



**Wilmette Park District  
Regular Meeting  
Board of Park Commissioners**  
*Monday, December 14, 2020  
7:30 pm - Online<sup>1</sup>*

**AGENDA**

- I. Public Hearing – Truth in Taxation
- II. Regular Meeting of the Board of Park Commissioners Called to Order
  - A. Roll Call
- III. Approval of Minutes
  - A. October 26, 2020 Special Board Meeting
  - B. November 9, 2020 Regular Meeting
  - C. November 16, 2020 Special Board Meeting
- IV. Communications and Correspondence
- V. Lakefront Comprehensive Plan – Consultant Presentation
- VI. Public Comment/Recognition of Visitors
- VII. Approval of Voucher List
- VIII. Executive Director's Report
- IX. Committee Reports
  - A. Lakefront Committee
  - B. Parks & Recreation Committee
  - C. Golf Operations Committee
  - D. Financial Planning & Policy Committee
    - i. Consideration of Tax Levy Ordinance 2020-O-4
    - ii. Consideration of Tax Reduction Resolution 2020-R-4
- X. Unfinished Business
- XI. New Business
  - A. Consideration of 2021 Board of Park Commissioner Meeting Schedule
  - B. Consideration of First Amendment to Food and Beverage Concession License Agreement Between A Carte' Grill, Inc. and Wilmette Park District
- XII. Adjournment

<sup>1</sup>*This meeting will be held remotely via Zoom and broadcast live at <https://www.youtube.com/user/villageofwilmette/live> and on Channel 6, then published on the District's website. To participate via Zoom on the phone, please call 312-626-6799 and enter meeting ID #873 6289 1091 and passcode #166456. If you wish to participate via the Zoom software, please use the same meeting number and password. Public Comment will be facilitated on Zoom during the meeting.*

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



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

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

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

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





**Wilmette Park District**  
**Minutes of Special Meeting of the**  
**Board of Park Commissioners**

*Monday, October 26, 2020*  
*Virtual Meeting via "Zoom"*

**Present**

Commissioners: President Gordon Anderson, Vice President Julia Goebel, Bryan Abbott, Cecilia Clarke, Mike Murdock, Todd Shissler, Amy Wolfe

Secretary/Executive Director Steve Wilson

Staff: Adam Kwiatkoski, Nick Marfise, Keith Kirsch, Jamie Locke, Mike Preiss, Sheila Foy, Libby Baker

Visitors: Eric Anderson with Piper Sandler, Tom Rychlik with Gewalt Hamilton Assoc., Sue Salay, League of Women's' Voters

**Absent**

None

**I. Meeting Called to Order**

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

A. Roll call taken

**II. Public Comment**

None

**III. New Business**

**A. Review and Approval of Financing Options Related to Golf Cart Path Project**

Eric Anderson from Piper Sandler reviewed for the board the existing operational debt of the district, approximately \$75,000 that will be retired within the next six years. He explained that he has spoken with several local banks and has determined there is little interest in a private placement for 20 years. Mr. Anderson noted that in order to do a public placement, a bond rating would be needed.

Mr. Anderson then presented several funding options, explaining the details of each. He responded to questions from the board.

When asked for his opinion, Mr. Anderson responded that he likes the balloon payment structure because it works in a year when golf may not perform as well because the district will still be able to make payments, but said all three options are appropriate to consider.



Following discussion, Commissioner Anderson asked the board to share their thoughts and express their opinion on the various options presented.

Commissioner Shissler asked Director Wilson which option he preferred, and he replied he would like to work with Wintrust with a shorter structure to save on the total cost, and likes the “no call” provision.

Commissioner Wolfe said her first choice was Option 2 and second was Option 2A, and added that she would like to see golf pay off the debt sooner rather than later.

Commissioner Abbott said he is still not convinced of the project, but his first and second choices were Option 2, then 2A. Commissioner Murdock said his first choice was Option 2, then 1. Commissioner Clarke expressed interest in Option 2, then 1, and Commissioner Shissler concurred. Commissioner Goebel said her first choice is Option 2 or 2A.

Commissioner Anderson shared his thoughts and concern about spending more money than the course will generate, and stated his preference of Option 2A and said he would not support the other options.

Commissioner Murdock moved and Commissioner Shissler seconded a motion to approve straight line financing method, Option 2.

The board discussed the motion on the floor, which was made based on the majority consensus of the board. Discussion continued among the board about the various options, and the cost benefits of each, with the goal of moving the project forward. Ultimately Commissioner Murdock withdrew his motion.

Commissioner Goebel moved and Commissioner Anderson seconded a motion to approve financing Option 2A.

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

**B. Review and Approval of Bid Recommendation and Related Change Order**

Tom Rychlik from Gewalt Hamilton reported that six bids were received. After some discussion about value engineering, one bidder withdrew their bid. Staff spoke with the top bidder and removed parts of the path for the maintenance area to save some money and some other value engineering, reduced some curb and path areas. Additional savings was also realized by creating a berm by keeping the excess dirt on site rather than paying for its removal. Ultimately the project came in just under budget. Mr. Rychlik spoke highly of the contractor, A-Lamp, and explained the recommended change order.



Following discussion, Commissioner Murdock moved and Commissioner Shissler seconded a motion to approve the base bid by A-Lamp Contractors in the amount of \$1,169,000, while simultaneously approving a change order that will decrease the price by \$309,239.80 for a net project cost of \$859,760.20.

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

#### IV. Adjournment

There being no further discussion, Commissioner Shissler moved and Commissioner Clarke seconded a motion to adjourn the Special meeting at 8:42 p.m.

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

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Minutes Approved on \_\_\_\_\_





## 7WILMETTE PARK DISTRICT Minutes of Regular Meeting of the Board of Park Commissioners

Monday, November 9, 2020

Virtual Meeting via "Zoom"

### **Present**

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

Staff: Emily Guynn, Kristi Solberg, Sheila Foy, Libby Baker

Visitors: Darren Olson from CBBEL, Brigitte Berger from the Village of Wilmette, Rick Prohov, Gary Knight, Alan Golden, Sophie Candido, Kent Nusekabel, Sarah Nusekabel, Whitney Shissler, Carol Rogulski, Kara Kosloskus, Larry Shanker, Mary Lawlor, Walter Keats, Charlie Hargrave, Faye Jacobs, Dave Teska, Jonathan Hager, Barbara Keer, Pam Lurie, Neil Ferrari, Kay Gordon, Derek Casteel, Andrew Levy, Mark Schumacher

### **Absent**

None

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

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

**A.** Roll call taken

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

#### **A. May 27, 2020 Committee of the Whole**

Commissioner Shissler moved and Commissioner Clarke seconded a motion to approve the minutes for the May 27, 2020 Committee of the Whole meeting.

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

#### **B. July 13, 2020 Regular Meeting**

Commissioner Clarke moved and Commissioner Murdock seconded a motion to approve the minutes for the July 13, 2020 regular meeting.

Commissioner Murdock requested that "the beach" be added after "welcome to walk" on Page 4, 4<sup>th</sup> paragraph, 3<sup>rd</sup> sentence. Commissioner Goebel requested that her comment on Page 8, 1<sup>st</sup> paragraph, 2<sup>nd</sup> sentence be amended.



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

**C. August 21, 2020 Special Board Meeting**

Commissioner Clarke moved and Commissioner Shissler seconded a motion to approve the minutes for the August 21, 2020 special board meeting.

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

**D. October 8, 2020 Committee of the Whole Meeting**

Commissioner Shissler moved and Commissioner Goebel seconded a motion to approve the minutes for the October 8, 2020 Committee of the Whole meeting.

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

**E. October 15, 2020 Committee of the Whole Meeting**

Commissioner Abbott moved and Commissioner Goebel seconded a motion to approve the minutes for the October 15, 2020 Committee of the Whole meeting.

Commissioner Abbott explained that the minutes are only an overview of the discussion, and that the Lakefront Committee will receive more detailed information about the discussions that took place during the meeting.

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

**F. October 15, 2020 Regular Meeting**

Commissioner Clarke moved and Commissioner Wolfe seconded a motion to approve the minutes as amended for the October 15, 2020 regular meeting.

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

**III. New Business**

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**A. Consideration of Hibbard Park Storm Water Design Plans**

Director Wilson reported that per the terms of the intergovernmental agreement, the board is to review and approved the design plans. He also noted that there has been an amendment to the easements. The board asked for



and received confirmation from the engineers and village staff that the designs have not been changed since the previous month.

Commissioner Murdock moved and Commissioner Clarke seconded a motion to approve the Hibbard Park storm water design plans and updated easements, as presented.

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

**B. Consideration of Anti-Racism Statement**

Director Wilson explained that the statement was developed in response to a request from the League of Women Voters. He noted that several other units of local government have already adopted similar statements.

Commissioner Goebel moved and Commissioner Wolfe seconded a motion to approve the anti-racism statement as follows: *The Wilmette Park District stands against racism, hate, discrimination, prejudice and intolerance. We are committed to providing a safe, equitable and inclusive environment where all are welcome and treated with dignity and respect. We believe that providing this opportunity for all is core to our mission.*

Members of the board expressed their support of the statement and expressed interest in making residents aware of the statement, and encouraged staff to continue working towards more inclusive programming.

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

**C. Consideration of Ordinance 2020-O-3**

Director Wilson explained that prior to the meeting it was determined that some of the ordinance language might be incorrect. Discussion and approval of the ordinance was tabled. A special meeting will be called to approve the ordinance once the correct language is confirmed.

**D. Appointment of Delegate and Alternate to IAPD Annual Business Meeting**

Commissioner Shissler moved and Commissioner Abbott seconded a motion to appoint Director Wilson as delegate, and Commissioner Murdock as alternate to represent the Wilmette Park District at the IAPD Annual Business Meeting to be held January 30, 2021.

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



**IV. Communications and Correspondence**

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President Anderson commented on the emails received expressing opposition to the proposed amenities at Community Playfields.

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

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

Larry Shanker, 2516 Marian Ln., applauded all the work being done at Community Playfields and expressed his support of a permeable surface path. He also said he is sympathetic to the neighbors and would like to see the bathrooms located as close as possible to Wilmette Junior High.

Kay Gordon – said she uses the park every day and is against the lights and path, and would like to keep the park as it is. She expressed concern about the bathrooms and how they will be kept safe.

Carol Rogulski, 2533 Marian Ln., agreed with Ms. Gordon, but said if a path were constructed she would want it to be permeable.

Barbara Keer – shared her agreement with Ms. Gordon and Ms. Rogulski, and said the proposed amenities should be studied more.

Neil Ferrari, 2546 Laurel Ln., said he does not support an impervious path surface or path lighting. He said if the proposed amenities are added, despite the objections, there should be a two stage process, and suggested first installing the path and monitoring its use before making a final decision on lights. He added that low level lighting along the center path might be an improvement worth the money.

Alan Golden, 2516 Laurel Ln., thanked Commissioner Murdock for how he handled the last Parks & Recreation Committee meeting. He noted the board is being asked to consider proposals without details, and that have not been completely planned. He suggested that a comprehensive plan be prepared before any decisions are made.

Faye Jacobs, 2407 Pomona Ln., stated her family used the park porta potties for many years, and found them to be sufficient. She thanked the board for previously working with the neighbors to reach a compromise to save the trees, and asked in the spirit of compromise, if it is decided bathrooms are necessary, that they be located near the ballfields and tennis courts, not Pomona Ln.

Derek Casteel, 2447 Pomona Ln., thanked the park district for being good stewards of the parks. He asked that if there is sufficient momentum with the project that the board consider Options A or B for the location of bathrooms, a permeable surface for the path, and low lights down the middle path.



Charlie Hargrave, 2540 Laurel Ln., expressed opposition to the bathrooms and path lights. He said he feels the current parking lot lights effectively light the park, but low lighting on the middle path would be okay.

Kent Nusekabel, 2530 Laurel Ln., expressed his support of the information presented in the Wilmette Park Friends email.

Rick Prohov, 2435 Pomona Ln., thanked Commissioner Murdock, and said he appreciates that the proposed amenities can be a matter of compromise. He expressed that his only issue with the bathrooms is the location. Mr. Prohov said he could support lights on the middle path if they were on a timer, and could support the path if it is done with a permeable surface.

Dave Teska, 2616 Laurel Ln., shared his opinion that he would only want a 5-6 foot wide path with a permeable surface, and could support low lights down the center path. Mr. Teska said he does not support the bathrooms, but if they are added, he would like to see them by the tennis courts. He also expressed his support of the anti-racism statement, and said he would like to see the park district be more proactive in being inclusive.

Sarah Nusekabel – reiterated her support of the community surrounding the park, and their opposition. She also shared her appreciation of Mr. Teska's comments on inclusivity.

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

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Following questions, Commissioner Goebel moved and Commissioner Wolfe seconded a motion to approve the Voucher List in the amount of **\$1,017,019.09**, 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: Abbott, Clarke, Murdock, Shissler, Wolfe, Goebel, and Anderson. Voting *No*, none. *Absent*, none; **motion carried**.

