



**Wilmette Park District
Regular Meeting
Board of Park Commissioners**
*Monday, March 14, 2022
7:30 pm – Village Hall Chambers Council*

AGENDA

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

1.1 ROLL CALL

2.0 CONSENT AGENDA

**2.1 APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING HELD ON
FEBRUARY 14, 2022**

2.2 APPROVAL OF FEBRUARY 2022 VOUCHER LIST

3.0 COMMUNICATIONS AND CORRESPONDENCE

4.0 PUBLIC COMMENT/RECOGNITION OF VISITORS

5.0 STANDING COMMITTEE REPORTS

5.1 LAKEFRONT COMMITTEE REPORT

5.2 GOLF OPERATIONS COMMITTEE REPORT

5.3 PARKS AND RECREATION COMMITTEE REPORT

5.4 CENTENNIAL COMMITTEE REPORT

5.5 FINANCIAL PLANNING & POLICY REPORT

5.6 REAL ESTATE COMMITTEE REPORT

5.7 INTERGOVERNMENTAL COOPERATION COMMITTEE REPORT

6.0 EXECUTIVE DIRECTOR'S REPORT

7.0 UNFINISHED BUSINESS

8.0 NEW BUSINESS

8.1 CONSIDERATION OF ORDINANCE 2022-O-5 SURPLUS PROPERTY

**8.2 CONSIDERATION OF LICENSING AGREEMENT AT WILMETTE GOLF CLUB FOR
FOOD AND BEVERAGE SERVICES**

8.3 BID APPROVAL FOR PLANTING BED MAINTENANCE

8.3 CONSIDERATION OF THE AMENDED BOARD MANUAL

9.0 ADJOURNMENT

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

Wilmette Park District **Policy for Public Comment**

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

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

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

Calendar of Events – March & April 2022

Date	Time	Event	Location
March 1	8 am	Resident Spring registration opens	online
March 3	7:30 am	Drop-In Pickleball begins	Tennis
March 4	10:30 am	Virtual Rules of the Road	virtual
March 8	8 am	Non-Resident Spring registration opens	online
March 8	10 am	Chicago Outlet Mall Day Trip	Mallinckrodt & offsite
March 8	6 pm	West Park Playground Concept Meeting	CRC
March 11-21	Various	WCT Spring Production: Legally Blonde Jr.	CRC
March 12	9 am	St. Pathy's Stroll	Golf
March 15	8 am	Resident Summer Camp registration opens	online
March 16	7 pm	Self Defense	CRC
March 20	10 am	Polar Plunge	Gillson Beach
March 22	8 am	Non-Resident Summer Camp registration opens	online
March 23	All day	Youth Soccer League registration deadline	online
March 28	All day	Spring Break Camps begin	Multiple locations
April 5	1 pm	MCK Spring Reset Series	Mallinckrodt
April 9	10 am	Children's Egg Hunt	TBD
April 9	10:45 am	Doggie Egg Hunt	TBD
April 12	1 pm	MCK Spring Reset Series	Mallinckrodt
April 15	6:30 pm	Family Art Night	CRC
April 16	9 am	Self Defense Workshop	CRC
April 19	1 pm	MCK Spring Reset Series	Mallinckrodt
April 21	9:30 am	1 & 2 Art Exploration	CRC
April 23	9 am	Spring Into STEM with LEGO	CRC
April 26	1 pm	MCK Spring Reset Series	Mallinckrodt
April 27	5:15 pm	Magic Workshop	CRC
April 28	4:30 pm	Wilmette Dance Team Performance	Mallinckrodt



WILMETTE PARK DISTRICT
Regular Board Meeting
Meeting Minutes
Monday, February 14, 2022
7:30 p.m. – Village Hall Council Chambers

PRESENT

Commissioners: President Michael Murdock, Vice President Julia Goebel, Patrick Duffy, Cecilia Clarke, Allison Frazier, Kara Kosloskus and Lindsay Anderson

Staff: Executive Director Steve Wilson and Executive Administrative Assistant Catherine Serbin

Visitors: Patrick O’Gara, Judith O’Gara, Walter Keats, Lucia Composto, Paul Hahn, Carol Hahn, Dan Nehring, Jessica Martinez, Deborah Kennedy, Mary Shea, Carolyn Cole, Cecilia Dunn, Steve Dover, Marsha Dover, Al Kantner, Tim Perry and Nancy Perry

ABSENT

None

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

The meeting was called to order at 7:31 p.m.

A. Roll Call Taken

President Murdock noted that as the revised agenda indicated, the Board had originally considered adjourning to closed session at the start of the meeting. The Board has since decided to adjourn to closed session at the end of the meeting as to not inconvenience residents whom wish to address the Board.

2.0 CONSENT AGENDA

2.1 APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING HELD ON JANUARY 10, 2022

2.2 APPROVAL OF THE JANUARY 2022 VOUCHER LIST

Commissioner Anderson moved and Commissioner Frazier seconded a motion to approve the Consent Agenda of the February 14, 2022, Regular Board Meeting, a copy of which is to be attached to and become a permanent part of the minutes of this meeting.

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

3.0 COMMUNICATIONS AND CORRESPONDENCE

President Murdock acknowledged significant correspondence within the packet primarily concerning the proposed amenities at West Park. Commissioner Clarke noted a piece correspondence from resident Patrick O’Gara that was not included

in the packet. The packet will be amended to include their correspondence. Commissioner Anderson commended nine-year-old Penny Dunn on her heartfelt testimony.

4.0 PUBLIC COMMENT/RECOGNITION OF VISITORS

President Murdock facilitated public comment. The Attendance Sheet will become part of the permanent record.

Mary Shea, 725 Michigan Avenue – Ms. Shea advised that she is a Gillson Park neighbor, here to object to the Park District's West Park Master Plan. She is against the Park District eliminating the last remnants of natural green space in favor of more courts and monetary gain on behalf of the Park District. She noted in a Park District survey, less than half of the 360 respondents were users of the existing courts. Ms. Shea does not believe this constitutes a significant demand in the community for pickleball. In addition, Centennial was the favored location for additional courts in the Park District survey. She urged the Park District to withdraw its application to the Village in order to give proper consideration and ensure the Park District pursues a responsible course for West Park and all Wilmette parks that is consistent with its Mission Statement.

Tim Perry, 1433 Perry Avenue – Mr. Perry advised he is a member of Bike Walk Wilmette, a local active transportation advocacy group. He proceeded to read a statement on behalf of Bike Walk Wilmette urging the Board to consider their proposed path as part of its Comprehensive Plan for Gillson Park. They believe their proposed plan is a safer alternative than the shared multiuse path along Harbor Drive as shown in the concepts.

Jessica Martinez, 745 Laramie Avenue – Ms. Martinez advised that her house is most affected by the proposed plans as it directly borders West Park. She respectfully asked that the Board withdraw its application to the Village until more research can be done on noise and light disturbance. The current noise of play is negatively affecting her work. She has strived to be a good neighbor since she bought the property in 2018 by not filing excessive noise complaints and asked the Wilmette Park District be a good neighbor in turn.

Penny Dunn, 3408 Wilmette Avenue – Ms. Dunn stated she lives in the neighborhood near West Park and is 9½ years old. She enjoys playing at West Park with her friends and her family. It is the only playground near her house. She fears the increased courts will produce additional noise and lights that will hurt the neighbors who live close by. She loves nature and is deeply concerned about the removal of trees for courts. Additionally, she fears moving the playground near Lake Avenue will make the playground unsafe. She proposed the Board consider Centennial as an alternative to West Park for pickleball courts and hopes the Park District can find a place to build more courts without destroying nature.

Walter Keats, 2514 Laurel Lane – Mr. Keats directed the Board to e-mails included in the packet regarding communication improvements he would like the Park District to implement. He believes the majority of the problems the Board has are due to poor communication between the Park District and the community. Furthermore, he conducted a search using Google Earth and noticed that West Park has been almost completely covered in pervious pavement between the courts, the synthetic turf and the maintenance facility. If additional courts are added, this would further decrease open space in the park. He noted none of the other Wilmette parks have suffered such derogation. He suggested the Board consider open space as a metric to evaluate how the Park District is performing as stewards of the parks and not focus solely on the recreational activity.

Patrick O’Gara, 740 Laramie Avenue – Mr. O’Gara stated he hopes the Board has been considering the serious issues he has raised with respect to the current operations of the existing courts and the proposed plans. He has been advised by the Village of Wilmette that the courts are not authorized to be operated beyond the approved hours in the 2017 Ordinance. The 2017 Ordinance was based on an application that presented operating hours between 8AM-10PM. He stated the Park District made a unilateral decision to expand those hours without going back to the Village for approval despite the fact that West Park is subject to a Special Use and Variation Permission. He acknowledged that while the Park District disagrees with the Village, he asked the Commissioners to come to their own conclusion and determine whether that was the appropriate course of conduct as West Park neighbors disagree. He also expressed concerns over the possible noise disturbance pickleball courts at West Park would cause, noted the Board weighted noise disturbance concerns heavily when considering whether to build a skate park and asked the Board follow the same precedent. He urged the Park District to immediately withdraw their application with the Village and act in a responsible manner.

Al Kantner, 829 N. Laramie Avenue – Mr. Kantner threatened legal action against the Board and the Village if the Park District continues to pursue their plans for West Park as he believes it will infringe on enjoyment of his property.

Dan Nehring, 1241 Heatherfield Lane, Glenview – Mr. Nehring advised that while he is not a Wilmette resident, his family patronizes the Wilmette Park District and his local elementary school is Avoca West. In reviewing the last Board meeting packet, he noted that 267 people mentioned paddle courts in their correspondence to the Board as compared to only 48 people who mentioned pickleball. He then provided a heat map on top of where people lived using publically available data indicating the majority of people who want paddle live in East Wilmette. He suggested the Board reach out to English language learning families in the immediate area and partner with them as well on a revised comprehensive plan for West Park. Additionally, he also suggested that in lieu of building pickleball courts, the Park District should paint pickleball lines on the tennis courts as Glenview does. He stated this would also be the most cost effective option.

Meredith Park, 3021 Wilmette Avenue – Mrs. Park advised she lives north of Lake Avenue and it is already a struggle to get to West Park safely. She expressed frustration with respect to the current operations of the courts as users of the courts yell profane words during their game in front of her young child. By building additional courts for adults with legal access to alcohol and failing to enforce club behavior, Mrs. Park fears are heightened. She believes the Park District has shown a blatant disregard for her family’s safety and urged they find another place for additional courts.

Mary Jean Mendizabal, 500 Leamington Avenue – Mrs. Mendizabal stated this is the only park west of Wilmette and in walking distance to her house. She has two children who frequent the park on a daily basis. She is also a paddle player and understands the demand for increased courts. However, the noise of play is obnoxious and can be heard throughout her neighborhood. She urged the Committee to find a location in east Wilmette suitable for additional courts as to not cause further disruption to the neighborhood.

Cecilia Dunn, 3408 Wilmette Avenue – Mrs. Dunn stated she is disturbed by the lack of compassion demonstrated in the tentative plan for West Park. She believes this plan provides preferential treatment for certain demographics of Wilmette whereas there is no consideration of residents in east Wilmette. She reiterated other resident concerns over this playground being the only playground within walking distance in west Wilmette. She stated it would be selfish and irresponsible on behalf of the Park District to build the additional courts and asked the plan be scraped in order to preserve West Park as a park instead of a money maker for the Park District.

Claire Sullivan, 735 Laramie Avenue – Mrs. Sullivan stated she is one of homeowners who will be most directly affected by the Park District’s proposal due to her proximity to the courts. Her main concern is the noise and lights additional courts would produce as she already suffers from migraine headaches due to the existing lights. She fears the courts will ruin her quality of life and is adamantly opposed to this proposal.

5.0 STANDING COMMITTEE REPORTS

5.1 Lakefront Committee Report

Vice President Goebel reported that the Lakefront Committee met on Monday, February 7th at Mallinckrodt and discussed a few different items. One of them being updates on the Lakeview Center design process. No discussions were made. The Committee also discussed the Langdon Shoreline Protection project and asked the Engineers to come back with some additional information. Furthermore, summer hiring is underway and the new Lakefront Program Supervisor is transitioning into her role nicely. There will also be a Job Fair on February 26th. There is an upcoming event

in partnership with the Wilmette Police Department in support of the Illinois Special Olympics on March 20th called the Polar Plunge. Lastly, the sailing contracts for all watercraft have been distributed. Staff has reported that 90% of the contracts were returned within a month. The Committee intends to meet again on March 7th.

5.2 Golf Operations Committee Report

Commissioner Anderson reported that there is a significant amount of work taking place during the offseason in terms of maintenance to ensure everything is in working order come spring. Currently, the course is being used for cross-country skiing. There is an upcoming event scheduled for March 12th to celebrate the new golf cart path and kick off the 100th year anniversary of the course. Staff is working internally on securing an agreement with the new food and beverage provider with more information to come next month.

