



**Wilmette Park District
Regular Meeting
Board of Park Commissioners
Monday, October 17, 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 AUGUST 8, 2022

2.2 APPROVAL OF THE MINUTES FROM THE SPECIAL BOARD MEETING ON AUGUST 22, 2022

2.3 APPROVAL OF THE MINUTES FROM THE COMMITTEE OF THE WHOLE MEETING ON AUGUST 22, 2022

2.4 APPROVAL OF THE MINUTES FROM THE REGULAR BOARD MEETING HELD ON SEPTEMBER 12, 2022

2.5 APPROVAL OF SEPTEMBER 2022 VOUCHER LIST

3.0 COMMUNICATIONS AND CORRESPONDENCE

4.0 PUBLIC COMMENT/RECOGNITION OF VISITORS

5.0 EXECUTIVE DIRECTOR'S REPORT

6.0 UNFINISHED BUSINESS

6.1 GILLSON PARK COMPREHENSIVE PLAN – ADDITIONAL AMENITIES DISCUSSION

7.0 NEW BUSINESS

7.1 CONSIDERATION OF CONTRACT FOR WEBSITE DESIGN SERVICES

8.0 ADJOURN TO CLOSED SESSION

MOVE TO ADJOURN TO CLOSED SESSION FOR THE DISCUSSION OF THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PARK DISTRICT, INCLUDING MEETINGS HELD FOR THE PURPOSE OF DISCUSSING WHETHER A PARTICULAR PARCEL SHOULD BE ACQUIRED, AS WELL AS, THE SETTING OF A PRICE FOR SALE OR LEASE OF PROPERTY OWNED BY THE PUBLIC BODY, IN ACCORDANCE WITH SECTIONS 2(c)5 AND 2(c)6 OF THE OPEN MEETINGS ACT.

9.0 RECONVENE REGULAR BOARD MEETING

9.1 CONSIDERATION OF ACTION, IF ANY, OF ITEMS DISCUSSED IN CLOSED SESSION

10.0 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.



WILMETTE PARK DISTRICT
Regular Board Meeting
Meeting Minutes
Monday, August 8, 2022
7:30 p.m. – Village Hall Council Chambers

PRESENT

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

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

Visitors:

ABSENT

None

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

The meeting was called to order at 7:32 p.m.

A. Roll Call Taken

2.0 CONSENT AGENDA

-
- 2.1 Approval of Minutes from the Regular Board Meeting held on July 11, 2022**
 - 2.2 Approval of the Bid Recommendation for Thornwood Tennis Court Resurfacing**
 - 2.3 Approval of the Bid Recommendation for Centennial Indoor Tennis Court Resurfacing**
 - 2.4 Approval of July 2022 Voucher List**

Prior to a motion for the Consent Agenda, President Murdock advised he will be leaving after the Langdon discussion due to a family related commitment.

Commissioner Anderson moved and Commissioner Duffy seconded a motion to approve the Consent Agenda of the August 8, 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, Clarke, Goebel, Kosloskus and Murdock. Voting *No*, none. *Absent*, none;
Motion Carried.

3.0 COMMUNICATIONS AND CORRESPONDENCE

President Murdock acknowledged the Board received a number of correspondence with respect to various topics all of which has been included in

the meeting packet for the record. Commissioner Clarke acknowledged an e-mail sent by GoGreenWilmette and resident Ann Hayden Stevens that had been received after the meeting packet was published. President Murdock stated this will be added to the packet retroactively. Commissioner Anderson disclosed she met with resident Amy Boyer to hear her perspective with respect to Langdon and has read all resident correspondence.

4.0 PUBLIC COMMENT/RECOGNITION OF VISITORS

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

Alan Golden, 2516 Laurel Lane – Mr. Golden requested public comment always be held after any presentations and thanked the Board for allowing a second public comment session tonight. Furthermore, with respect to the Gillson Park road survey, he believes it to be poorly written and designed. He noted there was no option in the survey that allowed for all the roadways to be kept as is with only the necessary infrastructure work performed. He accused the survey of being misleading and questioned why a cost breakdown had not been included. He also requested a copy of the raw data once the survey is complete.

Mary Shea – Ms. Shea proceeded to read a letter that has since been included in the meeting packet as correspondence.

President Murdock corrected Ms. Shea's earlier comments to the Board in July by advising that in 2021, there were roughly 200 picnic shelter rentals. Of those rentals, 196 were resident rentals as compared to 3 non-resident rentals. Previously, Ms. Shea had stated there were only 18 picnic rentals and this had been discussed while the Board was contemplating additional picnic shelters in Gillson. He noted that while everyone is entitled to their own opinion, it is important that the facts are accurate.

5.0 LANGDON SHORELINE PROTECTION PROJECT – CONSULTANT PRESENTATION

SmithGroup Consultants provided a high level overview of the project as it currently exists which includes an ADA accessible ramp from the south end of the beach to the northern end, and an optional overlook and stairs addition. This plan was initially proposed due to it being the most accessible, most affordable and providing the highest bluff stabilization. There would be a total of four trees lost in this concept with two being removed due to poor health. Furthermore, the bluff landscape would change as a result of nonnative invasive species being removed. These invasive species are detrimental to the trees as they have a longer root system that absorbs water away from the trees. With respect to the project timeline, the Consultants have obtained the majority of the permits and are prepared to bring this to bid in August. Should the Board continue with Concept C, the construction could begin as early as fall of 2022 and be completed in spring of 2023. The Commissioners held a lengthy discussion in which they analyzed the benefits of Concept C and resident input. Ultimately, the Board decided to pause

the project for now pending alternative options from SmithGroup.

President Murdock exited the meeting at 10:24 p.m.

6.0 ADDITIONAL PUBLIC COMMENT/RECOGNITION OF VISITORS

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

Alan Golden, 2516 Laurel Lane – Mr. Golden stated he counted eight trees at the top of the bluff and asked for confirmation as to whether these trees would be preserved. The Consultant confirmed those trees would remain undisturbed.

Amy Boyer, 1028 Sheridan Road – Ms. Boyer provided pictures of Langdon to illustrate to the Board the changing water and sand levels. She believes the path in Concept C will not make sense once the sand and natural vegetation return in time as that will stabilize the bluff and provide a less severe slope than exists today. She then spoke about the vegetation and stated she felt the district should hire an arborist to do a full inventory of the bluff so everyone knows what is there today before anything is built.

Dean Lindsay, 808 Chestnut – Mr. Lindsay advised he lives roughly 800 feet from the beach and is speaking on behalf of his neighbors to advocate for a different design approach for Langdon. He believes a concrete path will destroy this valuable asset and the bluff. He would prefer minimal change and a naturalist approach. He also is not in favor of converting the beach to ADA accessibility and accused the plan of being an overdevelopment.

Bob Reicher, 807 Chestnut – Mr. Reicher acknowledged that it is necessary to stabilize the bluff, however, he does not like the concrete path concept. He urged the Board to keep the path as it currently exists and implement stairs to provide beach access. He does not believe the neighborhood would be able to withstand the increase in traffic the proposed concept would bring to Langdon.

Jennifer Chase, 819 Chestnut – Mrs. Chase echoed Mr. Lindsay and Mr. Reicher's comments and urged the Board to keep Langdon as is and natural.

John Schell, 806 Chestnut – Mr. Schell agreed with his neighbor's comments. He urged the Board to keep the bluff as it exists and keep the gravel path west to east with stairs. He concluded his thoughts with less is more.

Beth Beucher, 1420 Sheridan – Ms. Beucher urged the Board to rebuild and restore access to the beach where it was previously. She is not in favor of the plan as it currently exists and strongly advocated for the Board to abandon Concept C and keep Langdon as natural as possible.

7.0 EXECUTIVE DIRECTOR'S REPORT

Director Wilson reported that the Gillson Comprehensive Survey was sent out and about 50% of the e-mail recipients opened the e-mail. The survey will remain open until August 26th. The Comprehensive and Strategic Plan will kick off later this month with staff. Two months ago, the Board reviewed the Board's Organization and Operations Manual and it is before the Board tonight for consideration as is the lease for ComEd property adjacent to West Park. Lastly, the Parks and Planning Department has requested to dispose of certain equipment.

8.0 UNFINISHED BUSINESS

8.1 *Consideration of the Revised Board Organization and Operations Manual*

Commissioner Clarke moved and Commissioner Duffy seconded a motion to approve the amended Organization and Operations of the Board of Park Commissioners Manual.

Vice President Kosloskus stated she is comfortable with the revisions with the exception of the change to allow any Commissioner the opportunity to add items to the agenda. She requested this section remain as is, allowing any two commissioners to add an item to the agenda. There was no objection to Vice President Kosloskus' request.

Commissioner Clarke withdrew her first motion and moved to approve the amended Organization and Operations of the Board of Park Commissioners Manual, per the Board's discussion. Commissioner Duffy seconded this motion.

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

9.0 NEW BUSINESS

There was a brief conversation regarding the Park District's compliance with the Village Ordinance.

8.1 *Consideration of Lease for ComEd Property Adjacent to West Park*

Commissioner Clarke moved and Commissioner Goebel seconded a motion to approve the recreation lease for ComEd property adjacent to West Park.

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

8.2 *Consideration of Surplus Property Ordinance 2022-O-8*

Commissioner Frazier moved and Commissioner Duffy seconded a motion to approve Surplus Property Ordinance 2022-O-8, An Ordinance Authorizing the Disposal of Certain Surplus Property Owned by the Wilmette Park District, as recommended by the Parks and Planning Department.

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

10.0 ADJOURNMENT

There being no further business to conduct, Commissioner Duffy moved and Commissioner Frazier seconded a motion to adjourn the Regular Board meeting at 11:02 p.m.

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

Minutes Approved on TBD.

Respectfully Submitted,

Catherine Serbin
Executive Administrative Assistant



WILMETTE PARK DISTRICT
Special Board Meeting
Meeting Minutes
Monday, August 22, 2022
6:00 p.m. – Village Hall Council Chambers

PRESENT

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

Staff: Executive Director Steve Wilson

ABSENT

Commissioner Julia Goebel

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

The meeting was called to order at 6:00 p.m.

A. Roll Call Taken

2.0 PUBLIC COMMENT/RECOGNITION OF VISITORS

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

President Murdock explained the reason the board was having a Special Meeting was the timing of the bid process for the construction of the two platform tennis courts and since the board was already scheduled to meet this evening for a Committee of the Whole meeting, to keep the process moving forward this meeting was called to consider the bid results.

Patrick O’Gara – Mr. O’Gara expressed concerns over the Board and staff’s conduct. He said it was sad considering everything that had been said previously in May and feels that the conduct may be worse now than it was before given staff falsely referring to west park neighbors harassing by sending emails about pickleball being played on paddle courts. He said that President Murdock’s statement about the purpose of this meeting says it all and that the real priority is getting the courts built, not working with the neighbors, despite what was said previously. He went onto say the District is treating neighbors of west park as less than other residents when staff are sending as outrageous of emails as to say that neighbors should not complain and are harassing by saying people are playing pickleball inappropriately. He said that this is not trying to work with neighbors, it is in fact a way to punish neighbors and tell them “this is what you get,” and that you get special board meetings being called at the last minute, with no heads up and no notice that the bid packet was going out, and lies that stated the Village had approved an extension to the mitigation requirements. He said meanwhile, yes, as President Murdock stated, the priority is getting the courts built as quickly as possible. It doesn’t matter how we treat the residents, legal obligations don’t matter, and honesty doesn’t matter. Restricting my public comment in this very

room is all inexcusable. He continued by saying that the board stated it wanted to do better and that lessons were learned from the prior meetings but what lessons have been learned? All the lessons that have been learned is you want paddle courts built as soon as possible, you want to do a little as possible to comply with statutes and respect the neighbors of the park. You even want to tell Village staff to end neighbor complaints about pickleball being played on paddle courts. He said that Paul Hahn does not deserve such treatment. No resident deserves that treatment. So what's going on here? It seems like a really screwed up leadership and a really screwed up administration.

Walter Keats – Mr. Keats stated that the Special Board meeting should have been posted in advance of Friday as it came to a surprise to the neighbors.

3.0 CONSIDERATION OF THE BID RECOMMENDATION FOR THE CONSTRUCTION OF TWO PADDLE COURTS AT WEST PARK

There was a brief conversation regarding the Park District's compliance with the Village Ordinance. Commissioner Duffy asked for clarification regarding Mr. Hahn's comment regarding illegal pickleball play. Director Wilson advised that staff reviewed the security cameras and noted a group of four people came to West Park around noon on a Sunday to utilize the courts. This was not Park District programming. While the paddle courts are not utilized for pickle play, they are public spaces. President Murdock stated he is not aware of any restriction that would prevent the Park District from programming pickleball at West Park. Moving on, Superintendent Solberg provided a brief overview of the bid process and subsequent recommendation letter. Bids were opened on Friday, August 19th. There were two potential bidders. Only one of those submitted a bid, which was Total Platform Tennis LLC at **\$422,400.00** for construction of two paddle courts. Their timeline to start would be mid-November with an anticipated completion of December. Vice President Kosloskus initiated a brief discussion about the timeline should weather affect it. President Murdock acknowledged the bid came in over budget. Superintendent Solberg added that aluminum costs are outrageous right now. President Murdock then asked for information regarding the potential revenue generated by this project to offset the \$75,000 overage. Superintendent Guynn stated that staff has been able to add nine paddle teams with these additional two courts which would produce roughly \$7,000 in additional revenue.

Vice President Kosloskus moved and Commissioner Duffy seconded a motion to approve the bid from *Total Platform Tennis LLC* in the amount of **\$422,400.00** as recommended by the Parks and Planning Department for the construction of two paddle courts at West Park.

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

4.0 ADJOURNMENT

There being no further business to conduct, Commissioner Duffy moved and Commissioner Clarke seconded a motion to adjourn the Regular Board meeting at 6:42 p.m.

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

Minutes Approved on TBD.

Respectfully Submitted,

Catherine Serbin
Executive Administrative Assistant

UNOFFICIAL



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

Monday, July 25, 2022

6:30 p.m. – Mallinckrodt Community Center “Big Room”

PRESENT

Commissioners: President Michael Murdock, Vice President Kara Kosloskus
Julia Goebel (arrived after meeting started), Cecilia Clarke, Patrick Duffy, Allison Frazier
and Lindsay Anderson

Staff: Executive Director Steve Wilson, Superintendent Sheila Foy, Superintendent Kristi
Solberg and Superintendent Emily Guynn

Visitors: See Sign In Sheet

1.0 COMMITTEE-OF-THE-WHOLE OF THE BOARD OF PARK COMMISSIONERS CALLED TO ORDER

The meeting was called to order at 6:30 p.m.

A. Roll Call Taken

2.0 COMMUNICATIONS AND CORRESPONDENCE

Vice President Kosloskus acknowledged correspondence in the packet and stated that it included all items she was aware of. Commissioner Clarke noted there was an email since the packet was created from Walter Keats but noted it was more applicable to the Special Board Meeting held prior to the Committee of the Whole Meeting.

3.0 PUBLIC COMMENT/RECOGNITION OF VISITORS

Commissioner Kosloskus asked for a show of hands per agenda topic to see where she should break for public comment. She said the initial public comment would be for items in general, but for agenda items, please wait until she opened the floor for comment after the agenda topic had been introduced. The Attendance Sheet will become part of the permanent record.

Patrick O’Gara, 740 Laramie Avenue – Mr. O’Gara stated that between the Special Board Meeting and the start of the Committee of the Whole that he was inappropriately approached by President Murdock and threatened. He continued to say he wanted to make a note of it and register his complaint even though complaints don’t seem to get much traction with the Park District these days. He said that he has witnesses that can confirm he made it clear he did not want President Murdock to approach him or speak to him but he would not stop and continued to threaten him by saying that if he did anything further that President Murdock deemed inappropriate that the police would be called.

No further public comments were made during this portion of the meeting.

4.0 ONGOING DISTRICT PROJECTS

4.1 WALLACE BOWL RENOVATION – DEFINING PHASE

Director Wilson provided a brief recap of the written report contained in the packet. There were no comments or discussion from the board.

4.2 PICKLEBALL COURTS – DEFINING PHASE

Director Wilson suggested that as the Committee navigates the new phases of how projects are considered, he suggested that a discussion take place that is guided by questions that will help define the project. He first asked the Committee if the Park District wanted to consider building dedicated pickleball courts on park property. Commissioner Frazier stated she was pleased that we are going through this process and if via the process it decides it is something we should not pursue, so be it, but that she is in favor of vetting the concept of dedicated pickleball courts. The remaining members of the Committee concurred they wish to consider dedicated courts. Director Wilson then turned the defining conversation to process. He stated how the prior version of the conversation started with a review of all parks as options but that this process was criticized by both the public and the various Village boards that reviewed the District's plans. This begs the question of do we do the same analysis or do something different. Commissioner Anderson asked what, if anything has changed since the prior analysis. Commissioner Murdock said that while he felt the analysis was thorough, he was surprised by the questions from the Village during their review, especially surrounding noise and light, and therefore, the District has new information that would inform a new analysis differently than before. He went on to suggest that as a part of a new analysis, getting Village feedback as the process begins will be critical in evaluating each park location. Commissioner Frazier added that as a part of the analysis she would like to learn what the best practices in other communities are with regard to pickleball. Commissioner Anderson asked to have any and all user data made available to be included in the evaluation of the topic. At this time, Commissioner Goebel joined the meeting at 6:42 pm. Commissioner Clarke noted that Wilmette is a fully developed community and because of this lack of surplus open space, she would like to consider repurposing already developed space for pickleball, as well as any creative ways to provide pickleball without having to build courts at the expense of open space. Commissioner Murdock built off Commissioner Clarke's comments by saying that we should also consider indoor options and noted that in a future year there is a placeholder to potentially add more indoor court space at Centennial and that this should be also be considered not just for tennis, but for pickleball too. Commissioner Kosloskus said, then to answer the question as asked by staff, please use the prior analysis, starting at the point where no locations are removed, and add to the analysis everything outlined in this discussion. Commissioner Frazier added cost estimates to the analysis, and staff agreed and said it would try to deliver the initial analysis at the September Committee of the Whole Meeting.

At this time, Commissioner Kosloskus opened the floor for public comment.

Walter Keats – State he feels that a pros and cons analysis needs to be conducted in regard to pickleball, not just look at it from the perspective of how you can make it happen.

Allen Golden – Offered to provide the board with an evaluation framework used in his professional career that could be used to sharpen the process the District is developing to evaluate projects.

Patrick O’Gara – Mentioned that he was the one who brought up the need for a sound analysis during the West Park pickleball discussions. He said that the District had prior experience with the topic by way of the skate park, and please involve a sound expert sooner in the process this time. He also advocated for an environmental analysis be included in the analysis as well to consider all health impacts of pickleball to nearby residents. He then referenced an email sent by Walter Keats raising injury concerns for pickleball players as another example of a more wholistic approach to evaluating the topic.