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

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

- COVID-19
  - Notifications are sent when a report is made by staff or patron of a positive test result
  - Notifications are being reformatted
  - Contact tracing is being done
  - Positive cases have not been a result of contact from within our facilities
- Budgets
  - Committees have reviewed their respective budgets
  - Capital discussion will be held November 11
  - Full budget will be reviewed December 9



- Truth in Taxation resolution is a standard procedure to inform the public

## **VIII. Committee Reports**

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

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

- A Committee of the Whole meeting was held to discuss shoreline protection
  - Received update on water levels
  - Discussed suggestions for Gillson Park
    - These items will be deferred to the master planners
  - At Langdon the desire is to protect the bluff, but there are concerns about the cost
- November 2 Committee meeting
  - Master plan consultants presented draft version of the comments received during the Gillson Park walkthrough.
    - Consultants will be asked to make a presentation with the board
  - Mary Schmick requested approval to install a more permanent barrier around a garden area – no action was taken and the request was shared with the consultants
  - Reviewed request from a scout troop for an overnight campout permit. The request was denied.

Commissioner Murdock commented that there was a long tradition of campout events and it is unfortunate it had to change, but added that the district made a wise decision to make a change. Commissioner Anderson commented that it is difficult to say yes to one group, and no to another.

### **B. Parks & Recreation Committee:**

Commissioner Murdock provided an overview of the steps and discussions that have taken place regarding park amenities, specifically related to the storm water projects. He recognized that there are many residents that have strong feelings about park amenities. Commissioner Murdock added that the committee felt prepared to recommend adding bathrooms and a path to Community Playfields, but not with a specific design or location identified. He said if the school allowed access to their bathrooms that could impact a decision on the location.

Commissioner Abbott noted that many of the public comments received were about compromise, and mentioned the idea of lights down the center path. He said he would like more information about the school's bathrooms. He also said he is not sure there is a need for a path, but if one is added it should not be impermeable, nor have lights.

Commissioner Shissler suggested that a consultant be hired to determine the lighting. He expressed support of the bathrooms and a permeable path.



Commissioner Goebel expressed her appreciation of the input and ongoing participation of the community, and added that she feels there is a movement towards compromise. She also expressed her support of bathrooms in a location that preserves the beauty of the parks. Regarding the path and lights, she expressed support of a path with a permeable surface, and low level lighting along the center path.

Commissioner Anderson agreed with Commissioner Goebel's comments. He said he would like to minimize the impact on the neighbors, and also suggested that the landscaping be considered so people cannot hide.

Commissioner Clarke asked if the committee has considered placing the bathrooms at the south end of the path, noting that the school areas are not convenient. Commissioner Murdock replied that staff will explore that option, and will gather more information from the school district about their bathrooms.

**C. Golf Operations Committee:**

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

- The committee met October 26
- Play is still ongoing
- Greens aerification was postponed until spring to allow for additional play
- September rounds are up 59% compared to September 2019
- Financials show driving range revenue is up 42%
- FY2021 budget was reviewed
  - Membership fees will increase 3%
  - Dynamic pricing will continue
  - Projections show a FY2020 year-end surplus of \$350K

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

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

- The committee met October 19
- Diversity and inclusive initiatives were discussed
- Financing options for the golf cart path project were discussed and additional information is being gathered by the financial consultant
- Financial projections were reviewed; tough decisions have been made to maintain a sound financial position
- Administration budget was reviewed
- The 2020 tax levy will result in a 2% decrease in taxes

**i. Truth in Taxation Resolution 2020-R-2**

Commissioner Anderson asked the board to consider reducing the levy by approximately \$20,000 in the Special Recreation Fund, noting that it makes a statement of the district's fiscal responsibility. The Financial Planning & Policy Committee will analyze the request and make a recom-



mendation prior to the approval of the tax levy ordinance.

Commissioner Goebel moved and Commissioner Abbott seconded a motion to approve Resolution 2020-R-2, *Truth in Taxation*, as recommended by the Financial Planning & Policy Committee.

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

**IX. Unfinished Business**

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None

**X. Adjournment**

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There being no further business to conduct, Commissioner Murdock moved and Commissioner Shissler seconded a motion to adjourn the meeting at 9:45 p.m.

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

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Minutes Approved on \_\_\_\_\_





**Wilmette Park District**  
**Minutes of Special Meeting of the**  
**Board of Park Commissioners**  
*Monday, November 16, 2020*  
*Virtual Meeting via “Zoom”*

**Present**

Commissioners: President Gordon Anderson, Vice President Julia Goebel, Bryan Abbott, Cecilia Clarke, Mike Murdock, Todd Shissler, Amy Wolfe

Secretary/Executive Director Steve Wilson  
Staff: Sheila Foy, Libby Baker

Visitors: Kara Kosloskus, Pam Lurie, Eric Anderson from Piper Sandler

**Absent**

None

**I. Meeting Called to Order**

The meeting was called to order at 6:18 p.m.  
A. Roll call taken

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

None

**III. New Business**

**A. Consideration of Ordinance 2020-O-3**

Director Wilson introduced the topic and explained that this item was tabled at the last board meeting due to a question about the language in the ordinance. He reported Piper Sandler confirmed that the original language was correct.

Director Wilson introduced Eric Anderson from Piper Sandler. Mr. Anderson explained the language and reiterated that the debt is only payable through operating revenues of the district. Mr. Anderson also reported that Wintrust has approved the transaction at a value of \$865,000 with an interest rate of 1.45%.

Commissioner Goebel moved and Commissioner Wolfe seconded a motion to approve Ordinance 2020-O-3, *An Ordinance authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for the Park District and for the issue of not to exceed \$870,000 Debt Certificates, Series 2020, of the Park District evidencing the rights to payment under the Agreement, providing for the security for and means of payment under the Agreement of the Debt Certificates, and authorizing the sale of the Debt Certificate to the purchase thereof.*



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

**IV. Adjournment**

There being no further discussion, Commissioner Shissler moved and Commissioner Clarke seconded a motion to adjourn the Special meeting at 6:27 p.m.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

Minutes Approved on \_\_\_\_\_





## **DIRECTOR'S REPORT**

*December 2020*

### **ELECTION FILING**

On Monday, December 14, 2020, the District will begin accepting the required paperwork from individuals interested in being on the ballot in April to be Park Commissioners. The filing of paperwork will take place at the District's Administrative Offices at Village Hall, 1200 Wilmette Avenue, on the second floor. The building will open at 8:30 am, and the filing will begin at 9 am. Any individuals who are on the second floor in the common space of Village Hall at 9 am sharp will be considered to have filed simultaneously and be entered into a lottery that will determine the order in which names appear on the ballot. The lottery will be conducted the following day, December 15, 2020 at 9 am. If anyone would like to witness the lottery virtually, you can join via Zoom using the meeting ID: 870 5421 5340 and Passcode: 058505. For further filing information, please visit the District's website for all hours and days that filing is available.

### **GILLSON COMPREHENSIVE PLAN**

During the meeting, the consultants from The Lakota Group and Woodhouse Tinucci Architects will present to the board their initial observations and some thoughts they would like to consider further and get feedback on from the staff, board, and community. They will also outline how the public input process could work and look for feedback from the board. You will find the materials from their prior presentation at the Lakefront Committee as well as new information they will speak about on Monday night attached to this report. Furthermore, the marketing team of the District is working to create a webpage that will be dedicated to the Gillson Comprehensive Plan and be the best resource to see all the information developed by consultants, the minutes of meetings, and a place to learn and provide feedback. When that is fully developed, the webpage will be communicated to the community via the newsletter sent at the beginning of each month.

### **2020 TAX LEVY HEARING**

Before we convene the Board meeting on Monday evening, we will conduct a public hearing on the tax levy. While a public hearing is not required since the tax increase is not above 5%, it has been the practice of the District to conduct a hearing on the levy nonetheless. While the hearing takes place before the start of the board meeting, the Tax Levy Ordinance and the Reduction Resolution will be considered under the Financial Planning and Policy Committee report during the normal board meeting. The levy must be approved in December so we can file with the County by their deadline in late December.



## **ACTION ITEMS ON AGENDA**

### **Tax Levy Ordinance and Reduction Resolution**

As we do every December, the board will review, modify if necessary, and approve the Tax Levy Ordinance. Along with the Levy itself, we also ask that the board approve the accompanying Reduction Resolution, which directs the County on how we wish for them to reduce the Levy if we have overestimated the amount of taxes the District can levy.

### **2021 Board Meeting Schedule**

Attached are the recommended meeting dates for the Board in 2021. As we have done in the past, all meetings will be held on the second Monday of the month at 7:30 p.m. in the Village Hall Council Chambers, 1200 Wilmette Avenue, Wilmette, Illinois. When school is not in session, we do move the meeting from the typical Monday to another day of the week. This year, in anticipation of Columbus Day in October, the meeting is being moved to Thursday, October 14, 2021 as the Village meets both the 12<sup>th</sup> and 13<sup>th</sup> in the same room. The Board will find this agenda item under New Business.

### **Amendment to License Agreement at the Golf Course Restaurant**

As discussed at the Golf Committee in prior meetings, the agreement with our golf course restaurant licensee is set to expire at the end of 2020. Due to many factors, it has been determined that extending the agreement for one year was the best course of action. The District's legal team worked with both the Golf Course General Manager and me to draft the amendment, which the licensee signed with no changes. The final step in the process is for the board to consider the amendment and vote to either approve or not approve it. The Board will find this agenda item under New Business.

### **Attachments:**

- 1) Gillson Park Master Plan Documents
  - State of the Park Report
  - Preliminary Observations
  - Analysis Presentation
  - Compilation of Comments
- 2) Ordinance 2020-O-4: Tax Levy
- 3) Resolution 2020-R-4: Tax Reduction
- 4) 2021 Board Meeting Schedule
- 5) Concession License Agreement
- 6) Parks and Planning Department Report
- 7) Recreation/Facilities Department Reports
- 8) General Administration Operations Report



# GILLSON PARK

STATE OF THE PARK REPORT • DECEMBER 14, 2020



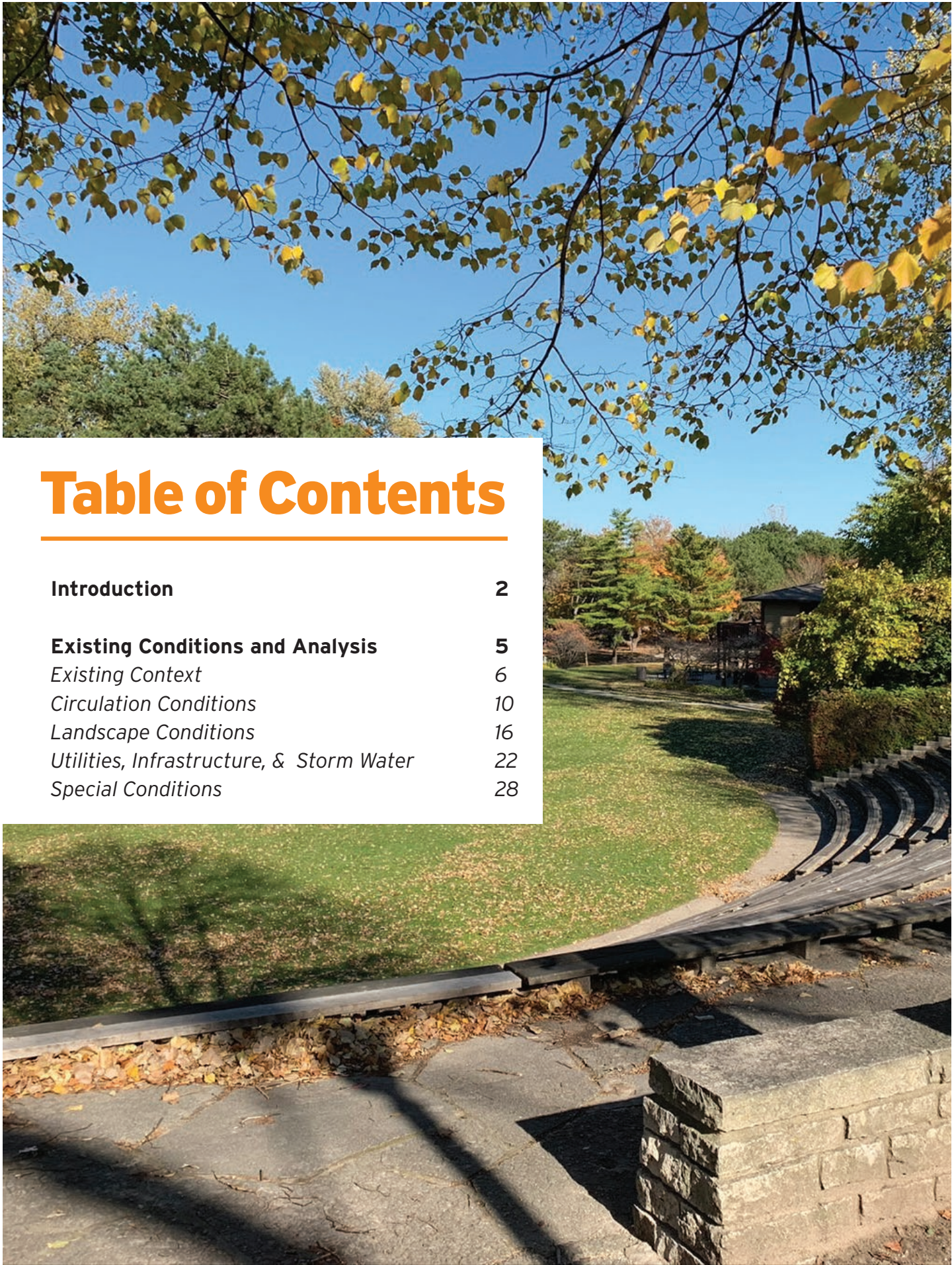


CONSULTANTS



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# Introduction

Wilmette’s Gillson Park spans 60 acres of prime park land along the Lake Michigan shoreline, offering park, leisure, recreation, and beach amenities within a singular landscape. Kicking off the project with an onsite walking discussion in the Fall of 2020, the Wilmette Park District undertook a Comprehensive Master Plan process to build upon former strong planning and design initiatives.