5.3 Parks and Recreation Committee Report

Commissioner Duffy reported that the Parks and Recreation Committee met last Monday and received the survey results that were sent to families who participated in 2021 summer camps. A quarter of the families to whom the survey was sent responded and it was mostly very positive feedback. The Committee also received an introduction from two full-time new employees at the Community Recreation Center. The Community Playfields bathroom project is moving along and the Board will consider the bid approval tonight. Lastly, staff has received great feedback with respect to the new fitness path at Community Playfields.

5.4 Centennial/Facilities Committee Report

President Murdock reported that the Centennial Committee met earlier this evening. In addition to the 100th year anniversary at the Golf Club, Centennial is celebrating its 50th anniversary. Staff has some fun events planned such as Disco on the Pool Deck, the Wilmette Tennis Tournament Open, and the Keep Your Day Job Music Festival. The Ice Show will be May 13th-May 15th. There will also be a job fair for Pool Positions on February 26th from 10AM-1PM at Mallinckrodt Community Center. Staff held a meeting regarding the playground at West Park on February 29th, sent a survey and intends to hold a second meeting soon. This process is very similar to what was done for the Maple Park playground renovation.

5.5 Financial Planning & Policy Report

Commissioner Clarke reported that the Financial Planning and Policy Committee met on January 24th. Staff provided an update with respect to the contemplated solar panels on the Community Recreation Center. The solar panels will not be installed until fall as there still needs to be work done on the HVAC units atop the roof, however, an RFP is being pursued. Staff also provided an update on the Park District's efforts to implement DEI

principles. These efforts remain ongoing. Furthermore, the Committee felt the revisions to the Board Manual fully incorporated all of the Board's input and intends to recommend the amended Board Manual to the full Board next month. The Park District's operating surplus at the end of 2021 was higher than expected.

5.6 Real Estate Committee Report

No report as the Committee did not meet this month.

5.7 Intergovernmental Cooperation Committee Report

No report as the Committee did not meet this month.

6.0 EXECUTIVE DIRECTOR'S REPORT

Director Wilson advised that West Park planning remains ongoing. It will be on the March 16th, 2022 Zoning Board of Appeals agenda. As mentioned earlier, there was a playground input session held at the Community Recreation Center. A second input session will take place March 8th at which the design consultants will bring back initial thoughts and concepts for residents to respond to. Last Friday was the submission deadline for consulting services for a comprehensive plan for the entire District in addition to a strategic plan. Staff received three proposals ranging greatly in services and cost. Staff is reviewing these proposals to provide a summary for the Board. There are two Ordinances on the agenda related to bond issuances that have been in discussion since the beginning of the budget creation process throughout the late summer and early fall in anticipation of 2022. As a part of this bond issuance, Moody's has increased the District's credit rating from Aa1 to AAA – the highest rating possible. Additionally, there is consideration for the Community Playfield bid approval on the agenda for the Community Playfields bathroom. The lowest bid received was from Kandu Construction in the amount of \$776,516. The engineers who have facilitated with the bid process have checked their references and recommended the Park District move forward with this company. As Commissioner Anderson alluded to, the Park District will kick off the 100th season of the Golf Club with a ribbon cutting for the new cart path. While the Special Olympics Fundraiser is not a Park District event, the Park District is hosting the event on behalf of the Wilmette Police Department and supporting their efforts to raise funds. On an unrelated note, Director Wilson provided a brief explanation as to why a local Union has placed a rat near Community Playfields and Maple Park. He explained there is a contentious situation between the Union and the company contracted to work on the Community Playfields fitness path and the Maple Park playground renovation.

7.0 UNFINISHED BUSINESS

None

8.0 NEW BUSINESS

8.1 CONSIDERATION OF ORDINANCE 2022-O-3

Commissioner Clarke moved and Commissioner Duffy seconded a motion to approve Ordinance 2022-O-3, *An Ordinance providing for the issue of not to exceed \$1,250,000 General Obligation Limited Tax Park Bonds, Series 2022B, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on the bonds, and authorizing the sale of the bonds to the purchaser thereof.*

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

8.2 CONSIDERATION OF ORDINANCE 2022-O-4

Commissioner Kosloskus moved and Commissioner Clarke seconded a motion to approve Resolution 2022-O-4, *An Ordinance authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for the Park District, and for the issue of not to exceed \$2,100,000 Debt Certificates, Series 2022A, of the Park District evidencing the rights to payment under the Agreement, providing for the security for and means of payment under the Agreement of the Certificates, and authorizing the sale of the Certificates to the purchaser thereof.*

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

8.3 BID APPROVAL FOR COMMUNITY PLAYFIELDS BATHROOM

Commissioner Duffy moved and Commissioner Anderson seconded a motion to approve the bid from *Kando Construction Inc.* in the amount of \$776,516.00 for bathroom amenities at Community Playfields.

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

9.0 ADJOURN TO CLOSED SESSION

Vice President Goebel moved and Commissioner Frazier seconded a motion to adjourn to Closed Session for the purposes of the discussion of litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding

shall be recorded and entered into the minutes of the closed meeting, in accordance with Sections 2(c)11 of the Open Meetings Act.

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

10.0 RECONVENE REGULAR BOARD MEETING

There being no further business to conduct, Vice President Goebel moved and President Murdock second a motion to reconvene the Regular Board meeting at 9:50 p.m.

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

11.0 ADJOURNMENT

There being no further business to conduct, President Murdock adjourned the Regular Board meeting at 9:37 p.m.

By a unanimous voice vote; **Motion Carried.**

Minutes Approved on TBD.

Respectfully Submitted,

Catherine A. Serbin

Catherine Serbin
Executive Administrative Assistant



Voucher List Presented to the Board of Park Commissioners
At the Regular Meeting of March 14, 2022

Voucher List - Reconciliation
February-22
(Vendor Disbursements Over \$5,000)

Vendor Name	Amount	Type of Service/Products	#
PDRMA	112,780.22	Various Insurance Premiums	
Altorfer Industries Inc	100,450.00	Parks - Backhoe Capital Project	
IL Municipal Retirement Fund	82,591.58	Contributions	
Fambro Management LLC	54,155.50	Romona/Centennial/McKenzie Campus Clubs	
VILLAGE OF WILMETTE	43,215.54	Water and Sewer Bills for Various Areas	#
ENGIE Resources LLC	38,183.61	Electric Service for Various Facilities and Parks	
Gewalt Hamilton Assoc., Inc	29,966.60	Services for Various Projects	
Chicago Loves Dance Inc	27,255.64	Centennial/Romona/McKenzie/Central Classes	
IMPERIAL SERVICE SYSTE	26,091.00	Cleaning Services for Various Areas	#
SERVPRO of Glenview	24,426.63	CRC-Theater Fire Extinguisher Clean-Up and Repairs	
POS PORTAL	13,819.20	New Credit Card Processing System Hardware	#
Vanguard Energy Services LLC	11,146.01	Gas Service for Various Areas	
FOX VALLEY FIRE AND SA	9,115.00	Gillson - Fire installation project/2021	#
FOX VALLEY FIRE AND SA	601.00	Fire Alarm Radio Lease for Various Facilities	#
EQUIPMENT DEVELOPMENT	9,080.88	Parks - Concrete Planer project	#
ILLINOIS ASSOC OF PARK	6,944.17	IPRA Membership Dues for Wilmette Park District	#
ILLINOIS ASSOCIATION O	1,805.00	2022 IPRA Conference Registratons - 4	#
ILLINOIS ASSOC OF PARK	180.00	Illinois Park District Law Handbook	#
Nicor Gas	6,609.13	Gas Service for Various Areas	
DMI* DELL K-12/GOVT	6,446.75	Dell Latitude 5520 Laptops	#
Amazon	2,558.98	Supplies for Various Programs	#
Amazon	2,104.84	Equipment/Repairs for Parks	#
Amazon	463.25	Office Supplies for Various Areas	#
Amazon	388.79	Cleaning Supplies for Various Facilities	#
Amazon	206.26	Equipment/Repairs for Tennis	#
Amazon	246.19	Equipment for Programs	#
Amazon	141.41	Equipment/Repairs for Golf	#
Amazon	80.25	Coffee Bar Supplies	#
Amazon	10.97	Supplies for Facilities	#
WASTE MGMT WM EZPAY	6,100.81	All Buildings - Trash/recycling/2021	#
Mission Square Retirement (ICMA) - 457	5,670.73	Employee Contributions	
Seaway Supply Co	5,567.45	CRC-Soap Products/Building Supplies	
Sunburst Sportswear Inc	5,067.24	Basketball Shirts	
Filter Services Inc	5,063.88	HVAC Filters for Various Facilities	
Total	\$ 638,534.51		
Other Sundry Services/Products	112,788.97	Details on following page	
Total Voucher List	\$ 751,323.48		
Payroll Transfers			
	2/11/2022 \$ 338,244.66		
	2/25/2022 \$ 318,898.49		
Total Payroll Transfers	\$ 657,143.15		
Total Vouchers and Transfers	\$ 1,408,466.63		

- 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 03/14/2022**

Vendor Name	Amount	Type of Service/Products	#
Verizon Wireless	4,929.56	Cell Phone Services for Various Areas	
NORTHSHOREDOORPARTS	4,639.95	CRC - ADA door openers/2022	#
AT&T	4,215.47	Services for WPD	
CONNEXION	4,115.28	Various Lighting Equipment and Repairs	#
Abram J Stumme	4,083.10	Winter Break Camp	
Original Watermen	3,977.43	Uniforms - Lakefront & Aquatics	
On-Site Services US, Inc.	3,946.80	CRC- Stadium Comm. Cleaning Theater Curtains	
KP World, Inc	3,437.67	Young Tigers Early Fall Taekwondo Classes	
TNEMEC	3,170.13	Pool - Paint for diving well	#
GRAINGER	3,114.75	Repairs for Various Areas	#
DELICIOUS UNLIMITED CO	3,105.35	Catered Lunch for Various Programs	#
Illinois Shotokan Karate	2,969.57	Spring 2021 Classes	
BURRIS EQUIPMENT CO.	2,911.31	Parks - Steering repair to wacker/2022	#
CDW GOVT #Q523272	2,844.06	Adobe Creative Suite License	#
The Ultimate School of Guitar	2,317.70	Fall II Guitar	
GOLF MILL FORD	2,268.50	Parts and Repairs for Various Vehicles	
COMCAST CHICAGO	2,144.34	Internet and TV for Various Areas	#
New York Life Insurance Co	2,113.68	WPD Employee Premiums	
Evanston Glass & Mirror	1,907.68	Glass Repairs for Various Areas	
GOTAGS	1,840.00	Dog Beach Tags	#
Purchase Power	1,834.22	Marketing Mailing Postcards for Spring Guide	
Master Athletics	1,813.84	Paddle Balls and Paddles for Resale	
THECERAMICSHOP	1,584.93	Ceramic Supplies	#
UNDERGROUNDSHIRTS.COM	1,550.25	CFC Giveaways for 2022	#
Wage Works	1,436.21	Flex Spending Account	
Metropolitan Industries	1,392.00	ICE-Repair to Cooling Tower Pump	
VC3, Inc.	1,298.00	Managed Backup Service	
DOG WASTE DEPOT	1,284.91	Parks - Doggie bags/ground supplies/2021	#
THE HOME DEPOT #1902	1,262.37	Building and Grounds Supplies for Various Areas	#
IPRA	1,220.00	IPRA Conference Registrations and Dues	#
Gamma Sports Inc	1,038.54	Overgrips for Resale	
AFLAC	969.70	Employee Contributions	
AV NOW	924.98	Microphone equipment replacement for GX Studios	#
ALL STAR PRO GOLF	878.89	2021- Golf Pencils and Tees	#
Alpha Prime Communications	875.00	FCC License Renewal	
24HOURWRISTBANDS.COM	835.28	Beach Wristbands	#
EasyPermit Postage	829.17	Admin Mail Machine Lease Rental Charges	
Napa Auto Parts/Genuine Parts Co	824.63	Equipment/Repairs for Various Areas	
K-Swiss Inc.	788.49	Inventory for Resale	
IN *GNXCOR USA INC	776.78	Maintenance Care	#
Il Office Of The Fire Marshall	770.00	Boiler Cert. Fees-Golf,CRC,West Park,Tennis,Ice	
Grand Stage Lighting	757.70	Theatere Lighting Repair	
Tebon's Gas Service	752.50	Ice - Propane	
South Side Control Supply Co	741.72	Tennis-Courts 3 & 4 ThermostatSensor	
IN *ADVANCED SCOREBOAR	600.00	2022 - Labor Tracking Software	#
Gymnastics X-Calibur	595.00	Entry Fees	
Konica Minolta Business Solutions	576.72	Copier Usage for Various Areas	
TK Elevator	565.75	CRC - Elevator Gold Maintenance	
GOODE & FRESH PIZZA BA	530.50	Catered Lunches for Programs	#
United States Postal Service	530.00	Postal Permits for 2022 USPS	
IN *MID CENTRAL PEST C	520.00	Pest Control for Various Areas	#
IDLEWOOD ELECTRIC SUPP	499.64	CRC - lighting	#
Kone Inc	497.55	Golf - Elevator Maintenance Contract	
Trane Chicago	495.00	CRC-Repairs to HVAC BAS System RTU	
WWW.YOURCOURTS.COM	490.00	Paddle Court Reservation System	#
Bluemack	471.78	Employee Name Tag/Name Plates for Various Areas	
COMCAST BUSINESS	469.48	Comcast Phone	#
LOWES #02728*	465.96	Patio Heaters for Paddle Deck	#
THE LIFE GUARD STORE, I	453.25	Fanny Packs and Masks for Guards	#
Technology Mgt Rev Fund	450.00	Park District Wide Internet	
Magic of Gary Kantor	420.00	Winter Magic Class	
Halloran Power Equipment	419.95	Parks-Gravelly Brush/Snow Broom	
PLUG N PAY TECHNOLOGIE	411.82	Credit Card Processing Fees	#
ILLINOIS GOVERNMENT FI	400.00	2022 IGFOA Dues - 2	#
ALARM PROCESSING CENTE	383.25	2021- Keypad Repair for Golf Maintenance	#
Rock N' Kids	379.42	Winter 1 Rock N Kids Class	