4.3 GILLSON PARK COMPREHENSIVE PLAN – PLANNING PHASE

Director Wilson updated the number of responses completed at the time of the memo in the packet as compared to the memo in that was in the prior Regular Board Meeting. Commissioner Kosloskus asked if there would be a reminder push to let residents know time was running out to complete the survey and staff said there would be.

At this time, Commissioner Kosloskus opened the floor to public comment.

Allen Golden – He reiterated what he said at the prior board meeting by stating that the survey is highly flawed and therefore any conclusions drawn from the survey responses will also be flawed. He then restated his desire to have the raw data of the survey when the survey is closed. He then asked that if the email database was just those who participated in District programs or if it was the entire Village. Director Wilson explained that the database consists of people who have participated in anything with the District along with anyone who opted into the email list by clicking the icon on the center of the District’s homepage. Commissioner Kosloskus added that beyond the email database, the survey has been advertised via social media and is available on our website to anyone to take regardless of if they are in our email database. Commissioner Goebel added perspective as a professional marketer that there are laws against spamming people’s email addresses unless they opt into receiving the information, and therefore, in her opinion, the staff have done a good job in working with the village to distribute the survey along with social media, having it on the website, and emailing it to the District’s database.

4.4 LANGDON SHORELINE PROJECT – PLANNING PHASE

Director Wilson informed the Committee that he had a phone call with the engineers and have confirmed with them that they have the direction of the Board correct on how to move forward. He went on to state that the lead engineer is out of town still and therefore most likely will not be back in front of the Board until October. He went onto reiterate the direction set by the board as using the initial concept B and look at a stairs only option, path only option, a combined path and stair option, and to have all options include a place for staff to check passes, a place to store wagons and bikes, and to have the end of the path route more north than the original concept B showed. Commissioner Kosloskus referenced a communication that was in the packet inquiring about using sand bags instead of armor stone for the revetment and asked for history around that option in regard to the lakefront parks as that initial exploration predated her time on the board. Commissioner Clarke stated the main reason was they were not as long term a solution as stone.

At this time, Commissioner Kosloskus opened the floor to public comment.

Amy Boyer – She spoke about the bluff at Langdon and said the opportunity lays before the community to turn the bluff into a bird sanctuary, similar to a portion of Gillson and Elmwood dunes. She said also, Lake Forest has a resident guide on how to restore bluff slopes and it is very informative. She said then you can take out the less desirable trees and put in other more preferred vegetation.

Dean Lindsey – He said he was glad to hear the recap of what to expect next from SmithGroup because while he was there over the weekend and looking at the path and the gates across it, and people were not happy that it isn't open for use yet. He encouraged the board to consider moving to opening the beach by May of 2023 and focus on establishing access first, and do the revetment work at the end of the 2023 beach season.

Elissa Morgante – She handed out a packet and wanted to reiterate the options contained therein for natural material paths and stairs. She acknowledged that SmithGroup has spoken to why natural materials are not preferred in public applications, but all the photos in her packet are from public spaces. She would like more explanation on this topic. She also wants explanation why the excavation is as deep as it is and she also questioned the size of the stones that have been specified.

Beth Buecher – She wanted to follow up on comments made at the July meeting about how we will likely only get one chance to do this project correctly. She went on to reference an article she supplied the board about how when considering a project along the lakefront that we can't rely on solutions and approaches from the past as the environment is changing, and that new approaches and solutions, especially green solutions, need to be considered. She also spoke to how not all permits have been granted and specifically, the

MWRD permit has very specific requirements, and in her opinion, some of the solutions that have been proposed, would possibly conflict with the MWRD standards.

4.5 KEAY NATURE CENTER RENOVATION – PLANNING PHASE

Superintendent Solberg updated the Committee that the plans are currently out for bid and that an online/virtual bid opening will be conducted on September 2, 2022 and the results of those bids will be brought to the board at the September Regular Board Meeting for its consideration and possible approval.

4.6 WEST PARK PADDLE IMPROVEMENTS – PLANNING PHASE

Commissioner Kosloskus noted that it had been discussed at the Special Meeting of the Board of Park Commissioner just before the current meeting. Superintendent Solberg updates the Committee on the work being done with the lighting controls to comply with the Village's conditions. Commissioner Kosloskus asked for clarification regarding the light shields as there were questions in some of the correspondence. Director Wilson mentioned that there had been requests for cut sheets for the shields and that staff has been able to confirm that no such cut sheets are created and that cut sheets are just for the original light fixture without the shields installed. He went on to say staff had received an email from the court installer who installed the shields that confirmed the shields only have three sides and that they were installed as intended and that adding a fourth side to the shields would impact the quality of the light on the courts. Commissioner Kosloskus asked about the lights referenced in the email from a resident at North Shore Country Club. Director Wilson said he believes those fixtures are similar to the fixtures that were on the original courts at West Park and that the current light fixtures at West Park is what new courts or updated lights would be on all courts, and referenced similar if not identical fixtures at both Michigan Shores and Westmoreland Country Club. Commissioner Duffy then stated that the current fixtures have recessed lightbulbs, are LED, and considered dark sky compliant.

At this time, Commissioner Kosloskus opened the floor to public comment.

Patrick O'Gara – Stated that the picture of the lights with the shields on them speak for themselves and that the shields clearly do not meet the standards of the Village. In regard to landscaping, someone said that hard materials such as a wall is not landscaping, which is false. Anything added to the park would be considered landscaping so it does not just have to be berms and vegetation. He then stated that 4 foot arborvitae clearly won't help with sound being hit at a higher elevation and clearly won't help lighting that is as high as the lights are on the paddle courts. He then mentioned that there is no planned landscaping on the northern side of the courts and should be considered.

4.7 GOLF CLUB GRILL ROOM RENOVATION – EXECUTION PHASE

Director Wilson said that the final inspection will take place tomorrow and that the restaurant should be open come next week.

4.8 LAKEVIEW CENTER RENOVATION – EXECUTION PHASE

Superintendent Guynn updated the Committee that the architect and construction manager is working with staff to get the work started shortly after Labor Day.

4.9 COMMUNITY PLAYFIELDS BATHROOM PROJECT – EXECUTION PHASE

Superintendent Solberg told the Committee that the water lines and sanitary sewer wrapped up on Saturday, did some site cleanup, the concrete pad has been poured and exterior walls have begun, with sidewalks starting in the next two day, with a targeted completion of October 28, 2022.

4.10 MAPLE PARK PLAYGROUND RENOVATION – EXECUTION PHASE

Superintendent Solberg said the ribbon cutting took place, it was well attended, and thanked the marketing staff for their time and effort on designing a fun event. She said that since the park has opened there has been feedback that there is not enough play options for 2-5 year olds. She went onto say that as a staff, we don't disagree with the feedback so we are exploring some options that could fit into the space. Commissioner Murdock said that as a part of the Completion Phase for the board is to look at completed projects and see what worked, what we learned to avoid next time, and specifically said that he felt the community input was done remarkably well, but the concerns about equipment type was not said at that time, and he wondered what the takeaway from that is. Director Wilson stated that what has been learned is that while the District wants to be responsive to public input and deliver all we can, there are simply best practices we need to adhere to and having equipment options across all age groups is one of those best practices that must be followed despite public input to the contrary.

4.11 OUTDOOR FITNESS EQUIPMENT GRANT AWARD – DEFINING PHASE

Director Wilson introduced the topic and drew the Committee's attention to a page in the packet that outlined some options within Community Playfields for specialized outdoor fitness equipment for which the District has been awarded a \$50,000 grant to install. He asked for feedback on the topic from the Committee. Commissioners stated their concerns about the equipment contains outside marketing and at the cost of \$50,000 for the life of the equipment, it did not seem like enough money, let alone the aesthetic of sponsorship imagery in public parks. In addition, the Committee does not feel there is truly a need for such equipment at this time, but could be considered again somewhere down the road. The direction from the Committee was to forgo the grant money as it is really a sponsorship deal that does not fit in Wilmette Parks.

At this time, Commissioner Kosloskus opened the floor to public comment.

Walter Keats – He stated that when ideas for Community Playfields were discussed in 2020, there was no demand for this equipment at that point so he does not understand why it is even being talked about again today.

Allen Golden – He agreed with Mr. Keats and that the topic has already been decided and should not be considered again at this time.

5.0 OPERATIONAL REPORTS

5.1 ADMINISTRATION

5.11 COMPREHENSIVE & STRATEGIC PLAN UPDATE

Director Wilson reported that tomorrow there are a series of internal kickoff meetings to shape the engagement framework for the two plans. After that, the public will be engaged and input will be gathered.

5.2 FINANCE

5.21 REVIEW OF MONTHLY FINANCIALS AND CAPITAL PLAN EXPENDITURES

Superintendent Foy explained a new format for the monthly financials and that it now has a new column for projections. She said the only major item that has had a significant change in projection for year end is capital projects. She went on to highlight how the surplus in excess of year to date operational revenue has decreased and is trending back towards the year to date budget as anticipated, and that is anticipated to continue and finish the year at about budget, but the operational year end projections will get tighter as we progress through the budget process. She explained that due to the reduction in the planned capital spending, the current year end projection is a surplus of \$1.4 million as compared to the original budget of a \$3.1 million deficit. She then walked the Committee through the capital project tracking spreadsheet and explained where the revisions took place, and specifically the planned spending at Langdon has been moved out due to the pending redesign.

5.22 Discussion of 2023 Budgetary Guidelines

Superintendent Foy drew the Committee's attention to the memo in the packet and explained the various tables contained within, and explained that the intent was to show not only the current market we operate in today, but what we have done historically compared to inflation. Director Wilson explained that as we discuss the budget guidance, the guidance is just that, and that as the budget process progresses, if there are areas that are recommended to deviate from the guidance by staff, it will be specifically highlighted for the board to understand, make decisions about, and ultimately approve. Superintendent Foy then displayed an interactive financial model that the District uses to help set the budgetary guidance. She showed that all the capital items, debt service, and tax lines have been updated for what is known. She explained that percentages for things such as utilities, supplies, employee benefits and other items that are more out

of the control of the staff due to market pricing have been applied. After all of those items are updated, the two items that are most in control of the District, are the two items staff is seeking board input on, which is User Fees in revenue, and Salaries and Wages in expenses. She said that a 5% increase had been included for User Fees, which is in line with the last couple years, but below the current rate of inflation and the inflation level at the end of 2021. She also explained that due to a need to raise part time hourly wages from \$14 to \$16, which is a 15% increase, that when that is balanced against lower increases for other employees, 9% had been included in the model. With both of these items, along with all other items, that the model shows that the target fund balance will be met for 2023, as well as into the future with an increasing target balance to reflect inflation and to better position the District to maintain its AAA credit rating as that becomes even more valuable in a higher interest rate environment. The Committee expressed their collective reluctance to make a final decision on either item without more information and directed staff to provide more detail to the members of the board so they can make a more informed decision.

5.3 RECREATION

Superintendent Guynn turned the presentation over to each facility manager for their report:

Jason Stanislaw, the Centennial Recreation Complex General Manager, Reported:

- Doug Bundy has moved into a new position, Recreation Administrative Specialist, at Administrative offices, and Rochelle Kruse started today as the Operations Supervisor at Centennial;
- At the ice rink, contracts are in and hockey is getting started, learn to skate started today and as enrollment in these programs continue to increase some main sheet time has been made available for larger enrollment figures;
- Tennis had new programs start today and all is going as expected;
- Thornwood Park tennis court project has started and he showed some slides of the courts prior to the project to show the types of cracks and issues that are being addressed. Discussion ensued about the method of construction and how it benefits the longevity and playability of the courts;
- Paddle teams anticipated for this year are at 54 total teams meaning over 600 participants on those teams. With the paddle courts not being complete by the start of the season, staff is working on how to host those matches with the league. He informed the committee he is finalizing the language for signage in the facility to comply with the Village ordinance;

- Post season hours at the pool started today. That means public swim is only available on the weekends which is driven by the lifeguards not being available during the week due to school. The plan is to keep the pool in operation until October 2, 2022. He said the hours are the same as they were to the preseason, and the same as post season last year. Superintendent Frazier asked about the plunge slides being replaced and what they will be replaced with. Director Wilson said the project was put into the capital plans years ago that has moved forward, and the intent was to replace the slides with more diving boards, but that no project has been finalized and that will be done during the upcoming budget process. Commissioner Murdock asked about the pool liner and Superintendent Solberg said we are very pleased with it, received good feedback, and are looking to possibly do the same with the activity pool next year;
- On August 13th the first event for the 50 year anniversary was held, called the Keep Your Day Job Festival, which showcased local Wilmette bands and drew a crowd of more than 300. The positive feedback and initial success has led staff to plan to do the event annually moving forward.

Lakefront General Manager, Ben Wozney, Reported:

- The west end of the sailing beach has been cleaned out and can possibly make room for more catamarans;
- Post season operations have begun which means no more swimming beach staff other than the weekend, and swim at your own risk signs have been posted. Sailing beach operations continue until the close in October;
- Preparation for the project at Lakeview Center, the team from Parks and Planning and Lakefront staff have been organizing and moving items out of the facility so work can begin soon. Staff has already begun planning the programs we could offer once the project is complete;
- Throughout the year, the plan to manage the property, and in particular South Beach, worked out very well. The addition of buoys and staff in chairs spread across the beach made a positive difference;
- SUP Yoga will continue;
- Beach Bash was held quite successfully with a large crowd and all had a fun time;

- The Evanston Symphony Orchestra played at Wallace Bowl as a part of the Sesquicentennial celebrations and was very well attended;
- Upcoming events yet this year are the Gillson Campout and the North Shore Triathlon.

Timothy Johnson, the Community Recreation Center General Manager, Reported:

- Showed slides and described the projects to replace CRC rooftop units, resurfacing the entire parking lot, and resurfacing the wooden floors at CRC. He thanked the staff at West Park, the staff of the CRC, and the public for all their help and cooperation during the project which went a long way to making them successful;
- Showed slides and described of the upcoming reconfiguration and update to the Center Fitness club. He explained that the new flooring and the moving of equipment to new locations will allow for the free weight area to have more space which reflects the trends in fitness, as well as the requests from patrons of the Center Fitness Club;
- At Mallinckrodt, the goal was to add more programming at the facility for more age groups than have been served previously. To do this, specialty camps such as jewelry and sewing were hosted and were very successful.

Mary Liz Jayne, the Community Recreation Center Program Supervisor, Reported:

- All camps officially ended on the 19th earlier this month;
- She highlighted the communications that were used this year and was successful and therefore will be used again going forward for camps;
- Survey has been sent out regarding summer camps and those results will be presented at the next Committee of the Whole meeting and then planning will begin for next summer;
- School year programs kickoff tomorrow with preschool beginning on the 29th;
 - Full Day Preschool is the largest segment of enrollment for Early Childhood programs with four classrooms;
 - Care (after school) and Morning Care (before Care) have begun with the morning session having a higher enrollment as compared to last year. Morning Care has been

- consolidated to one location to reduce the number of staff and bussing of the children is taking place between the schools and the parks staff;
- Campus Clubs is at Centennial, McKenzie and Romona with the school locations being selected based on survey results that identified more of a need for childcare until 6 pm at these locations;
 - After School Clubs will be held at Harper and Central School starting next week;
 - Center for the Arts had fall programming starting today with upcoming performances and workshops later this Fall;
 - Fall Soccer enrollment has increased over the last couple weeks and is over 1,100 kids on teams;
 - Men's basketball is back after being unable to take place due to restrictions from the school on outside programming.

Steve Wilson, the Executive Director, Reported:

- He stated that Adam Kwiatkoski, General Manager at the Golf Course could not attend so he would be giving his report;
- Rounds and Revenue are both up for July as compared to budget and prior year with that trend continuing in August;
- Events throughout the month included
 - WGA Club Championships
 - OGC Lawn Days
 - The Go Cup
 - Charity Outing – Rebuilding Together
 - Al Mclean Junior Tournament for the 61st year
 - Evanston Chamber Golf Outing
- Five local high schools held their tryouts at the course

Nick Marfise, Golf Course Superintendent, Reported:

- He started by saying last month he said that no day is a slow day at the golf course and then showed photos of horses loose on the course from a nearby house;
 - Unfortunately the horses did walk on the 18th green making some minor damage in the form of hoof prints;
- He showed photos of the new benches on the course
- He showed photos of some disease in the fairway that has since been treated with fungicide, and then covered with sand to allow for the new grass to grow more easily;

- Showed photos and explained the process of “re-squaring” the tee boxes by putting out lines that show where to mow with the tee mowers;
- Showed photos of where some sod work is taking place along the cart path where there is high traffic and the seed did not take;
- He highlighted a staff member who performed well this year and explained that it is the time of year, like other operations in the District, where staff levels are decreasing but the work will continue.

6.0 ADJOURNMENT

There being no further business to conduct, Commissioner Clarke moved and Commissioner Murdock seconded a motion to adjourn the Regular Board meeting at 9:19 p.m.

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

Minutes Approved on TBD.

Respectfully Submitted,

Steve Wilson
Executive Director



WILMETTE PARK DISTRICT
Regular Board Meeting
Meeting Minutes
Monday, September 12, 2022
7:30 p.m. – Village Hall Council Chambers

PRESENT

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

Staff: Executive Director Steve Wilson

ABSENT

None

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

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

A. Roll Call Taken

2.0 CONSENT AGENDA

2.1 APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING HELD ON AUGUST 8, 2022

2.2 APPROVAL OF THE MINUTES FROM THE SPECIAL BOARD MEETING ON AUGUST 22, 2022

2.3 APPROVAL OF THE MINUTES FROM THE COMMITTEE OF THE WHOLE MEETING ON AUGUST 22, 2022

2.4 APPROVAL OF AUGUST 2022 VOUCHER LIST

Prior to a motion for the Consent Agenda, Commissioner Goebel informed the community that earlier in the evening the beach house at Gillson, and Woodhouse Tinucci Architects were recognized by the AIA for outstanding design. She noted that it is always nice to see the broader design community appreciate a space that we in Wilmette all love in Gillson Park.

Commissioner Frazier moved and Commissioner Clarke seconded a motion to approve the Consent Agenda of the September 12, 2022 Regular Board Meeting, a copy of which is to be attached to and become a permanent part of the minutes of this meeting. President Murdock removed items 2.1, 2.2 and 2.3 as some additional information is needed to complete the minutes for approval, leaving only item 2.4, Voucher List for approval.

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

3.0 COMMUNICATIONS AND CORRESPONDENCE

President Murdock acknowledged the Board received a number of correspondence with respect to various topics. He noted emails that came in after the packet was published, one about extending the pool season past the start of October, and another about the materials for the path in Keay Nature Center.

4.0 PUBLIC COMMENT/RECOGNITION OF VISITORS

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

President Murdock began public comment by directing the audience's attention to the Public Comment Policy in the packet and specifically highlighted certain sections of the policy. He mentioned an incident at a prior meeting and how he has communicated with the individual involved in the incident since that meeting and prior to the current meeting, and hopes that there will be no further incidents tonight or at future meetings.

