be required. The maximum concentration of contaminants that may be present in CCDD soil should be lower than the chemical's most stringent soil remediation objectives (SROs) values of Tier 1 as listed in the Illinois EPA Tiered Approach to Corrective Action Objectives (TACO) or the Maximum Allowable Concentrations (MAC) values in 35 Ill. Adm. Code 1100. Subpart F. In the event the analytical results reveal the presence of chemicals exceeding the most stringent Tier 1 SROs or MAC values, the soil cannot be disposed of at CCDD disposal site.

GSG will collect and analyze soil samples for suspect chemicals of concern at each boring location completed in conjunction with the geotechnical investigation. GSG will collect one sample from the fill material and one sample from the native material. Soil samples will be screened with a PID during the sampling activities. Samples will be submitted to STAT Analysis for regular turnaround time (7 to 10 business days). GSG will also prepare the required certification for the CCDD disposal permit, if warranted.

#### **Budget**

GSG's budget to complete the work outlined in this proposal as follows:

Geotechnical Investigation and Analysis	\$ 9,500
Environmental CCDD	\$ 4,500
Total	\$14,000

GSG appreciates the opportunity to submit this proposal for your consideration. We are looking forward to working with you on this project. Should you have any questions regarding our proposal, please call us at (312) 733-6262.

Sincerely,

**GSG CONSULTANTS, INC.**



Dawn Edgell, P.E.  
Sr. Project Engineer



Ala E. Sassila, Ph.D. P.E.  
Principal



## **GENERAL CONDITIONS**

1. The professional services will be conducted after the attached Letter of Acceptance has been signed by SmithGroup, hereinafter referred to as Client, and returned to GSG Consultants, Inc. (GSG).
2. The Lump Sum Fee in this proposal shall be based on the scope of services outlined in the proposal. Should there be any unforeseen conditions encountered during the project, GSG will provide information as to the nature of the unforeseen conditions, as expeditiously as possible, and agree with the Client as to the any adjustment in the scope of services and fee.
3. Payment is due upon receipt of invoice. For all unpaid amounts, after thirty days from the invoice date, Client agrees to pay the finance charge of one and one-half percent (1½%) per month, 18% annually, provided, however, that if this percentage exceeds that permitted by law, the charge will be the maximum permitted by law.
4. GSG will perform the services under this agreement at a level consistent with that level of care and skill ordinarily exercised by members of GSG's profession practicing under similar conditions at the same time in the same or similar locality. GSG CONSULTANTS, INC. DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTIES UNDER THIS AGREEMENT.
5. Client agrees that the liability of GSG shall not exceed GSG's insurance coverage and as allowed by applicable law.
6. The prices for these services are honored for ninety (90) days from the date of this proposal and are subject to modification after that time.
7. This agreement represents the entire understanding and agreement between Client and GSG and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by both Client and GSG.



**LETTER OF AGREEMENT**

Mr. Bill Wood, on behalf of SmithGroup accepts GSG Consultants, Inc. (GSG's) attached Proposal, dated December 29, 2020, for a Geotechnical Investigation for the proposed Langdon Park in Wilmette, Illinois. This Letter of Agreement, when signed by the Client constitutes a binding contract between GSG Consultants, Inc. and the Client. The terms and conditions of this contract are set out in the attached proposal and constitute the entire agreement between the GSG Consultant, Inc. and Client.

Accepted by/: \_\_\_\_\_ Amount: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Date: \_\_\_\_\_





# Memorandum

Date: April 12, 2021

To: Board of Commissioners

From: Kristi Solberg

Cc: Steve Wilson

Re: April Board Report

---

## **Parks and Planning**

The Parks and Planning staff hosted the first public meeting at Maple Park on Wednesday April 7<sup>th</sup>. The meeting was well attended by all ages and users of the Park. The attendees were asked to provide feedback through a survey, comment cards and a sticker system with the idea boards. Our Landscape Architects will comply this info to start creating conceptual drawings for our next public meeting.





With June like weather in April, staff were able to turn on the water several weeks earlier than past years at the Garden Plots. Staff turned the water on Monday April 5<sup>th</sup> at both sites. Pictured below is the Garden Plots at West Park. Over the last two weeks, the renters have been utilizing the weather also by prepping their rented plot.