Ill. Dept. of Revenue	377.00	01/22 Sales Tax	
Scott K Keller Bookbinding & Conservation	375.00	Wilmette Park District Minute Book Binding	
ILIPRA.ORG	360.00	IPRA Job Posting	#
Market Access Corp	350.00	December Liquor Liability	
HILTON HOTELS	342.00	USAG Dells competition - lodging	#
KOFFLER SALES CO.	337.09	Ice - T molding floor repair	#
Quill	332.93	Office supplies for Various Areas	
Randall Industries	325.00	CRC-Safety Lift Inspection	
GARVEYS OFFICE PRODUCT	324.78	CRC maintenance supplies	#
DNR LICENSE OR CAMP SA	322.22	Boat Registration	#
EIG*CONSTANTCONTACT.CO	315.00	Monthly Fee for E-Blast/E-Newsletter/Survey Tool	#
Play-Well Teknologies	310.80	Winter Wonderland Class	
FORMS FULFILLMENT CENT	309.50	Accounts Payable Check Stock	#
Weiss Ace Hardware	288.77	Building and Grounds Supplies for Various Areas	
4IMPRINT	284.65	Snowman contest hats	#
Outstanding Graphics	280.00	Photography of Mini Show Rehearsal	
Fastenal Company	276.00	Parks Shop-Nuts,Bolts,& Screws Shop Stock	
Robbins Schwartz	262.03	P.T.A.B. Challenge Services	
Cintas First Aid & Safety	243.15	First Aid Supplies for Various Areas	
Fastsigns-Morton Grove	238.20	Postcards, Indoor & Outdoor Banners-Annie	
FOODSTUFFS - EVANSTON	229.98	Welcome Lunch - Recreation General Manager	#
Chicago Parts & Sound LLC	229.12	Parks-Replacement Batteries/Truck # 12	
STATE CHEMIC*STATE CHE	224.91	Crc air care program	#
Bundy, Doug	209.93	IPRA Training & Education Conference Expenses	
AEREX PEST CONTROL SER	200.00	CRC pest control aerex	#
IDEAL INTERPRETER LLC	200.00	Interpreter for employee meeting	#
ACUSHNET BILLTRUST	191.48	2021- Golf Balls for Resale	#
Northshore Omega	184.00	Services for WPD	
Knapheide Equipment Co- Chicago	182.22	Parks-Replacement Pistons for Big Tex Trailer Ramp	
WILLSCOT MOBILE MINI	179.03	Storage Sailing Winter	#
D Gymnastics LLC	175.00	Misc Contract Services	
Millen T V Hardware	153.84	Equipment/Repairs for Parks	
CKO*WWW.ISTOCKPHOTO.CO	149.00	Monthly fee for stock image service	#
SOUTHWES 5261467918441	142.96	Mechanic Education Flight	#
SANGOMA US INC	137.46	District Fax Solution	#
Jorson & Carlson Co Inc	136.83	Equipment Repairs	
PARTS TOWN	134.13	Golf - Ice machine repair parts	#
The Sherwin-Williams Co	129.62	CRC-Conference Room Paint	
DANSCO	117.97	Dance Team Costumes	#
LEFTYS PIZZA KITCHEN	115.68	Food for Board Meeting	#
Monroe Truck Equipment Inc	108.41	Parks - Snow Plow Shoes/Truck # 27	
Central Parts Warehouse	100.46	Parks-Back Up Snow Plow Shoes	
WHENIWORK.COM	100.00	When I Work subscription fee for Various Areas	#
FS *BRIGHTPOD.COM	99.00	Marketing Management Software	#
Zep Manufacturing Co	96.60	West Park Shop-ZEP Brake Cleaner	
NCPERS Group Life Insurance	96.00	WPD Employee Premiums	
CROWN AWARDS INC	85.59	Awards for in-house competition	#
GROOT INDUSTRIES INCOR	79.20	All Buildings - Trash/recycling	#
DHARMA TRADING CO	78.23	Dye	#
IL TOLLWAY-AUTOREPLENI	75.00	CRC - Replenish bus/vehicle passes/2021	#
MUSIC THEATRE INTERNAT	75.00	Teacher Show Marketing Package	#
OFFICE DEPOT #510	74.02	Office supplies for Various Areas	#
YOURCOURTS SUBSCR	70.00	Tennis Court Reservation System	#
S&S WORLDWIDE, INC.	69.70	Arts and Craft Supplies	#
BUCK BROS INC	59.44	Parks - Tractor repair part	#
JAMF SOFTWARE, LLC	54.00	Apple Mobile Device Management	#
REVDANCE.TENTH HOUSE	53.95	Dance Team Costumes	#
AAA Lock & Key	52.74	Keys for Various Facilities	
Morris, Marya	50.00	Storytelling Program	
JEWEL OSCO 3459	48.43	Camp snacks	#
Midwest Transit Equipment	48.32	CRC - Bus # 516 Turn Signal Repair	
LA ROSA PI* LA ROSA PI	45.19	Food for Staff Meeting	#
ZOOM.US 888-799-9666	44.97	Video Meeting Software	#
ComEd	43.63	Electric Service- Thornwood Park	
YOUR ANSWERING SERVICE	43.47	Answering Service for Various Facilities	#
PROTRAININGS, LLC	39.95	CPR training - A. Sturgis	#
LALOS MEXICAN RESTAURA	37.50	Food for Staff	#
CFDYNAMICS	24.95	Leagues Web Hosting	#
MICHAELS STORES 2037	22.46	Campus Club Supplies	#
Groves, Jeff	22.45	Uber for IPRA Conference	
STAPLES 00116129	18.28	Campus Club Supplies	#
STAMPS.COM	17.99	2021- Postage fees	#
HOBBY-LOBBY #849	16.95	Camp crafts	#
CHICAGO TRIBUNE-R	15.96	Chicago Tribune Subscription	#
TARGET 00011676	13.35	Campus Club Supplies	#
BED BATH & BEYOND #64	6.00	Campus Club Supplies	#
Tanner Industries Inc	6.00	Cylinder Rental for Ice	

APPLE.COM/BILL

0.99 West Park - K. Solberg phone supply

#

- Paid with PCard

Total 112,788.97

From: [Steve Wilson](#)
To: [Catherine Serbin](#)
Subject: FW: [external] Concerns Regarding West Park Master Plan
Date: Saturday, February 26, 2022 9:50:44 AM

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

----- Original message -----

From: Betsy Harootyan <betsyharootyan@gmail.com>
Date: 2/26/22 9:21 AM (GMT-06:00)
To: Steve Wilson <swilson@wilpark.org>, plunketts@wilmette.com
Subject: [external] Concerns Regarding West Park Master Plan

To the Wilmette Park District Board and Village Trustees -

I am a resident of the Avoca school district and my children are considered Wilmette Park District “residents” at this time. The master plan for West Park was recently brought to my attention by fellow Avoca families, and I am writing to express my objection to the plans as they currently stand. Specifically, I am against the relocation of the playground making it a smaller play space and I am equally against the addition of the pickle ball courts at West Park.

Although my family lives in Northfield, my children often ride bikes over to West Park or meet up with friends at the park after school. I have spent many hours on the turf field as well as at the playground during baseball or soccer practices and games. As stated in previous community commentary, this is the only Wilmette Park District playground and park for the residents west of the Edens. Having spent many years working on pedestrian and bicycle safety for the Avoca school district, I can firmly say, there is not a safe route for children to cross over the Edens to access other play spaces. Additionally, West Park needs better pedestrian access which the plan does not fully address. The walkways in place are limited and do not full access all areas of the park.

I very much understand the enthusiasm for both more paddle courts and for the sport of pickle ball; however, adding more court space to this park is not a plan that takes the neighborhood into consideration. I spent time pouring through minutes from past park district meetings as well as read correspondence from the community regarding these additions. Of course the paddle tennis clientele/paying club members want (and likely need) more courts! They make this request with their own personal interests at heart and without any thought for the neighborhood, in general, because they don’t actually live in the neighborhood. I hazard to guess none of them would be in favor of more lights and more noise just 40-feet from their property lines.

West Park is already jam packed with turf (fake grass), courts, and parking lots. Let’s not take away more green space for the pay-to-play crowd. Let’s listen to West Wilmette and give them a voice in this master plan.

Sincerely,
Betsy Harootyan

From: [Friends of West Park Wilmette](#)
To: [Mike Murdock](#); [Julia Goebel](#); [Lindsay Anderson](#); [Cecilia Clarke](#); [Patrick Duffy](#); [Allison Frazier](#); [Kara Kosloskus](#); [Steve Wilson](#); [Catherine Serbin](#)
Subject: [external] Friends of West Park Wilmette
Date: Sunday, February 20, 2022 9:01:35 AM
Attachments: [SAVE WEST PARK FLIER.pdf](#)

Dear Park District Board and Staff,

We are a group of engaged friends and neighbors of West Park. For over 60 years West Park has been the only Wilmette park with a playground located west of the Edens Expressway. We are dedicated to promoting a responsible, community-oriented operation of West Park that prioritizes safety and legal compliance, preserves natural grass and trees, and protects the remaining fully public features of a treasured park. The Park District must change its outlook that West Park is not a neighborhood park, and act with consideration and mindfulness of the surrounding residents.

We are opposed to the Park District's pending application for Village permission to dramatically expand the Platform Tennis Club in West Park, as well as the Park District's plan to make related changes in West Park for which Village permission is not required. Our reasons are summarized in our informational flier below (also attached) and on our website, www.friendsofwestpark.org. The Park District should do the responsible thing -- immediately withdraw its application and reconsider all changes being planned for West Park.

We hope you will support us and help Save West Park, and we look forward to engaging with you.

Thank you,

Friends of West Park Wilmette
friendsofwestparkwilmette@gmail.com
www.friendsofwestpark.org



SAVE WEST PARK



WE LOVE WEST PARK AND NEED YOUR HELP TO STOP ITS DESTRUCTION



CURRENT WEST PARK

IT'S THE ONLY WILMETTE PARK WITH A PLAYGROUND WEST OF THE EDENS

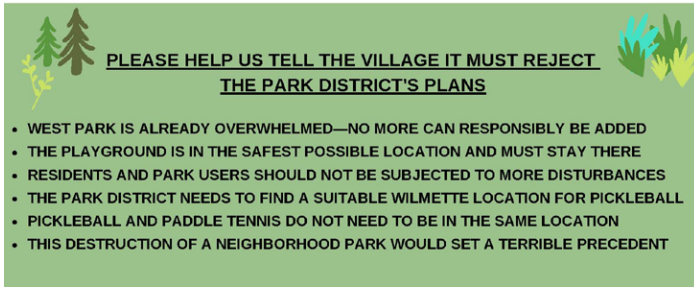


THE PARK DISTRICT **FAILED** TO PROPERLY CONSIDER THESE PROPOSED CHANGES, INCLUDING ISSUES OF CHILD SAFETY, LEGAL NOISE LIMITS AND OTHER HEALTH & ENVIRONMENTAL IMPACTS

THE WILMETTE ZONING BOARD OF APPEALS MAY APPROVE THE PARK DISTRICT'S PLANS **AS EARLY AS THE PUBLIC HEARING ON MARCH 16, 2022**, UNLESS WE CONVINCED THEM NOT TO APPROVE THESE PLANS

WILMETTE PARK DISTRICT'S PLANS FOR WEST PARK

- MOVE AND **DOWNSIZE** PLAYGROUND TO BE DANGEROUSLY SURROUNDED BY COURTS AND THE ASTROTURF PLAYING FIELD
- **TRIPLE** NUMBER OF **LIGHTED COURTS** BY ADDING EIGHT LIGHTED PICKLEBALL COURTS AND FOUR MORE LIGHTED PADDLE TENNIS COURTS, ALL ORIENTED FOR PAYING MEMBERS OF THE PLATFORM TENNIS CLUB
- **GUARANTEE** NOISE VIOLATIONS WITH PICKLEBALL COURTS JUST 45 FEET FROM RESIDENTIAL PROPERTY
- **ELIMINATE** THE ONLY REMAINING OPEN NATURAL GRASS AND TREES IN THE PARK
- **REDUCE ACCESS** TO THE COMMUNITY GARDENS
- DRAMATICALLY **INCREASE** NOISE, LIGHT AND TRAFFIC DISTURBANCES FOR BOTH PARK USERS AND NEIGHBORS



**PLEASE HELP US TELL THE VILLAGE IT MUST REJECT
THE PARK DISTRICT'S PLANS**

- WEST PARK IS ALREADY OVERWHELMED—NO MORE CAN RESPONSIBLY BE ADDED
- THE PLAYGROUND IS IN THE SAFEST POSSIBLE LOCATION AND MUST STAY THERE
- RESIDENTS AND PARK USERS SHOULD NOT BE SUBJECTED TO MORE DISTURBANCES
- THE PARK DISTRICT NEEDS TO FIND A SUITABLE WILMETTE LOCATION FOR PICKLEBALL
- PICKLEBALL AND PADDLE TENNIS DO NOT NEED TO BE IN THE SAME LOCATION
- THIS DESTRUCTION OF A NEIGHBORHOOD PARK WOULD SET A TERRIBLE PRECEDENT

VISIT FRIENDSOFWESTPARK.ORG TO LEARN MORE...