Karl Leinberger – President of the board at Canal Shores Golf Course. He stated the course has received a letter of support from both the MWRD and the City of Evanston which helps the course in their effort to fundraise to redevelop the course. The letters are needed to give donors confidence that the course will remain in operation beyond the current terms of the current leases. He stated he is hoping the Wilmette Park District would consider writing a similar letter of support.

Patrick O'Gara – He stated that he believed he received the communication from President Murdock he referred to earlier and has followed up with Director Wilson requesting police presence at the meeting and stated he was glad they were in the room. He then stated he was glad to see the minutes from the prior meeting had been removed from the consent agenda as he was going to make comment in regard to their content as he feels they have been manipulated for strategic and legal reasons, a concern he has had in regard to prior meeting minutes. He then spoke in regard to an email from the Friends of West Park and highlighted the concern regarding what he referred to as scope creep. He stated that the neighbors are concerned that the Park District has the intent to move forward with the original master plan without further neighbor input as the master plan has never been revised by the park district officially. The only revision was in their application to the Village of Wilmette. He specifically spoke about comments in a Committee of the Whole meeting about the decking to connect the northern courts over the Glenview water main being included in the second phase of construction in conjunction with the expansion of the warming hut. He stated that this decking was a part of the revisions made in the application to the Village and he hoped that the Park District had no plan to try and implement parts of the plan that were not a part of the application to the Village. He then invited the members of the Board of Park Commissioners to repudiate all aspects of the West Park Master Plan that were not included in the application to the Village to give the neighbors some assurance.

He then said he had confirmed with Director Wilson that input on the landscape plans for West Park can still be received this week and stated the intent to submit that feedback later this week.

Tanja Chevalier – She spoke about the Gillson Park Comprehensive Plan that is on the agenda tonight and asked to know who the survey was sent to and how.

At the conclusion of public comment, President Murdock asked the board if there were any comments anyone would like to make in conjunction with what was said during Public Comment. Hearing none, he asked Director Wilson to answer the question from Tanja Chevalier in regard to how the Gillson Comprehensive Plan Survey was distributed.

Director Wilson stated that the link to the survey was sent to all the email addresses in the Park District's database which at that time numbered around 22,000 email addresses. He said that this database is populated by anyone who has setup an account with the District, whether they have done any business with us or not, as well as anyone who opted into the distribution list via a button on the District's homepage. He said that overtime, people have opted out of the distribution list which is their right. He stated that it was also shared via the District's social media accounts, via the monthly newsletter of the district, through the Village of Wilmette's Friday email distribution list, and sits available to anyone on multiple pages on the Districts website. Commissioner Duffy pointed out that at a prior meeting when this was discussed, it was stated that we can't send the survey to every person in Wilmette for two reasons. One being not everyone necessarily has an email address, and secondly because we can only send it to individuals who want to receive Park District emails.

President Murdock then spoke about the comments regarding the decking at the platform tennis facility during Public Comment. He said he has had discussions with the District's legal counsel and has asked him to look at the circumstances regarding zoning and special use permits and to come back and give us his legal opinion. He used playgrounds as an example of something we would undertake in a park that would not require a zoning or special use process with the Village, and stated he would guess that decking would be similar, but that he would want to confirm that with our legal counsel.

6.0 EXECUTIVE DIRECTOR'S REPORT

Director Wilson reported that the memo in the packet contained the same information sent to the Village as an update on the compliance with the conditions contained in the Ordinance expanding the Special Use at West Park in conjunction with the addition of two platform tennis courts and an expansion of the warming hut. He called out the portion regarding landscaping work and a question about why there were no plantings on the northern side of the northern courts. He explained that this is related to a contemplated east/west sidewalk connecting the neighborhood through West Park to a north/south bike path along the abandoned

railroad tracks abutting the homes in Glenview. He went on to explain that the Village of Wilmette had requested that no plantings be considered at this time until their plans are finalized as to not create any conflicts between landscaping and path designs.

He then reported that the packet for the meeting contains the results of the most recent survey regarding Gillson Park vehicular circulation. He reported the most selected option was to convert middle drive into a non-vehicular path without removing any other roadways. He stated that the survey results are on the agenda for the board's discussion later in the meeting. Commissioner Clarke stated that if you look at all responses and compare the first three options, all of which contemplate a change of some sort to Middle Drive, to the responses for "None of the Above," that nearly double the responses contemplate a change as compared to leaving Middle Drive as is.

Director Wilson next reported that internal meetings have taken place to get started on the comprehensive and strategic plan development process and that the public engagement strategy is in development and an official public kickoff will take place in the coming weeks.

He then reported that two bids were opened for the site work at West Park and one bid was marked as incomplete and the other bid was high compared to the engineering cost estimates. Staff is working to value engineer or better understand the bid and once comfortable with the results will bring it to the board, which may require a special meeting.

The report was concluded with informing the board of a new state law that requires any unit of government who could issue a tax levy to undergo an efficiency study once every 10 years with the first study to take place in the next 2 years.

7.0 UNFINISHED BUSINESS

7.1 *Gillson Park Comprehensive Plan Survey Results*

Commissioner Murdock introduced the topic of the survey results and Director Wilson outlined the high level results in regard to the roadway feedback. Commissioner Clarke reiterated the point about the number of responses who want change to Middle Drive as compared to no change at all. Commissioner Duffy said that based on the responses, the discussion tonight should be focused on whether Middle Drive is converted to a non-vehicular path or removed entirely. He went onto say he feels that he would supporting making a non-vehicular path. Commissioner Clarke mentioned that the design initially said the path would be twelve feet wide and she would want any path to be less wide. President Murdock said he wanted to understand timeline and asked Director Wilson what the timeline would look like. Director Wilson said that to get detailed drawings and cost estimates, there is not enough time prior to setting the 2023 budget and therefore a budget item would have to be included more as a placeholder than based

on detailed estimates. He went onto say that there is enough time to do the drawings and bid process to begin construction after Labor Day in 2023 and finish prior to Memorial Day 2024. Commissioner Anderson asked if the conversation tonight is intended to be strictly about roadway configuration or should it include other items that have been contemplated such as boardwalks to preserve dune grasses. President Murdock said he felt the conversation tonight should be focused on roadways and other items can be discussed at a later meeting so members of the community have the opportunity to provide their input on those items. Commissioner Frazier stated that she agrees with the most selected option and she supports converting Middle Drive to a non-vehicular path as it still provides pedestrian access to the playground while removing cars from being next to the park and reduces the amount of pavement in the area. Commissioner Clarke said she would convert Middle Drive to a non-vehicular path. Commissioner Goebel agreed and added that she feels that this is in line with the desire to have a light touch in the park while addressing infrastructure issues while reducing pavement. Commissioner Anderson said that she agrees with what has been said by other commissioners and that she likes that it is not changing the character of the park while reducing potential vehicular activity in the area of the playground. Vice President Kosloskus stated she appreciates that the start of the thinking process was to start big, but clearly the public has spoken that keeping the park largely as it is, and to that end she agrees to convert Middle Drive to a non-vehicular path. President Murdock stated that he likes how the direction we are taking is reducing traffic and increasing green space. He said while he would have entertained the idea to remove more roadways to make more green space, he feels that this is probably the right solution for the park.

The board concluded the discussion by confirming with staff that they have the direction they need to move forward with the planning process. Staff concurred.

8.0 NEW BUSINESS

There was a brief conversation regarding the Park District's compliance with the Village Ordinance.

8.1 *Consideration of Bid Recommendation for Renovation at Keay Nature Center Path Project*

Director Wilson outlined that there were multiple bidders and that the recommended bid is a little high compared to expectations. Commissioner Anderson made a motion to approve the bid recommendation for renovation at the Keay Nature Center in the amount of \$210,820. Commissioner Duffy seconded the motion. Vice President Kosloskus reminded the board that the bidder, Hacienda Construction, was the contractor that sparked the protest in front of the Community Recreation Center including an inflatable rat. After discussion, the board agreed to modify the motion to be contingent

on staff confirming there are no outstanding issues between the contractor and the local unions that would cause further protests.

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

9.0 ADJOURNMENT

There being no further business to conduct, Commissioner Kosloskus moved and Commissioner Goebel seconded a motion to adjourn the Regular Board meeting at 8:34 p.m.

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

Minutes Approved on TBD.

Respectfully Submitted,

Steve Wilson
Executive Director



Voucher List Presented to the Board of Park Commissioners
At the Regular Meeting of October 17, 2022

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

Vendor Name	Amount	Type of Service/Products	Y	
PDRMA	130,139.70	08/22 PDRMA Various Insurance Contributions		
Kandu Construction Inc.	93,629.07	CPF Bathroom- Facility Improvements IGA		
Trane Chicago	93,311.37	CRC- HVAC RTU Project		
IL Municipal Retirement Fund	85,505.66	Employee and Employer Contributions		
Hot Shots Sports	60,046.78	Hot Shots Sports Summer 2022 Programs		
PaveConnect	57,115.35	CRC-Sealcoating Project		
Smith Group JJR LLC	38,325.00	Services for Langdon Park Shoreline Stabilization		
Gewalt Hamilton Assoc., Inc	35,629.88	Professional Services for Various Projects		
IMPERIAL SERVICE SYSTE	32,495.00	Cleaning Services for Various Areas	Y	
ENGIE Resources LLC	27,200.77	Electric Service for Various Areas		
Alltown Bus Service	26,512.00	Rental Buses Needed for Camp		
Avalon Petroleum Co	20,488.64	Fuels for Various Areas		
Stanton Mechanical, Inc.	19,850.00	Paddle- Gas Line Repair		
Arena Sports USA Inc	17,853.09	Fall/Spring Soccer Uniforms		
Bedrock Earthscapes, LLC	17,526.00	Parks- Landscape Project		
Popcorn Media LLC	16,580.00	Movie Star Camp 2022		
Woodhouse Tinucci Architects LLC	15,818.75	Clubhouse Improvement Design		
Wilson Excavating Inc	14,199.20	Grading - Sailing Beach		
WASTE MGMT WM EZPAY	11,774.79	All Buildings - Trash/recycling	Y	
D.J. Sweeney Electrical Contracting,Inc.	10,500.00	Paddle- Vacancy Sensor Project		
SERVICE SANITATION	10,350.80	Portables for Various Areas	Y	
Wilmette Baseball Assn	10,320.00	WBA Summer 2022 Intro Registration		
Elena Victoria LLC	10,289.90	Fashion/Jewelry Making Camp Session 4 & 5		
REAL V, LLC	9,552.06	Cooking Camp 2022 Ages 4-6 & 7-12		
Amazon	4,209.50	Equipment and Repairs	Y	
Amazon	3,875.60	Program Supplies	Y	9,492.56
Amazon	1,056.03	Office Supplies	Y	
Amazon	351.43	Retirement refreshments	Y	
Konica Minolta Premier Finance	8,819.56	Copier Leases- Various Areas		
SEAWAY SUPPLY CO.	8,618.08	Building Supplies for Various Areas	Y	
Illinois Baseball Academy	8,008.00	IBA- Extra Innings Camp Week 3		
AT&T	7,808.52	Communications Charges for Various Areas		
Mission Square Retirement (ICMA) - 457	7,675.75	Employee Contributions		
CONNEXION	7,333.55	Paddle - Project/lighting controls	Y	
Wage Works	6,664.23	Flex Spending Account		
Wage Works	552.24	FSA Fee for Admin		7,216.47
SPORTS IMPORTS INC	7,040.35	Volleyball Set Replacement	Y	
Pineapple Invite	6,490.00	Entry Fees		
Ultimate Gymnastics	6,440.00	Entry Fees		
North Shore Transit Inc	5,884.90	Rental Buses for Camp		
VILLAGE OF WILMETTE	1,661.87	Ice - Water/sewer bill	Y	
VILLAGE OF WILMETTE	1,661.86	Tennis - Water/sewer bill	Y	
Village of Wilmette	1,404.06	Peter Jans Water Consumption		
Village of Wilmette	786.33	Wilmette Police Detail		5,863.03
VILLAGE OF WILMETTE	240.00	Golf - Elevator inspection	Y	
Village of Wilmette	98.91	Peter Jans Water Consumption		
VILLAGE OF WILMETTE	10.00	Keep your Day Job Liquor License	Y	
TOUCH OF BEAUTY CARPET	5,833.40	Golf - Flooring Project/carpet	Y	
Great Lakes Turf	5,291.75	Greens Fertility Program		5,291.75
Great Lakes Turf	360.00	Wetting Agent Tablets		
Univar	5,526.06	Chemicals for Pool		
Halloran Power Equipment	5,246.88	Parks-3 Sets/Tire Assem.+ Wheels for Gravelly Mower		
Vanguard Energy Services LLC	5,162.17	Gas Service for Various Areas		
Total	989,124.84			
Other Sundry Services/Products	209,716.58	Details on following page		
Total Voucher List	1,198,841.42			
Payroll Transfers				
9/9/2022	398,174.58			
9/23/2022	354,800.97			
Total Payroll Transfers	752,975.55			
Total Vouchers and Transfers	1,951,816.97			

- 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 10/16/2022**

Vendor Name	Amount	Type of Service/Products	Y
Tressler, LLP	4,914.00	Legal Services for WPD	
Play-Well TEKnologies	4,869.76	Lego Summer Camp 2022 Weeks 2,3,& 4	
WEST MARINE #400	4,679.76	Boat Equipment CIP	Y
Nicor Gas	4,603.12	Gas Service for Various Areas	
DIADORA US, INC.	4,592.55	Pickleball / Tennis- Shoes for Resale	
Chess-Ed LLC	4,590.00	Summer Camp	
Verizon Wireless	4,183.95	Cell Phone Service- Various Employees	
M & M Refrigeration Inc.	3,959.01	Ice- Refrigeration Compressor/Rink Repair	
K-Swiss Inc.	3,879.74	Tennis Inventory for Resale	
OZONE LLC	3,867.90	Gymnastics Inventory for resale and program supplies	Y
Public Communications Inc	3,743.75	Marketing & Communications Consulting Fees	
KP World, Inc	3,502.07	Young Tigers Summer Classes 2022	
Thelen Materials, LLC	3,421.38	Fairway Sand Topdressing Sand	
Sportskids Inc	3,408.86	Sportskids Camps August 2022	
Direct Fitness Solutions LLC	3,376.60	Equipment Repairs	
The Sanctuary, Inc.	3,235.00	Parks-Grounds Supplies/Fertilizer	
Chicago Loves Dance Inc	3,066.26	Parent Child Yoga/Breakdance Winter 21/Spring 22	
On-The-Go Sports Inc	3,005.10	Various Football Classes	
PDQ.COM	3,000.00	PDQ Deploy and Inventory Software	Y
Babolat Vs North America Inc	2,739.77	Tennis Inventory for Resale	
CLASSIC BOWL-	2,730.00	Summer's End Field Trip	Y
PAYPAL *SOUTHERN WA	2,678.18	Fraud - reported 8/30/22/being refunded	Y
BTSI	2,655.00	Turf Gold Phosphite	
Yonex U.S.A.	2,574.31	3 V Core, Ace and E Zone Racquets for Resale	
Chris Riegel	2,553.00	Equipment Supplies	
Ill. Dept. of Revenue	2,515.00	08/22 Sales Tax	
NATIONWIDEEVENTRENTALS	2,471.00	Keep Your Day Job Stage Rental	Y
Fastsigns-Morton Grove	2,419.56	Lightpost Banners CRC Fall	
Purchase Power	2,416.59	Marketing Mailing Late Fall Registration 2022	
Shark Shack Inc.	2,412.00	Birthday Party Meals Summer 2022	
USA Fire Protection, Inc	2,410.00	Sprinkler System Inspection for various facilities	
COMCAST CHICAGO	2,179.53	TV and Internet for Various Areas	Y
SKY HIGH SPORTS NILES	2,100.00	Summer's End field trip	Y
New York Life Insurance Co	1,979.68	WPD Employee Premiums	
ACUSHNET BILLTRUST	1,962.25	Golf Gloves for Resale	Y
Castino Restoration	1,731.60	CRC- Soffit Project/Repairs	
IDLEWOOD ELECTRIC SUPP	1,725.86	Lights and Repairs for Various Facilities and Projects	Y
THE WEBSTAIRANT STORE	1,704.00	Golf - Restaurant kitchen equipment	Y
Reinders Inc	1,700.00	GPS Sprayer Data and Tech Support	
CHIPOTLE ONLINE	1,695.45	End of summer lunch for counselors	Y
General Mechanical	1,657.25	Ice- RTU Blower/Lobby Repair	
HALOGEN SUPPLY COMPANY	1,627.41	Various Equipment for Pool	Y
Nike USA Inc.	1,601.01	Inventory for Resale	
Burris Equipment Co	1,513.64	Parks- Wheels/Tires Jacobsen Mower	
Noble Plumbing & Sewer Contractors Inc	1,500.00	Golf House- Plumbing Repairs	
SQ *THE LAWN AT WILMET	1,500.00	Julie Mantice - Retirement Party	Y
FOX VALLEY FIRE AND SA	1,455.00	Fire Alarm radio lease and system service for various areas	Y
IN *EXTRACTOR CORPORAT	1,439.00	Pool - Repairs for dryer	Y
IN *THE PRINT SOURCE	1,432.15	July 5K extra race shirts	Y
DIRECT FITNESS SOLUTIO	1,405.45	Equipment Repairs	Y
Tail Activewear	1,369.96	Tennis Inventory for Resale	
CITY PASS, INC.	1,350.00	City Slickers Trip	Y
Thelen Materials, LLC	1,333.76	Topsoil Cart Path Edges	
American Compressed Gases Inc	1,325.50	CO2 for Pool	
Specialty Floors	1,325.00	CRC- Gym & Studio Floor Cleaned	
GGI	1,322.68	Early Fall 2022 Explore Postcard	
GGI	1,322.68	Late Fall 2022 Explore Postcard	
VC3, Inc.	1,298.00	Managed Backup Service	
DISC MARINE	1,264.95	Sunfish Parts	Y
WITTEK GOLF	1,192.08	Buckets for the Driving Range	Y
SIX FLAGS GREAT AMERIC	1,178.93	Teen Camp Field trip	Y
WHEELING PARK DISTRICT	1,168.50	Summer's End Field Trip Expense	Y
NRPA OPERATING	1,150.00	NRPA District Annual Dues	Y
South Side Control Supply Co	1,131.04	Ice- HVAC Compressor Repair	
Menard's Inc	1,017.97	Sailing- Boat Racks Project	
Payne Sod Farm Inc	1,015.00	Sod for Cart Path Edges	
Skokie Park District	990.00	Day Trip- Shipshewana	
GRAINGER	964.08	Supplies and repairs for various areas	Y