The goal is to solidify a compelling and realistically achievable vision for this significant community asset, and to refine and build upon the 2014 Master Planning effort which culminated in an artfully designed and integrated new Beach House facility. Opened to the public in 2019, the Beach House project marks an important step in launching a new, more cohesive vision for the Park. It provides a starting framework for this Master Plan Update, as well as future implementation efforts in the Park.

This planning process will follow a three-phase approach: Analyze, Engage, and Envision.

**ANALYZE**  
Working closely with the Wilmette Park District and the community, the planning process focused on identifying desired outcomes at the outset. The process began with a review of the existing planning documents and a detailed analysis of the many aspects of the park. Focusing on issues highlighted in the initial walking tour, as well as Park Board and project team observations, the initial analysis provides an in-depth review of conditions in the park.

The ultimate goal is to clarify a collective baseline vision of what is truly great about this public space, and identify opportunities for improving the park and visitor experience.

**ENGAGE**  
A community engagement process to ensure the Park District hears and gathers essential public input will be the next important step in the process. Through numerous stakeholder interviews and focus groups, the process will focus on corroborating initial findings and observations, uncovering overlooked concerns and priorities, and developing support and momentum for eventual proposed refinements to the park.

Key groups to engage will include the public at large, park facility members (sailing, swimming, and dog beach), community groups with a special connection to the park, residential and institutional neighbors, and land ownership interests including the Village of Wilmette and the Metropolitan Water Reclamation District.

**ENVISION**  
Distilling research, analysis, site observation, and full community input, the next step in the process will be to delineate key priorities in a series of preliminary park enhancement design proposals and order of magnitude cost projections. Using a comparative analysis approach to help derive consensus, a follow up community workshop will focus

on vetting design alternatives, refining priorities, and honing implementation strategies.

Ultimately, this analytical, interactive, and iterative process will create the Final Master Plan. This plan will clearly define park enhancement proposals, sequenced implementation milestones, and order of magnitude cost projections

for each set of initiatives. The ultimate goal of this effort is to ensure the landscapes, programs, and services at Gillson Park work in unison to support the shared ambitions for this lovely place, and to provide a road map that will serve the Park District and community for decades to come.





# Existing Conditions & Analysis

An analytical approach is imperative to the master planning process: both to clarify the conditions of the park as it stands today, but also to effectively equip the design team and the Park Board ahead of the community engagement and design processes.

The initial analysis focused on five distinct categories of existing conditions:

**A. PARK CONTEXT**

Provides information on historical context, park programming, and neighbors & stakeholders.

**B. CIRCULATION CONDITIONS**

Covers vehicular, bicycle, and pedestrian infrastructure, as well as wayfinding signage.

**C. LANDSCAPE CONDITIONS**

Delineates the variety of existing landscape types within the park as well degraded areas in need of targeted intervention.

**D. UTILITIES, INFRASTRUCTURE, & STORMWATER CONDITIONS**

Covers various infrastructural issues like utility locations, roadway conditions, topography, and accessibility concerns.

**E. SPECIAL CONDITIONS**

Outlines unique elements, areas, and conditions of the park that require special consideration.

These categories provide a framework for eventually distilling down the basic elements of Gillson Park and effectively prioritizing key issues.



# Park Context

Gillson Park can be traced back as far as 1908, where 22 acres of a lakefill property were developed as a part of the North Branch expansion of the Chicago River. At the time referred to as Washington Park, the first trees were planted on site in 1917.

In 1936 the Wallace Bowl was constructed, with the Illinois Symphony Orchestra playing the first ever concert there the following year. The Wallace Bowl was an achievement of the Works Progress Administration program, a Depression-era effort intended to employ Americans for public works projects.

In 1956, the park was named after an original Wilmette Park Board Commissioner, Louis Gillson, who also served as Park Board President for 26 years.

The original 4,200 sf Beach House opened in 1974, housing restrooms and other facilities. In 1984, the Wallace Bowl was rehabilitated and rededicated. Since this rehabilitation work, the Lakeview Center, pedestrian walkways, and the picnic shelter were constructed. Various elements, like the Swimming Beach, Dog Beach, tot lots, and tennis courts were reconstructed in 1999.

An outgrowth of a planning effort initiated in 2014, the new Beach House opened to much fanfare in the summer of 2019. This new facility combines an iconic building and integrated dune landscape with a porous paver and bioswale infiltration system parking lot, updated lighting, and new pedestrian and bicycle path

connections. With it’s popularity and success, it is a benchmark for future planning and implementation efforts.

**CURRENT PROGRAMMING**  
Offering expansive spaces and multiple public facilities, Gillson is an ideal park to host events and celebrations in Wilmette.

The Wallace Bowl is an iconic venue, boasting a large stage, stately evergreen backdrop, and amphitheater seating for roughly 2,500 people. Each summer the Starlight Theater puts on musical theater performances at the Wallace Bowl, drawing more than 600 attendees for each performance. Just as it did in 1936, the Wallace Bowl continues to be a venue for orchestras and concerts throughout the summer, including the Palatine Concert Band for July 3rd festivities.

The rest of Gillson Park also fills up on July 3rd, hosting children’s rides, games, and food vendors, and punctuating the evening with fireworks over Lake Michigan. July 4th often includes a Fun Run and other celebratory events.

The Lakeview Center offers meeting and special event space, restroom facilities, and a centralized drop off zone and programming hub for summer camp programs. The nearby picnic shelter is popular for outdoor gatherings and celebrations, accommodating bookings throughout the summer.

Beyond special events, the park provides space and opportunity for

multi-faceted programming. With four tennis courts, a sand volleyball court, and a playground on site, active recreation is key to Gillson Park’s appeal. Boating and beach facilities, expansive open spaces, diversity of beaches, and sinuous pathways round out the broad slate of activities supported within the park.

**NEIGHBORS AND STAKEHOLDERS**  
Gillson Park’s context varies substantially at each of its edges, equating to many distinctive neighboring interests.

To the west, across from Michigan Avenue, are roughly 20 single-family homes facing the park. This portion of Michigan Avenue is composed of cobblestones, making for a classic, neighborly atmosphere.

To the north are two properties that hold prominence in the area. West of Michigan Avenue is the Michigan Shores Club, a private club that dates back to 1898. It has fitness facilities and offers various options for dining and recreation. East of Michigan Avenue, and west of the Sailing Beach, sits the Wilmette Water Plant. The plant takes in raw water from Lake Michigan, cleans it, and distributes it to nearly 100,000 residents in Wilmette, Glenview, and Prospect Heights.

Wilmette Harbor, and affiliated entities, define the unique neighbors south of Gillson Park. Running along the southern border of the park, the Wilmette Harbor infrastructure houses and services hundreds of boats. Within the harbor confines,



The Beach House, accompanying facilities, and parking lot are the newest additions to Gillson Park.



Single family residences sit across from the park along Michigan Avenue.



The Wallace Bowl has been a fixture in Wilmette since 1936, drawing theater and musical performances.

the western-most property, just east of the Sheridan Road Bridge, is the Sheridan Shore Club. This private club serves boaters with dining facilities, gas pumps, and moorings for several hundred boats. The Sheridan Shore Club houses programming for the Sheridan Shore Sailing School and fleet races during the summer months. East of the Sheridan Shore

Club is the US Coast Guard Station-Wilmette Harbor. This federal facility provides marine safety services to those using Lake Michigan and Wilmette Harbor.

In addition to the bordering properties, Gillson Park has unique property ownership conditions. A portion of the western edge of the

park, south of the exit road, is owned and leased by Metropolitan Water Reclamation District. This property is leased to the Wilmette Park District for use as Gillson Park. This ownership relationship may impact potential proposed improvements in this roughly 150,000 square foot zone.



EXHIBIT A: PARK CONTEXT  
GILLSON PARK, WILMETTE, IL





# Circulation Conditions

It is clear that the circulation of Gillson Park needs to be reconsidered, and potentially reconfigured, to make it simpler and more intuitive. The roadways lack hierarchy, there is simply not enough pedestrian and bicycle infrastructure, and key areas have either too much or too little parking. Although the issues are broken out into the following spatial and thematic categories, it is vital to address the circulation of Gillson Park in a comprehensive manner.

## ROADWAY INFRASTRUCTURE

As it stands today, the roadway system seems unnecessarily complex, redundant, and unintuitive. Upper Drive and Middle Drive serve similar purposes, with this resulting in Middle Drive being partitioned off.

It is also clear that the entrances and exits to the Swimming and Sailing Beach facilities cause confusion. One issue is the relationship between Overlook Drive and the Swimming Beach parking lot. It is unclear for many beachgoers whether the southern end of the parking lot can be entered via Overlook Drive.

Another issue is the convergence of Upper Drive and Middle Drive at the Lakeview Center. Not only do two roads meet at this location, but this is where Upper Drive splits to create the drop-off lane for the Lakeview Center, causing confusion and potential for accidents.

There also exists an issue of visibility along Lake Avenue, where many pedestrians walk to access the Swimming Beach. The thicket of trees

and shrubs, combined with the lack of accessible pedestrian routes, could lead to issues related to pedestrian safety.

## BICYCLE INFRASTRUCTURE

Aside from the wide path connecting Michigan Avenue to the Swimming Beach, there is no infrastructure specifically for cyclists. Currently, cyclists have to share the road with cars and other motorized vehicles. Given that some roadways have potholes and other imperfections, Gillson Park does not lend itself to an enjoyable cycling experience. There is also a need for more bike racks throughout the park, beyond just the area around the Beach House.

The streets wrapping the park's edges – Lake Avenue, Harbor Drive, and Michigan Avenue – are particularly important for facilitating cyclists from the outside context to the internal park amenities. Providing safe, smooth, and separate bicycle infrastructure should be considered.

## PEDESTRIAN INFRASTRUCTURE

Much of Gillson Park has a basic framework of pedestrian infrastructure from which to build. There is a highly utilized lakefront path, a continuous sidewalk along Michigan Avenue, and a recently-constructed multi-use pathway connecting the Beach House to Michigan Avenue. What requires improvement are the internal connections to amenities throughout the park.

For instance, when entering the park through the southern entrance, pedestrians must walk on Harbor

Drive in order to access the lakefront path. This is a clear issue of safety, but also one of user experience.

Similarly, along Lake Avenue, it is unclear what the most appropriate point of access from Michigan Avenue to the Swimming Beach is. The staircase adjacent to the Maintenance Building is hidden, steep, and in need of repair. Many pedestrians opt to use Lake Avenue as a walkway, given it does not have stairs, but this presents an issue of safety by creating pedestrian/vehicular conflicts. The safest, most comfortable, and scenic option is the newly installed pathway south of the Lake Avenue and Michigan Avenue intersection. Unfortunately, many beachgoers are unaware of this route, and continue to use one of the other options.

Many elements within Gillson Park, such as the Wallace Bowl, Dog Beach, playground, and picnic shelters, lack pathway connections to the surrounding pedestrian network. At the tennis courts and playground there is a series of pathways that respond to singular elements, but eventually lead out to Overlook Drive before terminating. The most glaring disconnect along the south lakefront path is the spur leading to the Aquatics Beach and Dog Beach where the path simply dissipates into sand.

## PEDESTRIAN CROSSINGS

To support safety for pedestrians and vehicles alike, Gillson Park is in need of additional delineated pedestrian crossings than what exist today. Throughout the park there



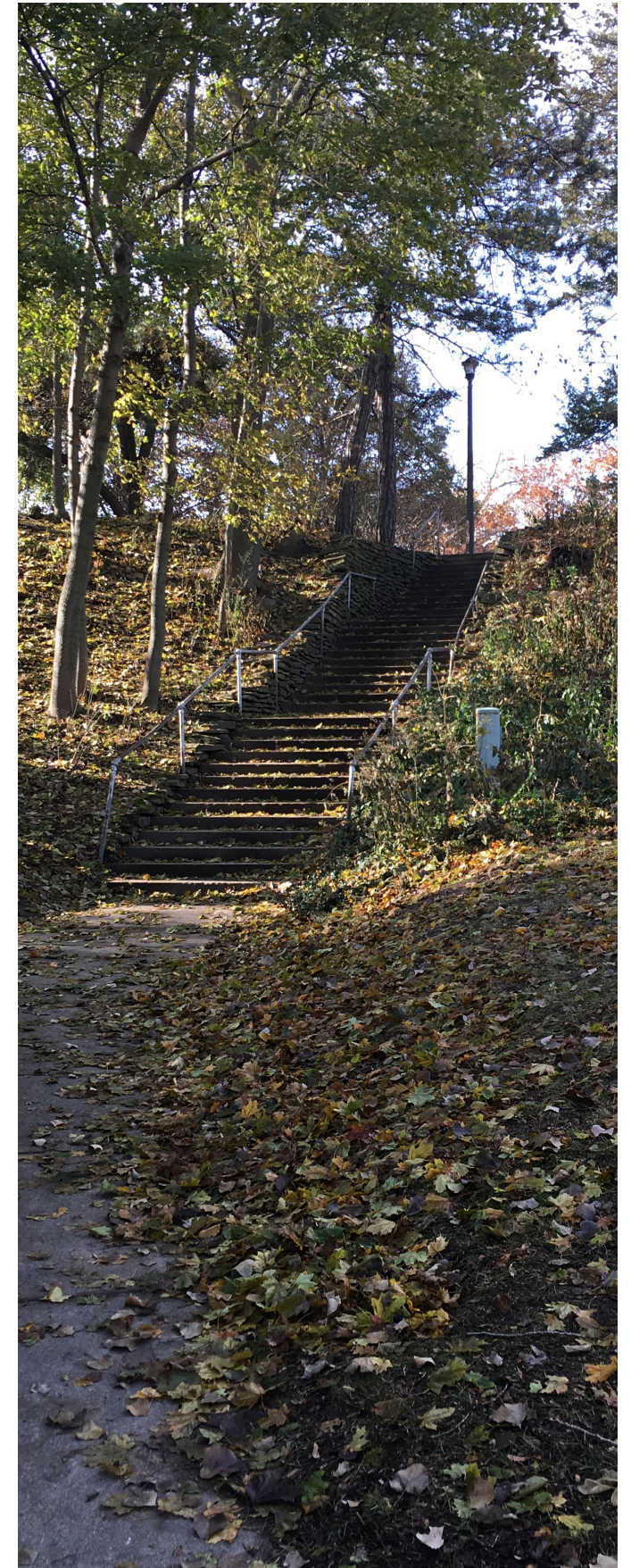
Wayfinding signage on the pedestrian path at Michigan Avenue.