Request email updates from us including
critical hearing dates – a big turnout at the hearings is VITAL!
How to send a message to the Village opposing the plans

Sign an online petition
Request a Yard Sign



SCAN QR CODE
TO BE ADDED TO
OUR EMAIL LIST

FRIENDS OF WEST PARK WILMETTE
FRIENDSOFWESTPARK.ORG
FRIENDSOFWESTPARKWILMETTE@GMAIL.COM



SCAN QR CODE
TO BE DIRECTED TO
OUR WEBSITE

1

-0 PARKING SPACES
2 TREES REMOVED

PLAN ELEMENTS & BENEFITS

- A NEW BIKE LANE & PEDESTRIAN WALK**
Provides enhanced bike and pedestrian safety features along Harbor Drive.
Maintains existing paving, parking, and traffic patterns.
- B BIKE PARKING**
Provides centralized bike storage for Harbor & Overlook Drives
- C BOARDWALK TO DOG & AQUATICS BEACH**
Improves access to dog and aquatics beach and minimizes impact on existing landscape.
- D REMOVABLE BOLLARDS AT SERVICE DRIVE FOR CONTROLLED ACCESS POINTS**
Provides controlled service road connection to improve safety and maintain desirable circulation routes.
- E BIOSWALE DETENTION AREA**
Increases surface detention, improve drainage system capacity, and aid in groundwater infiltration.

COMMUNITY INPUT SUMMARY

- CONCEPT 1 IS MOST POPULAR OVERALL.
- THE ADDITION OF THE BIKE LANE AND SIDEWALK ALONG HARBOR DRIVE IS GENERALLY WELL RECEIVED.
- PEOPLE SEE MIDDLE DRIVE AS A WALKING STREET BECAUSE THAT IS WHAT IT HAS ALWAYS BEEN.



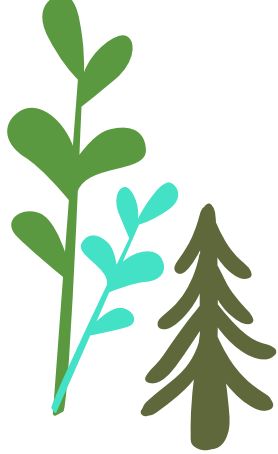
	Existing	Concept 1
Parking Count	466	466
Trees Removed	N/A	2 Trees
Total Impervious Surfacing	9.5 Acres	9.6 Acres

SITE METRICS COMPARISON CHART



GILLSON PARK MASTER PLAN | WILMETTE, IL SITE PLAN CONCEPT 1





SAVE WEST PARK



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West Park Court Improvements
Wilmette Park District, Illinois



THE PARK DISTRICT **FAILED TO PROPERLY CONSIDER THESE PROPOSED CHANGES, INCLUDING ISSUES OF CHILD SAFETY, LEGAL NOISE LIMITS AND OTHER HEALTH & ENVIRONMENTAL IMPACTS**

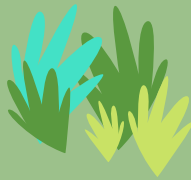
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FRIENDSOFWESTPARKWILMETTE@GMAIL.COM



SCAN QR CODE
TO BE DIRECTED TO
OUR WEBSITE

From: [Mike Murdock](#)
To: [Catherine Serbin](#)
Cc: [Steve Wilson](#)
Subject: Fwd: [external] Re: Wilmette paddle
Date: Wednesday, February 23, 2022 1:12:09 PM

Catherine- please include this email in both the next board packet and the next centennial packet. Thanks

Sent from my iPhone

Begin forwarded message:

From: stephen baby <sbaby21@hotmail.com>
Date: February 22, 2022 at 7:42:10 PM EST
To: Mike Murdock <mmurdock@wilpark.org>
Subject: Re: [external] Re: Wilmette paddle

Hi mike,

This 10pm light thing is starting to spread. As an FYI, I have heard from some people they will explore moving their teams to winnetka, prairie, etc if it passes. 10pm lights out will cause numerous matches not to be completed and will create a logistical nightmare to reschedule.

Not sure if this matters, but I figured I would pass it along.

From: [Steve Wilson](#)
To: [Catherine Serbin](#)
Subject: FW: [external] Wilmette Pickle ball court's
Date: Friday, March 11, 2022 8:26:27 AM

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

From: jmwilson310 <jmwilson310@gmail.com>
Sent: Thursday, March 10, 2022 9:48 PM
To: Steve Wilson <swilson@wilpark.org>
Subject: [external] Wilmette Pickle ball court's

Hello Steve,

I am looking forward to the construction of the 8 lighted pickleball courts; that is proposed on the west side of Wilmette coming in the fall.

Thank you,
Joanna Wilson
310 Skokie Blvd
Wilmette IL 60091
jmwilson310@gmail.com

Sent from my Galaxy

From: [Mike Murdock](#)
To: [Catherine Serbin](#)
Subject: Fwd: [external] Your response to alternate bike/walk path in Gillson Park
Date: Friday, February 25, 2022 4:28:58 PM
Attachments: [proposed path.pdf](#)

FYI- For the lakefront packet.

Sent from my iPhone

Begin forwarded message:

From: Tim Perry <tperry1433@gmail.com>
Date: February 25, 2022 at 4:28:42 PM EST
To: Mike Murdock <mmurdock@wilpark.org>, Julia Goebel <jgoebel@wilpark.org>, Lindsay Anderson <landerson@wilpark.org>, Cecilia Clarke <cclarke@wilpark.org>, Patrick Duffy <pduffy@wilpark.org>, Allison Frazier <afrazier@wilpark.org>, Kara Kosloskus <kkosloskus@wilpark.org>, Steve Wilson <swilson@wilpark.org>
Cc: a.tinucci@woodtinarch.com, sfreres@thelakotagroup.com
Subject: [external] Your response to alternate bike/walk path in Gillson Park

Wilmette Park Board of Commissioners

Dear Commisioners:

At the February 14, 2022 Board Meeting, Bike Walk Wilmette submitted a statement for the record requesting that the Board consider more seriously the attached bike and walking path as part of its Comprehensive Plan for Gillson.

We believe that now is the opportune time to evaluate the alternate path before any further decisions are made at Gillson. We welcome the chance to walk the path with each Commissioner to demonstrate why the separate path is a superior and safer option to the combined car/bike/walk path in the current concepts.

This is about public safety. Throughout the Gillson planning process, the Board has emphasized safety as a major concern. As public officials, safety is your responsibility, and it compels you to more carefully consider the alternate path.

We look forward to your response to our statement.

Thank you.

Bike Walk Wilmette

Tim Perry

Beth Drucker

Mary Ellen Fausone

Rachel Goodman

Anne Nagle

Ken Obel

Sander Ottes

Piper Rothschild



DIRECTOR'S REPORT

March 2022

CAMP REGISTRATION

The much anticipated 2022 Summer Camp Registration begins for residents at 8 am on Tuesday, March 15th. The camp offerings are available on the District's website, along with some valuable tips, tricks, and FAQ's to try and help families have a smooth registration experience. Furthermore, postcards were delivered this week to all households in Wilmette reminding them of the upcoming registration. Once the residents are allowed to register for a week, nonresidents then are able to register beginning at 8 am on Tuesday, March 22nd.

We anticipate a very busy summer with camp registration, and to that end, the staff have been working hard to bring back the pre-covid structure of many camps. This includes more trips to the beach and pool, as well as the return of outside field trips. To make all of this happen, the staff have been working hard making sure we are fully staffed. We all look forward to a very fun Summer Camp season!

COMPREHENSIVE AND STRATEGIC PLANNING

Following my report last month that three consulting teams have submitted proposals to help draft both a Comprehensive and a Strategic Plan for the District, we have arrived at the day where the three teams will present to the Board of Park Commissioners in a Special Board Meeting today at Mallinckrodt. Based on the presentations and the dialogue between the consultants and the board, a team will be selected and a contract will be on the April board agenda for the consideration and possible approval of the board. After that, the real work will begin!

NEW BUSINESS

Under New Business there are multiple action items for the board's consideration. First there is a Surplus Property Ordinance which is a procedural requirement when capital assets are disposed of by the District. Please see the attached ordinance for more information. Next is the Licensing Agreement for Food and Beverage Service at the Wilmette Golf Club with The Lawn. Please see the agreement attached to this report and know that the attorneys for both parties have reviewed and approved the agreement as presented. Next is a bid recommendation for the upkeep of certain planting beds throughout the District. This is a service we began outsourcing in 2021 and are continuing and expanding in 2022 as it frees up in-house staff to do more maintenance in other areas throughout our parks. Please see the attached recommendation. Lastly, the amended manual outlining the Organization and Operations of the Board of Park Commissioners

Director's Report March 2022

is up for your consideration. This document has been updated through a series of meetings and is coming recommended by the Financial Planning and Policy Committee. Please find the manual attached to this report.

Attachments

- 1) Ordinance 2022-O-5 Surplus Property
- 2) Licensing Agreement for Food and Beverage Service at the Wilmette Golf Club
- 3) Memo re Bid Recommendation for Planting Bed Maintenance
- 4) Amended Board Manual
- 5) Parks and Planning Department Report
- 6) Recreation/Facilities Department Reports
- 7) General Administration Operations Report



Memorandum

Date: March 14th, 2022
To: Board of Park Commissioner
From: Kristi Solberg
CC: Steve Wilson
Re: Surplus Property Ordinance – Parks Trailer

The Parks and Planning Department is requesting to surplus property. The property is 1-2016 Wells Cargo enclosed trailer. An enclosed replacement trailer was purchased as scheduled in the 2022 Capital Improvement Plan.





Revised: 3/11/2022 3:52 PM

**WILMETTE PARK DISTRICT
ORDINANCE 2022-O-5**

**AN ORDINANCE AUTHORIZING THE DISPOSAL OF CERTAIN SURPLUS PROPERTY
OWNED BY THE WILMETTE PARK DISTRICT**

WHEREAS, the Wilmette Park District, Cook County, Illinois (“Park District”) owns the following items of personal property (“Property”):

1-2016 Wells Cargo Enclosed Trailer; and

WHEREAS, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22), every park district is authorized to sell or convey any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners (“Park Board”) then holding office is no longer necessary, useful to, or for the best interests of the park district.

NOW, THEREFORE, it is hereby ordained by the Board of Park Commissioners of the Wilmette Park District as follows:

Section 1. The Park Board hereby finds and determines that the Property is no longer necessary, useful to, or for the best interests of the Park District and hereby declares said Property to be surplus.

Section 2. The Park Board hereby further declares that it is in the best interests of the Park District and its residents to dispose of the Property as set forth in Section 3 below, subject to the execution by the recipient, as and if appropriate, of an instrument whereby the recipient acknowledges that it is acquiring the Property used, as is, without any warranties of any kind whatsoever, assumes all liabilities in connection with its use of the Property, and releases, indemnifies and holds harmless the Park District and its park commissioners, officers, officials, and employees against and from any and all such liabilities associated with its acquisition and use of said Property.

Section 3. The Park Board hereby authorizes and directs the Executive Director, or his or her designee, to dispose of the Property in any manner he or she sees fit, which may include sale, auction, donation, disposal, or any other lawful means, with or without advertisement, at any time following the adoption of this Ordinance, and to take such other actions as the Executive Director, or his or her designee, shall deem necessary or appropriate in order to carry out the intent and effect the provisions and purposes of this Ordinance.

Section 4. This Ordinance shall be in full force and effect after its adoption as provided by law.