AFLAC	923.26	Employee Contributions	
PAR*ROTI RESTAURANTS -	854.62	Food for Quarterly Staff Meeting	Y
GROOT INDUSTRIES INCOR	853.85	All Buildings - Trash/recycling	Y
Titan CPR Associates(Formerly RH Sanders)	810.00	CPR/AED/First Aid Instructions	
General Mechanical	800.50	Ice- RTU/Lobby Repair	
BTSI	785.98	Watering Hoses	
PARTSTREE.COM	764.63	Parks - Exmark mower tires	Y
BTSI	760.00	Cup Changing Tool	
ABT ELECTRONICS	750.00	Tennis - Refrigerator	Y
PTI* MOIC CHICAGO	709.12	City Slickers Trip	Y
DOMINO'S 2888	708.18	Keep Your Day Job Food	Y
IPRA	704.00	Parks - Playground safety inspector course	Y
Petty Cash - CRC	691.54	Petty Cash replenishment for CRC	
Lowe's Commercial Account	674.33	Sailing(Boat Rack)- Golf(Restaurant Project)	
Midwest Institute of Park Executives	665.00	West Park- September 2022 Meeting	
Midwest Groundcovers	647.17	Parks- Maple Park & Mallinckrodt Plantings	
NRPA CONFERENCE	640.00	NRPA Conference - Stanislaw	Y
CORNER BAKERY 0060	637.41	Lunch for Camp Employees	Y
JEWEL OSCO 0001	637.20	Program Supplies for Various Camps	Y
AMWAY GRAND PLAZA HOTE	617.55	Lodging -Region V Congress for S. Emory	Y
ABT ELECTRONICS	614.20	Gillson - Beach house refrigerator	Y
AHW LLC	604.32	Beach- Gator Repairs	
OTC BRANDS INC	564.98	End of Season Luau supplies	Y
Staples Advantage	564.63	Pop, Paper Plates, Pens, Paper and Toner for Admin	
ZSK*CE ACTION TERRIT P	559.65	Teen & CIT Camp Field trip	Y
Sunburst Sportswear Inc	544.32	Apparel for Counselors-Romona/McKenzie/Centennial	
Wilson Racquet Sports USA	523.55	Tennis Grips for Resale	
Tebon's Gas Service	512.00	Ice- Propane	
ROSATIS PIZZA - WILMET	509.69	Pizza party for lakefront staff	Y
TARGET *CORP GIFTCARDS	508.00	Employee Safety Incentive Gift Cards	Y
Original Watermen	507.75	Bathing Suits	
AMERICAN 0012447210959	505.20	NRPA travel - Stanislaw	Y
ONLINE JOB ADS INDEED	504.00	Job Posting - CARE and Campus Club	Y
Fisher Parsons	500.00	Sound Engineering	
LIBERTYVILLE CANLAN SP	488.00	Summer's End field trip	Y
ALARM PROCESSING CENTE	481.23	Quarterly Alarm Fees	Y
THE HOME DEPOT #1981	476.44	Mallinckrodt - Woodshop sewage pump	Y
COMCAST BUSINESS	470.17	Comcast Phone	Y
APPLIANCEFACTORY PARTS	468.81	Golf - Restaurant grill repair parts	Y
Rock 'n' Kids, Inc.	452.68	Rock 'n' Kids Summer Class 2022	
Technology Mgt Rev Fund	450.00	Park District Wide Internet Service	
Home Run Consultants, Inc.	420.00	Safety Committee Incentive- Cone Stress Ball	
Jorson & Carlson Co Inc	414.00	Equipment Repairs	
THE HOME DEPOT #1902	408.09	West Park - Building tools for HVAC tech.	Y
AEREX PEST CONTROL SER	400.00	CRC pest control two months worth	Y
Converged Digital Networks, LLC	390.95	Phone Hardware	
PITA INN	378.00	End of Summer Employee Lunch - Tennis	Y
THE WEBSTAIRANT STORE	373.62	Golf - Restaurant Project/kitchen	Y
WEST COAST SAILING, IN	372.42	Boat Equipment CIP	Y
EIG*CONSTANTCONTACT.CO	369.00	Monthly fee for online eblast/enewsletter service	Y
IL ARBORIST ASSOC.	350.00	Parks - B. Maldonado Arborist conference	Y
THE HOME DEPOT #1987	350.00	West Park - Rental equip. NSRA, per S. Wilson	Y
SUN MOUNTAIN SPORTS, I	348.00	Golf Bags for Resale	Y
ENCHANTED CASTLE - IL	344.25	CIT Field Trip	Y
ACUSHNET BILLTRUST	340.47	Socks for Resale	Y
MENARDS MORTON GROVE I	336.85	West Park - Equipment supplies/variou	Y
Tebon's Gas Service	324.74	Golf- Propane	
PHX STAYS	323.40	Conference Lodging - Stanislaw	Y
Bayhack, Joanie	320.00	BeMoved 8 Classes	
MENARDS MORTON GROVE I	311.97	Sailing Supplies Batteries	Y
Cintas First Aid & Safety	311.04	First Aid Supplies for Various Areas	
GARVEYS OFFICE PRODUCT	303.80	CRC nitrile gloves	Y
Sauber Mfg Co	301.00	Parks- Lift Inspection on Boom - J.Wilgen's Truck	
AZTEC SUPPLY CORP	298.64	All building urinal screens	Y
MARK VEND CO	295.39	CRC vending pop and water	Y
MENARDS MORTON GROVE I	295.34	Golf - Floor Project	Y
IL ARBORIST ASSOC.	295.00	Parks - Fulltime/E. Salgado Arborist conference	Y
IL ARBORIST ASSOC.	295.00	Parks - Fulltime/J. Gomez Arborist conference	Y
WWW.NORTHERNSAFETY.COM	288.33	Summer's End supplies	Y
GLENVIEW PARK DISTRICT	282.75	AIP Field Trip	Y
CHICAGO CUBS	277.95	City Slickers Field Trip	Y
SHOP.TACKLESHACK.COM	276.96	Boat Parts	Y
Reinders Inc	272.61	Hydraulic Hose for Fairways Mower	
ROUTE 12 TOOLS	264.13	Golf - Floor Project	Y
IN *MID CENTRAL PEST C	260.00	Pest Control for various areas	Y
HARBOR FREIGHT TOOLS 1	252.92	Welder and accessories	Y
JIMMY JOHNS - 480	249.61	Sports camp staff appreciation	Y
DOMINO'S 2888	247.38	Lunch for Camp Employees	Y

G&O THERMAL SUPPLY	79.80	Golf - AC coil cleaner	
FASTSIGNS 100101	76.86	Golf Anniversary invitation postcards	Y
VRBO FEE	74.00	Conference Lodging	Y
YOURCOURTS SUBSCR	70.00	Court Reservation Software	Y
PARTS GEEK LLC	68.40	West Park - Ford F-350/exhaust resonator	Y
LEARN TO SKATE USA	68.00	Learn to Skate membership for instructors/skater	Y
THE HOME DEPOT #1907	67.96	Golf - Flooring Project/tools	Y
JAMF SOFTWARE, LLC	66.00	Apple Mobile Device Management	Y
Taflove, S	65.00	Mah Jongg Lessons	
USAGYMNASTIC	65.00	USAG Safety Certification - M. Oehlerking	Y
USAGYMNASTIC	65.00	USAG Safety Certification - S. Sekki	Y
CELLULAR SALES IL-SK	64.99	Supervisor Cell phone supplies	Y
THE HOME DEPOT #1907	62.73	Golf Camp Supplies	Y
Ferincz, Tamas	59.63	Training and Education	
Weiss Ace Hardware	57.51	West Park- Supplies	
LALOS MEXICAN RESTAURA	56.85	Parks - Fulltime Parks employee meeting/lunch	Y
MENARDS MORTON GROVE I	53.96	Paddle - lighting controls	Y
THE HOME DEPOT #1913	53.53	Pool - Parts to fix lane line	Y
The Sherwin-Williams Co	53.28	Tennis- Office Painting	
Millen T V Hardware	52.64	Misc. Supplies	
Lowe's Commercial Account	52.24	West Park- Saw Blade	
THE HOME DEPOT #1987	49.91	Golf - Floor Project	Y
THE HOME DEPOT #8598	49.80	Sports camp equipment	Y
YOUR ANSWERING SERVICE	46.04	Golf - Answering service	Y
TRADER JOE'S #681 QPS	46.03	J Mantice Retirement	Y
NAPA STORE 3018042	45.19	Gear oil	Y
MILLEN HARDWARE	44.06	Gillson Beach Supplies	Y
K-BEE LEOTARDS	42.00	Team uniform supplies	Y
WALGREENS #15211	39.59	Retirement	Y
AAA Lock & Key	38.70	West Park- Keys	
THE HOME DEPOT #1913	38.68	Golf - Flooring Project	Y
JOHN WEISS ACE HDWE	37.98	PVC Cement	Y
THE HOME DEPOT #1926	37.94	West Park - Buildings/knee pads	Y
Grower Equip & Supply Co	37.66	Tire for Sod Cutter	
CHIPOTLE 0605	35.70	Summer's End Director Lunch	Y
Millen T V Hardware	33.99	Building Supplies	
JOHN WEISS ACE HDWE	32.72	Tennis - Handrail repair	Y
NCPERS Group Life Insurance	32.00	IMRF Vol Life Post Tax	
THE HOME DEPOT #1987	31.44	West Park - Building supplies/safety tape	Y
JOHN WEISS ACE HDWE	29.99	West Park - Filters for shop vac	Y
Napa Auto Parts/Genuine Parts Co	29.41	Curved Hose	
Weiss Ace Hardware	28.99	West Park- Supplies/Golf-Toilet Repair	
FASTSIGNS 100101	28.88	Summer Camp parking a-frame sign	Y
STAPLES 00116129	26.98	Office Supplies for Various Areas	Y
SP CHALET NURSERY	26.97	Parks - Ground supplies/tree fertilizer	Y
GARVEYS OFFICE PRODUCT	26.50	CRC maintenance supplies	Y
THE UPS STORE 2808	25.82	Costume return shipping	Y
Golf Mill Ford Inc	25.41	Parks- Clamp for Truck # 7	
VENTRA VENDING 00901	25.00	City Slickers Transportation	Y
CFDYNAMICS	24.95	Leagues Website Hosting	Y
THE HOME DEPOT #1987	24.94	Golf - Lighting	Y
JOHN WEISS ACE HDWE	23.96	West Park - Bathroom supplies	Y
STANDARD LUMBER	23.90	Golf - Flooring Project	Y
ComEd	23.54	Electric Service- Thornwood Park	
FLOOR AND DECOR 145	23.48	Golf - Floor Project	Y
Grower Equip & Supply Co	22.92	Gaskets for Echo	
Weiss Ace Hardware	22.10	Golf Flooring Project	
DOLLAR TREE	21.25	Teen Camp materials	Y
AMBERSCRIPT	20.00	Transcription Software	Y
SHAWNEE SERVICE GARAGE	20.00	Parks - Equipment repair	Y
TARGET 00011676	20.00	Camp Supplies	Y
Millen T V Hardware	19.54	Golf- Carpet Edging	
Weiss Ace Hardware	18.99	West Park- Supplies/Golf-Toilet Repair	
WHOLEFDS GBR #10570	18.96	End of Season Swim Instructor gathering	Y
MENARDS MORTON GROVE I	18.29	Golf - Restaurant Project/kitchen finishing paint	Y
MILLEN HARDWARE	15.99	Adult volleyball league supplies	Y
Grower Equip & Supply Co	15.96	Fuel Caps ASSY for String Trimmer	
JOHN WEISS ACE HDWE	15.08	Golf - Ice machine repair	Y
UDEMY: ONLINE COURSES	14.99	West Park Shop - P. Balon training	Y
LOWES #02728*	14.68	Maple Park Project - PVC pipe	Y
Millen T V Hardware	10.69	CRC- Socket Adapter	
CASHSTAR STARBUCKS GFT	10.00	WPD training incentive	Y
Weiss Ace Hardware	9.70	Golf Flooring Project	
Weiss Ace Hardware	8.99	Golf Flooring Project	
AAA Lock & Key	8.94	CRC- Keys	
Grower Equip & Supply Co	7.42	Inner tube for Sod Cutter	
USPS PO 1684900091	7.32	Certified Mail for HR	Y
Millen T V Hardware	6.65	Fasteners for Tennis Handrail Repair	

Millen T V Hardware
 Tanner Industries Inc
 SP GOTAGS
 APPLE.COM/BILL
 DROPBOX*5PJ9J82GRKG3
 USAGYMNASTIC*
 CHICAGO PARTS AND SOUN
 THE HOME DEPOT #1987

6.19 Tennis Handrail Repair
 6.00 Cylinder Rental for Ice
 2.80 Dog Beach Tags
 0.99 West Park - K. Solberg/phone supply
 (119.88) \Refund of Dropbox subscription
 (150.00) Refund -Region V Congress registration-A. Sklavos
 (256.20) RETURN - Mower parts
 (350.00) RETURN/W. Park - Rental equip. NSRA, per S. Wilson

Y
Y
Y
Y
Y
Y

Y - Paid with PCard

209,716.58

From: [Kara Kosloskus](#)
To: [Steve Wilson](#); [Kristi Solberg](#)
Subject: Fwd: [external] Langdon Park proposed designs for access
Date: Tuesday, October 11, 2022 4:28:13 PM

Please see below and add to correspondence in the next packet re: Langdon.

Kara Kosloskus

Park Board Commissioner
Wilmette Park District
kkosloskus@wilpark.org

Begin forwarded message:

From: Peggy Kocian <pegkocian@me.com>
Date: October 10, 2022 at 4:04:12 PM CDT
Subject: [external] Langdon Park proposed designs for access

In an effort to address the proposed changes for the Langdon Park entry, I appreciate this opportunity to voice my support for the design changes that have minimum impact on the beautiful natural views and also have overall minimal environmental impact on that lakefront area.

I would prefer not to build the eight foot wide concrete paths or drives along our lake front beach or build any broad overlooks.

I would prefer natural materials and practical repairable designs, such as short pebble paths & easily navigable stone steps.

My desire is to protect the bluff, trees and green space, as wild as it is; in other words: not destroy the bluff "to save it"

Let's keep Wilmette Green.

Thank You

Peg Kocian

1026 Greenwood Ave

Wilmette

From: [Patrick Duffy](#)
To: [Steve Wilson](#)
Subject: Fwd: [external] The Lawn
Date: Wednesday, September 28, 2022 7:55:00 PM

Please include in next packet

- Patrick
Sent from my iPhone

Begin forwarded message:

From: ROBERT MCGREEVEY <bobmcgreevey@comcast.net>
Date: September 28, 2022 at 9:11:40 AM CDT
To: Mike Murdock <mmurdock@wilpark.org>, Kara Kosloskus <kkosloskus@wilpark.org>, lanerson@wilpark.org, Cecilia Clarke <cclarke@wilpark.org>, Patrick Duffy <pduffy@wilpark.org>, Allison Frazier <afrazier@wilpark.org>, Julia Goebel <jgoebel@wilpark.org>
Subject: [external] The Lawn

Sometimes things work out so well that you never hear about them. Perhaps that's true of The Lawn at the Wilmette Golf Course. It is a HUGE upgrade from previous editions: better food, better service, better furnishings, etc. It was well worth the wait, and I hope The Lawn is here to stay.

Bob McGreevey

From: [Alison Rodes](#)
To: [Steve Wilson](#)
Subject: FW: [external] Re: September Board Brief
Date: Tuesday, September 27, 2022 1:10:07 PM

Message to the Board...

Alison Rodes
Communications Specialist
Wilmette Park District
arodes@wilpark.org
847/256-9642 wk
847/987-2995 cell

From: Valerie Shapiro <valshap22@gmail.com>
Date: Tuesday, September 27, 2022 at 1:08 PM
To: connect <connect@wilpark.org>
Subject: [external] Re: September Board Brief

Dear Board,

You do an amazing job! The parks of Wilmette make it a special place to live!

I just opened the menu for the golf course.. I personally think the prices are extremely high for a local golf course restaurant! We were regular restaurant goers at the golf course before -

But I do not think we will be part of this new restaurant. Once the novelty wears off, I would hate to see it fail!

V shapiro

Sent from my iPhone

On Sep 27, 2022, at 12:29 PM, Wilmette Park District Board of Park Commissioners <connect@wilpark.org> wrote:



Image removed by sender.

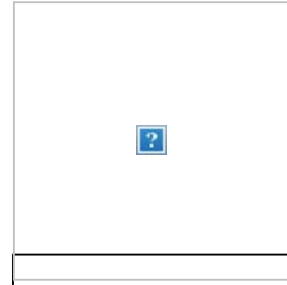


Board Brief

Highlights from the August 22 Special Meeting and Committee of the Whole Meeting, and the September 12 Regular Monthly Meeting of the Wilmette Park District Board of Park Commissioners

Project Phase Categories:

Our project work moves through a process that's broken into four phases: Defining, Planning, Execution and Completion. *For detailed definitions of each project phase, go [here](#).*



Status Updates

Projects in the Defining Phase:

Consideration of Pickleball Courts

At the August 22 Committee of the Whole (COW) meeting, the Board agreed to begin a fresh analysis process for the addition of pickleball courts on park property.

The Board reflected on the prior initiative to build eight pickleball courts at West Park and identified important considerations to integrate into the procedure going forward.

As part of the new analysis, the Board will engage the Village of Wilmette at the beginning of the process when evaluating each park location.

Additionally, Park District staff will research best practices from other communities, consider repurposing already developed space for pickleball, and look for creative ways to provide pickleball without building new courts. A draft analysis, including preliminary cost estimates, is anticipated in October.

Wilmette

Board of Park Commissioners

Mike Murdock

President

[email](#)

Kara Kosloskus

Vice President

[email](#)

Lindsay Anderson

Commissioner

[email](#)

Cecilia Clarke

Commissioner

[email](#)

Patrick Duffy

Projects in the Planning Phase:

Langdon Shoreline Protection Project

Following feedback from the community and the Board, SmithGroup Consultants are working on modified concepts for the project. The direction given by the Board requested initial [concept B](#), incorporating a stairs-only option, a path-only option, and a combined path-and-stairs option. All options must include an entry point for Park District staff to check beach passes, a place to store wagons and bicycles, and an option to move the path's end route north. A presentation of the modified concepts is anticipated next month.

Gillson Park Comprehensive Plan

After reviewing the results from our recent Gillson Park Roadway Survey, the Park Board unanimously agreed with respondents (39.7% of 1,563) to convert Middle Drive into a multipurpose path through the park. Initial discussion included narrowing the width from its current 20 feet to a path 10 feet or less.

Four possible concepts related to Gillson's Upper and Middle drives were presented on the survey. The alternate three responses were: remove Middle Drive and replace it with lawn (16%); remove Upper and Middle drives and replace them with lawn (10.4%); and none of the above (33.9%). *See the full survey results [here](#)*

Park District staff will now work with consultants on a plan, and present it to the Board at a future meeting. If the Board moves forward with the project, construction could begin after Labor Day 2023 and finish prior to summer 2024.