The Community Recreation Center roof project just completed its 5<sup>th</sup> week of work. We have only had a couple of weather related cancelled work dates so the project has been moving along very smoothly. Below is an image of the roof that is getting replaced and some pictures of the process.





### **Field Permits**

2021 has been challenging and interesting for our Maintenance Supervisor. With the Village's stormwater projects underway and a maintenance contract ending in April, the Park District has less field space than past years. The District's Maintenance Supervisor worked with Wilmette Baseball Association (WBA), Park District youth soccer and Wilmette Wings to iron out logistics for the spring season.

Wilmette Wings will be practicing and playing games this spring in three parks. West Park, Community Playfield & Howard Park.

Wilmette Baseball Association are playing more games at Thornwood Park, Hibbard Park South, Elam & Pomona fields. They are utilizing Roemer Park to help with the limited field space on Park District property.

At Community Playfields the south portion of the park is still closed for the turf to establish. The Park District youth soccer program was moved to the north portion of the fields so they can practice on Wednesday, Thursday & Friday from 4-8pm. The youth soccer games will be played on Saturdays from 8am-4pm. While youth soccer is playing there will be no WBA baseball on Pomona and Pony fields.

At West Park, Loyola Football (sophomores) have been practicing on the turf field Monday-Friday since March 3rd. Their rental ends on Monday, April 26.

West Park is also a site for the Wilmette Wings and WBA for practicing and games, which started on Monday, April 5th.



### **Parks staff**

The Park staff had a busy month transitioning from winter to spring. The staff removed the snow fence that was installed for the winter months, overseeded and aerated the Parks where ice rinks were installed, completed cleanup work at Gillson Park, trimmed and removed trees at Maple, Howard and Gillson Park and preparing for the spring ballfield season.

The Park staff installed the batting cage nets at West Park, Hibbard, Community Playfields, Howard and Thornwood. They lined 18 soccer fields and prepared the 6 baseball diamonds for Park District programming.







### **Building staff**

The Building staff completed the installation of the new rack on the Sailing Beach. Staff started rebuilding the rack in early March and completed the process the week of March 29<sup>th</sup>. The process involves removing the old rack, replacing the carpet on the boat rests, building the rack onsite in sections, clearing/digging a two foot deep trench to install the posts of the rack and installing the section and securing them to the footers. Once the rack is in place, the staff installs i-bolts and reinstalls the carpeted boat rests.



Staff completed some minor improvements to the Sailing Shack per the request of the Recreation staff. The Building staff removed all the existing cabinets and countertops, repainted the shack, rewired/updated the electric within the building and installed new cabinets and countertops.



The Building staff retrofitted 16 fixtures to LED within the pool pump room saving 512 watts, retrofitted 16 fixtures to LED within the compound at Gillson Beach saving 608 watts and replaced the fixture to LED within the sailing shack saving 40 watts but the fixture will double the lumens. Staff also added an occupancy sensor to automatically shut the lights off when no one is in the shack.

The Building staff started the preseason startup of the pool. Staff completed tile work repairs, started on concrete repairs and repair of the expansion joints, power washed the diving well and lap pool and repaired the corroded plastic supply lines on the chlorine feeder.



# Memorandum

Date: April 8, 2021  
To: Steve Wilson, Executive Director  
From: Emily Guynn, Superintendent of Recreation  
Re: Recreation Department Board Report

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## Community Recreation Center

### *Recreation Programs Division:*

- Participation Highlights

Program/Event Name	Date(s)	Enrollment	Tickets Sold
Student-Directed Play, "Fairytale Lane"	March 18-21	57	320
Preschool Fairytale Ballet Workshop	March 13	8	-
Ones & Twos Art Exploration Workshop	March 9	7 Families	-
Storybook Theatre Circle Workshop	March 1	9 Families	-
Non-Contact Football Pop-Up	March 4, 6, 9	79	-
Hip Hop and Hoops Pop-Up	March 6, 13	53	
Spring Break Camp	March 29-April 2	87	
Spring Egg Hunt	April 3	498	

- Early Childhood, School Year 2020-2021

Program Name	Enrollment
Kindergarten Enrichment	15
Full Day Preschool	31
Morning Preschool (2-4 year's old)	34
Preschool Plus Enrichment	21
CARE	66