Adopted this 14th day of March, 2022 , by the affirmative vote of three-fifths of the members of the Board of Park Commissioners.

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

President, Board of Park Commissioners
Wilmette Park District

ATTEST:

Secretary, Board of Park Commissioners
Wilmette Park District

STATE OF ILLINOIS)
)
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Stephen P. Wilson, do hereby certify that I am the Secretary of the Board of Park Commissioners of the Wilmette Park District, Cook County, Illinois and as such, I am keeper of the records, ordinances, files and seal of said Park District; and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance 2022-O-5:

AN ORDINANCE AUTHORIZING THE DISPOSAL OF CERTAIN SURPLUS PROPERTY OWNED BY THE WILMETTE PARK DISTRICT

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Wilmette Park District held at 1200 Wilmette Avenue, Wilmette, Illinois at 7:30 p.m. on the 14th day of March 2022.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said Wilmette Park District at Wilmette, Illinois, this 14th day of March, 2022.

Secretary, Board of Park Commissioners
Wilmette Park District

[SEAL]



Memorandum

Date: March 14th, 2022

To: Board of Commissioners

From: Kristi Solberg

Cc: Steve Wilson

Re: Requesting Board Approval – Planting Bed Maintenance

The Parks and Planning Department held a bid opening on Friday March 11th for the 2022 planting bed maintenance for the Wilmette Golf Clubhouse, Community Recreation Center and Centennial Recreation Complex. The Parks and Planning Department received three bids for the project and is requesting Board approval with Balanced Environments Inc., in the total of \$24,495.00.



Wilmette Park District

1200 Wilmette Avenue Wilmette, Illinois 60091 847-256-6100 Fax 847-256-7908

ORGANIZATION & OPERATION OF THE BOARD OF PARK COMMISSIONERS

Adopted 4/28/81
Revised 3/7/83
Revised 6/17/85
Revised 4/4/88
Revised 10/7/91
Revised 12/2/91
Revised 6/5/95
Revised 6/19/95
Revised 5/20/96
Revised 8/26/96
Revised 8/14/00
Revised 3/14/05
Revised 4/16/09
Revised 6/14/10

Table of Contents

Section		Page
2.01	Government	2
2.02	Oath of Office	2
2.03	Annual Meeting	2
2.04	Regular Meetings	2
2.05	Special Meetings	2
2.06	Place of Meeting	2
2.07	Public Notice	2
2.08	Quorum	3
2.09	Order of Business	3
2.10	Ordinances, Resolutions, and Motions	3
2.11	Voting	4
2.12	Rules or Order	4
2.13	Corporate Seal	4
2.14	Officers and Officials	4
2.15	President	4
2.16	Vice President	5
2.17	Secretary	5
2.18	Treasurer	5
2.19	Executive Director	5
2.20	Attorney	6
2.21	Additional Duties of Officers and Employees	6
2.22	Compensation of Officers and Employees	6
2.23	Vacancies Declared	6
2.24	Primary Functions of the Park Board	6
2.25	Executive Director/Board Relationship	8
2.26	Bonds	8
2.27	Official Minutes	8
2.28	Petitions Submitted by Residents	9
2.29	Park Board Committees	9
2.30	Commissioner Orientation	10
2.31	Commissioners' Conference/Seminar Fee And Expense Reimbursement	10
2.32	Amending or Modifying Guidelines	11

Section 2.01. Government. The government of the Wilmette Park District is vested in the Board of Park Commissioners, which consists of seven (7) duly elected members. The members of the Board constitute the corporate authority governing the District pursuant to applicable Federal, State, and local laws and regulations.

Section 2.02. Oath of Office. All elected and appointed Board members, before entering upon the duties of his/her office, shall take and subscribe to the following oath of office, which oath shall be filed with the Secretary of said Board:

OATH OF OFFICE

I, _____, having been elected to the office of Commissioner of the Park District of Wilmette in the County of Cook, State of Illinois, DO SOLEMNLY SWEAR, that I will support the Constitution of the United States and the Constitution of the State of Illinois, and that I will faithfully discharge the duties of the office of Commissioner according to the best of my ability.

Section 2.03. Annual Meeting. The annual meeting of the Board shall be held in May each year immediately following the Regular Board Meeting. *(Rev. 3/14/05)*

Section 2.04. Regular Meetings. Regular meetings of the Board shall be held on such dates and times as determined by the Board in accordance with the requirements of the Open Meetings Act, 5 ILCS 120/1 *et seq.*, as amended. *(Rev. 8/26/96)*

Section 2.05. Special Meetings. Special meetings of the Board may be called by the President of his or her own motion or at the request of any two or more commissioners. Written notice of any special meeting shall be sent by email, shall include the date, time, and location of said meeting, and shall be given to each Commissioner not less than forty-eight (48) hours before the meeting. In the event that such notice cannot be sent forty-eight (48) hours in advance of said meeting, any Commissioner may waive formal notice of that meeting in writing, or such waiver shall be conclusively presumed by the Commissioner's attendance at said special meeting. Neither the business to be transacted at, nor the purpose of, any meeting of the Board need be specified in the notice or waiver of notice of such meeting.

Section 2.06. Place of Meeting. The meetings of the Board shall be held at the Council Room of the Village Administration Building, 2nd Floor, 1200 Wilmette Avenue, Wilmette, Illinois, unless otherwise provided by the Board.

Section 2.07. Public Notice. All regular, annual, special and committee meetings of the Board shall be held in public according to State Statutes, with notices provided news media upon request and posted for public inspection.

Section 2.08. Quorum. A majority of the commissioners shall constitute a quorum for the transaction of business at any meeting thereof.

Section 2.09. Order of Business. The order of business at all regular meetings of the Board shall include, but is not necessarily limited to, the following agenda items: Approval of Minutes, Communications and Correspondence, Recognition of Visitors, Committee Reports, Executive Director's Report, Unfinished Business, New Business, Adjournment. The agenda items listed above are for illustrative purposes only and may be added to, modified, removed, reorganized, or otherwise changed by the Board from time to time in its sole discretion.

Section 2.10. Ordinances. Resolutions and Motions. All ordinances, resolutions, and other proceedings of the Board shall be in writing and kept in a regular book of records, open to public inspection at all reasonable and proper times, as prescribed by law. The corporate authority usually acts by way of a motion, resolution or ordinance. An ordinance is the most formal expression of the District. It is a local law which can only be modified or rescinded by another ordinance. An ordinance must be used whenever the Board chooses to act by authority of a State Law which requires an ordinance for the action. In order for an enactment of the Board to qualify as an ordinance it must be in writing and have an enacting clause: ("Be it Ordained by the Wilmette Park District") and have been adopted according to the proper procedure prescribed by the Park District Code or other State law controlling the action taken by ordinance adoption.

Ordinances may be used to establish a rule of conduct or government intended generally to have a continuing or permanent force and effect. Additionally, rules of conduct punishable by fine or other penalties must be established or the method of establishment must be authorized by ordinance.

When an ordinance is not required by law for an action, the action may be taken by resolution or motion. The distinction between resolutions and motions is not as precise or clear as the distinction between ordinances and resolutions.

While a resolution need not be written to be legally effective, it will generally be put in writing prior to its consideration by the Board and is a more formal expression than a motion.

Motions are a more informal expression and may be offered orally without being written until recorded in minutes of the meeting. A motion may be an independent expression of Board action (e.g. a motion to investigate park utilization) or it may be auxiliary to a more formal resolution or ordinance (e.g. a motion to adopt an ordinance).

Pursuant to Section 8-1(d) of the Park District Code (70 ILCS 1205/8-1(d)), the Board shall have the power to pass all necessary ordinances, rules and regulations for the proper management and control of the business of the Board and District and to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction and to effect the objects for which Districts are formed.

Final action of the Board on any issue shall be governed by, and undertaken in full compliance with, all applicable provisions of the Open Meetings Act, 5 ILCS 120/1 *et seq.*, as amended.

Section 2.11. Voting. A roll call vote shall be taken for the passage of all ordinances and for all propositions to create any liability or for the expenditure or appropriation of money, and in all cases at the request of any Commissioner, and a majority of Commissioners present at a meeting at which a quorum is present shall be the act of the Board, except as otherwise required by the ordinances of the Park District, or by State Law.

Section 2.12. Rules of Order. Robert's Rules of Order shall govern in all questions of procedure not otherwise provided for herein.

Section 2.13. Corporate Seal. Corporate Seal of the District shall be circular in form with the words "Wilmette Park District, Organized 1908" between concentric rings upon the margin and words "Corporate Seal" within the inner circle.

Section 2.14. Officers and Officials. The officers of the Board shall be President, Vice President, Secretary, and Treasurer, in accordance with Section 4-8 of the Park District Code, 70 ILCS 1205/4-8, as may be amended from time to time, and such assistant secretaries, assistant treasurers and other officers as may be chosen by the Board.

(a) The officers of the Board shall be elected annually by the Board at the annual meeting in accordance with applicable law. If the officers shall not be elected at such meeting, they shall be elected at another Board meeting as soon thereafter as possible. Each officer shall hold office until the next annual meeting or until his or her successor is elected in accordance with applicable law.

(b) The Board may appoint annually an Executive Director and an attorney in the manner provided for officers herein, and may further employ such other employees, from time to time, as may be required to serve the Board, defining and prescribing their respective duties and compensation. Such duties and compensation shall be reviewed by the Board prior to the annual meeting. The Board may also retain consultants and other independent contractors, from time to time, as may be required or deemed desirable to serve the Board, defining and prescribing their respective duties, services, and compensation.

(c) Any officer or employee appointed, retain, or employed by the Board may be removed by the Board if and as permitted by applicable law.

Section 2.15. President. The President shall preside at all meetings of the Board, and shall call special meetings thereof on his own motion or on request of two or more of the commissioners. In the case of a special meeting, the President shall cause notice to be given to all commissioners as provided in Section 2.05 above. The President shall have the right to vote upon all questions coming before the Board and shall be a member thereof. The President shall be the executive officer of the Board, and shall sign all documents authorized by the Board in its name and on its behalf and shall see that all ordinances of the Board are enforced. The President shall also perform such other duties of the office according to State statutes and the direction and approval of the Board.

Section 2.16. Vice President. The Vice President, in the absence of the President, or in the event of his or her refusal or inability to act, shall be vested with the powers and perform the duties of the President. Section 2.17. Secretary. The Secretary shall have the custody of the Corporate Seal and of all books and records pertaining to the Secretary's office; shall attest and affix the Corporate Seal to all instruments requiring such action when authorized by ordinance or vote of the Board; and shall cause all ordinances,

resolutions and other actions of the Board requiring publication, to be duly published. The Secretary shall give notice of and attend all meetings of the Board and keep full and true record of its proceedings. The Secretary shall perform all duties pursuant to State Law and accept all other duties prescribed by the Board. The Secretary need not be a member of the Board, in which case the Board may fix their compensation. The Secretary shall have power to administer oaths and affirmations. Assistant Secretaries may be appointed by the Board, in accordance with applicable law, with full or limited powers as specified when the appointment is made. The Board may require such bonds as it deems necessary in connection with the office of Secretary.

Section 2.18. Treasurer. The Treasurer shall report to the Board all receipts and disbursements, submit such financial statements and detailed information as may be required by the Board, and shall advise the Board on financial policies, practices and investments. The Treasurer need not be a member of the Board, in which case the Board may fix their compensation. Assistant Treasurers may be appointed by the Board, in accordance with applicable law, with full or limited powers as specified when the appointment is made. The Board may require such bonds as it deems necessary in connection with the office of Treasurer.

Section 2.19. Executive Director. The Executive Director shall at all times be subject to and act in accordance with the policies and directions of the Board. The Executive Director is the chief administrative officer of the District and shall be responsible for the administration of the District and its programs: the maintenance, construction and repair of the park system and the employment of such superintendents, directors, managers, supervisors, and such other employees as are required for same. The Executive Director shall recommend to the Board such rules, regulations, and operating policy for the District as he or she deems necessary and appropriate for the proper operation and use of the park system by the public, and the management and programming thereof, not inconsistent with applicable laws and ordinances. If these rules, regulations, and statements of operating policy are approved and adopted by the Board, then the Executive Director shall promulgate and enforce them. The Executive Director may issue permits and grant permission in accordance with applicable ordinances, policies, rules, and regulations of the District. The Executive Director shall attend all meetings of the Board and report on his or her actions and the operation and activities of the District, since the previous Board meeting.

The Executive Director must reside in the Village of Wilmette unless a waiver is granted by the Board of Park Commissioners. Any person hired by the Board of Park Commissioners for the position of Executive Director of the Wilmette Park District who, on the date of hire, is not a resident of the Village of Wilmette, must become a resident of the Village within six months thereafter unless exception is granted by the Board. *(Adopted 4/4/88)*

Section 2.20. Attorney. The Attorney shall advise the Board concerning all legal matters and shall be responsible for the prosecution and defense of all litigation in which the District is interested. He shall draft all ordinances, resolutions and other instruments as may be required by the Board.