Keay Nature Center Project

At the September 12 Regular Monthly Board meeting, Commissioners approved a bid by Hacienda Landscaping for path and drainage improvements, upon confirmation that Hacienda has no outstanding disagreements with any local unions that could spark union protests. *Learn more about the Keay Nature Center project in July's Board Brief, [here](#).*

West Park and Platform Tennis Club Enhancements

Commissioner

[email](#)

Allison Frazier

Commissioner

[email](#)

Julia Goebel

Commissioner

[email](#)

Wilmette Park District Administration Office:

1200 Wilmette Ave.

Wilmette, IL 60091

847/256-6100

www.wilmettepark.org

[Click here to View the August 22 Committee of the Whole Meeting Agenda Packet](#)

[Click here to View the September 12 Regular Monthly Board Meeting Agenda Packet](#)

Platform Tennis Court Construction: at the August 22 Special Meeting, the Board approved a bid from Total Platform Tennis, LLC for the construction of two paddle courts at West Park. The project is scheduled to begin mid-November, with anticipated completion the end of December.

[Click here to watch the September 12 Regular Monthly Board Meeting on YouTube](#)

West Park Landscaping Plan: residents requested changes to the original plan developed; to allow for time, the Park District asked the Village of Wilmette for an extension of their deadline for installation of new landscaping. The extension may result in planting delays: late in the season, plant material availability will be limited. However, the Board is committed to planting this year, if feasible. Based on resident input, a new landscape concept was developed. *See the refined landscaping plan [here](#).*

Find Meeting Minutes on our website [here](#). Minutes are posted after Board approval, approximately one month after each meeting

Signage: Signs have been installed around the Platform Tennis Club facility and on each court door, regarding rules of conduct and league season hours.

Timers/Sensors: Park District staff have installed push buttons and vacancy sensors within the six platform tennis courts at West Park; fine-tuning is underway.

Projects in the Execution Phase:

Lakeview Center Renovation Project

The project architect and construction manager are working with Park District staff to begin work this month.

Community Playfields Bathroom Project

Water lines and sanitary sewer work is complete; the concrete pad has been poured; exterior walls are up; and sidewalk installation has begun. Once the final inspection on mechanical, electrical and plumbing work is complete, our contractor will begin installation of interior walls and fixtures. Target completion date is October 28.

Thornwood Park Tennis Court Resurfacing

Old color coat surfacing has been stripped off, and concrete footers have been poured for fence posts. The process of laying the asphalt surface is currently underway. Once this is complete, the courts must cure for approximately four weeks before crews can add the new color coat.

Projects in the Completion Phase:

Golf Club Restaurant, The Lawn, Opens

The Lawn Grill officially opened its doors on Labor Day Weekend. *View The Lawn's website [here](#)*

Around the Park District

- Community Recreation Center rooftop units were replaced in August; building staff replaced the ductwork and RTU 1 & 2.
- Center Fitness Club studio wood floors have been refinished.
- Crews seal-coated and filled cracks at the Community Recreation Center parking lot.
- The Park District's new Horticulturist and Parks crew weeded and planted beds at Mallinckrodt, Maple, Vattmann, and Centennial Parks, and Community Playfield, using our new landscape plans. *See photos [here](#)*
- Parks crews completed fall sports field setup, completed set up and takedown of the Beach Bash (*[including preparing a beach bonfire with an old lifeguard tower](#)*), executed required removals of storm-damaged and declining trees, completed playground surfacing maintenance, split rail fence repair and turf work.
- Building staff painted the hallways within the Early Childhood wing at the Community Recreation Center.

To view Agendas and Minutes from our past Board meetings, click [here](#). Minutes are posted after they are approved the following month, at a subsequent meeting.

Next Committee of the Whole meeting: Tuesday, September 27 at 6:30 p.m. at the Mallinckrodt Center, 1041a Ridge Road in Wilmette (side entrance)

Next Regular Monthly Board meeting: Monday, October 17 at 7:30 p.m. in the Council Chambers of the Village Hall at 1200 Wilmette Avenue, Wilmette.

All meetings are open to the public. Details are posted on the [Park Board](#) page on our website.

Meetings will be available on Channel 6 locally for Comcast subscribers. View a live meeting online [here](#), or view previous meeting recordings [here](#). Please check our [website](#) often for updates.



See what's happening on our social sites

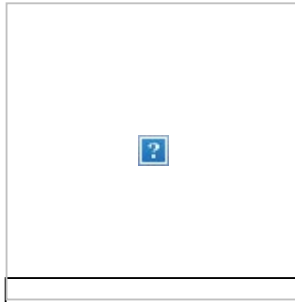


Wilmette Park District | 1200 Wilmette Ave, Wilmette, IL 60091

[Unsubscribe valshap22@gmail.com](mailto:unsubscribe_valshap22@gmail.com)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by connect@wilpark.org powered by



[Try email marketing for free today!](#)

From: [Mary Shea](#)
To: [Steve Wilson](#)
Subject: Re: [external] Fwd: Picnic shelter rentals 2021. Gillson
Date: Thursday, October 13, 2022 3:05:37 PM

Sure Steve. Please do, since the insulting retort from Mr. Murdock was included in the minutes.

I understand the possibility of double rentals during the season. My observations simply don't correspond with the rental numbers as stated.

Thank you for your response. Mary

From: Mary Shea <shea735@aol.com>

-----Original Message-----

From: Steve Wilson <swilson@wilpark.org>
To: Mary Shea <shea735@aol.com>
Sent: Thu, Oct 13, 2022 1:18 pm
Subject: RE: [external] Fwd: Picnic shelter rentals 2021. Gillson

Mary,

Thank you for your email.

I do not disagree with you that the information you point to was a part of a report that was presented at the Lakefront Committee after the 2021. The report was originally published for the committee meeting with incorrect data. This happened due to an incorrectly run report from our software. Since then, and due to you calling it to our attention (thank you), we have since rerun the report and corrected the information. The numbers that Commissioner Murdock quoted at a prior board meeting are the corrected numbers.

As for the number seeming too high, I understand your perspective, but the way we make the pavilion available for rentals explains how it is possible. We allow for multiple rentals time slots throughout the day, as well as multiple concurrent rentals in any timeslot. For example, a small group renting half of the pavilion, could have another similar sized rental on the other half of the shelter at the same time. Once those two rentals are over, say after a conventional lunch time, two more, or one larger rental, could rent it for the remainder of the day. Making the daily number of rentals in this example either 3 or 4 for the day. I hope that helps explain the number.

Lastly, please let me know if you would like this email exchange in the packet for Monday evening.

Thank you.

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

From: Mary Shea <shea735@aol.com>
Sent: Wednesday, October 12, 2022 9:42 PM
To: Steve Wilson <swilson@wilpark.org>; Mike Murdock <mmurdock@wilpark.org>; kara.losloskus@gmail.com; Cecilia Clarke <cclarke@wilpark.org>; Patrick Duffy <pduffy@wilpark.org>; Allison Frazier <afrazier@wilpark.org>; Lindsay Anderson <landerson@wilpark.org>
Subject: [external] Fwd: Picnic shelter rentals 2021. Gillson

-----Original Message-----

From: Mary SHEA <shea735@aol.com>
To: Mary Shea <shea735@aol.com>
Sent: Wed, Oct 12, 2022 8:50 pm
Subject: Picnic shelter rentals 2021. Gillson

To Steve and Commissioners, Somehow it seems that this email did not get sent to you on 9/13 as intended. The attached report was presented by Mr Ben Wozney, Lakefront Director, at the close of the 2021 summer season. The picnic area rentals are at the top of the page and the shelter rentals below. The Lakefront Report states 19 shelter rentals in 2021. I recall being surprised at the low number but realized again this summer that people prefer being under a shade tree for their picnics. The existing shelter serves well for larger gatherings.

The 2022 Lakefront Report shows a different set of numbers for 2021. Now the revised rentals for 2121 are 196 shelter rentals, a huge number for a 3-4 month season.

I visit almost daily and find 186 for 2022 a huge number suggesting multiple daily rentals every day of the summer season. The shelter was mostly empty when I was there.

Thank you for your attention to this discrepancy. Mary Shea

From: [Patrick O"Gara](#)
To: [Steve Wilson](#); [Paul Hahn](#)
Cc: [Lindsay Anderson](#); [Kara Kosloskus](#); [Julia Goebel](#); [Allison Frazier](#); [Cecilia Clarke](#); [publiccomment@wilmette.com](#); [Braithman Michael](#); [John Adler](#); [Stein Jeff](#); [Deb Kennedy](#); [Senta Plunkett](#); [Gina Kennedy](#)
Subject: Re: [external] Responses to landscape plan from S Wilson on 9/27/2
Date: Monday, October 10, 2022 12:35:05 PM
Attachments: [2022_10_04_1005_West_Park_Landscape_Plans.pdf](#)

I second Paul's comments and have some additional comments and requests.

First, the 11pm League Play nights on the yourcourts reservation system have been wrongly extended to include Sunday nights. For example, both last night October 9 and next Sunday October 16 have league play scheduled on all six courts from 6:30pm-11:00pm. This should be corrected both on the yourcourts system and with a general communication to Platform Tennis Club members so that there is no confusion about what nights are currently legal 11 pm nights during league season (Monday through Thursday) and what nights aren't (Friday through Sunday). Is that possible?

Second, as a FOIA request, please provide me with copies of all member communications sent to all Platform Tennis Club members (i.e., all general communications that were sent to all members), as well as all communications sent to paddle league players and captains (i.e., all general communications sent to all paddle league players and captains) since May 10, 2022.

Third, with regard to the noise study, I suggest that to be effective the noise study must be done when all courts (including any new courts that may be built this year) are in full use and accounting for both the state and village legal noise time cutoffs. The noise should accordingly be measured when the courts are in full use before 7pm; after 7pm; and after 10pm. In addition, the impact of different wind conditions should be accounted for including by taking measurements on different days as necessary. This also applies to taking ambient noise measurements.

Thank you.

Patrick

On Monday, October 10, 2022 at 07:09:28 AM CDT, Paul Hahn <pauyh813@gmail.com> wrote:

Good morning Steve,

In regards to the revised 10/3/22 Landscaping plan for West Park I have a couple questions below. As far as your response to the previous questions I will comment on first.

“As for a promise to never put additional paddle courts where the outlines once were, that is not a promise the District will make. Every board member I have ever worked with at the Wilmette Park District has been conscious to try and not make decisions that would make it more difficult for future board members to meet the recreational needs/wants of the community.”

It's really a shame that the park district would not commit to this in any way. West Park has been built to the max! The neighbors of West Park have the biggest stake in this venture and cannot seem to get any sort of commitment from you or the park board. In a couple years the board will be gone and the neighbors will still be here!

“As for a promise to add acoustic walls, this is not a promise the District will make until more information is in

hand. What we will promise at this time is that we will do the sound study per the condition in the Village's ordinance, look at the results, and make decisions based on the information provided by the study."

Can we expect a copy of the results of the sound study when it is conducted? And we would expect that it would be conducted to the north into the field for exact readings and locations. Mitigations still need to be addressed to the north and west, not just the east.

Questions in regards to Landscape Plan Revised plan of 10/3/22

1 Why are the existing trees marked as 6" wide? They are 6' wide. This is throughout the whole plan except for two that I can see.

2 Why are the two large shrubs between the middle court and the southern court being relocated and to where? Nothing shown on the plan.

3 Where are the ornamental grasses from the southern court being relocated to? Nothing shown on the plan.

4 There is a black solid dot and a circle on the plan that are unmarked. What do they represent?

5 The area between the turf and the east property line is marked as 7" I think it's more than that but it should be marked in feet. Speaking of the turf, the "infill" that was put down back in early spring to this day still has not settled! I have never seen this on any other artificial field! Oh well its only West Park.....

Paul

> On Oct 5, 2022, at 10:34 AM, Steve Wilson <swilson@wilpark.org> wrote:

>

>

Paul,

Please see the attached PDF for updated plans. Let me know if you have any additional thoughts or questions.

In regard to the two large bushes on either side of the sign at the east side of the park, those will stay. They are not shown specifically on the plans as the plans show existing trees, not existing shrubs.

As for a promise to never put additional paddle courts where the outlines once were, that is not a promise the District will make. Every board member I have ever worked with at the Wilmette Park District has been conscious to try and not make decisions that would make it more difficult for future board members to meet the recreational needs/wants of the community.

As for a promise to add acoustic walls, this is not a promise the District will make until more information is in hand. What we will promise at this time is that we will do the sound study per the condition in the Village's ordinance, look at the results, and make decisions based on the information provided by the study.

Lastly, when I have the review of the west side of the northern courts, I will share it with you per your request.

Thank you.

Steve Wilson

Executive Director

Wilmette Park District

www.wilmettepark.org

847-256-9617

From: Paul Hahn <pauyh813@gmail.com> Sent: Wednesday, September 28, 2022 4:27 PM To: Steve Wilson <swilson@wilpark.org>; Mike Murdock <mmurdock@wilpark.org>; Lindsay Anderson <landerson@wilpark.org>; Patrick Duffy <pduffy@wilpark.org>; Kara Kosloskus <kkosloskus@wilpark.org>; Julia Goebel <jgoebel@wilpark.org>; Allison Frazier <afrazier@wilpark.org>; Cecilia Clarke <cclarke@wilpark.org>; publiccomment@wilmette.com; Braiman Michael <braimanm@wilmette.com>; John Adler <adlerj@wilmette.com>; Stein Jeff <steinj@wilmette.com> Cc: Patrick Ogara <ogara@yahoo.com>; Deb Kennedy <debikenn@gmail.com>; Hahn Paul <pauyh813@gmail.com> Subject: [external] Responses to landscape plan from S Wilson on 9/27/2

Paul Hahn

>



DIRECTOR'S REPORT *October 2022*

PICKLEBALL

As the District continues to discuss how it can meet the recreational demand for pickleball in the Wilmette Community, I wanted to provide an update as to where the process is and what the next steps will be. Per the direction of the Board of Park Commissioners at a prior Committee of the Whole meeting, staff is looking at every Park District property as a potential location. This is the same process as was conducted once before, but this time with the experience of the prior process in mind. In that vein, the Board also asked the staff to include in their evaluation process the applicable regulations from the Village of Wilmette. To that end, District staff have met with Village employees and are in general agreement. For the sake of transparency, the Village will be summarizing the rules and regulations to the District in a written memo. I anticipate having this memo in time for the Committee of the Whole meeting next week where staff will present our evaluation of all District locations.

LANGDON SHORELINE PROJECT

At the last Committee of the Whole meeting, I reported that SmithGroup would be at the Regular Board Meeting to present the new shoreline protection and beach access concepts per the board's direction, but I was mistaken as they were targeting the next Committee of the Whole meeting. Therefore, it is not on the agenda for this meeting, but will be for next week's committee meeting.

GILLSON PARK AMENITIES

At the last Regular Board Meeting, the board gave direction to staff on how to move forward with the road configuration in Gillson Park. At the subsequent Committee of the Whole meeting, the board discussed when it would discuss other amenities in the park that had been identified throughout the process. To aid in that discussion, I went back to the December 2021 presentation made by the consultants and extracted the amenities that were discussed and attached them to this report. Based on prior discussions, I have removed both Option A and Option F that were in the December 2021 presentation. Option A was to relocate the entrance by the harbor from Sheridan Road further north onto Michigan Avenue. Option F was the ADA accessible path at the Lake Avenue entrance. If I have incorrectly removed these from the conversation, they can always be added back, but I believe this reflects board sentiment. The remaining items are an additional shelter in the park (Options B and C), sailing beach facilities (Option D), and boardwalks on south beach (Option E). Options B and C are both located near the playground, but I know other locations have and can be contemplated, but know

these are the two locations that our consultants provided images for to facilitate the discussion. At the meeting on Monday night, the board will discuss these options and staff will answer any questions it can, and for any unanswered questions, get the answers and report back at a future meeting.

WEBSITE DESIGN SERVICES

Attached you will find a Statement of Work outlining the planned scope and costs to create a new Wilmette Park District website. This would replace our existing website which is now many years old. The new website is envisioned to allow for updated functionality, security, look as well as improved customer registration experience and community communication. Staff created a Request for Proposals and received 9 total responses. Of the nine proposals, one was incomplete and discarded immediately, and the other eight were reviewed in detail by staff and our communication consultants. The field was narrowed to five, and then again to three. The three finalists made presentations to a group of staff and consultants, and two of the firms did a more detailed demonstration of the content management system. Based upon all of the review and demonstrations, OnPoint has been selected by staff and the recommendation is for the board to approve staff to engage OnPoint Insights LLC for web development services as outlined in the Statement of Work at the total cost of \$38,500.

Attachments

- 1) Gillson Amenities Slides
- 2) OnPoint Insights LLC Statement of Work for website development project
- 3) Parks and Planning Department Report
- 4) Recreation/Facilities Department Report
- 5) General Administration Operations Report
- 6) Human Resources and Risk Management Department Report

B

-0 PARKING SPACES

0 TREES REMOVED

PLAN ELEMENTS & BENEFITS

A NEW RESTROOM OPPORTUNITY

- Provides ADA accessible restroom facilities proximate to more active park uses such as tennis, playground, and access path.



C

-0 PARKING SPACES

0 TREES REMOVED

PLAN ELEMENTS & BENEFITS

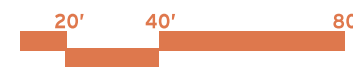
B NEW SHELTER OPPORTUNITY

- Provides for additional shade and rest area for park and playground patrons.
- Provides ADA accessible shelter proximate to more active park uses such as tennis, playground, and access path.



GILLSON PARK MASTER PLAN | WILMETTE, IL

CONCEPT ADD ON B & C - NEW SHELTER/RESTROOM FACILITIES



THE LAKOTA GROUP.

WTA



GENAT CONSULTING

D

-0 PARKING SPACES

0 TREES REMOVED

PLAN ELEMENTS & BENEFITS

A NEW NON-MOTORIZED WATERCRAFT & SAILING FACILITY

- Provides new and improved service facility, increasing quality of operations, physical conditions, and allowing for additional storage space.
- Provides potential restroom facility proximate to non-motorized beach users.
- Aligns with anticipated future village waterline reconstruction activities.

B EXPANDED DROP-OFF AREA

- Enhances access to non-motorized watercraft facility.