- Early Childhood School Year 2021-2022
  - As of March 31, 2021, has 89 students enrolled in the various programs
- Youth Soccer league starts on April 24 with 1,039 enrolled between PeeWee through Grade 8
- *Upcoming Events:*

Event Name	Date
CPR / First Aid Certification Workshop	April 11
Family Art Night	April 11
Kickball and Krafting Pop Up	April 17
3 vs. 3 Soccer and Dance Party Pop Up	April 18 and 25

### ***Gymnastics:***

- Wilmette Gymnastics hosted an in-house competition and a virtual competition in February
- 83% team gymnasts have qualified for state; gymnasts have until May 16 to qualify
- Recreation programs continue to rebound with 102 of 177 spring classes are full. There is an average of 900 participants utilizing the gymnastics facility weekly
- Wilmette Gymnastics team has planned a trip to the post-Olympic tour to see Simone Biles in October. We had 63 register to attend.
- Summer Camp registration began. So far there are 50 participants registered for the full-day gymnastics camps.

### ***Center Fitness Club:***

- Fifteen (15) 3-Day Trial Passes have been redeemed and used
- Outdoor Group Fitness classes set to resume in May
  - Looking at utilizing the lakefront for some outdoor fitness classes
- Membership Initiative: Reaching out to members that are still on hold to invite them in for a personalized tour/experience with the goal to reactivate
- Created Partner Training packages for members who want to train with a partner

	<b>February 2021</b>	<b>March 2021</b>
Monthly Visits	2,205	2,324
Total Active Memberships	412	586
Group Fitness Attendance	845	747
Personal Training Sessions	58	70

## **Centennial Recreation Complex**

### ***Tennis Center:***

- Outdoor tennis court reservation system activated via Yourcourts.com, same as summer 2020
- Permanent outdoor tennis court reservations will be available to residents only. Staff will manage the balance between permanent court reservations and leaving courts available for single reservations
- Initial camp registration for Pirate Camp, Outside the Lines, Junior Excellence, and Topspin Tykes are all strong
- Indoor permanent court time renewal have begun offering members the opportunity to renew their times without a lottery for the 2021/2022 season

### ***Centennial Ice Rink:***

- Wilmette Hockey extended spring schedule to Memorial Day Weekend
- Learn to Skate spring programs began on April 5

### ***Upcoming Events:***

- May 14-15: Annual Ice Show, with limited live audience



### ***Centennial Family Aquatic Center:***

- Staff continues to prepare for the upcoming season with facility maintenance projects, part-time staff recruitment, securing contracts, and creating a marketing plan
- Weather dependent adult lap swim and swim team may start before Memorial Day weekend
- Learn to Swim and Dive lessons are planned for the season with registration closer to summer
- Wilmette Park District Day Camps will resume swim lessons and public swim

### **Platform Tennis**

- Inaugural paddle tennis camp registration far exceeded expectations with 40 players
- Spring leagues began April 5 including team-based leagues, in house leagues, and Spring Viking league. Total league participation is over 200 for the spring
- Team and player movement process for the fall 2021 league season has begun. Staff will oversee requests for both full team as well as individual player movement to create opportunity for advancement within the club environment

### **Mallinckrodt Center**

- Offered 7 virtual group fitness, meditation and stretching classes with over 40 participants with plans to offer two more classes in April, Zumba and Balance, Core and More.
- Mallinckrodt Fitness Room is scheduled to reopen on April 19 with advance reservation
- Mallinckrodt Library is scheduled to reopen in May
- Staff received over 300 responses from the electronic survey sent out in March in regards to Mallinckrodt Re-Opening which inquired about comfort level returning and types of offerings.
- Oscars Watch Party offered in April

### **Lakeview Center / Gillson Park Operations**

- Staff has meet with Marketing Department to devise a marketing strategy for Lakeview, Wallace Bowl, and Park Permits including website updates, rental guide, online inquiry form, online availability calendar, floor plans, 3D experience of the space. As well as creating new way seasonal way finding signs throughout the park to improve customer experience
- Summer 2021 planning updates;
  - Camp registration strong
  - Returning staff meet and greet meetings ongoing, as well as new hire interviews. There is currently an 85% return rate from 2020