Cyclists are forced to ride in the road throughout the park.



There are breaks in circulation at the Dog Beach and Wilmette Harbor from other areas.



The access to the beach via a staircase along Lake Avenue is not universally accessible and lacks visibility.





The Wallace Bowl and Lakeview Center feel disconnected from the rest of the site.



Entrances and exits along Michigan Avenue lack well delineated crosswalks.



Roads throughout the park, like Upper Drive, lack pedestrian and bicycle infrastructure.



Middle Drive appears as redundant infrastructure, contributing more impervious surfacing and less usable space.



There are no sidewalks for pedestrians along Harbor Drive.

are locations that have curb cuts connecting walkways, but without painted crossings. Two high-traffic locations include the intersection of Lake Avenue and Michigan Avenue and the sidewalk crossing at the historic pillars. These locations could be given a similar treatment to the crossings throughout the parking lot. Other minor crossings throughout the park could benefit from highly visible painted crosswalks.

#### PARKING INFRASTRUCTURE

The Swimming Beach's newly installed parking lot has 316 regular parking stalls and 12 ADA parking stalls. This large lot accommodates parking needs for the busiest summer days. Elsewhere on site, the angled permit parking along Overlook Drive has roughly 70 parking stalls. While Upper

Drive does not have painted parking stalls, single-loaded, free parallel parking is an assumed benefit of this roadway.

While this may seem to be an ample amount of parking, a relevant question is whether the distribution of parking is the most efficient for the park's use. Given that parking is currently loaded on the north and east sides of the park, these designated areas do not serve the Wallace Bowl, Lakeview Center, the large open meadow, and gardens as well as some parkgoers may like. This leads to a significant number of cars parking along Michigan Avenue and Upper Drive. Considering the limited pedestrian infrastructure along these roadways, this condition could lead to pedestrian-vehicular conflict.

Additionally, parking fees may create a barrier for some patrons to access park amenities. Payment is required at the Swimming Beach lot and Overlook Drive is permit parking.

#### MONUMENT SIGNAGE

Key park entrances on the western edge are marked by monument signs and other special elements that use a variety of materials and construction methods. This leaves the park feeling like a series of separate, disconnected places, rather than a cohesive, unified whole.

A set of historic stone columns sit near the intersection of Michigan Avenue and Upper Drive. These columns were the historic entrance to the original Washington Park, the precursor to today's Gillson Park. Currently the columns are flanked by

aging evergreens, but with some simple enhancements, they could become a special entry feature at this park threshold.

The Wallace Bowl is faced by a beautiful sign engraved into a stepped stone wall. The split-face style stone gives way to a stone or concrete slab reading 'WALLACE BOWL.'

There are four other monument signs at Gillson Park, two at the southwest corner entrance where Michigan Avenue meets Sheridan Road, one at the intersection of Michigan Avenue and Lake Avenue, and one at the Lakeview Center.

The signs at the southwest entrance straddle the road and are made of stone. The signs read 'GILLSON PARK' and have a small engraving of the Wilmette Park District logo next to it.

The sign at Michigan Avenue and Lake Avenue is less grand in scale and material. It is composed of painted timber, and reads 'GILLSON PARK' on one line and 'SWIMMING SAILING WALLACE BOWL' on the line below. It also has an engraved and painted Wilmette Park District logo. The sign at the Lakeview Center is of similar timber construction, but instead reads simply 'LAKEVIEW CENTER.' These signs are different in materiality, but still reflect a classic park signage family.

Whether emphasizing stone work or incorporating stone and timber elements, developing a more homogenous approach to signage will help to create a more cohesive and identifiable entry persona for the park.

#### WAYFINDING SIGNAGE

A wayfinding signage system for the park was introduced with the recent Beach House, parking lot, and pedestrian path project. Two wayfinding signs are currently located along Michigan Avenue: one at Lake Avenue and another at the new pedestrian path. Expanding upon these locations throughout the park would help guide visitors toward various amenities and enhance the park experience. Preliminary locations that could be enhanced by wayfinding signage include the Lakeview Center, gardens, various beaches, and active recreation areas, but additional signage could be phased in over time.







# Landscape Conditions

Much of what makes Gillson Park so beloved is its diverse composition of natural and man-made landscapes. While the park could be broken down into dozens of unique landscapes, Gillson Park appears to have seven distinct landscape areas:

- Dune Landscape
- Parking Lot and Bioswales
- Dune Communities
- 911 Memorial Garden
- Northern Wildflower Gardens
- Maintenance Building Slope
- Traditional Tree and Lawn Landscape

Each of these areas require some form of restoration, renovation, or stewardship to ensure that the unique landscapes of Gillson Park are well maintained into the future. The following are observations about the existing condition of each of these landscape areas.

### DUNE LANDSCAPE

The dune landscape surrounding the beachfront structures is relatively new, though some portions are sparsely vegetated. The design has recreated a dune community supplemented with ornamental species such as Hedgerow Rose (*Rosa rugosa*). Many of the ornamental species are weak, dying, or dead. There is heavy foot traffic throughout the planting which is damaging to the plant stems and roots. Beach sand is a difficult soil in which to grow ornamental species. Damaged or dead plants can no longer hold the sand, which is leading to this area's



Foot traffic and non-adapted ornamental vegetation has limited establishment of root mass resulting in sparse plantings on the sandy dunes.

biggest threat: erosion. The grading of the streets and parking lot direct storm water to plantings at the north end of the parking lot. This is good for infiltration but with the stormwater comes garbage, and much of it has deposited into the planting beds.

### PARKING LOT AND BIOSWALES

The landscape and bioswale plantings in the parking lot are relatively new. The bioswales have been designed to recreate a dune community, with a mix of native and non-native plants. A substantial part of the bioswale planting is sparsely vegetated but the landscape planting beds seem to be well established. There are small populations of weedy and non-native species.

There appears to be heavy foot traffic throughout the larger bioswales on the north and south ends of the parking lot. This prohibits roots from establishing and leads to erosion. The current grading of the streets and parking lot sets the north and south ends to accept most of the storm water. While good for infiltration, lots of garbage ends up in the planting at the north end. The south end has issues with infiltration.

The landscape beds within the parking lot are performing acceptably. The plantings of Northern Dropseed (*Sporobolus heterolepis*) are thriving. Shrub plantings of Dogwood (*Cornus* spp.), Rose (*Rosa* spp.) and Hydrangea (*Hydrangea* spp.) are surviving in the difficult sandy soils.

### DUNE COMMUNITIES

The area between Overlook Drive and Lake Michigan appears to be a damaged remnant dune community. The sand has likely been naturally deposited, and there is a great deal of natural erosion along the beach. A very small proportion of vegetation is native. Extensive foot traffic throughout the area is destroying the vegetation that holds the sand in place, and severely exacerbating the natural erosion along the entirety of the shoreline. There have been attempts to prevent erosion using broken concrete, some of which includes jagged metal protrusions that are dangerous to beachgoers.

### 911 MEMORIAL GARDEN

Integrated into the 911 Memorial Garden is Jens Jensen-like stonework that has not been well-maintained



The traditional tree and lawn landscape is versatile and expansive.



The slope behind the Maintenance Building is primarily composed of a few oaks, invasive Norway Maples, and mostly invasive species on the groundplane.



The Jens Jensen-style landscape and 911 Memorial Garden would benefit from maintenance and definition.



The Wildflower and Bird Habitat Gardens along Michigan Avenue have patches of invasive species that will require maintenance.





A memorial tree plaque found near the 911 Memorial Garden.



Parking lot bioswales have lost a significant amount of vegetation due to flood and drought conditions. Sand, soil, and mulch have washed and eroded away.



Foot traffic has led to extensive erosion and damage to Dune grass communities along the shoreline. Invasive species make up a large proportion of vegetation.

over the years. Although the stone features are nice, they are in need of repair and the surrounding landscape lacks definition and maintenance. The landscape has become overgrown, blocking views of the harbor from the rest of the park. Newer plantings of native species have been installed in the 911 Memorial Garden. These plants are in relatively good health, but are suffering from heavy shade cast by invasive trees.

#### NORTHERN WILDFLOWER GARDENS

There are two gardens along Michigan Avenue, in the northwest corner of the park. Nearest the primary exit, and surrounded by a split-rail fence is the Wildflower Garden, which was established and is maintained by the Little Garden Club of Wilmette.

North of the Wildflower Garden is the Bird Habitat Garden, composed of several landscape beds separated by lawn, was established and is maintained by Go Green Wilmette and various community volunteers.

Both are landscapes composed of

native species mixed in with restored plant communities. Invasive species are prominent with Common Reed (*Phragmites australis*) and Dock (*Rumex obtusifolius*) being found in the rain garden. Vigorous native species like Bluestem Goldenrod (*Solidago caesia*), Golden Alexander (*Zizia aurea*), and Merrywort (*Uvularia perfoliata*) are in need of attention as they are getting overgrown.

#### MAINTENANCE BUILDING SLOPE

The area west of the Maintenance Building, running along the northern staircase, is extremely steep and requires specific maintenance and remediation. The canopy is mostly composed of mature trees, with some Oaks, and many Norway Maples. Selective removal of invasive trees and groundcover species, coupled with new native trees and ground plane plantings of savanna grasses and forbes species, will improve the visual and environmental quality of the landscape, allow more light to penetrate the current overgrown canopy, and mitigate erosion. Ongoing maintenance and stewardship will be necessary

to establish this newly renovated landscape.

#### TRADITIONAL TREE AND LAWN LANDSCAPE

Much of the central portion of the park is traditionally landscaped, consisting of memorial trees, lawn, and active/passive recreational spaces. Given the number of memorial trees throughout the park, the memorial tree program seems to be very popular. However, there is a lack of consistency that could be addressed by improved organization and maintenance.

The appeal of the tree and lawn landscape is tied to its programmatic versatility as well as parkgoers veneration of rolling terrain, large swathes of open space, and mature trees. While preserving existing trees and open space in this area is an obvious priority, this can be done within a larger framework of environmental and programmatic needs.



The 911 Memorial Garden is heavily shaded due to invasive tree species which prevent ground plane plantings from thriving.







# Utilities, Infrastructure, & Storm Water

Gillson Park is well known for its visible features: park land, beaches, amphitheater, and passive and active recreation areas. However, it is imperative that an extensive unseen infrastructure is working at an optimal level to support the more visible uses. These elements include utilities such as storm and sanitary sewer, water, gas, and electric. Other infrastructure systems, like sidewalk and roadway conditions, storm water detention, and drainage are important factors in how the site functions.

## SANITARY & STORM SEWER

Limited data suggests that there are two sanitary services running to the Coast Guard Building as well as a service to the Lakeview Center and the service building east of Wallace Bowl. There is no information about the current condition of these pipes. The services from Lakeview Center and Wallace bowl drain to the new lift station installed with the service from the Beach House. No other sanitary sewer is known to be on site.

The site is serviced by a few storm sewer networks that include a series of single pipes. The larger network runs mostly under and parallel to Middle Drive, Upper Drive, and Harbor Drive before discharging at the beach to the North. There is no information about the current condition of these pipes. The smaller network services the tennis courts and part of Overlook drive before discharging to the lake at an unknown location. There is a storm



*The significant topography on site must be handled with care in order to achieve ADA accessibility.*

lift station and leach field located to the south of the Beach House parking lot. There are two structures with unknown discharge locations servicing the south beach, but they are filled with sand. There is no information about the current condition of these pipes. The Beach House parking lot has minimal storm underdrainage as it is designed to drain through infiltration using bioswales and permeable pavers. A single inlet north of the drive to the sailing area drains to a lift station to the water treatment plant.

## WATER & GAS SERVICE

Based on the limited data available, the site is serviced by multiple water service lines to buildings, drinking fountains, and fire hydrants. The exception is the singular new water main built to serve the new Beach House. It appears that there are no water pipes in the east corner of the park as the services only go as far as the tennis courts and the Coast Guard Building.

Preliminary data suggests that gas services run to the Lakeview Center

and the Coast Guard Building. There is no information about the current condition of these pipes.