E

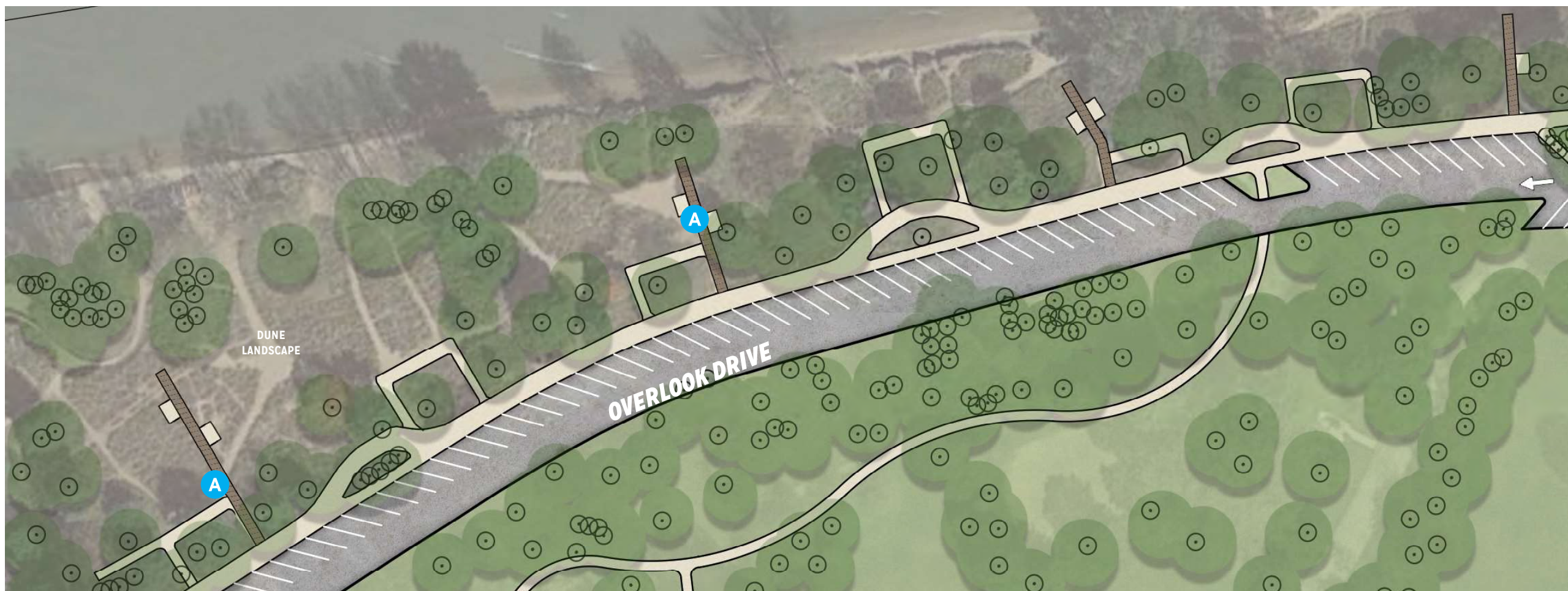
-0 PARKING SPACES

0 TREES REMOVED

PLAN ELEMENTS & BENEFITS

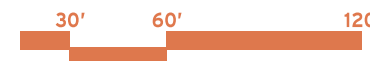
A ADA ACCESSIBLE RECYCLED SYNTHETIC WOOD ELEVATED BOARDWALK SEATING OPPORTUNITIES

- Provides ADA accessible route and seating opportunities to beachfront users using permanent "green" access materials.
- Provides controlled access to beach protecting sensitive dune landscapes.



GILLSON PARK MASTER PLAN | WILMETTE, IL

CONCEPT ADD ON D & E - SAILING FACILITY & BEACH BOARDWALKS



THE LAKOTA GROUP.

WTA



JEHA CONSULTING ASSOCIATES, P.C.



**Statement of Work
Website Designing Service**

OnPoint

Website Designing Services

This Statement of Work (“**SOW**”) is entered into as of 14th OCTOBER 2022 (“**SOW Effective Date**”) by and between **The Wilmette Park District (“Client”)** and **OnPoint Insights LLC (“OnPoint” or “Company”)**

1. Company Information:

OnPoint Insights LLC (OnPoint) is a certified Minority Business Enterprise (MBE), a full-service website development and maintenance, data, custom development, and software services company based out of Greater Boston area. We are a global provider of software solutions, and information technology integration services.

We offer end-to-end development services including front-end design, web development, testing of state-of-the-art responsive websites, hosting of the website and ongoing maintenance.

2. Description of Work:

OnPoint is excited to be a part of the strategic initiative of redesigning the website for The Wilmette Park District (<https://www.wilmettepark.org>). This project is focused on getting the website design and developed based on the discussion with the client team and the solution approach described in ensuing sections. The below section provides the scope for high-level services to be performed:

- Design and develop responsive website (Across Browsers/Platforms/Devices)
- Implement WordPress Content Management System (CMS)
- Defining the Content Architecture and Content Migration
- Integration with 3rd party tools like Webtrac and Rainout
- SEO- Friendly (with the appropriate tags like h1-h6, meta title, alt attribute)
- User friendly navigation with simplified UI/UX, right breadcrumbs across all pages
- Search Bar feasibility (Courses, Events and pages)

3. Detailed Feature and Functionality List:

The following table below provides details of all the features, functionality and high-level solution approach considered to be in scope for this initiative. The must have requirements provided by the client were grouped into logical solutioning buckets so that it's easier to follow.

Website Features

Features	Feature Description	High Level Technology Solutions
PDF Flipbook	PDF and images to convert in flipbook	Plugins provide below features <ul style="list-style-type: none"> • Allows to create volume book, with page thickness. It is the most exact computer model of a book or a magazine from real world. Lightbox effect • Interactive • Responsive • Easy to use
Interactive Map	Location and amenities can be map	Plugins provide below features <ul style="list-style-type: none"> • Can plot Unlimited landmarks, • Every location can be referenced by its own URL. • Deeplinking: every location can be referenced by its own URL
Project	Project and planning in timeline structure	We will build a feature to manage all the projects in timeline structure, helps user to get the history of particular project.
Rainoutline	For regular updates	Integration of Rainoutline for regular updates of events
Webtrac	For event integration	Event will be dynamically managed on website by implementing Webtrac API's
Password Protected Sections	Secure pages	Setup password for those pages which can't be publicly view. Can only access through password.
Calendar Event	create and manage an events calendar on your website	Plugins provide below features

		<ul style="list-style-type: none"> • Rapidly create events • Saved venues & organizers • Calendar month view with tooltips • Event List view • Event search
Content Expiration	Content shall expire after specific date	Post Expiratory plugin to be used – It will help to define the expiry date and email notification If needed for the content Expiration
Automatic Sitemap	The CMS should automatically create and update a sitemap and on-page breadcrumbs when content is added, edited, or removed from the site	<ol style="list-style-type: none"> 1. Breadcrumbs will be automatically created when we assign parent child relationship with the pages / Menus. 2. Sitemap creation - Yoast SEO Plugin will help to generate Sitemap real time.
Forms	Online services (fillable forms, submittable forms, uploading pictures and graphics, etc.)	We are going to use WP form plugin of WordPress to make sure we can create multiple forms and store the responses of those forms in our backend admin panel. This will also allow to upload images as well as documents.
Social Media	Integration with social networking websites	Social media sharing and connectivity, ensuring content is optimized for social media platforms. The WordPress CMS Plugins will help to automatically formats articles in Twitter cards or uses Open Graph tags to display shared content on Facebook. We will understand from your team specific requirements and will implement best WordPress plugins suitable to client team
Announcements	Announcement for site new features, special notes, rules etc	We are proposing bulletin plugin for WordPress which will provide extremely easy and slick options to make the announcements on the website. Emergency Announcements: this is especially relevant now in uncertain times. Countdown to an event announcing a new section on your website showing an important notice etc. can be achieved.
Customizable Tables	Customizing table and design feature	Elementor pro plugin provides a user-friendly option to add tables. With icon drag and drop we can achieve the goal.

4. Solution Details – Technical Platform

Below are list of technology / frameworks and tools that will be used for the development of the project.

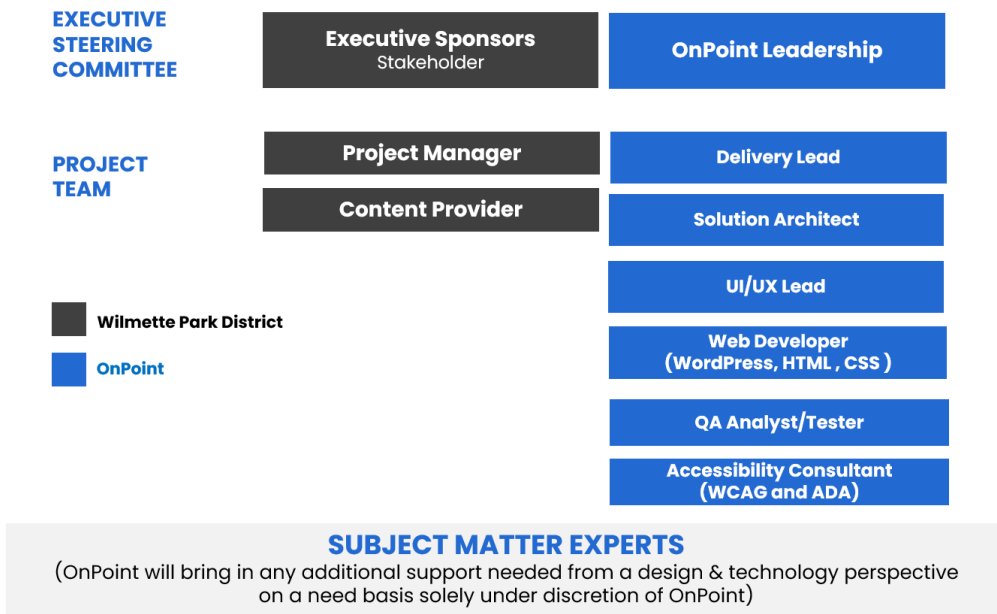
No	Platform / Services	Tools	Key Advantages
1	Content Management System (CMS)	WordPress (6.0.2)	WordPress is the most widely used and popular open-source CMS in the world, with a market share of around 64% of all sites using a content management system.
2	Technology Stack	PHP 7.x, MySQL 8.x, Apache 2.4.x	These are opensource technologies having great capabilities, flexibility to programmers
3	Project Management	Jira / Microsoft Project	Jira/ Microsoft Project software are industry-leading tools for an agile project management <i>OnPoint can adopt to any other tool preferred by the client if needed</i>
4	Backup (Code + Database)	Hosted Server or Amazon S3 (Recommended)	Amazon Web Services (AWS) is robust and secure. It follows best Industry practices and is recommended for public sector companies <i>Hosting service will be selected and paid directly by the client. OnPoint can provide the help in decision making and the provider selection</i>
5	Code Repository	Gitlab or Bit Bucket	GitLab is available for free and easy to manage and configure. It allows all the team members to collaborate in every phase of the project.
6	Website Traffic	Google Analytics	Google Analytics to obtain and analyze various customer behavior analytics

Team Structure:

The below section provides more details of the team for this engagement. Needed team members will be brought in during the life of the project during the various phases of the engagement.

TEAM STRUCTURE

Below is the proposed team structure for website redesign initiative and the team that will be mobilized



5. Deliverables:

The following section provides the overview of high-level deliverables to be provided by OnPoint as part of the engagement.

1. Conduct detail requirements gathering session, facilitated by wireframes for better understanding. Detailed requirements gathering document will be created based on which the following development sprint cycles will be decided
2. Design website UI/UX design based on the brand guidelines provided by Wilmette
3. Develop the website for browsers like chrome, safari, Firefox and on iOS and Android phones.
4. Develop flipbook feature for PDF and images
5. Develop Interactive map with features like location search, adding amenities and landmarks
6. Develop project module to add project with timeline structure demoed during the presentation
7. Webtrac API integration for dynamically implementation of events and booking.

8. Develop password protected feature for focused group
9. Seasonal page integration for specific period to public
10. Provide Event calendar for add events and get stored in iCalendar or Google calendar
11. Social media implementation for rendering feeds onto the redesigned website
12. Migration of content.
13. Integrating blog module
14. Ensure the new site is ADA compliant
15. Develop test strategy and use cases based on which beta testing and end to end testing will be conducted
16. Develop technical documents which lays out the data flow and technical details used to develop Website and CSM Admin Portal
17. Provide training to the key users to which can help them manage content, edits to the newly designed website
18. Provide 4 weeks of Post Go Live Support from the time the Website goes live.

6. Assumptions:




1. Website will be built under corporate branding guidelines of Wilmette.
2. Client team will provide all the content required for website.
3. Client team will provide server access for taking the site live when approved.
4. Any cost for third-party application / plugins will be procured/paid by the client. OnPoint will take the needed approvals before selecting them.
5. Wilmette team will provide the needed credentials for Webtrac or Rainout. Client will also provide key point of contact for 3rd party applications for technical support needed for integrations
6. All hardware/software licenses, connectivity (Dev/SIT/UAT/Prod) access for OnPoint team will be provisioned by Wilmette, including any 3rd party tools (like chatbot, Geo Location etc.)
7. The solution will be hosted using the leading cloud platform like AWS or WordPress hosting provider. This SOW doesn't account for any cost pertaining to hosting, and it will be paid directly by the client.
8. Signoffs will be provided in line with the agreed plan and response times to keep the timelines on track which is no later than 5 working days from the time of approval request
9. Client decision makers and relevant IT team will be available throughout the project execution period for any inputs
10. Any change apart from identified scope will be estimated, confirmed and charged as extension or change to this SOW
11. Development will be carried out at our global development center based out of Mumbai, India. OnPoint team will be available at the clients office for key workshops or meetings.

RACI Matrix:

The below table lays out the high-level responsibility matrix for the engagement for the website redesign for The Wilmette Part District.

RESPONSIBILITY MATRIX

Below represents high level responsibility and key deliverables for this strategic initiative of The Wilmette Park District (WPD) website redesign

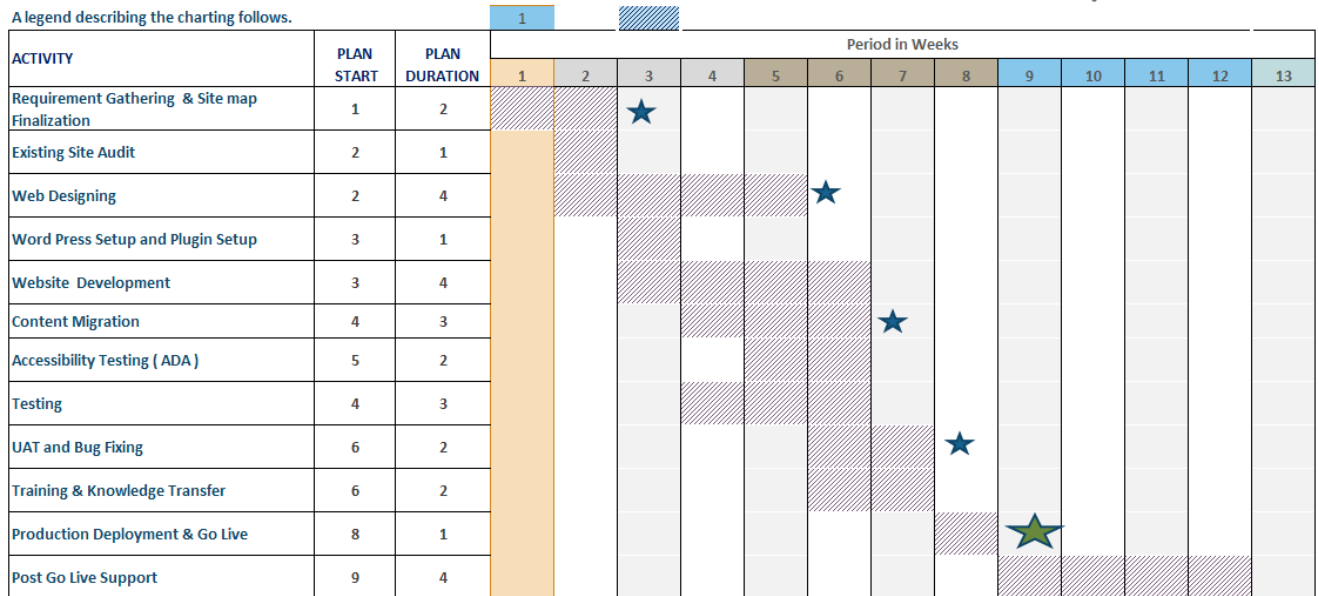
 Wilmette Park District	<ul style="list-style-type: none">• Stakeholders time for final requirements and design reviews• Participate and provide inputs in key project phases like Goal Definition, Design etc.• Provide content to go on the website• Provide timely approvals for key deliverables like wireframes, design etc.
 OnPoint	<ul style="list-style-type: none">• Conduct Goal Definition sessions and industry research• Provide technology and design principles guidance• Propose UI/UX guidance based on the objectives identified• Design, Develop & Maintenance of website
 OnPoint Key Deliverables	<ul style="list-style-type: none">• Conduct Goal Definition Workshop• Wireframe for pages based on the requirements• Web Design and Development• Training and Change Management• Post Go Live Support

Project Timelines:

Our proposed timeline will be **8 weeks** of development and **4 weeks of Post Go Live Support**. We propose a sprint-based approach once the requirement gathering phase is complete and signed off. This proposed approach will ensure that OnPoint team is able to showcase the functionality slated for each sprint and receive feedback at the end of every sprint cycle. To ensure the timelines and the overall project stays on track, Wilmette Park team will have to provide timely approvals within the agreed time window of 5 working days from the time OnPoint submits the deliverable for approval.

Wilmette Park Website Development Planner

A legend describing the charting follows.



★ Need Approval

★ Go Live

Commercials:

OnPoint will perform its services on a fixed fee basis. Based on the terms set forth in this SOW, the company's fees for said services will be US \$38,500. The fixed fees of the services are based on the resource plan and scope outlined in the above sections. However, if any of the functionalities or features are to be added/removed, it will be taken through a separate change request process which will need to be agreed upon and approved by both parties.

OnPoint will invoice this amount as follows:

No.	Particular	Percentage	Amount
1	Project Kickoff	25%	9625 USD
2	Design Approval for all Pages	25%	9625 USD
3	Site Development Completion	35%	13475 USD
4	Post Go-live Support	15%	5775 USD

OnPoint Insights LLC.

By:

Printed Name: Nirav Shah

Its: CEO

CLIENT: THE WILMETTE PARK DISTRICTBy:Printed Name:Its:



Memorandum

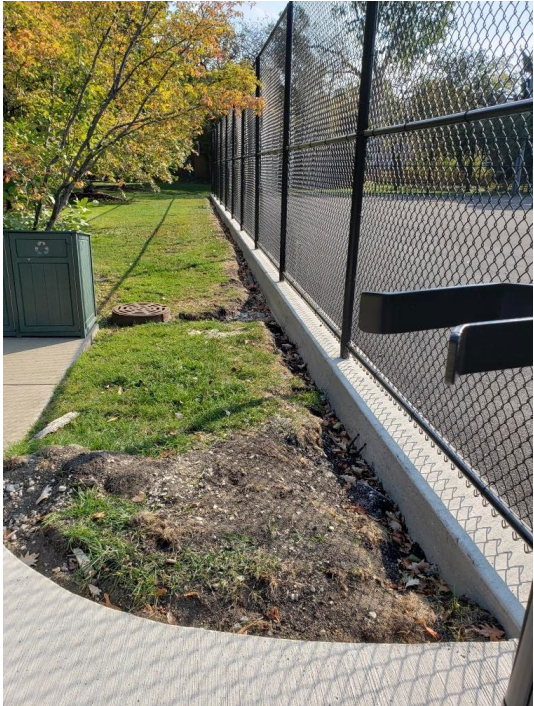
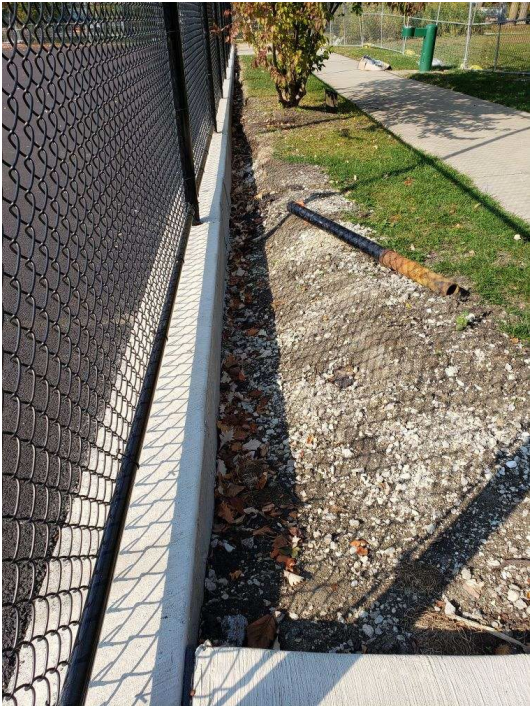
Date: October 17, 2022
To: Board of Commissioners
From: Kristi Solberg
Cc: Steve Wilson
Re: October Board Report

Parks and Planning

Community Playfields bathroom project-Irrigation box was moved, concrete poured and interior work has started.