- Site improvements:
  - Sailing office underwent an interior refresh
  - New Kayak / Sunfish racks installed by West Park
  - Sailing beach annual grading scheduled for later in April. Staff is working with a new contractor and added pre-season maintenance between rack spaces this year
- Portable bathrooms have been installed throughout the park
- Sailing contract processing is almost complete
  - 589 Total spots available
  - 42 spots are not renewing
  - 530 Contracts have been processed

Location	Rental Type	Quantity	Revenue
Lakeview	Private Party	1	\$686
Lakeview	Election	1	\$100

*Upcoming Events:*

- May 8: Sailing beach opens
- May 29: Swim beach opens



To: Steve Wilson, Executive Director  
From: Sheila Foy, Superintendent of Finance  
Date: April 8, 2021  
Re: April, 2021 Finance Superintendent Report:  
1. District Revenue and Expense Statement Results through February, 2021 (Appendix 1)  
2. Capital Expense Results through February, 2021 (Appendix 2)  
3. Finance, Customer Service and Technology Department Updates

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### **1. District Revenue and Expense Statement Results through February, 2021 (Appendix 1)**

The February, 2021 Income Statement shows a surplus of a little over \$1.1m versus the budgeted \$1.3m surplus. There were five budget variances discussed during the Finance Planning and Policy committee meeting in March. The variances in Fee Revenue and Membership Fees are due largely to registrations and season pass sales occurring towards the end of March versus the late January/early February timeframe that was targeted for budget. Salaries and Benefits along with a portion of Contract Services are under budget due to the delay in hiring employees and contractors to support our programming as we await the State's reopening plan. The remaining budget variance for Contract Services is due in part to a large PDRMA refund check. The Auditors advised we should offset Health Insurance expense with that refund. In March, this will effect Employee Benefits. Also, Contract Services budgeted to perform tree inventory activities have been delayed due to the heavy winter storms.

### **2. Capital Expense Results through February, 2021 (Appendix 2)**

Capital spending is under budget as projects planned to be completed during Q1 have been delayed a bit and the Fire Alarm projected scheduled to be installed during Q1 are targeted to come in under budget! All the remaining Q1 projects should be completed by April except for the Mallinckrodt Front door which is scheduled for May installation.

### **3. Finance, Customer Service and Technology Updates**

March was very busy for Finance. We on boarded an employee, met with the Lakefront staff to help them learn the accounting system so they can better understand their budget(s) and are gearing up for the Auditors week of fieldwork beginning April 12<sup>th</sup>. We have scanned a lot of documentation (invoices, payroll support, cash journals and bank reconciliations to name a few) in preparation for this week. We have provided documentation to substantiate the Balance Sheet balances to make things run easier this year and we hired an Accounting Manager who is scheduled to start in April. More on that next month.

Customer Service confirmed that March came in like a Lion! Spring Registration began on March 2nd for residents with classes beginning in April. Season passes for the Beach were very popular! The Marketing department streamlined our website for all to access beach season pass purchases and registrations. The pool will not sell season passes this year, but will operate much like last year with a pay-as-you-go format in which you register for a time, pay online and proceed to the pool. Camp registration began March 23rd for residents. Some camps were so popular they sold out before 10am. That was a new record! League soccer ended its registration on March 15th with over 500 kids registered. Soccer begins on April 24th. Spring break camps were popular this year with many area children joining in on the fun! Summer registration is scheduled for May and will include swim and diving lessons which is always wildly popular. Lakefront parking stickers are being mailed out or customers are stopping by the CRC or the Admin offices to pick up them up. The Wilmette Park District is ready for an amazing spring and summer 2021!

Information Technology completed an update to Incode that enabled us to electronically upload the Park District's W-2 information reporting directly to the Social Security Administration. They also renewed and configured a SSL certificate for email access via the web. They trained Rectrac users on how to installment bill for Camp registrations and they updated/renewed our spam filters. Last but not least, they replaced the current 12 year old ID printers completing yet another hardware capital project!

The current Park District phone system was part of the phone system supported by the Village. The Village decided to go with a system at the end of last year that didn't work for us within the Park District. Since the beginning of this year, Technology has been gathering quotes and providing demos for different telephone system solutions and during the March Finance Planning and Policy committee meeting we proposed a plan to replace the current phone system. That proposal is scheduled to be brought to the April Board meeting for approval.