## ELECTRICAL & LIGHTING

Much of the site is lit by aging high pressure sodium lamps that emit a warm, dull light. The main parking lot is the exception. Installed as part of the Beach House construction project, the parking lot has updated lighting, including LED walkway bollards and overhead parking lot lights, that provides a brighter, cleaner light for safety and visibility.

Lighting updates to create a consistent style and hierarchy of lighting levels throughout the park, appropriate to type and level of use, would improve the nighttime park experience. Dark sky compliant LED fixtures would further enhance the experience and decrease required maintenance

## STORM WATER & PERMITTING

Since the site is tributary to Lake Michigan, no detention is required for development, however volume control requirements are still applicable. Water



*The asphalt pavement in front of the Lakeview Center is rundown and in need of repair.*



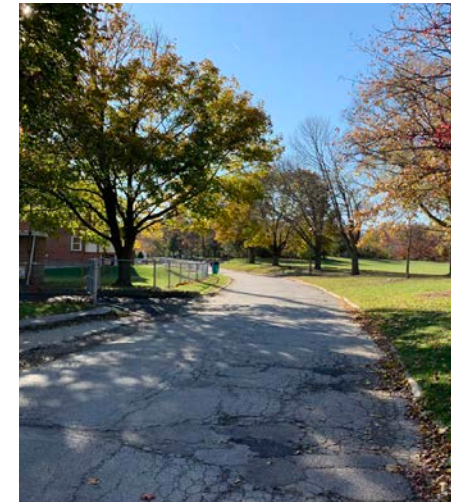
*Entrances and exits along Michigan Avenue lack well delineated crosswalks.*

quality treatment prior to discharge into Lake Michigan is also required. Since areas of the park along Lake Michigan and the North Shore Channel are within the 100-year floodplain, compensatory storage will be required if new soil fill is introduced within the floodplain area. The addition of a new pipe outfall, or any development over 0.5 acres, will require a Metropolitan Water Reclamation District (MWRD) permit. Any work performed on the shoreline, such as a boat launch, may require a permit by the U.S. Army Corps of Engineers. A village permit will be required for any storm water improvements.

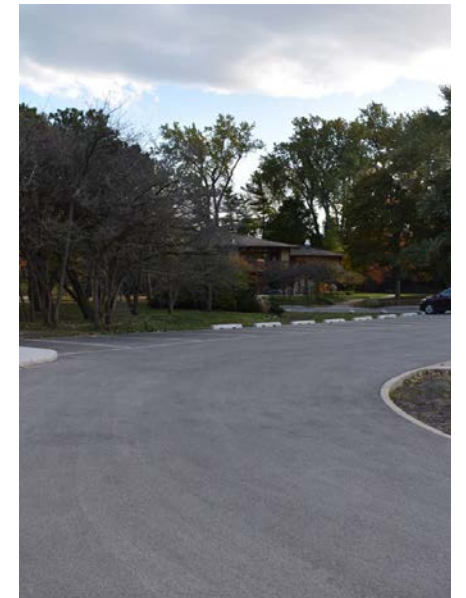
## DRAINAGE CONDITIONS

Due to the high lake levels, the area around the Beach House has encountered drainage issues. Excessive ponding has been observed and reported in the driveway at the southeast corner of the parking lot, north of the picnic pavilion. Additional problem ponding occurs north of the Wallace Bowl stage, and in the bioswale south of the drive to the sailing area. No other systematic drainage issues have been reported, however smaller localized ponding issues do occur.

The parking lot is composed of two primary materials: asphalt and porous pavers. The asphalt covers all drives



*Harbor Drive is made up of degrading asphalt pavement that is in desperate need of repair.*



*Excessive ponding in the southeast parking lot planters have led to declining vegetation.*

and some edges of the parking lot, while the porous pavers exist in the central parking stalls. Porous pavers are an excellent material for storm water infiltration, but regular maintenance is critical to ensure performance and should be prioritized.

## ROADWAY CONDITIONS

The majority of roadways are composed of hot mix asphalt (HMA) pavement with some sections of Portland cement concrete (PCC) pavement. Most of the PCC pavement seems to be in good condition. All HMA pavement in the park needs repair, except for the area around the new Beach House. Although a significant



portion of the HMA pavement could be milled and resurfaced, some of the pavement will likely need full reconstruction. Most of the pavement is edged with barrier curbing. Some sections of curb will require replacement.

The traffic volume at Gillson Park likely plays a major role in the poor conditions of the roadways. Traffic data collected in July of 2013 indicates that the park’s access system accommodated between 3,050 and 5,900 vehicles per day almost evenly split between the Lake Avenue access and the two one-way drives. Considering this large volume of traffic, the materiality and maintenance of the roadways need to be durable for this level of use.

**SIDEWALK CONDITIONS**

The majority of the PCC sidewalks in the park are in fair to good condition. Some sections of PCC appear to be non-compliant with the ADA code due to the hilly nature of the park topography and/or settling of the sidewalk. Further analysis would be required to identify all non-compliant sections.

**TOPOGRAPHY & ADA ACCESSIBILITY**

In general, the park drains northeast from Michigan Avenue to Lake Michigan. There is approximately a 25’ elevation difference between Michigan Avenue and the lake, with more gradual slopes occurring on the eastern half of the park and more of a bluff on the western half.

The steep terrain causes difficulty in creating ADA accessible routes within the park and to the Right-of-Way. There are no ADA compliant routes to some park features including the dog beach, volleyball courts, gardens. The majority of the old ADA stalls have modern compliance issues. Ultimately, these issues should be addressed to ensure equitable access for all parkgoers.



Much of Gillson Park is lit by older high pressure sodium light poles.



The ADA parking stalls along Overlook Drive need to be re-painted to achieve ADA compliance.



Water lines within the park connect to amenities like drinking fountains.



Many pathways throughout the park present accessibility challenges.



Much of Gillson Park is lit by older high pressure sodium light poles.







# Special Conditions

*The lone picnic shelter on site is a desirable place to host family gatherings.*

There are several conditions that make Gillson Park distinct. It is set within a unique context, bordered by Lake Michigan, Wilmette Harbor, a water treatment facility, a Coast Guard Station, Sheridan Shore Club, and residential neighborhoods. Given its extensive shoreline, numerous beach conditions exist within the park, including a Dog Beach, Aquatics Beach, Swimming Beach, and Sailing Beach.

Each of these special conditions needs to be carefully addressed in the master planning process through purposeful engagement and thoughtful design.

## WILMETTE HARBOR AND SHERIDAN SHORE CLUB

Situated outside of the southern edge of the park, the Wilmette Harbor and Sheridan Shore Club present tremendous opportunity. As it stands, the southern edge of the park does not embrace the Harbor, as a thicket of trees and shrubs have created separation. The path adjacent to the Harbor is in poor condition, as are the docks closest to the park.

The Sheridan Shore Club facilitates the mooring and docking in Wilmette Harbor, and includes a clubhouse that provides indoor and outdoor dining. The Sheridan Shore Club is accessed via Harbor Drive, and has hedges surrounding it to separate it from the park.

The Harbor and Sheridan Shore Club are both fixtures within the Wilmette

community, but lack synergy with Gillson Park.

## DOG BEACH AND GROSS POINT

At the very southeast corner of the park is a picturesque Dog Beach that provides striking views in all directions. Being the lone Dog Beach within several miles, it is a popular destination for parkgoers and their furry companions.

Despite its popularity, the beach has some glaring issues. There is ample angled parking provided along nearby Overlook Drive, but this still requires a lengthy walk through sand to access the Dog Beach. The fencing installed to contain the Dog Beach is in poor condition, while the gate opens narrowly due to the build up of sand.

The beach is wide open and provides plenty of room for dogs to roam, but there are few amenities other than poorly maintained picnic tables to make the space comfortable. As the beach wraps further south, the interface between the Dog Beach, harbor edge, and Jensen-like stone work of the 911 Memorial Garden entrance, becomes undefined and unkempt.

## AQUATICS BEACH

Just north of the Dog Beach is the Aquatics Beach which provides lake access for kayaks, paddleboards, and other small manually operated craft. While there is an active aquatics programming, there is no access path connecting to the main south shore pathway system and nothing

to demarcate this launch area of the beach.

No boat launch or docking infrastructure exists at the Aquatics Beach or north along the Dune Beach. There is some tepid interest in a potential boat launch in these areas.

## SAILING BEACH

Located in the northeast corner of the site, east of the Water Treatment Facility, is the Sailing Beach and Sailing Center. The Sailing Center houses a small equipment facility, and space for dozens of non-motorized craft. It is accessed via a drive that stems off of Lake Avenue.

The Sailing Beach is another beloved amenity within Gillson Park, but one that feels disconnected from the rest of the park. The chainlink access gate is unsightly and uninviting. The recently installed Beach House boardwalk does not continue on to the Sailing Beach, contributing to the feeling of disconnect.

Currently, there are no restrooms specifically for the Sailing Beach. There is interest in exploring the possibility of a new Sailing Center that combines restrooms, a community space, expanded boat storage, and a lookout deck. This could potentially be located further west than the current facility to open up more beachfront.

During the summer of 2020, stand up paddleboards were relocated to the

Sailing Beach from their typical satellite location south of the Swimming Beach. It is expected that the stand up paddleboards will return to their satellite location during the 2021 season.

## COAST GUARD STATION

Just east of the Sheridan Shore Club sits the US Coast Guard Station-Wilmette Harbor. This is a federal facility that has chainlink fencing around it for security reasons. It has two drives stemming off of Harbor Drive, with one leading to a surface parking lot and the other to a small garage.

Safety and security are vital for this facility, and should be primary considerations for any redesign done around the surrounding areas within Gillson Park.

## WATER TREATMENT FACILITY

North of Lake Avenue, and west of the Sailing Beach sits a large water treatment facility. Similarly to the Coast Guard Station, there is limited intervention that can be done to change the way this facility forms around Gillson Park. It has a 10' tall metal fence that presents an imposing edge to those entering the park from Lake Avenue.

Serious considerations should be made to adjust the park's bordering edges to soften the relationship between the two.



*The Dog Beach wraps around a grove of trees and provides ample space for dogs to roam.*



*The Coast Guard Station is a federal facility and has chainlink fencing around it.*



*The path along the Wilmette Harbor is degrading, narrow, and uncomfortable. Plans should reconsider how to use this space.*



PICNIC SHELTERS

Several picnic tables and seating areas exist in the park today, mostly scattered along the shoreline. However, only one picnic shelter exists within the park, located south of the Beach House. As such, there is said to be a lot of competition to secure the picnic shelter during the summer, providing relief from the sun and refuge during storms.

While it is a popular amenity, the lone access path is often covered with drifts of sand, which is difficult to traverse for some parkgoers.

There is interest in providing more shelters like this to accommodate the demand, perhaps placed in other locations on site in need of additional amenities, like the southern open space.

MAINTENANCE BUILDING

There are two maintenance buildings on site. The primary Maintenance Building is nestled on the north end of the park between the Swimming Beach parking lot, Lake Avenue, and the Bird Habitat Garden. There is some cause for concern about the current location of the Maintenance Building, as it limits views to the shoreline, occupies valuable space, and is unattractive. Another support facility between the Wallace Bowl and the parking lot services the Wallace Bowl.

There is potential interest in relocating the primary maintenance to a more secluded location, opening up usable park space and view corridors down to the shoreline.

SHORELINE EROSION

Significant erosion occurs along most of Gillson Park’s shoreline. This is most evident around the Dune Beach, where naturally deposited dunes have been undercut by foot traffic, destabilized root mass, wind from Lake Michigan, and intermittent high water.

It is advised that measures be taken to curb the erosion to retain sand and help re-establish dune plant communities.



The Sailing Center in the northeastern corner of the park could use an update.



The Water Treatment Facility has a tall, imposing fence separating itself from Gillson Park.



The Maintenance Building is not in an ideal location, and limits the views of Lake Michigan from Michigan and Lake Avenues.



The gate at the Sailing Beach is unattractive and uninviting.