Thornwood tennis court project-The courts cured for the last 4 weeks and the crews we begin the color coating the week of October 10th.



Field permits

Wilmette Wings Soccer

- Wings use West Park, Community Playfields and Howard Park
- Wings will practice outside until snow or bad weather begins

Wilmette Catholic Football

- Done with games this season at Howard Park but will continue to practice Monday-Friday on the lower level of Howard Park.

Wilmette Baseball Association

- Fall season ends October 22nd.

Wilmette Park District youth soccer

- Season ends on Saturday, October 22nd.

Wilmette Jr. High Sports

- Field hockey is practicing and playing home games at CPF
- Soccer is practicing and playing home games at CPF

Loyola Sophomore Football practice

- Loyola will be done practicing at West Park on October 20th

Wilmette Park District Fall Girls Softball

- Program is at Howard Park field #3 on Saturdays 1pm-3pm from September 10th-October 15th.

Jr. Trevian Lacrosse

- Rent space at Gillson Park across from the Coast Guard. The rental is Sundays 9am-11am and Wednesdays 4pm-6pm from September 11th-October 26th.

Parks staff

The crews planted mums, planted 19 trees, tree treatments, tree removals from beaver damage and declining trees, playground maintenance, split rail fence repair, turf work and weeding planting beds.

Mums Community Recreation Center



Planted 19 trees at Community Recreation Center, Centennial and Maple





Chlorosis treatments at Gillson



Tree removals/beaver damage



Playground maintenance





Weeding planting beds



Building staff

Built a cabinet for the staff at the Platform Tennis Hut.



Painted the doorways within the halls of the Fitness Center.



Room renovation at fitness, staff tore down a wall and repainted the room.



Installed new carpet within Mallinckrodt halls, office and program spaces.



Painted the north wall within the Golf restaurant.



Set up bonfires for the Gillson Beach camp out.



Memorandum



Date: October 13, 2022
To: Steve Wilson, Executive Director
From: Emily Guynn, Superintendent of Recreation
Re: Recreation Department October 2022 Board Report

Community Recreation Center

Recreation Programs:

Beyond the Bell, School Year 2022-2023

- Registration is open and ongoing for all four Beyond the Bell programs: Morning CARE, Campus Clubs, After School Clubs, and CARE

Program/Event Name	Enrollment
CARE – AM	88
CARE – PM	102
Campus Clubs	104
After School Clubs (Fall I & II)	576
September School Day Off	80

Early Childhood Center:

- Parent engagement event at the Wilmette Golf Course had approximately 30 parents

Program/Event Name	Enrollment
Full Day Preschool	68
Morning Preschool Plus	44
Morning Preschool	27

Athletics:

- Fall soccer league games start on September 10, scheduled through October 22
- Women’s Soccer began September 18, scheduled through November 6
- Men’s Fall Basketball league scheduled to start end of October
- Andrew Valett, Recreation Supervisor for Sports, started on September 19. Andrew comes to us from the River Forest Park District where he held the role of Athletic Manager. He supervised a variety of athletic programs, leagues and camps. Andrew previously worked in the private sector as a Program Manager for G3X Sports and Step Ahead Sports.

Program/Event Name	Enrollment
Pee-Wee Soccer	121
Fall Soccer	979
Women’s Soccer	4 teams
Men’s Basketball	16 teams

Center for the Arts:

- New strip lights were installed in the auditorium in September. This was a collaborative effort between West Park and the Center for the Arts staff.
- Performances of High School Musical will take place October 14-16 and October 21-23

Program	Enrollment
Family Art Night	15

Special Events:

- Glow Golf for adults was held on October 7 at the Wilmette Golf Course with 42 golfers
- A new Halloween event, Wicked Wilmette, is scheduled on October 22 in Hibbard Park

Gymnastics:

- Winter Break camps are posted online
- Wilmette Park District is hosting a USA Gymnastics University Course on Sunday October 23. It is called, Preschool Fundamentals. All gymnastics professionals in Illinois are invited to attend.

Center Fitness Club:

- Teen Fitness programs, 8 week small group programs for teens is scheduled from October 10-December 3. Teen Fitness programs include Bootcamp, Yoga, and Pilates
 - 10 participants currently enrolled
- Functional training room project is underway
- CFC Open House is scheduled for Saturday, October 15. Open House includes the following;
 - Free fitness classes
 - Equipment demos of the new equipment and Functional Training space
 - Snacks and refreshments catered by The Lawn
 - WERQ class demo
- Athletico Partnership is scheduled to be rolled at the CFC Open House. The partnership includes free injury screenings one per quarter for CFC members.

Centennial Recreation Complex

Tennis Center:

- The Pro Shop sale in September spurred \$20,000 in sales to jump start the Pro Shop
- Indoor early morning pickleball will resume October 20

Centennial Ice Rink:

- On October 9, Wilmette Hockey hosted a season kick off spirit day for member families with inflatables and food in the south parking lot

- On October 7-9, Centennial Ice hosted an equipment exchange in conjunction with Wilmette Hockey

Centennial Family Aquatic Center:

- The pool closed for the season October 2 with a surprise complimentary swim day on the last day. Pools have been drained and prepped for the winter
- Concrete work will begin beneath the water slides in the activity pool this fall

Platform Tennis:

- League play began the last week of September
 - Club hours changed to close at 11pm Monday-Thursday
 - 56 teams are being supported by Wilmette Platform Tennis Club

Mallinckrodt Center

Mallinckrodt Center is continuing to offer in person fitness classes, fitness room reservations, in person general interest classes, events, card games and in person office hours.

- September rentals, 12
- Community Garage Sale, approximately over 500 attendees
- Shipshewana Day Trip, 9 attendees
- Hello Dolly Day Trip, 6 attendees
- Unveiled Memories Book Discussion, 35 attendees

New Upcoming Classes and Events:

Bingo Party, November 9
Nutrition 101 Workshop, October 26

Lakeview Center / Gillson Park Operations

- Lakeview Center project is underway, demolition work started the week of October 10
- The Sailing Beach will close October 16 for the season
- Lakefront staff is working out of the Community Recreation Center for the duration of the construction project



To: Steve Wilson, Executive Director
From: Sheila Foy, Superintendent of Finance
Date: October 14, 2022
Re: October, 2022 Finance Superintendent Report:
1. District Revenue and Expense Statement Results through August, 2022 (Appendix 1)
2. Capital Expense Results through August, 2022 (Appendix 2)
3. Finance, Customer Service and Technology Department Updates

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

As discussed in the September Committee of the Whole meeting, the results of operations through August totaled \$7.4m (down from \$7.9m in July) vs a budget of \$5.3m resulting in a fund surplus of \$2.1m. The District continues to operate at an overall surplus for 2022 that we still believe to be mostly timing. The staff is currently working on 2022 projections and when those numbers have been completed, Finance will have a better understanding of where we will finish in 2022. As we suspected the operating surplus (which has averaged between \$2.3m and \$2.6m over-budget since March) dropped to a \$1.1m surplus in August. The August financial statement has a newly added column for 2022 projections and with the information available so far this year, we are projecting a fund surplus of \$1.4m versus a fund deficit of \$3.1m. The revised number is the result of projected decreases in capital spending versus the budgeted capital spend.

2. Capital Expense Results through August, 2022 (Appendix 2, Pages 1 - 4)

As discussed above, the District's capital spending for 2022 was re-forecasted down from a budget number of \$11.4m to \$7.0. There were 2 projects cancelled and 19 projects moved to 2023. As new information is available, the projection will be updated.

3. Finance, Customer Service and Technology Updates

Finance has been busy with budgets. Finance held a large training with Recreation Supervisors and Facility managers to discuss budgeting theory as well as how to input budget information into Incode (accounting system). Additional 1:1 discussions were held with individual managers to assist in answering questions. As soon as budget guidance was approved by the Board, the District moved into action. The activities necessary to move banks from JP Morgan to Wintrust have been materially complete. We will keep the JP Morgan bank accounts open so that outstanding checks can continue to clear. The transition to Wintrust has been successful and we are looking forward to a great working relationship. Finance is also getting ready for year-end tax reporting. We are in the process of ordering forms, reviewing data and ensuring that information is complete and accurate before we begin W-2 and 1099 reporting.

According to Customer Service, September came in hot! The temperatures were still warm even though some of us are ready for the cool, fall weather. The Pool stayed open through October 2nd but it was quite chilly the last week of September as the temperatures fell into the sixties. Thank goodness the Pool is heated. Fall Soccer began this month with over 500 kids participating. The Village had its Block Party on the 10th. The Village also celebrated their 150th birthday. It was a great success and weather was fine. The Beach is in the process of closing for the season (Sailing still has a few days left). Renovations on the Lakeview Center will begin this fall. People can still walk the beach and park in the parking lot for free after Labor Day. We advise no swimming due to no availability of lifeguards. The Golf Course restaurant, The Lawn, opened this month. On September 30th, a 1920s event, Flappers & Fairways, celebrated 100 years of the golf course. Lots of great costumes!!! Our dance classes are in full swing and some are preparing for the Nutcracker. This is always a hit with locals! Late fall registration for Residents opened on the 27th. Breakfast with Santa should open later in October, a great event for the Holiday season. It's hard to believe we are in the home stretch to end 2022 on an enthusiastic high note!

Information Technology began September by clearing out the Lakeview Center of all networking lines, servers, switches and routers in preparation for the renovations. It appears that everyone is pitching in to ensure that the renovation is successful and is completed timely. IT also coordinated with ATT to move the Lakeview Center fiber lines to a different location. IT configured some cordless phones for the golf course restaurant to work with the District's current on-premises phone system. Rectrac was updated from 3.1.10.11.02 to 3.1.10.13.2. This upgrade added some Paytrac (current credit card processing system) reporting features.

Appendix 1



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

Total District	Through August 31			YTD Variance		Total Year Projection 2022	Total Year Budget 2022
	Actual 2021	Actual 2022	Budget 2022	Actual to Budget			
				\$	%		
Revenue							
Property Taxes	\$4,772,207	\$4,799,059	\$3,789,478	\$1,009,580	26.6%	\$6,836,412	\$6,836,412
Daily Fees	1,521,799	1,618,867	1,510,631	108,237	7.2%	2,034,966	2,034,966
Fee Revenue	6,856,756	8,070,153	7,984,833	85,320	1.1%	11,078,486	11,078,486
Membership Fees	2,304,594	2,266,807	2,525,889	(259,081)	-10.3%	2,818,826	2,818,826
Rental Revenue	1,632,781	1,619,238	1,768,430	(149,193)	-8.4%	2,447,134	2,447,134
Retail Sales	139,907	134,424	149,474	(15,049)	-10.1%	215,882	215,882
Miscellaneous Revenue	105,758	180,635	109,326	71,308	65.2%	333,541	188,541
Total Revenue	\$17,333,802	\$18,689,183	\$17,838,061	\$851,122	4.8%	\$25,765,247	\$25,620,247
Expenses							
Salaries & Wages	\$5,343,391	\$6,886,711	\$6,989,082	(102,371)	-1.5%	\$10,316,865	\$10,316,865
Employee Benefits	1,367,249	1,730,280	1,802,221	(71,941)	-4.0%	2,842,738	2,842,738
Contract Services	1,957,320	2,630,398	2,575,967	54,431	2.1%	3,639,316	3,639,316
Utilities	497,372	435,460	645,534	(210,074)	-32.5%	1,018,694	1,018,694
Supplies	564,941	792,983	725,692	67,291	9.3%	1,089,227	1,089,227
Equipment and Repairs	188,449	231,516	238,225	(6,710)	-2.8%	358,955	358,955
Operating Expenses	\$9,918,721	\$12,707,346	\$12,976,721	(\$269,375)	-2.1%	\$19,265,794	\$19,265,794
Operating Surplus (Deficit)	\$7,415,081	\$5,981,836	\$4,861,340	\$1,120,496	23.0%	\$6,499,453	\$6,354,453
Non-Operating Revenue							
Bond Proceeds	\$0	\$3,284,916	\$3,120,000	\$164,916	5.3%	\$3,284,916	\$3,120,000
Capital Reimbursement	0	0	0	0	N/A	0	0
Total Non-Operating Revenue	\$0	\$3,284,916	\$3,120,000	\$164,916	5.3%	\$3,284,916	\$3,120,000
Non-Operating Expenses							
Capital	1,342,178	1,528,050	2,498,634	(970,584)	-38.8%	6,426,953	11,130,773
Capital - Special Recreation	19,763	278,917	166,665	112,252	67.4%	583,524	300,000
Debt Service	71,971	46,806	52,367	(5,561)	-10.6%	1,370,018	1,154,734
Capital Transfer	0	0	0	0		0	0
Overhead Transfer	0	0	0	0		0	0
Total Non-Operating Expenses	\$1,433,912	\$1,853,773	\$2,717,666	(\$863,893)	-31.8%	\$8,380,495	\$12,585,507
Net Non-Operating Surplus (Deficit)	(\$1,433,912)	\$1,431,144	\$402,334	\$1,028,810	255.7%	(\$5,095,579)	(\$9,465,507)
Total Expenses	\$11,352,633	\$14,561,119	\$15,694,387	(\$1,133,268)	-7.2%	\$27,646,289	\$31,851,301
Net Surplus (Deficit)	\$5,981,169	\$7,412,980	\$5,263,674	\$2,149,306	40.83%	\$1,403,874	(\$3,111,054)

**WILMETTE PARK DISTRICT
2022 CAPITAL EXPENDITURE SUMMARY
THROUGH AUGUST 31, 2022**

Blue	additional spend not yet determined
Pink	project complete but not yet fully paid for
Orange	project cancelled or rescheduled to future year
Green	project complete and fully paid for

Location	Project Name	Project Description	2022 Budget	Unbudgeted Spending	YTD Spending	Projected Spend		Target Completion	Current Update August Reporting
ADMINISTRATION OFFICE	Comprehensive Plan			100,000		100,000	Administration	into 2023	
ADMINISTRATION OFFICE	Computer Hardware	Computer hardware (Laptops, Desktops, Servers and etc.)	55,228		25,899	29,329	Administration	All Year	
ADMINISTRATION OFFICE	Computer Software	Computer software (MS Office and etc.)	104,795	25,000	48,816	80,979	Administration	All Year	
CENTENNIAL AQUATICS	Chlorine Controllers	4 New Chlorine Controllers (\$6600 each)	26,400	3,600	4,011	25,989	Equipment	Q2 - June	On target for delivery week of September 19th
CENTENNIAL AQUATICS	Security Camera	Installation of security cameras		200	200	-	Equipment		
CENTENNIAL AQUATICS	Umbrella Shade Cover	New Skins for Large Shade Structures	30,000	(2,000)	14,817	13,183	Aesthetic/Updates	Q2 - May	Shipped - we are expecting by end of September
CENTENNIAL ICE	Security Camera	Installation of security cameras		1,000		1,000	Equipment		
CENTENNIAL TENNIS	Court Resurfacing	Resurface all indoor courts	70,000	5,000	3,083	71,917	Routine Maintenance	Q4	Targeting December completion
CENTENNIAL TENNIS	Security Camera	Installation of security cameras		1,000		1,000	Equipment		
CENTER FITNESS CLUB	Fitness Equipment Replacement	Ongoing replacement of strength and cardio equipment	35,000	32,000	35,033	31,967	Equipment	Q2 - April	Planning is in place for remainig spend in Q4
CENTER FITNESS CLUB	Studio Equipment Replacement	Ongoing replacement of group exercise studio equipment	5,000			5,000	Equipment	All Year	Planning is in place for remainig spend in Q4
COMMUNITY PLAYFIELD	Bathrooms	(Village IGA, \$810k)					Rec Support		
COMMUNITY REC CENTER	Auditorium LED Strip Lights	6 strip lights over theater stage, LED lights	11,000		4,496	6,504	Rec Support	Q3 - July - August	Lights have arrived, targeting Q3 installation
COMMUNITY REC CENTER	Auditorium Light Board	Light Board	7,500			7,500	Recreational	Q3 - August	Board has arrived. Targeting Q3 installation
COMMUNITY REC CENTER	Car Charging Station	Electric Car Charging Station at CRC		366	366	-	Rec Support	Q2 - April	CRC installed in April Golf is targeting Q3 installation West Park installation will be part of West Park plan Village is targeting end of summer
COMMUNITY REC CENTER	Duct work for Trane Units #1 & #2 HVAC Rooftop Unit Replacement Replace McQuay Unit #9 Replace Trane Unit #1, 2 & 11	must be completed when Trane units #1 & #2 are replaced	640,000	130,000	157,279	612,721	Base infrastructure	Q3 - September	2 out of 4 units were installed in August. We are waiting for the last 2 to be delivered. We are targeting delivery and installation for the week of Thanksgiving.
COMMUNITY REC CENTER	Gymnastics Equipment	Updating and Replacing Equipment	25,000			25,000	Equipment	Q3 - August	Planning is in place for remainig spend in Q4
COMMUNITY REC CENTER	Security Camera	Installation of security cameras		1,000		1,000	Equipment		
COMMUNITY REC CENTER	Volleyball System - Gymnasium	Replace 21 year old volleyball system in sports gym	9,000			9,000	Recreational	Q3 - August	Project complete - waiting on invoice
GILLSON PARK	Gillson Beach Security Cameras	Installation of security cameras		500		500	Equipment		
GILLSON PARK	Lakeview Design Implementation	Implement Design Plan	900,000	847,000	-	1,747,000	Public Process	Q3 - September	Waiting on the Village for permitting
GILLSON PARK	Lakeview Design Planning	Full Building Design Plan		144,125	43,832	100,293	Public Process	Q3 - July - August	Waiting on the Village for permitting
GILLSON PARK	Lakeview Security Cameras	Installation of security cameras		500		500	Equipment		
GILLSON PARK	Sailboats, Kayaks & Paddle Boards	Replacement of older vessels used on sailing beach	18,000		12,839	5,161	Fleet	Q2 - June	Annual scheduled replacement
GILLSON PARK	Sailing Boat Racks	Replace and repair old and damaged sailing racks	10,000	(3,000)	2,764	4,236	Rec Support	Q2 - May	Building the last rack in October
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	Rec Support	Not Getting Done in 2022	Waiting on the Village for permitting
HOWARD PARK	Parking Lot Pavement	Repaving the parking lot on 17th Street	100,000	(40,000)	169	59,831	Base Infrastructure	Q3 - September	Waiting on the Village to issue a permit - estimating completion for October not yet out to bid - will have majority of capital spent this year
KEAY NATURE CENTER	Pave Pathways	Create (fixing) the accessible path at Keay Park	167,000	53,000	7,523	212,478	Building Improvements	Q4 - October	Bid came in at \$210k plus \$10k engineering fees. Requesting Board approval to move forward during September Board meeting