Section 2.21. Additional Duties of Officers and Employees. In addition to the duties herein above specified, each officer and employee shall perform such other duties as may be required by the Board or by applicable law.

Section 2.22. Compensation of Officers and Employees. Board Officers and employees may receive such compensation for their services as the Board shall from time to time determine if and as provided by applicable law.

Section 2.23. Vacancies Declared. Whenever any member of the Board dies, resigns, becomes under legal disability, ceases to be a legal voter in the Wilmette Park District, is convicted in any court located in the United States of an infamous crime, bribery, perjury, or other felony, refuses or neglects to take the oath of office, neglects to perform the duties of office or to attend regular meetings of the Board for a period of three (3) consecutive calendar months, or neglect to attend a minimum of twelve (12) regular, special, or committee meetings in any twelve month period, or for any other reason now or hereafter specified by law, said office may be declared vacant.

Vacancies shall be filled by appointment by a majority of the remaining members of the Board. Public notice of any vacancy will be published, and interviews of applicants will be conducted.

Any person so appointed shall hold his or her office until the next regular election for this office, at which a member shall be elected to fill the vacancy for the unexpired term, subject to the following conditions: (1) If the vacancy occurs with less than 28 months remaining in the term, the person appointed to fill the vacancy shall hold his or her office until the expiration of the term for which he or she has been appointed, and no election to fill the vacancy shall be held. (2) If the vacancy occurs with more than 28 months left in the term, but less than 123 days before the next regularly scheduled election for this office, the person appointed to fill the vacancy shall hold his or her office until the second regularly scheduled election for the office following the appointment, at which a member shall be elected to fill the vacancy for the unexpired term.

Section 2.24. Primary Functions of the Park Board. Although the Park Board is empowered to make all decisions affecting the District, it shall normally exercise its power by establishing policy and reviewing the implementation of policy by its officers and employees. In addition, the Board shall perform the following specific functions:

(a) provide for the levy of taxes pursuant to the authority granted by state statute. Such levies shall provide for the generation of sufficient revenue to pay the cost of the Park District's operation.

(b) adopt a combined annual budget and appropriation ordinance, by which ordinance the Board may appropriate such sum or sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the Park District, and in such annual budget and appropriation ordinance shall specify the objects and purposes for which such appropriations are made, and the amount appropriated for each object or purpose, pursuant to applicable law.

(e) adopt and periodically review (every 3 to 5 years or sooner if required by applicable law) major governing documents of the District, including but not limited to the Board Organization and Operations Manual, the Ordinance Regulating the Use of the Parks and Property Owned or Controlled by the Wilmette Park District, and the Personnel Policies of the Wilmette Park District.

(f) constantly monitor the operational procedures of the Park District and make additions or alterations to said procedures at regular Board meetings. The individual Board members shall keep themselves informed of the activities and functions of the District by observation, comments from its citizenry, and reports presented by the staff of the Park District. The Board shall act decisively in the best interest of the District as a whole.

(g) because a Park District Commissioner must be familiar with all Park District facilities and programs, it is the intent to make available to Park Board Commissioners, while in office, and their immediate family members (spouse and dependent children living at home), Park District facilities, programs, and group lessons at no charge. It is only through use of facilities and programs that Park Board Commissioners are able to: 1) evaluate services and facilities; 2) provide input to staff; 3) become knowledgeable about, and, therefore able to respond to questions or comments from the public; and 4) carry out their responsibilities as elected public officials in overseeing the total operation.

Exceptions: 1) At the golf and tennis facilities, Commissioners and family members are not eligible for entry into the Resident Time Lottery without complying with all lottery rules, regulations and without paying the Regular Resident Membership Fee; and 2) Commissioners and family members will pay the Park District for any out-of-pocket expense in connection with attendance in programs or lessons.

Procedurally, a Park District Commissioner must contact the Executive Director to obtain use of Park District facilities, programs and group lessons for themselves or family members.

At the conclusion of a program session or season in which a commissioner or a family member has participated, the commissioner, if requested, should provide an evaluation of the program to the Executive Director. *(Adopted 5/20/96)*

(h) establish the operational direction of recreation programming for the Park District and set fees and charges to be approved at a regular Board meeting.

(i) develop a well-rounded and broadly-based park system which recognizes the diverse needs and interests of the community it serves.

Section 2.25. Executive Director/Board Relationship. Effective Executive Director/Board relationship is a delicate balance of mutual trust which should be built upon a sound base of high ethical and technical competency, which is expected of the Executive Director, and, in turn, the Board must consistently adhere to its responsibilities of policy setting and allow the Executive Director to administer the day-to-day affairs of the Park District while operating with the policies and guidelines established by the Board.

The Executive Director should:

- (a) Fully and constantly keep the Board members informed of the important aspects of the day-to-day operation of the District in a

straightforward manner.

- (b) Prepare all information which is necessary for the Board to become fully informed. The Executive Director should set forth a clear statement of the situation or problem, provide unbiased information on various alternatives and the financial impact of same, if necessary. This information should be accompanied by a recommendation and discuss the rationale attendant to it.
- (c) Respect the judgment and ideas of each Board member realizing that the Board and its Commissioners are the logical and democratic representatives of the community.
- (d) Enter into the day-to-day operations of the District with the spirit that administrative decision-making must be exercised within the policies that have been agreed upon by the Board. The Board should recognize that countless situations will arise which are not explicitly covered by adopted policies and which, therefore, require an administrative decision.

Section 2.26. Bonds. Before entering upon their respective duties, all officers and employees may be required to be bonded in such penal sum, and with such conditions and security as may be determined by the Board.

Section 2.27. Official Minutes. All action taken by the Board of Commissioners at all regular and special meetings of the Board shall be done in open meeting and recorded by the Secretary. The Secretary is charged with keeping an accurate and true record of all motions, resolutions and ordinances in an official minute book. All minutes will be considered "unofficial" until adopted by the Board at a subsequent meeting. Any minutes which are taken of executive sessions shall be considered confidential, and for use only by the Board of Commissioners or as it shall direct in accordance with applicable law.

The official minute book of the Wilmette Park District shall be open for public inspection by interested individuals during regular office hours, but must not leave the Administrative Offices of the District. Upon request, the Secretary will provide duplicate copies of minutes or attachments thereto, in accordance with, and in the manner provided by, applicable law.

Section 2.28. Petitions Submitted by Residents. All petitions which are directed toward the Park District's areas of responsibility shall be brought to the attention of the Board at the earliest opportunity.

Section 2.29. Park Board Committees. At the meeting at which the President of the Board is selected, or as soon thereafter as circumstances will allow, the President, with Board approval, shall establish the standing committees of the Park Board and charge them with their assignments for the next year. The standing committees will sit for one year or until the next selection of the Board President. At a minimum, and in addition to any other standing committees established by the President and approved by the Board, there shall be a Committee of the Whole, which shall be consist of all commissioners. The Committee of the Whole shall meet from time to time as determined by the needs of Board, and shall be chaired by the President. At the meeting at which the standing committees are established, the President shall appoint the Commissioners to the respective standing committee and designate the chairperson. Each standing committee shall consist of three Commissioners. All committee vacancies shall be filled by the President. *(Adopted 6/17/85 & Revised 5/20/96)*

Special committees may be established by the President at any time, subject to Board approval. The President shall appoint Commissioners to these committees and designate the Chairperson. Such committees shall sit until the business of the committee is complete and its report accepted by the Board.

Each Committee established hereunder shall submit to the Board its goals and objectives for the coming Park District year as soon as possible after its establishment.

(g) Each committee established hereunder shall advise the Board on matters of policy concerning their responsibility areas, and, shall have such further duties as shall from time to time be assigned to them by the Board and/or President.

Section 2.30. Commissioner Orientation. The introduction of new commissioners to the Wilmette Park District and their familiarization with it is an important Board responsibility. A planned program of orientation will reward both commissioners and the Park District. Orientation should include, but is not necessarily limited to, the following for all new commissioners and take place in the period of time after their election and before the annual meeting of the Board of Commissioners:

1. Orientation meetings with the Executive Director and the Board President.
2. Availability of Board policies and administrative procedures and various documents such as:
 - A. Park District Code
 - B. Ordinance regulating use for parks and property owned and controlled by the Wilmette Park District

- C. Organization and Operation of the Board Policy Manual
- D. Annual Audit
- E. Copies of reports for any major projects in progress or in the planning stages.
- F. Such other documents as may be requested.

The forgoing documents, and any other documents requested, may be provided in electronic format when possible.

- 3. Visits to park facilities accompanied by the Executive Director or the appropriate Superintendent.
- 4. Attendance at workshops for new commissioners conducted by the Illinois Association of Park Districts (IAPD), when offered.
(Adopted 10/7/91)

Section 2.31. Commissioners' Conference/Seminar Fee and Expense Reimbursement. The Board encourages its members to attend conferences and seminars that enhance their understanding of Park District operations and programs, and by serving on outside committees which support and promote Park District interest in general. Also, the Board recognizes that members may attend outside business meetings at the direction of the Board or the Board President. Participation in any of the above activities and reimbursement for any expenses associated with same shall be in accordance with District policy and applicable law, including but not limited to the Local Government Travel Expenses Control Act ((50 ILCS 150/1 *et seq.*), as may be amended from time to time.

Section 2.32. Amending or Modifying Guidelines. Any proposed amendment or modification to the Organization and Operation Guidelines must be referred to the Financial Planning and Policy Committee for review and to prepare a recommendation for the Board, unless the Board elects, in its discretion, to assign the review and modification process to the Committee of the Whole or the Board itself. *(Adopted 5/20/96)*



Memorandum

Date: March 14th, 2022
To: Board of Commissioners
From: Kristi Solberg
CC: Steve Wilson
Re: March Board Report

Parks and Planning

Staff and Upland Design hosted the second public meeting for the West Park playground renovation on Tuesday March 8th at 6pm at the Community Recreation Center. During the meeting Upland Design discussed the 4 playground concepts and allowed attendees to provide feedback and select their preferred option. The survey was also available via our website and was e-blasted to the community.



The Maple playground renovation project started on Monday March 7th. The estimated completion date of the project is early June.



Parks Staff

The Parks staff trimmed trees within West, Hibbard and Keay Park, repaired fencing and windscreens within the Parks and did snow removal. The ice rink season came to a close around mid-February due to the increase in temperature in the air and the ground and several rain events.

Staff purchased a concrete planer to help reduce trip hazards on Park sidewalks and were very successful with eliminating trip hazards at Gillson and Mallinckrodt.



Building Staff

Staff moved the entrance of an office to another wall for better follow within the space.





Staff built stands for Centennial's Ice show in May.



Staff installed cameras at Centennial Pool.



Staff removed the wallpaper and painted the walls within the restaurant within the Clubhouse.



Staff upgraded 31 florescent lights to LED within the Golf clubhouse. The switch reduced the wattage by 1,665 or 58% of our total wattage.



Staff worked with a contractor to install drain tiles, drains and a water barrier mat in the basement of Mallinckrodt to prevent water from seeping into the building.



Memorandum



Date: January 7, 2022
To: Steve Wilson, Executive Director
From: Emily Guynn, Superintendent of Recreation
Re: Recreation Department Board Report

Community Recreation Center

Recreation Programs Division:

Program/Event Name	Date	Enrollment
Family Art Night	February 11 th	15
Preschool Fairy Tale Dance Workshop	February 13 th	15
Ones & Twos Art Exploration	February 17 th	8
Wilmette Athletics Programs (In-House)	February	64
Coach Abe's Soccer Academy	February	204
Youth Basketball Leagues	January-March	840
Men's Basketball League	January-April	20 Teams (160 players)
WCT Legally Blonde Production	March	54

- Adult Open Ceramics was introduced in the month of February to provide advanced students with the opportunity to continue their projects.
- Open Gym will be offered for Adults, Families, and Jr & Sr High Students
- Spring Soccer enrollment is in progress.
- Spring Break Camps are set to run from March 28th-April 1st

Upcoming Events:

Event Name	Date
Wilmette Children's Theater Legally Blonde	March 11-13, 18-20
Open Gym/Drop-In Basketball	Spring Session
Summer Camp Registration	March 15 th
Youth Egg Hunt	April 9 th
Doggie Egg Hunt	April 9 th

Gymnastics:

- Registration for the Spring Session began and classes are 79% full.

- An additional advanced boy’s class will be added in the Spring Session to expand the Boys Team for the future.
- Summer Camp Registration will begin on March 22.
- The Wilmette Gymnastics Team will compete in the State Meet series beginning in March.

Center Fitness Club:

- Hustle 20
 - Current member incentive to check-in 20 times per month
 - Launched 2/1
 - 30 CFC members checked in 20 times and received a Hustle 20 t-shirt
- Mask Mandate – update
 - 12 members have reactivated since the mask mandate lifted on 2/28
- Two new evening Yoga classes added in February (requested in survey)

	January 2022	February 2022
Monthly Visits	3,598	3,406
Total Active Memberships	934	825
Group Fitness Attendance	822	724
Personal Training Sessions	79	77

- Member survey was conducted at the start of 2022, below are some key takeaways.