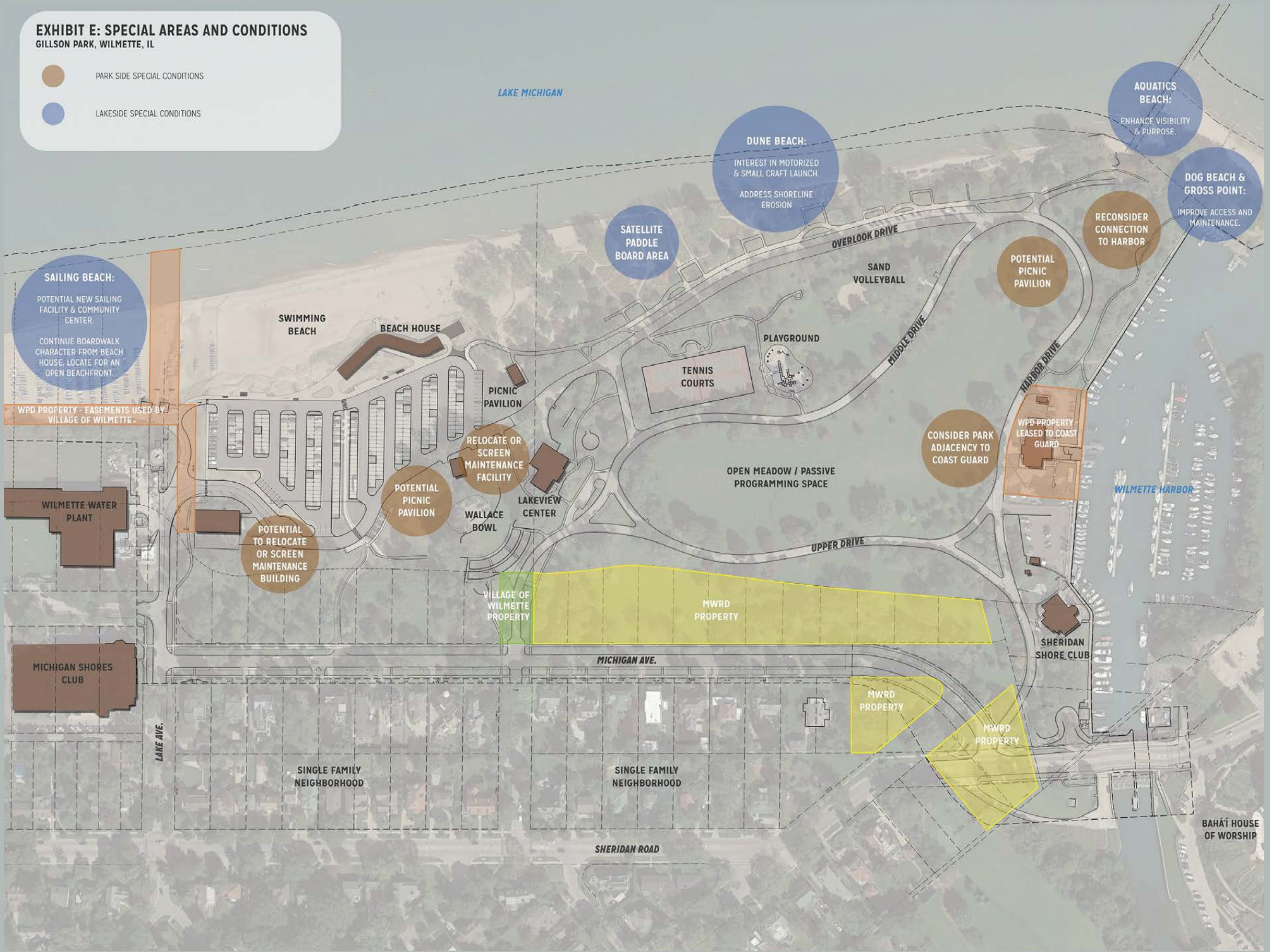
The fencing and gate at the Dog Beach is unsightly and difficult to use.



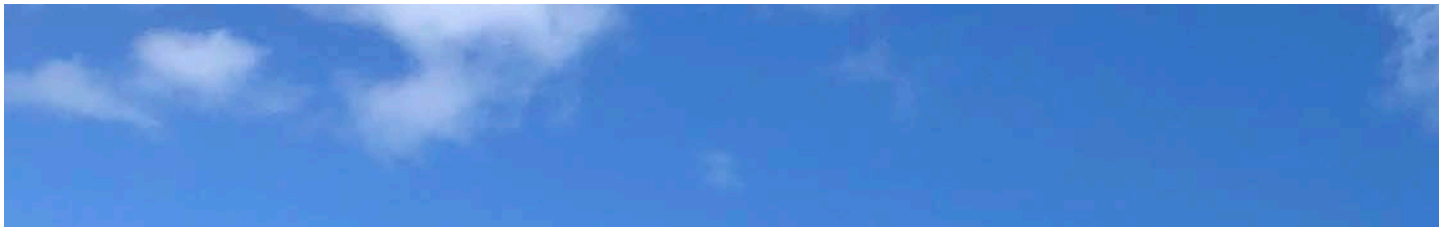
**EXHIBIT E: SPECIAL AREAS AND CONDITIONS**  
GILLSON PARK, WILMETTE, IL

PARK SIDE SPECIAL CONDITIONS

LAKESIDE SPECIAL CONDITIONS







# GILLSON PARK





# DRAFT

## GILLSON PARK MASTER PLAN UPDATE - PRELIMINARY OBSERVATIONS

December 14, 2020

### PARK CONTEXT

1. Identify opportunities to selectively remove vegetation in poor condition or adversely impacting landscape character through an active tree and landscape management strategy.
2. Explore the option of framing the north Bird Habitat Garden or Wildflower Garden with a low perimeter stone knee wall to create a sense of special gardens and spaces.
3. Integrate art in the park to create a "Gallery without Walls."
4. Improve all entries into the Park.
5. Consider ways of improving a sense of connection between the Sheridan Shores Yacht Club and the overall character of the Park.
6. Consider better integration of Sailing Club/Beach into the overall vision for the Park.
7. Explore opportunities to enhance a more distinct character between Lake Side parkland and Park Side parkland for a richer park experience.
8. Improve understanding of how ownership and leasing agreements may affect long term planning.

### CIRCULATION CONDITIONS

1. Create a comprehensive pedestrian, bicycle, and vehicular circulation plan that connects the entire park using existing and modified patterns.
2. Consider removal of Overlook Drive to create a pedestrian/bike promenade.
3. Explore option of removing Middle Drive to accommodate green space or pedestrian/bike trail.
4. Enhance and improve pedestrian experience throughout the park, especially at important roadway crossings.
5. Extend pedestrian connections along the south shoreline to the Dog Beach and Gross Point.
6. Provide dedicated pedestrian boardwalk and bike pathways at Harbor Drive.
7. Upgrade the pedestrian entry to the Park and Beach at Lake Avenue.
8. Consider parking "pods" or diagonal parking along main drives to increase parking count.
9. Continue enhancement of the vehicular arrival and exit experience at the Beach House parking lot.
10. Explore ways of making pedestrian and vehicular circulation more intuitive.

### WAYFINDING & SIGNAGE CONDITIONS

1. Improve entry sequences and hierarchy of spaces throughout the Park.
2. Explore ways of accenting the Washington Avenue historic columns along Michigan Avenue as a more prominent gateway feature/element within the Park. Consider repeating similar stone column elements at other park gateways.
3. Expand the newly developed wayfinding signage design to create a more cohesive, park-wide sign program.



## LANDSCAPE CONDITIONS

1. Develop a cohesive, park-wide landscape strategy to connect the overall character and feel of the Park.
2. Enhance, or elaborate on, the special stone features that exist throughout the Park, especially the council ring near the Lakeview Center and the entry to the 911 Memorial Garden.
3. Reestablish native plantings along the shoreline dune communities, the Dog Beach, and Gross Point.
4. Remove and manage invasive species in native habitat areas and on certain north park bluff slopes.
5. Coordinate and plan the use of existing and new formalized plantings in key areas.
6. Use plantings to enhance spatial definition for seasonal park uses, like the ice rink, while respecting the full range of regular and special uses for the park space year round.
7. Document existing memorial trees and plan for future memorial tree placement and coordination.
8. Provide targeted view corridors from Michigan Avenue to Lake Michigan via a selective tree and vegetation management strategy.
9. Respect, and where possible expand, the existing lawn and tree landscape through targeted pavement reduction.
10. Create a managed and volunteer-curated "Garden Walk" throughout the Park.
11. Undertake a comprehensive landscape assessment and long-term maintenance program.

## UTILITIES, INFRASTRUCTURE & STORM WATER CONDITIONS

1. Repair and replace asphalt roadways and curbs where necessary.
2. Implement a consistent lighting style throughout the park that creates a hierarchy of lighting levels, using dark sky compliant LED fixtures
3. Address poor drainage throughout the park with improved stormwater infrastructure and best management practices.
4. Balance the impervious surface impact of any potential site alterations.
5. Develop ADA accessible routes that connect major features throughout the Park.
6. Develop a consolidated infrastructure improvement program that is tied to capital improvement and special project phasing.

## SPECIAL CONDITONS

1. Coordinate any Park planning initiatives with identified short- and long-term shoreline improvements.
2. Consider additional covered shelters for revenue stream and programming support.
  - a. Potential shelter west of new parking lot
  - b. Potential shelter at south end of park near the existing picnic area, with infrastructure to support summer camp programming.
3. Consider non-motorized watercraft launch at south end of beach.
4. Enhance visibility and programming support for the Aquatics Beach.
5. Consider Dog Beach maintenance and potential facility improvements (shelter, fencing, seating, drinking fountain).
6. Sailing Beach
  - a. Increase a designed sense of connection to the Sailing Beach through a min-mid-maxi ideas approach.
  - b. Provide new restroom facility for the Sailing Beach
  - c. Explore potential for a new mixed-use Sailing facility that combines restrooms, community space, expanded boat storage, and a lookout deck, with revenue generation potential to self-fund project. Locate new building as far west as possible to open up more beachfront.
7. Maintenance Facilities
  - a. Relocate Park Maintenance Building to open up views and provide more space for access and programming.
  - b. Investigate a range of hardscape and softscape screening options for the Maintenance Building storage yard.
  - c. Consider wayfinding, cross walk, or other design strategies at the Lakeview Center/Wallace Bowl Maintenance Facility to facilitate continuity of pedestrian circulation along the west edge of the beach house parking lot.



8. Assess opportunities to better delineate relationships between the park and adjacent facilities, including the Wilmette Harbor, U.S. Coast Guard Station, Sheridan Shore Club, and Wilmette Water Plant. Improve connections to desirable aspects and buffer others.







CIRCULATION CONDITIONS

GILLSON PARK, WILMETTE, IL

- BREAKS IN CIRCULATION
- THOROUGHFARES WITHOUT PEDESTRIAN OR BICYCLE INFRASTRUCTURE
- WELL CONNECTED PATHWAYS
- POTENTIAL BICYCLE CURB CUT
- POTENTIAL CIRCULATION CONNECTION
- EXISTING WAYFINDING SIGNAGE
- POTENTIALLY REDUNDANT INFRASTRUCTURE
- ENTRANCES AND EXITS
- EXISTING PARKING (SURFACE AND ON-STREET)

NOTE: REVIEW AND UPGRADE SUBSTANDARD ROADWAY CONDITIONS THROUGHOUT THE PARK.



GILLSON PARK MASTER PLAN

CIRCULATION CONDITIONS - DRAFT

WILMETTE, ILLINOIS

PREPARED FOR:  
WILMETTE PARK DISTRICT  
PROJECT TEAM:  
THE LAKOTA GROUP  
WOODHOUSE TINUCCI ARCHITECTS  
GEWALT HAMILTON ASSOCIATES  
ECOLOGY + VISION, LLC

THE  
LAKOTA  
GROUP.

NOVEMBER 03, 2020



LANDSCAPE CONDITIONS  
GILLSON PARK, WILMETTE, IL

- OPEN MEADOW
- GARDEN AREA
- BEACH / DUNE WALK
- OBSTRUCTED VIEW
- AREAS REQUIRING TARGETED STEWARDSHIP AND MAINTENANCE



GILLSON PARK MASTER PLAN

LANDSCAPE CONDITIONS - DRAFT

WILMETTE, ILLINOIS



SPECIAL AREAS AND CONDITIONS  
GILLSON PARK, WILMETTE, IL

- MONUMENT SIGN OR ELEMENT
- POTENTIAL PICNIC PAVILLION LOCATION



GILLSON PARK MASTER PLAN

SPECIAL AREAS AND CONDITIONS - DRAFT

WILMETTE, ILLINOIS

PREPARED FOR:  
WILMETTE PARK DISTRICT  
PROJECT TEAM:  
THE LAKOTA GROUP  
WOODHOUSE TINUCCI ARCHITECTS  
GEWALT HAMILTON ASSOCIATES  
ECOLOGY + VISION, LLC

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GROUP.  
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NOVEMBER 03, 2020



UTILITIES AND STORM WATER  
GILLSON PARK, WILMETTE, IL

- STORM WATER ISSUES
- EXISTING UNDERGROUND POWER LINE
- EXISTING WATER LINE
- EXISTING SANITARY LINE
- EXISTING GAS LINE
- EXISTING STORM WATER LINE



GILLSON PARK MASTER PLAN

UTILITIES AND STORM WATER CONDITIONS - DRAFT

WILMETTE, ILLINOIS

PREPARED FOR:  
WILMETTE PARK DISTRICT  
PROJECT TEAM:  
THE LAKOTA GROUP  
WOODHOUSE TINUCCI ARCHITECTS  
GEWALT HAMILTON ASSOCIATES  
ECOLOGY + VISION, LLC

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NOVEMBER 03, 2020



## DRAFT FOR REVIEW

October 23, 2020

### COMPILATION OF COMMENTS - ON-SITE MEETING 10/15/2020

Wilmette, Illinois

GILLSON PARK MASTER PLAN

#### GENERAL

- Coordinate with Smith Group shoreline study for understanding of shoreline objectives.
- Investigate possible Jens Jensen landscape on Southeastern corner of property, near dog park.
- Should the park embrace and acknowledge the Coast Guard as its neighbor? Is this a security issue?
- Create more destinations within the park.
- Improve understanding of land ownership within the park, and how it may affect long term planning.

#### LAKEVIEW CENTER

- Currently viewed as being outside our scope of work.
- Current program includes:
  - Weddings
  - Wedding, Baby, and Engagement Showers
  - Summer Camps
  - Restroom Facility
  - Pick-Up and Drop-Off Location
- Board will revisit Lakeview Center programming and improvements post-Covid, with the overall goals of improved aesthetics, enhanced revenue generation, and enhanced concessions.