**WILMETTE PARK DISTRICT
2022 CAPITAL EXPENDITURE SUMMARY
THROUGH AUGUST 31, 2022**

Blue	additional spend not yet determined
Pink	project complete but not yet fully paid for
Orange	project cancelled or rescheduled to future year
Green	project complete and fully paid for

Location	Project Name	Project Description	2022 Budget	Unbudgeted Spending	YTD Spending	Projected Spend		Target Completion	Current Update August Reporting
MALLINCKRODT CENTER	Carpet	The carpet in the hallway and library have runs and holes in them and need to be replaced	10,500	7,500		18,000	Aesthetic/Updates	Q2 - April	Carpet arrived, working on scheduling installation
MALLINCKRODT CENTER	Security Cameras	Installation of security cameras		500		500	Equipment		
PARKS DEPARTMENT	Aerial Work Platform	Replacement of Aerial platform	15,000	3,000		18,000	Equipment	Q3 - September	Working on ordering
PARKS DEPARTMENT	Combination Trash/Recycling Containers (Various Parks)	Ongoing standardization of trash/recycling containers	10,000			10,000	Base Infrastructure	Q4 - December	4th qtr 2022 purchase
PARKS DEPARTMENT	Dump Trucks (#21 in 2022, #17 in 2027)	Replacement of Truck #17 and Truck #21	48,000	(18,000)		30,000	Fleet	Partially completing in 2022	One vehicle has been ordered (Maverick \$30k) in early June. Quoted 14-16 weeks for delivery. Targeting end of September.
PARKS DEPARTMENT	Garbage Truck (#26)	Replacement of Garbage Truck	90,000	(33,500)		56,500	Fleet	Q4 - October	Explorer ordered mid July. Quoted 14-16 weeks for delivery. Targeting middle of November.
PARKS DEPARTMENT	Landscape Work	Planting plant materials (trees, shrubs etc.) in various parks	25,000			25,000	Base Infrastructure	Q2 through Q4	\$20k been completed, waiting on invoices \$5k will be spent before the end of the year on trees. next on trees
PARKS DEPARTMENT	Sidewalk Sweepers (Gravelly Brooms)	Replacement of sidewalk sweepers	13,000			13,000	Equipment	Q4	Will review purchase in Fall
PARKS DEPARTMENT	Truck replacement (#25)	Electric Van	35,000	22,000		57,000	Fleet	Q3 - September	Electric Van ordered end of July. Quoted 14-16 weeks for delivery. Targeting end of November.
PLATFORM TENNIS	2 additional courts	Build 2 additional courts and deck extension-parking lot	750,000	250,000	29,846	970,154	Public Process	Q4	Bids are coming in closer to \$1m
PLATFORM TENNIS	Security Camera	Installation of security cameras		300		300	Equipment		
WILMETTE GOLF CLUB	Bar Expansion	Includes design and buildout	70,000	166,000	93,776	142,224	Recreational	Q3 - September	Bid(s) are coming in at higher than project but working on keeping cost of project in total to original bid (\$407k)
WILMETTE GOLF CLUB	Clubhouse Carpet	Wall to wall inside clubhouse	30,000	(10,000)	27,816	(7,816)	Aesthetic/Updates	Q3 - September	
WILMETTE GOLF CLUB	Clubhouse Improvement Designs	Kitchen, food service, etc.	25,000		30,867	(5,867)	Building Improvements	Q3 - September	
WILMETTE GOLF CLUB	Clubhouse Landscaping	Updated landscaping, course /clubhouse aesthetics	20,000		58	19,942	Aesthetic/Updates	Q3 - September	
WILMETTE GOLF CLUB	Clubhouse Outdoor Bar Furniture	Create an outdoor space for F&B	60,000		20,998	39,002	Aesthetic/Updates	Q3 - September	
WILMETTE GOLF CLUB	Patio Expansion	Includes Patio Furniture	85,000	(84,688)	312	0	Recreational	Q3 - September	
WILMETTE GOLF CLUB	Tables and Chairs	Improve restaurant aesthetic	10,000	6,452	16,452	-	Building Improvements	Q3 - September	
WILMETTE GOLF CLUB	Restaurant Divider	Includes HVAC upgrading	30,000			30,000	Recreational	Q3 - September	
WILMETTE GOLF CLUB	Replace Driveway (House) Sewer Repair	Driveway cracked and in need of repair	22,000	1,100	169	22,931	Base Infrastructure	Q4 - October	Waiting on the Village for permitting
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	(10,000)		25,000	Base Infrastructure	Q2 - June	Ordered, waiting on arrival
WILMETTE GOLF CLUB	Finish Basement of Golf House	Updates to usable living space	15,000			15,000	Building Improvements	Q4 - December	Reviewing project to better estimate pricing for both the egress window and finishing the basement
WILMETTE GOLF CLUB	Chemical Pump House Pump	Requires repair	12,000		7,483	4,517	Base Infrastructure	Q2 - April	
WILMETTE GOLF CLUB	Drainage Improvements	Materials for subsurface golf course drainage installs	10,000			10,000	Base Infrastructure	Q2 - April	On target for Q4
WILMETTE GOLF CLUB	Tree Maintenance	Removal of dead trees and large limbs	10,000			10,000	Aesthetic/Updates	All Year	On target for Q4
CENTENNIAL AQUATICS	Deck Furniture Replacement	New chairs for pool	13,000			13,000	Aesthetic/Updates	Q2 - June	Delevered in early September. Waiting on final billing.
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	4,000	2,140	9,860	Base Infrastructure	Q2 - June	Door is installed. Waiting on final billing.
COMMUNITY REC CENTER	Seal Coat Parking Lot	Seal coating and stripping	25,000	32,115		57,115	Base Infrastructure	Q3 - September	Project completed in August. Waiting on final billing.
COMMUNITY REC CENTER	Gym Awning	The awning by the gym is ripped and has birds nesting in it. MOVED TO 2021 FROM 2022		7,400	3,700	3,700	Aesthetic/Updates	Q1 - March	Project completed in July. Waiting on final billing.
PARKS DEPARTMENT	Artificial Turf Field	Replacement of artificial turf in-fill material		10,000		10,000	Safety/ADA	Q2 - May	Complete - working on the final payout
CENTENNIAL AQUATICS	Pool Vacuums	2 New Pool Vacuums (\$6000 each)	12,000	473	12,473	-	Equipment	Q2 - June	Complete
CENTENNIAL AQUATICS	PVC Pool Liner	50 Meter Main Pool	150,000	(16,305)	133,695	-	Building Improvements	Q2 - May	Complete
CENTENNIAL TENNIS	Ball Machine	Replace Ball Machine		6,125	6,125	-	Equipment	Q2 - April	Complete
COMMUNITY REC CENTER	Access Control Installation in Early Childhood Area	Install an electronic access control		19,700	19,700	-	Safety/ADA	Q1 - March	Complete
COMMUNITY REC CENTER	East Door near Rock Garden	Older Doors in need of replacement		31,484	31,484	-	Base Infrastructure	Q2 - May	Complete

**WILMETTE PARK DISTRICT
2022 CAPITAL EXPENDITURE SUMMARY
THROUGH AUGUST 31, 2022**

Blue	additional spend not yet determined
Pink	project complete but not yet fully paid for
Orange	project cancelled or rescheduled to future year
Green	project complete and fully paid for

Location	Project Name	Project Description	2022 Budget	Unbudgeted Spending	YTD Spending	Projected Spend		Target Completion	Current Update August Reporting
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		12,985	12,985	-	Base Infrastructure	Q2 - April	Complete
COMMUNITY REC CENTER	Pillars	The plaster on the exterior pillars is damaged and needs to be repaired. MOVED TO 2021 FROM 2022		9,250	9,250	-	Aesthetic/Updates	Q2 - June	Complete
GILLSON PARK	Boat Replacements (RIB)	Scheduled replacement of a rigid hull inflatable	18,000	11,009	29,009	-	Fleet	Q2 - May	Complete
GILLSON PARK	Storage Building Fire Alarm	Work finished in Q1 2022		2,000	2,000	-	Safety/ADA	Q2	Complete
MALLINCKRODT CENTER	Basement	The basement floods after it rains from seepage. This is for drainage tiles and seal coat.	18,000		18,000	-	Building Improvements	Q2 - April	Complete
MALLINCKRODT CENTER	Seal Coat Parking Lot	Seal coating and stripping	10,000	9,391	19,391	-	Base Infrastructure	Q3 - September	Complete
MALLINCKRODT CENTER	Water Heater	The water heater in the basement is rusted out and is at the end of its life.	9,000	(4,781)	4,219	-	Base Infrastructure	Q2 - April	Complete
MALLINCKRODT CENTER	Grease Trap Replacement	Grease trap in kitchen had cracked seals and needed to be replaced		3,490	3,490	-	Base Infrastructure	Q2 - May	Complete
PARKS DEPARTMENT	Backhoe		85,000	15,450	100,450	-	Equipment	Q1 - March	Complete
PARKS DEPARTMENT	Battery Powered Zero Turned Motors	Three electric powered machines	85,000	10,665	95,665	-	Equipment	Q1 - March	Complete
PARKS DEPARTMENT	Concrete Planer	Planer for the Parks Department	10,000	(919)	9,081	-	Equipment	Q1 - February	Complete
PARKS DEPARTMENT	Production mower	Replacement of John Deere utility tractor	85,000	(13,400)	71,600	-	Fleet	Q1 - February	Complete
PARKS DEPARTMENT	John Deere Standing Mower			5,761	5,761	-	Equipment	Q2 - May	Complete
PARKS DEPARTMENT	Turf Maintenance Equipment						Equipment	Q3	Complete
				16,455	16,455	-			
PARKS DEPARTMENT	LED Light Upgrades	For various facilities	10,000	642	10,642	-	Equipment	Q1 - March	Complete
PARKS DEPARTMENT	Waste Removal System - Gillson			32,033	32,033	-	Equipment	Q3 - July	Complete
PARKS DEPARTMENT	Enclosed Trailer	New Trailer for Parks Department	9,000	6,584	15,584	-	Fleet	Q2 - April	Complete
PLATFORM TENNIS	Vacancy Sensor			8,010	8,010	-	Public Process	Q3	Complete
WILMETTE GOLF CLUB	Golf Cart Path	Cart Path Installation		66,391	66,391	-	Recreational	Q2 - April	Complete
WILMETTE GOLF CLUB	Range Netting Pole and Fence Maintenance	Net and Cable Maintenance / High lift work	10,000	11,730	21,730	-	Recreational	Q2 - April	Complete
WILMETTE GOLF CLUB	Irrigation Pond Work	Unscheduled repairs/replacement for Irrigation Pond		16,000	16,000	-	Base Infrastructure		Complete
WILMETTE GOLF CLUB	Fire Alarm	Work finished in Q1 2022		-		-	Safety/ADA	Q2	Complete
COMMUNITY PLAYFIELD	Tennis Court Resurface/Renovation	2022 - Outdoor tennis court resurface/renovation (Village IGA, \$250k)					Rec Support	2023 project	Board discussion for 2023 IGA spending
HIBBARD PARK	Tennis Court Resurface	2022 Outdoor tennis court resurface (Village IGA, \$70k)					Recreational	2023 project	Board discussion for 2023 IGA spending
THORNWOOD PARK	Tennis Court Color Coating	2022 Resurface outdoor courts (Village IGA, \$300k)					Recreational	2023 project	Board discussion for 2023 IGA spending
CENTENNIAL COMPLEX	Facility Condition Assessment	Assess building components, current and future programming/facility needs, and security	90,000	(90,000)			Public Process	2023 project	Will be rolled into Comprehensive Plan project
CENTENNIAL ICE	Roof Replacement (partial)	Partial replacement and repairs for the roof	150,000	(120,000)	4,100	25,901	Base Infrastructure	2023 project	Based on input from roofing company, this may require more funding. Moving to 2023.
COMMUNITY REC CENTER	Facility Condition Assessment	Assess building components, current/future programming/facility needs, and security	90,000	(90,000)			Public Process	2023 project	Will be rolled into Comprehensive Plan project
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.		28,700	28,700		Safety/ADA	Remainder is a 2023 project	2022 portion of project is complete. The remainder will be scheduled to be completed in 2023.
GILLSON PARK	Lakefront Infrastructure Design Work	Comprehensive Plan Development		-			Recreational	2023 project	Rescheduling project
GILLSON PARK	Lakefront Infrastructure Implementation	Related to sewers, curbs and others	2,000,000	(2,000,000)			Base Infrastructure	2023 project	Rescheduling project
GILLSON PARK	Replace Dog Beach Fence	Refencing of the dog beach including gate replacement	50,000	(50,000)			Recreational	2023 project	Rescheduling project
LANGDON PARK	Shoreline Protection - Langdon	Material and Installation	1,800,000	(1,700,000)	61,145	38,855	Public Process	2023 project	Waiting on permit from Village. Estimated spending in 2022 will be \$100k.
PARKS DEPARTMENT	Outdoor Ice Rink	Location TBD	135,000	(135,000)			Recreational	2023 project	Rescheduling project

**WILMETTE PARK DISTRICT
2022 CAPITAL EXPENDITURE SUMMARY
THROUGH AUGUST 31, 2022**

Blue	additional spend not yet determined
Pink	project complete but not yet fully paid for
Orange	project cancelled or rescheduled to future year
Green	project complete and fully paid for

Location	Project Name	Project Description	2022 Budget	Unbudgeted Spending	YTD Spending	Projected Spend		Target Completion	Current Update August Reporting
PARKS DEPARTMENT	Playground Replacement	Replacement of Tot Lot at West park	375,000	(350,000)		25,000	Public Process	2023 project	We have spent some money but this project will move to 2023
PARKS DEPARTMENT	Dog Park Fencing	Install dog park fencing on ComEd leased property	49,350	(49,350)		-	Recreational	2023 project	Move project to 2023
PARKS DEPARTMENT	Aerator	2 added in 2022	10,000	(10,000)		-	Equipment	2023 project	Move project to 2023
PLATFORM TENNIS	Furniture Replacement	Paddle hut furniture replacement	10,000	(10,000)		-	Aesthetic/Updates	2023 project	Rescheduling project
WILMETTE GOLF CLUB	Driving Range Upgrade	Rebuild Driving Range	1,200,000	(1,200,000)		-	Recreational	2023 project	Rescheduling project
WILMETTE GOLF CLUB	Range Tractor	Driving Range Ball Picker	10,000	(10,000)		-	Fleet	2023 project	Rescheduling project
WILMETTE GOLF CLUB	Golf Course Fountains or Water Features	Water aeration system/better water quality/course aesthetics	30,000	(30,000)		-	Aesthetic/Updates	2023 project	Rescheduling project
CENTENNIAL COMPLEX	Concession Equipment	New equipment for concessions (additional fryer)	20,000	(20,000)		-	Building Improvements	Cancelled project	Cancelled (and reclassing that amount out of this project)
PARKS DEPARTMENT	Pickle Ball Courts	West Park Campus - 8 courts with lights	850,000	(781,862)	68,138	-	Public Process	Cancelled project	Cancelled project
TOTALS			11,130,773	(4,703,820)	1,528,050	4,898,903			
MAPLE PARK **	Playground Renovation (2015)	Scheduled replacement and ADA Update		283,524	233,524	50,000	Safety/ADA	June	Waiting on final Billing
PARKS DEPARTMENT**	ADA Accessibility (5.8 Levy)	ADA improvements	300,000		45,393	254,607	Safety/ADA	Evenly over Q2, Q3 & Q4	Reviewing for additional spend in 2022
TOTALS (Maple Park detail is above)			300,000	283,524	278,917	304,607			

Total Capital Spending for 2022	11,430,773	(4,420,296)	1,806,967	5,203,510
--	-------------------	--------------------	------------------	------------------

Remaining Projected 2022 Capital spend

Total Cancelled/Rescheduled Projects	(6,617,512)
Total (net) Unplanned/Increased Spending	2,197,216
	(4,420,296)

7,010,477	Total Projected 2022 Capital Spend
------------------	---

Memorandum

Date: October 14, 2022
To: Steve Wilson, Executive Director
From: Liz Cox, Superintendent of Human Resources and Risk Management
Re: Human Resources Risk Management Department Board Report

We are currently four weeks into our Compensation Study for 2022-2023 with a completion deadline of January 10, 2023. GovHR was contracted in 2019 for our first Compensation Study. Based on our satisfaction in terms of GovHR's responsiveness and performance, we are continuing to work with their organization for our current study.

Our COVID re-organization in October of 2020 came with many challenges and opportunities. As we rebuilt our staffing over the last two years, we closely evaluated our organizational structure and job descriptions to ensure that we are equipped to offer excellent programming to our community in the most efficient way possible. This deep dive into the organizational structure led to 12 positions being modified per the needs of our agency, while also creating 13 new positions. Our pre-Covid Full-Time staff count was 68. Our COVID-19 re-organization in October of 2020 resulted in 61 Full-time staff and our current Full-Time staff count is 75.

In addition to each new and/or modified position being graded to ensure accurate market adjustments and internal equity based on the scope of responsibilities, we will also evaluate all of our existing salary ranges by using comparable agencies within a 20-mile radius of the Wilmette Park District. Please note that Glenview Park District and Northbrook Park District are not considered comparable due to their larger size but we will still be gathering their market data as they are the two agencies that we consistently compete with to attract excellent candidates.

Below is a list of the new/modified positions being evaluated:

Positions Being Evaluated	Modified or New Position
Accounting Specialist	Modified
Centennial General Manager	Modified
Centennial Operations Supervisor	New
CRC Maintenance/Courier Bus Driver	New
CRC Operations Supervisor	New
Crew Leader	New
Golf General Manager	Modified
Golf Operations Supervisor	New
Head Golf Professional	Modified
Horticulturist	New
Human Resources and RM Specialist	New
IT Coordinator	Modified
Lakefront General Manager	Modified
Lakefront Program Supervisor	New
Lakefront Supervisor	Modified
Maintenance Supervisor	New
Manager of District Operations	New
Marketing Specialist	New
Paddle Supervisor	New
Preschool Supervisor	Modified
Racquet Sports Supervisor	Modified
Recreation Administrative Specialist	New
Recreation General Manager	Modified
Recreation Program Manager	Modified
Superintendent of HR and Risk	Modified