## Appendix 1



**Wilmette Park District**  
**Revenue and Expense Statement**  
**Calendar Year 2021**  
**For Month End February 28, 2021**

	Through the end of February			YTD Variance		Total
<u>Total District</u>	Actual	Actual	Budget	Actual to Budget		Year
	2020	2021	2021	\$	%	Budget
						2021
Revenue						
Property Taxes	\$1,129,181	\$1,175,200	\$1,170,228	\$4,972	0.4%	\$7,909,177
Daily Fees	69,580	14,196	23,702	(9,506)	-40.1%	1,596,782
Fee Revenue	3,723,546	1,066,566	1,719,488	(652,922)	-38.0%	7,957,064
Membership Fees	255,581	93,517	258,270	(164,753)	-63.8%	2,296,121
Rental Revenue	557,740	364,828	306,561	58,267	19.0%	2,164,411
Retail Sales	24,832	14,861	15,009	(148)	-1.0%	201,495
Miscellaneous Revenue	<u>86,057</u>	<u>21,207</u>	<u>14,952</u>	<u>6,255</u>	41.8%	<u>160,221</u>
Total Revenue	\$5,846,518	\$2,750,374	\$3,508,210	(\$757,836)	-21.6%	\$22,285,271
Expenses						
Salaries & Wages	\$1,200,397	\$934,125	\$1,082,602	(\$148,478)	-13.7%	\$7,985,885
Employee Benefits	375,281	250,337	305,834	(55,497)	-18.1%	2,371,609
Contract Services	445,713	268,932	504,138	(235,206)	-46.7%	3,132,888
Utilities	40,300	77,522	120,905	(43,382)	-35.9%	998,443
Supplies	87,292	32,611	94,577	(61,967)	-65.5%	961,241
Repairs	<u>38,429</u>	<u>17,857</u>	<u>35,323</u>	<u>(17,465)</u>	-49.4%	<u>322,276</u>
Operating Expenses	\$2,187,414	\$1,581,384	\$2,143,380	(\$561,995)	-26.2%	\$15,772,342
Operating Surplus (Deficit)	\$3,659,104	\$1,168,990	\$1,364,830	(\$195,841)	-14.3%	\$6,512,929
Non-Operating Revenue						
Bond Proceeds	\$0	\$0	\$0	\$0		\$0
Capital Reimbursement	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Total Non-Operating Revenue	\$0	\$0	\$0	\$0		\$0
Non-Operating Expenses						
Capital	203,466	42,434	100,169	(57,735)	-57.6%	2,880,176
Capital - Special Recreation	0	0	0	0	N/A	705,818
Debt Service	0	0	0	0	N/A	2,373,943
Capital Transfer	0	0	(36,607)	36,607	-100.0%	0
Overhead Transfer	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	N/A	<u>0</u>
Total Non-Operating Expenses	\$203,466	\$42,434	\$63,562	(\$21,128)	-33.2%	\$5,959,937
Net Non-Operating Surplus (Deficit)	(\$203,466)	(\$42,434)	(\$63,562)	\$21,128	-33.2%	(\$5,959,937)
Total Expenses	<u>\$2,390,880</u>	<u>\$1,623,818</u>	<u>\$2,206,942</u>	<u>(\$583,124)</u>	-26.4%	<u>\$21,732,279</u>
Net Surplus (Deficit)	\$3,455,638	\$1,126,556	\$1,301,268	(\$174,712)		\$552,992