#### LANDSCAPE IDENTITY

- There is currently no cohesive relationship between garden and landscape areas. There is a high level of interest in a comprehensive landscape plan for the park, including woody and herbaceous removals, vegetation management, and selective enhancements.
- The park holds disparate gardens and landscapes, including:
  - Three gardens maintained by the Little Garden Club.
  - Bird habitat garden managed by Go Green.
  - Mary Schmidt Garden
  - South Lawn and mature canopy: Sacred Space
  - Lakeview Council Ring and other stone work insertions
- Specific interventions identified include:
  - Create greater sense of cohesion between various gardens and landscapes.
  - Provide more intentional view corridors of Lake Michigan from Michigan Avenue.
  - Remove and manage invasive species in native habitat areas and on bluff slopes.
  - Introduce formalized plantings in areas of importance.
  - Accommodate seasonal uses, like the ice rink.
  - Document memorial trees and plan for future memorial tree placement.



## **PICNIC SHELTERS**

- There is a lack of covered picnic shelters on site and an interest in additional shelters as a revenue stream and space activator. (Specific interest in these being covered shelters, as the lone covered shelter on site is very popular for bookings.)
- The South Lawn lacks covered shelter for refuge and potential summer programming.
- Interest in additional shelters west of the new parking lot.

## **CIRCULATION AND WAYFINDING**

- There is a need for a comprehensive circulation plan that connects the entire park, with destination points along the way. This includes rethinking:
  - Roadways
  - Bicycle Infrastructure
  - Pedestrian Infrastructure
  - Pedestrian Crossings
- Specific areas in need of circulation updates:
  - Harbor Drive, which lacks any pedestrian or bike infrastructure.
  - Southern shoreline where pathways end
  - Lake Avenue
  - Hierarchy of roads. Strong interest in removing Middle Road
  - Vehicular arrival and exit experience at Beach House parking lot.
- Goal to separate bike and pedestrian circulation.
- Create consistency, or hierarchy of, sidewalk widths.
- Public parking noted as an important aspect of the park.
- Concern about impervious surface impact of additional circulation.
- Expand the newly developed wayfinding signage to create a more cohesive sign program throughout the park. Consider relationship to, or divergence from, Park District and City of Wilmette signage palette.

## **MONUMENT SIGNAGE**

- How can the historic architectural columns along Michigan Avenue be featured more prominently?
- Refresh of entry and monument signage. Consider how this works with Park District and City of Wilmette signage.

## **UTILITIES**

- The park needs an updated lighting plan.
- Address poor drainage throughout the site with improved stormwater infrastructure. The southern end of the parking lot in particular needs to be addressed.
- Improve stormwater maintenance.
- Board member request for transparency regarding subgrade utilities and how they impact planning decisions.

## **MAINTENANCE BUILDING**

- Divided opinion on relocation of maintenance building to open up views and provide more space for programming.
- If remains in place, there is a desire to screen it further, especially the storage yard.



## **SAILING CENTER**

- There is a need for restrooms.
- Sailing beach feels separate from rest of site.
- Potential for a new Sailing facility that combines restrooms, community space, expanded boat storage, and a lookout deck, with revenue generation potential to self-fund project.
- Relocate building to open up more beachfront?

## **SWIMMING BEACH**

- Improve pedestrian access to the swimming beach.
- Improve path to the south to make more inviting.
- Areas along shoreline have significant erosion and need to be addressed. Assumption is this will be addressed by the Shoreline Study.
- Opportunity to expand picnic areas and integrate them into this zone.

## **SOUTHERN PARK ALONG LAKE**

- Improve/rethink roads and parking
- Stormwater management
- Pathway ends to south - continue towards dog beach
- Mixed interest in a motorized boat storage and small craft launch, potential location near dog beach discussed.
- Give purpose to aquatics beach
- Make sense of Jensen-esque stone areas

## **DOG BEACH**

- Dog beach is a beloved feature, but perhaps not the ideal location.
- Needs maintenance, but little interest in improvements from the group.

## **SOUTH HILL**

- Sacred lawn and trees
- Could benefit from another destination, sensitively placed with this context.



**ORDINANCE 2020-O-4**

**WILMETTE PARK DISTRICT**

**AN ORDINANCE PROVIDING FOR THE LEVY AND ASSESSMENT OF TAXES  
FOR THE WILMETTE PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE  
FISCAL YEAR BEGINNING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2020**

\* \* \*

BE IT ORDAINED by the Board of Park Commissioners of the Wilmette Park District Cook County, Illinois, as follows:

Section 1: That the sum of **\$7,773,418** being composed of (a) the amount of **\$2,878,692** for General Corporate Fund, (b) the amount of **\$325,000** for Recreation Fund, (c) the amount of **\$635,000** for the Social Security Fund, (d) the amount of **\$660,000** for the Illinois Municipal Retirement Fund, (e) the amount of **\$60,000** for Police Protection Fund, (f) the amount of **\$437,000** for the Liability Insurance Fund, (g) the amount of **\$27,000** for Audit Fund, (h) the amount of **\$480,000** for Special Recreation Fund and (i) the amount of **\$2,270,726** for Bond and Interest Fund, be and the same is hereby levied and assessed on all real property within said District subject to taxation according to the ad valorem value of the said property as the same is assessed and equalized for state and county purposes; that said amount of **\$7,773,418** to defray the necessary expenses for the operation, acquisition, construction, repair, improvement and maintenance of the several park grounds, buildings, and other improvements possessed and under the control of the District, for Recreational programs, for Social Security expenses, for payments to the Illinois Municipal Retirement Fund, for grounds Police Protection, for Liability Insurance purposes and protection, for Auditing expenses, for the Special Recreation programs and to meet payments of interest and principal on Bonded indebtedness of the District, is hereby levied for the anticipated objects and purposes specified against all taxable property within the limits of the Wilmette Park District at full, fair cash value as the same is assessed and equalized for the State and County purposes, for the 2020 tax year.

Section 2: Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4), neither the Budget and Appropriations Ordinance of the Wilmette Park District for the fiscal year beginning January 1, 2020 and ending December 31, 2020 nor any other budget and appropriation ordinance is intended or required to be in support of the tax levy made in this ordinance.

Section 3: Hereafter set forth under the column entitled "Amount to be Raised by Taxation" is the objects and purposes for which this levy is made and the respective amounts thereof, subject to the respective deductions, if any, for revenues to the Wilmette



Park District from sources other than taxation, are hereby set forth and levied as follows:

<b>I.      <u>GENERAL CORPORATE FUND</u></b>	<b><u>Amount to be Raised by Taxation</u></b>
--	---

Salaries and Wages .....	\$ 2,371,328
Employee Benefits .....	461,900
Contract Services .....	551,739
Utilities.....	197,909
Supplies .....	238,200
Repairs.....	78,500
Other Operating Expenditures.....	<u>13,500</u>

TOTAL GENERAL CORPORATE FUND REQUIREMENTS .... \$ 3,913,076

LESS: General Corporate Fund revenues other than taxes,  
applied pro-rata in reduction of each line item  
in the General Corporate Fund .....\$ (1,034,384)

The total GENERAL CORPORATE FUND amount to be  
raised by tax levy for the foregoing purposes  
(Authority: 70 ILCS 1205/5-1)..... \$ 2,878,692

**II.      RECREATION FUND**

Salaries and Wages .....	\$5,596,628
Employee Benefits .....	550,284
Contract Services .....	1,766,625
Utilities.....	800,534
Supplies .....	722,241
Repairs.....	200,336
Other Operating Expenditures.....	<u>29,940</u>

TOTAL RECREATION FUND REQUIREMENTS ..... \$9,666,588

LESS: Recreation Fund revenues other than taxes, applied  
pro-rata in reduction of each line item in the  
Recreation Fund .....(9,341,588)

The total RECREATION FUND amount to be  
raised by tax levy for the foregoing purposes  
(Authority: 70 ILCS 1205/5-2)..... \$ 325,000



**Amount to be Raised by Taxation**

The total SOCIAL SECURITY FUND amount to be raised by tax levy for the foregoing purposes  
(Authority: 40 ILCS 5/7-170).....\$ 635,000

Illinois Municipal Retirement Fund	
Employer's Contributions .....	\$ 660,000

## V. POLICE PROTECTION FUND

The total POLICE PROTECTION FUND amount to be raised by tax levy for the foregoing purposes  
(Authority: 70 ILCS 1205/5-9).....\$ 60,000

Insurance Contributions .....	\$	348,000
Risk Management Program.....		88,421

## VII. AUDIT FUND

The total AUDIT FUND amount to be raised  
by tax levy for the foregoing purposes  
(Authority: 50 ILCS 310/9).....\$ 27,100



**Amount to be  
Raised by Taxation**

**VIII. SPECIAL RECREATION FUND**

Contribution to Northern Suburban Special Recreation Association for the purpose of funding the Wilmette Park District's share of expenses for providing recreation programs for the disabled under joint intergovernmental agreement

.....\$ 401,274  
Capital Repair and Improvement Expenses - Accessibility ..... 706,026

The total SPECIAL RECREATION FUND amount  
to be raised by tax levy for the foregoing purposes  
(Authority: 70 ILCS 1205/5-8)..... \$ 480,000

**IX. BOND AND INTEREST FUND**

Issue of March 17, 2016,  
General Obligation Refunding Park Bonds, Series 2016B:  
For the payment of Interest and Principal  
As per Bond Ordinance 2016-O-3.....\$ 178,067

Issue of September 7, 2016,  
General Obligation Refunding Limited Park Bonds, Series 2016D:  
For the payment of Interest and Principal  
As per Bond Ordinance 2016-O-5 ..... 380,824

Issue of November 3, 2009,  
General Obligation Refunding Park Bonds, Series 2009A:  
For the payment of Interest and Principal  
As per Bond Ordinance 2009-O-8 ..... 1,254,488

Issue of November 20, 2018,  
General Obligation Limited Park Bonds, Series 2018A:  
For the payment of Interest and Principal  
As per Bond Ordinance 2018-O-6 ..... 457,347

The total BONDS AND INTEREST FUND amount to  
be raised by tax levy for the foregoing purposes  
(Authority: 70 ILCS 1205/6-6)..... \$ 2,270,726



## SUMMARY OF LEVIES

### Amounts to be Raised by Taxation

#### **GENERAL CORPORATE FUND:**

Total Requirements - \$ 3,913,076  
Less Revenue from sources  
other than taxation - (\$1,034,384) .....\$ 2,878,692

#### **RECREATION FUND:**

Total Requirements - \$9,666,588  
Less Revenue from sources other than taxation - (\$9,341,588)..... 325,000

**SOCIAL SECURITY FUND** ..... 635,000

**ILLINOIS MUNICIPAL RETIREMENT FUND** ..... 660,000

**POLICE PROTECTION FUND** ..... 60,000

**LIABILITY INSURANCE FUND** ..... 437,000

**AUDIT FUND** ..... 27,000

**SPECIAL RECREATION FUND** ..... 480,000

**BOND AND INTEREST FUND** ..... 2,270,726

**TOTAL** ..... \$ 7,773,418

Section 3: That the Clerk of Cook County, Illinois be and is hereby directed, as provided by law, to ascertain the rate percent which, upon the total valuation of all property subject to taxation within the District as the same is assessed and equalized for state and county purposes, will produce a net amount as herein legally levied and to extend such tax pursuant to the statutes in such case made and provided.



Section 4: That the Secretary of the District and of the Board of Park Commissioners be and is hereby directed to file a certified copy of this Ordinance with the County Clerk of Cook County, Illinois, accompanied by the Certificate of the Presiding Officer as to the compliance with the Truth in Taxation Law, within the time limited by law, and said County Clerk is directed to extend taxes sufficient to produce the amounts levied herein upon the books of the Collector of the State and County Taxes, as provided by law.

Section 5: This Ordinance shall be in full force and effect immediately upon its passage and approval as required by law.

PASSED:	This 14 <sup>th</sup> day of December, 2020
APPROVED:	This 14 <sup>th</sup> day of December, 2020
RECORDED:	This 14 <sup>th</sup> day of December, 2020

VOTES:

Ayes:

Nays:

Absent:

ATTEST AND FILED:

\_\_\_\_\_  
Stephen P. Wilson  
Secretary, Board of Park Commissioners  
Wilmette Park District  
Cook County, Illinois

\_\_\_\_\_  
I. Gordon Anderson  
President, Board of Park Commissioners  
Wilmette Park District  
Cook County, Illinois

(SEAL)



STATE OF ILLINOIS )  
COUNTY OF COOK ) SS.  
)

I, **STEPHEN P. WILSON**, HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance 2020-O-4

**WILMETTE PARK DISTRICT**

**AN ORDINANCE PROVIDING FOR THE LEVY AND ASSESSMENT OF TAXES  
FOR THE WILMETTE PARK DISTRICT, COOK COUNTY, ILLINOIS FOR THE  
FISCAL YEAR BEGINNING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2020**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Wilmette Park District, held at Wilmette, Illinois in said District at 7:30 p.m. on the 14th day of December, 2020.

**I DO FURTHER CERTIFY** that the deliberations of the Board on the adoption of Ordinance 2020-O-4 were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that public notice of said meeting was given by posting a copy of the notice at the principal office of the Wilmette Park District and supplying a copy to all news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all the provisions of said Act and said Code and with all the procedural rules of the Board.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the said Park District at Wilmette, Illinois this 14<sup>th</sup> day of December, 2020.

\_\_\_\_\_  
Secretary, Board of Park Commissioners  
Wilmette Park District

(SEAL)



**TRUTH IN TAXATION**  
**CERTIFICATE OF COMPLIANCE**

I, I. Gordon Anderson, hereby certify that I am the presiding officer of Wilmette Park District, Cook County, Illinois and as such presiding officer I certify that the levy Ordinance 2020-O-4, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85 (2002).