Feedback	Completed	2022	Future	Status
Low Impact, 55+		X		Spring ‘22 Implementation
Pilates	X			March ‘22- 2 new classes added
Sauna/Steam Room			X	
Evening Yoga Classes	X			Feb. ‘22- 2 new classes added
Early morning Group Fit		X		Exploring 6:15AM options
Running Club		X		
Updated strength machines		X		Planning to update mid/late 2022
Updated cardio machines		X		Planning to update mid/late 2022
Expanded footprint			X	
App for CFC check-in			X	
Updated Locker Rooms			X	
Expanded free weight/strength		X		Exploring options

Centennial Recreation Complex

Tennis Center:

- Basic Level Winter Registration 263

- Basic Level Spring Registration 341
- Indoor pickleball began March 3 utilizing 4 courts from 7:30-9:00am. 16 players attended the first session. Staff plans to add a midday indoor option beginning March 15.

Centennial Ice Rink:

- Hosted New Trier Green v Loyola Gold league championship game March 5.
- Learn to Skate Registration Winter 449
- Learn to Skate Registration Spring 326
- Annual spring Ice Show is scheduled for May 13, 14, and 15

Centennial Family Aquatic Center:

- Summer hiring is continual with a continues strong need for Learn to Swim instructors
- PVC liner has been ordered, weather permitting installation scheduled for March

Platform Tennis:

- Spring league registration is underway. Players will be distributed by level onto teams for the spring format. Registration for spring league:
 - Women 48
 - Men 129
- **2021/22 Season Memberships:**
 - Resident 293
 - Non-resident 164
- **Paddle Instructional 2021/2022 Season Registration:**
 - Early Fall (Aug 23- Oct 16) 133
 - Late Fall (Oct 18 – Dec 18) 151
 - Winter 148
 - Spring 223

Mallinckrodt Center

- Mallinckrodt Center is continuing to offer in person fitness classes, fitness room reservations, general interest classes, events, card games and office hours.
- Continuing to offer both in-person and virtual fitness classes including: Strength Training, Tai Chi, Zumba, Pilates, Sit and Be Fit, Be Moved, Low Impact Fitness, and Gentle Yoga classes with new sessions began in January with a current total of 93 participants registered this month, compared to 81 in February.
- We are also starting to offer one day special events and programs listed below.

Program/Event Name	Date(s)	Enrollment
Fitness Room Visits	February 1-28	67
Indoor Rentals	February	4
Humanities Discussion Group	Meets Weekly	13

Book Club	Meets Monthly	10
Watercolors Class	Meets Weekly	6
National Pizza Day Bingo Party	February 9	28
Valentine Craft Hour	February 10	9
Soups and Storytelling	February 15	16

Memberships	Enrollment	2021
Mallinckrodt Memberships	251	2
Walking Club Membership	110	2

- *Upcoming March Classes and Events:*

Name

- Plants and Their Importance- 9 Pre-registered
- St. Paddy's Craft Hour- 9 Pre-registered
- Packzi's and Puzzles- 4 Attendees
- Mah Jongg and Canasta Lessons
- Canasta and Mah Jongg Drop In Games-Meets Weekly
- Bridge Group- Meets weekly on Wednesdays
- Humanities Discussion Group meets weekly on Wednesdays
- Men's Discussion Group meets weekly on Fridays
- Indoor Rentals – 4 Scheduled

Lakeview Center / Gillson Park Operations

- The Summer Job Fair was held on February 26 at the Mallinckrodt Center with 51 applicants in attendance. Summer employment interviews for new and returning applicant are ongoing with high interest.
- Based on interest and discussion among staff, Great Gillson Camp Counselor, as well as customer service representatives will be opened up to 15 year old applicants.
- Sailing Beach registration is currently at 97%.
- Due to both a slight increase in capacity and non-returning patrons, the available waitlist spots are as follows.
 - Catamaran: 17 (8 Spaces added, 9 patrons non-returning)
 - Monohull: 35(10 new spaces with old racks being replaced, 15 non-returning)
 - S.U.P:16 (16 non-returning)
 - Windsurfer: 5 (5 non-returning)
 - Laser II (2 new spaces with new rack built, 7 non-returning)
- The Sailing Beach Lottery was hosted at Lakeview on February 5 with over 50 patrons participated in the event.
- The Lakefront Ice Rink is now closed for the season
- All dangerous shoreline ice has melted down to sand base
- The Wilmette Park District is currently in 1st place for donations in our region for the Polar Plunge, with 21 park district employees participating

- There were no rental of the Lakeview Center in February

Upcoming Events:

- March 20 Special Olympics Polar Plunge Gillson Park



To: Steve Wilson, Executive Director
From: Sheila Foy, Superintendent of Finance
Date: March 10, 2022
Re: March, 2022 Finance Superintendent Report:
1. District Revenue and Expense Statement Results through January, 2022 (Appendix 1)
2. Capital Expense Results through January, 2022 (Appendix 2)
3. Finance, Customer Service and Technology Department Updates

1. District Revenue and Expense Statement Results through January, 2022 (Appendix 1)

The results of operations through January show a fund surplus of almost \$1.2m. The variance is explained by a few line items and they are all timing and not permanent differences. The timing differences are the result of activity recorded in January and the budget for that activity recorded in different month.

- The \$335k variance in Fee Revenue is explained by:
 - ✓ \$110k – Campus Clubs at McKenzie, Ramona and Centennial – Most of this revenue was collected in 2021 and the amount to be allocated to 2022 was posted to January. The budget for these revenue accounts is allocated evenly, by month, throughout 2022 resulting in a timing difference between revenue budget and revenue collection.
 - ✓ \$93k – Saturday Basketball – This revenue was recorded in January and the budget is allocated evenly throughout 2022.
 - ✓ \$124k – Youth Soccer – The budget for this line item is allocated over February and March while the revenue was recorded in January.
- Membership Fees are over budget by \$196k and are represented by resident pool passes (\$102k) and resident beach passes (\$81k). The revenue was recorded in January and the budget for both of these line items was allocated over February and March.
- Salaries and Wages are under budget by \$241k. These appear to be timing differences related to the even allocation of budget from January through December but actual expense will not post until our summer staff begins working. With Salaries being under budget, Social Security (part of Employee Benefits) is under budget by \$28k. The remaining under budget variance in Employee Benefits is due to timing. The budget for the annual IPRA conference was allocated to January and the expenses will post in February.
- Contract Services is under budget by \$175k and is made up of the following timing differences:
 - ❖ \$88k NSSRA Special Needs Aids – we budgeted for these in January but have not yet been billed for them.
 - ❖ Independent Contractor Services are under budget by \$70k over all the units in the District also related to timing.

2. Capital Expense Results through January, 2022 (Appendix 2, Pages 1 & 2)

The variance in capital is a timing difference.

3. Finance, Customer Service and Technology Updates

February was a busy month for Finance, Customer Service and Technology as the District implemented a new credit card processing system. The Agency implemented Paytrac, the credit card system integrated with Rectrac. There have been some balancing issues since implementation but we are working through those issues with the vendor and are targeting the end of March to solidify the balancing process. Finance has already submitted an enhancement request to make the balancing process efficient. The Agency issued \$3.125m par Aaa rated debt during the month of February. We received the news in February that Moody's upgraded our debt rating from Aa1 to Aaa the week before we issued \$1.935m in debt certificates and \$1.190m in DSEB debt. We are expecting the deal to close on March 16 and have identified where we will invest those amounts until we are ready to spend them. During the IPRA Conference, Finance learned of a new requirement to report on spending for minority contracting beginning in 2023. We are in the process of identifying the requirements and determining the most efficient way to implement that for the Agency.

Customer Service reports that while February is a short month, we had gigantic goings-on at the Park District. We finally had snow for our snowman contest. Spring Break Camp and Soccer registrations began. We offered special Yoga classes at the Fitness center. At the February staff meeting, staff was encouraged to participate or donate in the Polar Plunge on March 19th. Swim Passes and Parking stickers are still available online and demand is on the rise! Dog Beach passes are also becoming popular again as many dog beaches on the North Shore are closing. Evanston closed their dog beach a few years ago and there is a question regarding the future of the Winnetka Dog Beach. It means that more dogs get to have fun at our beach! We have handled many phone calls about spring and camp registrations. With the implementation of the new credit card system, we have asked monthly installment billing customers to update their credit card information within the new system. Camp registrations and payments will be processed on the new card

system. COVID restrictions were relaxed on February 28th. Many customers and employees alike are walking around a little stunned as we get used to living without masks! Spring and summer are quickly approaching and we are ready to spend a season without COVID and have some fun!!!

Technology reminded everyone that during February they installed hardware, wired computers and updated our computer systems to support our go live with the new credit card solution on February 21. In addition to that implementation, they installed, configured and implemented a new work order system called Maintenance Care. It was promoted to production and is being used by the West Park staff. There was a Rectrac update installed during February. Technology worked with the Foundation to fix their website and updated Rectrac to record sales for the 3 new upcoming Theater shows.

Appendix 1



Wilmette Park District
Revenue and Expense Statement
For the Month Ending January 31, 2022

Total District	Through January 31			YTD Variance		Total
	Actual	Actual	Budget	Actual to Budget		Year
	2021	2022	2022	\$	%	Budget
						2022
Revenue						
Property Taxes	\$36,316	\$93,464	\$41,500	\$51,964	125.2%	\$6,836,412
Daily Fees	3,593	34,505	39,799	(5,294)	-13.3%	2,034,966
Fee Revenue	697,021	1,486,572	1,151,688	334,883	29.1%	11,078,486
Membership Fees	48,189	315,702	119,981	195,722	163.1%	2,818,826
Rental Revenue	82,048	576,188	525,560	50,628	9.6%	2,447,134
Retail Sales	5,256	5,096	8,785	(3,690)	-42.0%	215,882
Miscellaneous Revenue	16,606	55,540	19,945	35,596	178.5%	188,541
Total Revenue	\$889,029	\$2,567,067	\$1,907,258	\$659,809	34.6%	\$25,620,247
Expenses						
Salaries & Wages	\$430,403	453,030.49	\$693,751	(\$240,720)	-34.7%	\$10,316,865
Employee Benefits	80,389	96,983	144,564	(47,580)	-32.9%	2,842,738
Contract Services	175,920	240,494	415,573	(175,079)	-42.1%	3,639,316
Utilities	13,200	1,106	75,521	(74,415)	-98.5%	1,018,694
Supplies	4,952	25,938	63,727	(37,790)	-59.3%	1,089,227
Equipment and Repairs	996	15,502	28,015	(12,513)	-44.7%	358,955
Operating Expenses	\$705,860	\$833,053	\$1,421,151	(\$588,097)	-41.4%	\$19,265,794
Operating Surplus (Deficit)	\$183,169	\$1,734,014	\$486,108	\$1,247,906	256.7%	\$6,354,453
Non-Operating Revenue						
Bond Proceeds	\$0	\$0	\$0	\$0		\$3,120,000
Capital Reimbursement	0	0	0	0		0
Total Non-Operating Revenue	\$0	\$0	\$0	\$0		\$3,120,000
Non-Operating Expenses						
Capital	7,011	71,246	14,168	57,078	402.9%	11,130,773
Capital - Special Recreation	0	0	0	0	N/A	300,000
Debt Service	0	0	0	0	N/A	1,154,734
Capital Transfer	0	0	0	0		0
Overhead Transfer	0	0	0	0		0
Total Non-Operating Expenses	\$7,011	\$71,246	\$14,168	\$57,078	402.9%	\$12,585,507
Net Non-Operating Surplus (Deficit)	(\$7,011)	(\$71,246)	(\$14,168)	(\$57,078)	402.9%	(\$9,465,507)
Total Expenses	\$712,871	\$904,299	\$1,435,319	(\$531,019)	-37.0%	\$31,851,301
Net Surplus (Deficit)	\$176,158	\$1,662,768	\$471,940	\$1,190,828	252.33%	(\$3,111,054)