WILMETTE PARK DISTRICT 2021 CAPITAL EXPENDITURE SUMMARY							
Location	Project Name	Project Description	Priority	Budget	YTD Spending	Remaining Budget	Estimated 2021 Quarter for Completion
ADMINISTRATION OFFICE	Computer Hardware	Computer hardware (Laptops, Desktops, Servers and etc.)	C	70,200	4,627	65,573	Year Long
ADMINISTRATION OFFICE	Computer Software	Computer software (MS Office and etc.)	C	60,000	29,477	30,523	Year Long
CENTER FITNESS CLUB	Studio Equipment Replacement	Ongoing replacement of group exercise studio equipment	C	5,000		5,000	Q1
GILLSON PARK	Storage Building Fire Alarm	Fire Alarm for maintenance building	C	20,000		20,000	Q1
WILMETTE GOLF CLUB	Maintenance Fire Alarm	Installation of a fire prevention system	C	20,000		20,000	Q1
WILMETTE GOLF CLUB	Range Netting Pole and Fence Maintenance	Net and Cable Maintenance / High lift work	C	10,000		10,000	Q1
MALLINCKRODT CENTER	Front Door Repair	Front door requires repair	C	13,000		13,000	Q1
CENTENNIAL TENNIS	Ball Machine	Replace ball machine	C	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	C	900,000		900,000	Q2
GILLSON PARK	Aquatic Camp Equipment	Updating the equipment used for Aquatics Camp	C	5,000		5,000	Q2
GILLSON PARK	Beach Mat Replacement (5.8 Levy)	Replacement of worn and damaged beach mats	C	7,000		7,000	Q2
GILLSON PARK	Replace Dog Beach Fence	Refencing of the dog beach including gate replacement	C	20,000		20,000	Q2
PARKS DEPARTMENT	Cargo Van (#22)	Replacement of Cargo van	C	35,000		35,000	Q2
PARKS DEPARTMENT	Combination Trash/Recycling Containers (Various Parks)	Ongoing standardization of trash/recycling containers	C	10,000		10,000	Q2
PARKS DEPARTMENT	Dog Park Fencing	Install dog park fencing on ComEd leased prop.	C	50,000		50,000	Q2
WILMETTE GOLF CLUB	Cart Path Installation	Fully Connected Cart Paths/Curbing/Drainage	C	382,500		382,500	Q2
WILMETTE GOLF CLUB	Drainage Improvements	Materials for subsurface golf course drainage installs	C	10,000		10,000	Q2
CENTER FITNESS CLUB	Fitness Equipment Replacement	Ongoing replacement of strength and cardio equipment	C	35,000		35,000	Q3
COMMUNITY PLAYFIELD	Tennis Court Resurface/Renovation	Outdoor tennis court resurface / renovation	C	105,000		105,000	Q3
COMMUNITY REC CENTER	Gymnastics Equipment	Updating and Replacing Equipment	C	15,000		15,000	Q3
GILLSON PARK	Lakeview Design	Full Building Design Plan	C	50,000		50,000	Q3
GILLSON PARK	Tennis Court Resurface/Renovation	Resurface/improve outdoor courts	C	70,000		70,000	Q3
WILMETTE GOLF CLUB	Tree Maintenance	Removal of dead trees and large limbs	C	10,000		10,000	Q3
WILMETTE GOLF CLUB	Approach/Tee Mowers (2)	Replacement - (3) 14 Year Old Machines	L	26,954		26,954	Q3
WILMETTE GOLF CLUB	Bank Mower	Replacement - Current Machine is 17 years old	L	9,998		9,998	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	20,215		20,215	Q3
WILMETTE GOLF CLUB	Sand Pro	Sand Pro 5040	L	5,748		5,748	Q3
WILMETTE GOLF CLUB	Utility Vehicles	Workman HDX - 2WD (Kubota Gas)	L	7,626		7,626	Q3
WILMETTE GOLF CLUB	Walking Green Mowers (2)	Cleanup and Collar Mower for Greens	L	8,808		8,808	Q3
COMMUNITY REC CENTER	Comp Plan	Comprehensive Plan for Remodel/Interior Upgrades	C	90,000		90,000	Q4
GILLSON PARK	Lakefront Infrastructure Design Work	Comprehensive Plan Development	C	100,000	8,330	91,670	Q4
GILLSON PARK	Lakeview Design Implementation	Full Building Design Plan	C	75,000		75,000	Q4
GILLSON PARK	Sailing Boat Racks	Replace and repair old and damaged sailing racks	C	8,000		8,000	Q4
GILLSON PARK	Shoreline Protection - Langdon	Material and Installation	C	500,000		500,000	Q4
PARKS DEPARTMENT	Artificial Turf Field	Replacement of artificial turf in-fill material	C	40,000		40,000	Q4
		TOTAL without Special Recreation		2,880,176	42,434	2,837,742	
PARKS DEPARTMENT**	ADA Accessibility (5.8 Levy)	ADA improvements	C	150,000		150,000	Year Long
MAPLE PARK**	Playground Renovation (2015)	Scheduled replacement and ADA update	C	249,700		249,700	Q3
		Total Special Recreation		399,700	-	399,700	
Priority Code = C = Critical S = Semi Critical N= Non Critical L= Lease Payment		Total Capital Expenditures		3,279,876	42,434	3,237,442	