Appendix 2, Page 1

WILMETTE PARK DISTRICT							
2022 CAPITAL EXPENDITURE SUMMARY							
THROUGH JANUARY 31, 2022							
Location	Project Name	Project Description	2022 Budget	Unbudgeted Spending	YTD Spending	Projected Spend	Target Completion
ADMINISTRATION OFFICE	Computer Hardware	Computer hardware (Laptops, Desktops, Servers and etc.)	55,228		8,132	47,096	All Year
ADMINISTRATION OFFICE	Computer Software	Computer software (MS Office and etc.)	104,795		30,633	74,162	All Year
CENTER FITNESS CLUB	Studio Equipment Replacement	Ongoing replacement of group exercise studio equipment	5,000			5,000	All Year
WILMETTE GOLF CLUB	Tree Maintenance	Removal of dead trees and large limbs	10,000			10,000	All Year
PARKS DEPARTMENT	Concrete Planer	Planer for the Parks Department	10,000		9,081	919	Q1 - February
PARKS DEPARTMENT	Production mower	Replacement of John Deere utility tractor	85,000	(13,000)		72,000	Q1 - February
COMMUNITY REC CENTER	Access Control Installation in Early Childhood Area	Install an electronic access control		20,000		20,000	Q1 - March
COMMUNITY REC CENTER	Gym Awning	The awning by the gym is ripped and has birds nesting in it. MOVED TO 2021 FROM 2022		8,000		8,000	Q1 - March
PARKS DEPARTMENT	Backhoe		85,000	15,000		100,000	Q1 - March
PARKS DEPARTMENT	Battery Powered Zero Turned Motors	Three electric powered machines	85,000	10,000		95,000	Q1 - March
PARKS DEPARTMENT	LED Light Upgrades	For various facilities	10,000			10,000	Q1 - March
CENTENNIAL TENNIS	Ball Machine	Replace Ball Machine		3,500		3,500	Q2 - April
CENTER FITNESS CLUB	Fitness Equipment Replacement	Ongoing replacement of strength and cardio equipment	35,000	35,000		70,000	Q2 - April
COMMUNITY REC CENTER	Car Charging Station	Electric Car Charging Station at CRC				-	Q2 - April
COMMUNITY REC CENTER	Gymnastic Doors	The gymnastic doors on the north side of CRC are corroding and there is a giant gap in the door that is a security issue. MOVED TO 2021 FROM 2022		18,000		18,000	Q2 - April
MALLINCKRODT CENTER	Basement	The basement floods after it rains from seepage. This is for drainage tiles and seal coat.	18,000			18,000	Q2 - April
MALLINCKRODT CENTER	Carpet	The carpet in the hallway and library have runs and holes in them and need to be replaced	10,500			10,500	Q2 - April
MALLINCKRODT CENTER	Water Heater	The water heater in the basement is rusted out and is at the end of its life.	9,000			9,000	Q2 - April
PARKS DEPARTMENT	Enclosed Trailer	New Trailer for Parks Department	9,000	6,000		15,000	Q2 - April
WILMETTE GOLF CLUB	Chemical Pump House Pump	Requires repair	12,000			12,000	Q2 - April
WILMETTE GOLF CLUB	Drainage Improvements	Materials for subsurface golf course drainage installs	10,000			10,000	Q2 - April
WILMETTE GOLF CLUB	Golf Cart Path	Cart Path Installation		56,000		56,000	Q2 - April
WILMETTE GOLF CLUB	Range Netting Pole and Fence Maintenance	Net and Cable Maintenance / High lift work	10,000			10,000	Q2 - April
WILMETTE GOLF CLUB	Range Tractor	Driving Range Ball Picker	10,000			10,000	Q2 - April
CENTENNIAL AQUATICS	PVC Pool Liner	50 Meter Main Pool	150,000		10,000	140,000	Q2 - May
CENTENNIAL AQUATICS	Umbrella Shade Cover	New Skins for Large Shade Structures	30,000		11,117	18,883	Q2 - May
COMMUNITY REC CENTER	East Door near Rock Garden	Older Doors in need of replacement				-	Q2 - May
GILLSON PARK	Boat Replacements (RIB)	Scheduled replacement of a rigid hull inflatable	18,000			18,000	Q2 - May
GILLSON PARK	Replace Dog Beach Fence	Refencing of the dog beach including gate replacement	50,000			50,000	Q2 - May
GILLSON PARK	Sailing Boat Racks	Replace and repair old and damaged sailing racks	10,000			10,000	Q2 - May
HOWARD PARK	Field Lights	The field lights bulbs and ballast are going bad. The bulb price is steadily going up and the ballast are not made any more. 34 fixtures need to be replaced and there is a ComEd rebate of \$500 per fixture after initial investment. Price reflects initial investment.	60,000			60,000	Q2 - May
PARKS DEPARTMENT	Artificial Turf Field	Replacement of artificial turf in-fill material		10,000		10,000	Q2 - May
CENTENNIAL AQUATICS	Chlorine Controllers	4 New Chlorine Controllers (\$6600 each)	26,400			26,400	Q2 - June
CENTENNIAL AQUATICS	Deck Furniture Replacement	New chairs for pool	13,000			13,000	Q2 - June
CENTENNIAL AQUATICS	Pool Vacuums	2 New Pool Vacuums (\$6000 each)	12,000			12,000	Q2 - June
CENTENNIAL COMPLEX	Concession Equipment	New equipment for concessions (additional fryer)	20,000			20,000	Q2 - June
CENTENNIAL COMPLEX	West backdoor	The west backdoor by the garbage dumpster is rusting and rotting out. Would like to replace it with a new fiberglass one.	8,000			8,000	Q2 - June
CENTENNIAL ICE	Roof Replacement (partial)	Partial replacement and repairs for the roof	150,000			150,000	Q2 - June
COMMUNITY REC CENTER	Concrete Soffits	Repair the concrete soffits that are falling apart at the CRC. They are a safety hazard because of falling concrete around the building.		60,000		60,000	Q2 - June
COMMUNITY REC CENTER	Pillars	The plaster on the exterior pillars is damaged and needs to be repaired. MOVED TO 2021 FROM 2022		10,000		10,000	Q2 - June
GILLSON PARK	Sailboats, Kayaks & Paddle Boards	Replacement of older vessels used on sailing beach	18,000			18,000	Q2 - June
WILMETTE GOLF CLUB	Sump Pumps	The sump pumps are at the end of their life. When repaired last year it was recommend to replace.	35,000			35,000	Q2 - June
PARKS DEPARTMENT	Landscape Work	Planting plant materials (trees, shrubs etc.) in various parks	25,000			25,000	Q2 through Q4
LANGDON PARK	Shoreline Protection - Langdon	Material and Installation	1,800,000			1,800,000	Q2 through Q4

Appendix 2, Page 2

COMMUNITY REC CENTER	Auditorium LED Strip Lights	6 strip lights over theater stage, LED lights	11,000		11,000	Q3 - July - August	
GILLSON PARK	Lakeview Design Planning	Full Building Design Plan		92,125	92,125	Q3 - July - August	
COMMUNITY REC CENTER	Auditorium Light Board	Light Board	7,500		7,500	Q3 - August	
COMMUNITY REC CENTER	Gymnastics Equipment	Updating and Replacing Equipment	25,000		25,000	Q3 - August	
COMMUNITY REC CENTER	Volleyball System - Gymnasium	Replace 21 year old volleyball system in sports gym	9,000		9,000	Q3 - August	
COMMUNITY PLAYFIELD	Tennis Court Resurface/Renovation	2023 - Outdoor tennis court resurface/renovation (Village IGA, \$210k)			-	Q3 - September	
COMMUNITY REC CENTER	Duct work for Trane Units #1 & #2	must be completed when Trane units #1 & #2 are replaced	115,000		115,000	Q3 - September	
COMMUNITY REC CENTER	HVAC Rooftop Unit Replacement	Replacement of RTU that services Gymnastic area	80,000		533	79,467	Q3 - September
COMMUNITY REC CENTER	Replace McQuay Unit #9	last replaced 03/01/1997 - parts are no longer available as of 01/01/2021	70,000		70,000	Q3 - September	
COMMUNITY REC CENTER	Replace Trane Unit #1	last replaced 07/01/1995	125,000		125,000	Q3 - September	
COMMUNITY REC CENTER	Replace Trane Unit #11	last replaced 07/01/1995	125,000		125,000	Q3 - September	
COMMUNITY REC CENTER	Replace Trane Unit #2	last replaced 07/01/1995	125,000		125,000	Q3 - September	
COMMUNITY REC CENTER	Seal Coat Parking Lot	Seal coating and stripping	25,000		25,000	Q3 - September	
GILLSON PARK	Lakeview Design Implementation	Implement Design Plan	900,000	300,000	1,200,000	Q3 - September	
HIBBARD PARK	Tennis Court Resurface	2023 Outdoor tennis court resurface (Village IGA, \$50k)			-	Q3 - September	
HOWARD PARK	Parking Lot Pavement	Repaving the parking lot on 17th Street	100,000		100,000	Q3 - September	
MALLINCKRODT CENTER	Seal Coat Parking Lot	Seal coating and stripping	10,000		10,000	Q3 - September	
PARKS DEPARTMENT	Aerial Work Platform	Replacement of Aerial platform	15,000		15,000	Q3 - September	
PARKS DEPARTMENT	Dog Park Fencing	Install dog park fencing on ComEd leased property	49,350		49,350	Q3 - September	
PARKS DEPARTMENT	Outdoor Ice Rink	Location TBD	135,000		135,000	Q3 - September	
PARKS DEPARTMENT	Playground Replacement	Replacement of Tot Lot at West park	375,000		375,000	Q3 - September	
PARKS DEPARTMENT	Truck replacement (#25)		35,000	12,000	47,000	Q3 - September	
THORNWOOD PARK	Tennis Court Color Coating	2022 Resurface outdoor courts (Village IGA, \$120k)			-	Q3 - September	
WILMETTE GOLF CLUB	Bar Expansion	Includes design and buildout	70,000		70,000	Q3 - September	
WILMETTE GOLF CLUB	Clubhouse Carpet	Wall to wall inside clubhouse	30,000		30,000	Q3 - September	
WILMETTE GOLF CLUB	Clubhouse Improvement Designs	Kitchen, food service, etc.	25,000		1,750	23,250	Q3 - September
WILMETTE GOLF CLUB	Clubhouse Landscaping	Updated landscaping, course /clubhouse aesthetics	20,000		20,000	Q3 - September	
WILMETTE GOLF CLUB	Clubhouse Outdoor Bar Furniture	Create an outdoor space for F&B	60,000		60,000	Q3 - September	
WILMETTE GOLF CLUB	Patio Expansion	Includes Patio Furniture	85,000		85,000	Q3 - September	
WILMETTE GOLF CLUB	Restaurant Divider	Includes HVAC upgrading	30,000		30,000	Q3 - September	
WILMETTE GOLF CLUB	Tables and Chairs	Improve restaurant aesthetic	10,000		10,000	Q3 - September	
CENTENNIAL TENNIS	Court Resurfacing	Resurface all indoor courts	70,000		70,000	Q3 - July - September	
KEYA NATURE CENTER	Pave Pathways	Create (fixing) the accessible path at Keya Park	167,000		167,000	Q4 - October	
PARKS DEPARTMENT	Aerator	2 added in 2022	10,000		10,000	Q4 - October	
WILMETTE GOLF CLUB	Golf Course Fountains or Water Features	Water aeration system/better water quality/course aesthetics	30,000		30,000	Q4 - October	
WILMETTE GOLF CLUB	Replace Driveway (House) Sewer Repair	Driveway cracked and in need of repair	22,000		22,000	Q4 - October	
PARKS DEPARTMENT	Dump Trucks (#21 in 2022, #17 in 2027)	Replacement of Truck #17 and Truck #21	48,000		48,000	Q4 - October	
PARKS DEPARTMENT	Garbage Truck (#26)	Replacement of Garbage Truck	90,000		90,000	Q4 - October	
PARKS DEPARTMENT	Combination Trash/Recycling Containers (Various Parks)	Ongoing standardization of trash/recycling containers	10,000		10,000	Q4 - December	
PLATFORM TENNIS	2 additional courts and deck extension	Build 2 additional courts and deck extension	750,000		750,000	Q4 - December	
PLATFORM TENNIS	Furniture Replacement	Paddle hut furniture replacement	10,000		10,000	Q4 - December	
WILMETTE GOLF CLUB	Driving Range Upgrade	Rebuild Driving Range	1,200,000		1,200,000	Q4 - December	
WILMETTE GOLF CLUB	Finish Basement of Golf House	Updates to usable living space	15,000		15,000	Q4 - December	
CENTENNIAL COMPLEX	Facility Condition Assessment	Assess building components, current and future programming/facility needs, and security	90,000		90,000	Q4	
GILLSON PARK	Lakefront Infrastructure Design Work	Comprehensive Plan Development		35,548	35,548	Q4	
GILLSON PARK	Lakefront Infrastructure Implementation	Related to sewers, curbs and others	2,000,000		2,000,000	Q4	
PARKS DEPARTMENT	Pickle Ball Courts	West Park Campus - 8 courts with lights	850,000		850,000	Q4	
PARKS DEPARTMENT	Sidewalk Sweepers (Gravelly Brooms)	Replacement of sidewalk sweepers	13,000		13,000	Q4	
COMMUNITY REC CENTER	Facility Condition Assessment	Assess building components, current/future programming/facility needs, and security	90,000		90,000	Q4	
		TOTALS	11,130,773	678,173	71,246	11,737,700	
PARKS DEPARTMENT**	ADA Accessibility (5.8 Levy)	ADA improvements	300,000		300,000	Evenly over Q2, Q3 & Q4	
MAPLE PARK **	Playground Renovation (2015)	Scheduled replacement and ADA Update		221,015	221,015	June	
		TOTALS	300,000	221,015	-	521,015	
		Total Capital Spending for 2022	11,430,773	899,188	71,246	12,258,715	