This certificate applies to the 2020 levy.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the President and presiding officer of the Board of Park Commissioners of the Wilmette Park District, Cook County, Illinois this 14<sup>th</sup> day of December, 2020.

---

I. Gordon Anderson  
Presiding Officer and President  
Board of Commissioners  
Wilmette Park District  
Cook County, Illinois

(Seal)



**RESOLUTION 2020-R-4**

**WILMETTE PARK DISTRICT**

**A RESOLUTION DIRECTING THE MANNER OF ANY REDUCTION OF THE  
AGGREGATE EXTENSION OF THE 2020 TAX LEVY OF THE WILMETTE PARK  
DISTRICT, COOK COUNTY, ILLINOIS IN ORDER TO COMPLY WITH THE  
PROPERTY TAX EXTENSION LIMITATION LAW**

**WHEREAS**, Section 18-185 of the Property Tax Extension Limitation Law limits the percentage by which the Wilmette Park District may increase the aggregate extension of its property tax levy; and,

**WHEREAS**, Section 18-185 of the Property Tax Extension Limitation Law also provides that, if the County Clerk must reduce the aggregate extension of a taxing District in order for the District's levy to comply with the Law, then the County Clerk shall proportionally reduce the extension for each fund unless otherwise requested by the taxing District; and,

**WHEREAS**, contemporaneously with the adoption of Resolution 2020-R-4, the Board of Park Commissioners of the Wilmette Park District has adopted an Ordinance providing for the 2020 Tax Levy of the Park District;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Park Commissioners of the Wilmette Park District, Cook County, Illinois as follows:

**Section 1.** The Park Board finds that all of the recitals contained in the preamble to this Resolution are true and correct and does hereby incorporate them into this Resolution by this reference.

**Section 2.** The Park Board finds and declares it to be in the best interests of the Park District and its residents and the Park Board hereby directs that, in the event that it is necessary to reduce the aggregate extension of the Park District's 2020 tax levy in order for the levy to comply with the Property Tax Extension Limitation Law, the Cook County Clerk shall reduce the Corporate Fund of the Park District in the amount necessary to permit the aggregate extension of the Park District to comply with the Law. The Clerk shall not reduce the extension for the IMRF, Police Protection, Social Security, Audit, Liability Insurance, Recreation, and Special Recreation Funds of the Park District.

**Section 3.** The Park District's Secretary shall promptly file a certified copy of Resolution 2020-R-4 with the Tax Extension Divisions of the Cook County Clerk.



**Section 4.** Resolution 2020-R-4 shall be in full force and effect after its adoption as provided by law.

Adopted this 14<sup>th</sup> day of December, 2020 pursuant to a roll call vote as follows:

VOTES:

Ayes:

Nays:

Absent:

ATTEST AND FILED:

\_\_\_\_\_  
Stephen P. Wilson  
Secretary, Board of Park Commissioners  
Wilmette Park District  
Cook County, Illinois

\_\_\_\_\_  
I. Gordon Anderson  
President, Board of Park Commissioners  
Wilmette Park District  
Cook County, Illinois

(SEAL)



STATE OF ILLINOIS                    )  
  )   SS.  
COUNTY OF COOK                    )

I, **STEPHEN P. WILSON**, HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Resolution 2020-R-4,

**WILMETTE PARK DISTRICT**

**A RESOLUTION DIRECTING THE MANNER OF ANY REDUCTION OF THE  
AGGREGATE EXTENSION OF THE 2020 TAX LEVY OF THE WILMETTE PARK  
DISTRICT, COOK COUNTY, ILLINOIS IN ORDER TO COMPLY WITH THE  
PROPERTY TAX EXTENSION LIMITATION LAW,**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Wilmette Park District, held at Wilmette, Illinois in said District at 7:30 p.m. on the 14<sup>th</sup> day of December, 2020.

**I DO FURTHER CERTIFY** that the deliberations of the Board on the adoption of Resolution 2020-R-4 were conducted openly, that the vote on the adoption of said Resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that public notice of said meeting was given by posting a copy of the notice at the principal office of the Wilmette Park District and supplying a copy to all news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all the provisions of said Act and said Code and with all the procedural rules of the Board.

**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of the said Park District at Wilmette, Illinois this 14<sup>th</sup> day of December, 2020.

\_\_\_\_\_  
Secretary, Board of Park Commissioners  
Wilmette Park District

(SEAL)





# WILMETTE PARK DISTRICT

1200 WILMETTE AVENUE  
TEL 847/256-6100

WILMETTE, IL 60091  
FAX 847/256-7908

WWW.WILMETTEPARK.ORG

## Regular Meeting Dates of the Board of Park Commissioners and Standing Committees of Wilmette Park District For the Period January 1, 2021 through December 31, 2021

### **BOARD OF COMMISSIONERS:**

Following is the schedule of regular meetings, which are held at 7:30 pm in the Council Room, located on the second floor of Wilmette Village Hall, 1200 Wilmette Ave., Wilmette, Illinois. Meetings are generally held on the 2<sup>nd</sup> Monday of each month. Notice will be given in accordance with Paragraph 42.02 of the Illinois Open Meetings Act for cancellation or change in date, time, or location of any meeting. Special meetings are scheduled as needed.

*Due to the COVID-19 pandemic, the Board of Park Commissioners will be meeting virtually online via Zoom for the foreseeable future. Meetings will be available on Channel 6 locally for Comcast subscribers, as well as on our shared YouTube channel with the Village of Wilmette. To participate in the meeting via Zoom, please download the meeting agenda from the Agendas & Meetings page of the website, and refer to the bottom of the first page for the Zoom meeting ID and Passcode. Public Comment will be facilitated on Zoom during the meeting.*

<b>January 11</b>	<b>April 12</b>	<b>July 12</b>	<b>October 14**</b>
<b>February 8</b>	<b>May 10*</b>	<b>August 9</b>	<b>November 8</b>
<b>March 8</b>	<b>June 14</b>	<b>September 13</b>	<b>December 13</b>

\*The Annual Meeting will be held immediately following the Regular Board Meeting.

\*\*Denotes change in regular meeting schedule.

### **STANDING COMMITTEES:**

Committees meetings are held, unless otherwise indicated, in the Administration Office, second floor of Wilmette Village Hall, 1200 Wilmette Ave., Wilmette, Illinois. Notice will be given for any change in date, time, or location. There may be changes in meeting dates after the Annual Meeting when committees are reorganized.

*Due to the COVID-19 pandemic, Committees will be meeting virtually online via Zoom for the foreseeable future. To participate via Zoom, download the meeting agenda from the Agendas & Meetings page of the website, and refer to the bottom of the first page for the Zoom meeting ID and Passcode. Public Comment will be facilitated on Zoom during the meeting.*

<i>Lakefront</i>	Meets at 6:30 pm on the 1 <sup>st</sup> Monday of each month.
<i>Parks &amp; Recreation</i>	Meets at 6:30 pm on the 2 <sup>nd</sup> Monday of each month.
<i>Financial Planning &amp; Policy</i>	Meets at 6:30 pm on the 3 <sup>rd</sup> Monday of each month.
<i>Golf Operations</i>	Meets at 6:30 pm on the 4 <sup>th</sup> Monday of each month.
<i>Real Estate and Intergovernmental Cooperation</i>	Meetings are scheduled as needed.

/s/ Stephen P. Wilson, Secretary  
Board of Park Commissioners



**FIRST AMENDMENT TO FOOD AND BEVERAGE CONCESSION LICENSE AGREEMENT  
BETWEEN A CARTE' GRILLE, INC AND WILMETTE PARK DISTRICT**

This First Amendment ("Amendment") is made and entered into this 8<sup>th</sup> day of December, 2020, by and between A Carte' Grille, Inc., an Illinois corporation ("Concessionaire") and the Wilmette Park District, an Illinois park district and unit of local government ("Park District"), and amends, in certain respects, that certain Food and Beverage Concession License Agreement Between A Carte' Grille, Inc. and Wilmette Park District entered into on March 1, 2018 ("License Agreement"). Capitalized terms used but not otherwise defined herein shall have the meanings ascribed to them in the Agreement.

**RECITALS**

WHEREAS, Concessionaire and Park District are parties to a License Agreement regarding the operation of a food and beverage concession on portions of Park District's property commonly referred to as the Wilmette Golf Club (Leased Premises"); and

WHEREAS, the License Agreement is set to expire on December 31, 2020; and

WHEREAS, Concessionaire and Park District wish to extend the License Agreement for an additional one (1) year period beginning on January 1, 2021 and ending on December 31, 2021 and to make certain other modifications to the License Agreement; and

WHEREAS, Concessionaire and Park District have determined that it is in their respective best interests to amend the Agreement on the terms and subject to the conditions set forth below.

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the parties agree to the following:

1. Incorporation of Recitals. The foregoing recitals are incorporated herein by reference as though fully set forth in this Section 1.

2. Amendments to the License Agreement. The Parties wish to amend the License Agreement as follows:

A. Section 3 (License Term) is stricken in its entirety and replaced with the following:

License Term. The term of the License shall commence on January 1, 2021 and terminate on December 31, 2021 ("License Term"), unless earlier terminated pursuant to Paragraph 18 of this Agreement.



B. Section 6 (Fees and Payment) is revised by striking subsection 6.a. in its entirety and replacing it with the following:

During the License Term, Concessionaire shall pay to Park District a license fee ("License Fee") in the total amount of \$65,000 for the period from January 1, 2021 until December 31, 2021. In addition to the license fee, in the event gross revenue for the calendar year (January 1 - December 31) exceeds \$600,000, Concessionaire shall be responsible for an additional fee ("Additional License Fee") as follows: (i) 5% of any gross revenue that exceeds \$600,000 up to and including \$800,000; and (ii) 4% for any gross revenue over \$800,000. Concessionaire shall not be responsible for an Additional License Fee on any portion of gross revenue that exceeds \$1,000,000. The Concessionaire shall notify the Park District of the amount of the Prior Year total gross revenue under this Agreement and shall make payment of the Additional License Fee, if any, on or before January 15th of the following year. The License Fee shall be paid in the following monthly installments as set forth below on or before the first day of each month commencing on March 1 and ending on December 1 during the License Term (no payment is due for January or February 2021).

January 1, 2021	No Payment
February 1, 2021	No Payment
March 1, 2021	\$6,500
April 1, 2021	\$6,500
May 1, 2021	\$6,500
June 1, 2021	\$6,500
July 1, 2021	\$6,500
August 1, 2021	\$6,500
September 1, 2021	\$6,500
October 1, 2021	\$6,500
November 1, 2021	\$6,500
December 1, 2021	\$6,500
<b>TOTAL</b>	<b>\$65,000</b>

4. Counterparts. This Amendment may be executed in counterparts, each of which shall be an original but all of which taken together shall constitute but one and the same instrument. In the event any signature is delivered by facsimile or by e-mail delivery of a scanned .pdf file, such signature shall create a valid and binding obligation of the party with the same force and effect as if the facsimile or scanned .pdf signature page were an original thereof.

5. Entire Agreement; Modification. All other terms and conditions contained in the Agreement remain unchanged. The Agreement and this Amendment contain all of the terms and conditions agreed on by the Parties with respect to the subject matter hereof, and no other alleged communications or agreements between the Parties, written or otherwise, shall vary



the terms hereof. Any modification of the Agreement or this Amendment must be in writing and signed by all Parties.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date set forth below.

**A CARTE' GRILLE, INC.**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Attest: \_\_\_\_\_

Its: \_\_\_\_\_

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

**WILMETTE PARK DISTRICT**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Attest: \_\_\_\_\_

Its: \_\_\_\_\_

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





# Memorandum

Date: December 14, 2020  
To: Board of Commissioners  
From: Kristi Solberg  
Cc: Steve Wilson  
Re: December Board Report

---

In early November, the Building staff installed the new pool cover over the diving well at Centennial. The old cover was torn in several locations and was the original cover of the diving well.





Phase 2 of the irrigation project will be completed by December 18<sup>th</sup> at Community Playfields. The contractor will come back in the spring of 2021 to start up the system and troubleshoot any issues.





The Building staff worked with Recreation to decorate the gazebo at Mallinckrodt for Letters with Santa.





# Memorandum



Date: December 7, 2020  
To: Steve Wilson, Executive Director  
From: Emily Guynn, Superintendent of Recreation  
Re: Recreation and Facilities December 2020 Board Report

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## **Community Recreation Center**

### *Recreation Programs Division:*

- Due to Tier 3 mitigation guidelines, the second half of Fall 2 session included;
  - 47 in-person programs, either one-on-one lessons indoor or small groups outside
  - 50 zoom programs
  - 42 programs canceled
- Preschool, Kindergarten Enrichment, and CARE continued operate as early fall
  - Preschool 2020-2021 School Year continues to take enrollment as space allows. A new family started in December
  - Preschool 2021-2022 School Year resident registration started December 8
- New programs or modify existing programs in accordance with current state guidelines include;
  - Take Home Kits:
    - Gingerbread Houses, 62 sold
    - Cuddly Puppy Kits, 6 sold
    - Daddy Daughter Heart to Hold, 4 sold
  - Basketball and volleyball open gym, 23 reservations
  - One-on-one private sports instruction starting the week of December 14
  - Thanks to unseasonable weather, outside pop-up sport classes, December 9-10
    - Pee Wee Sportsters
    - Archery
    - Basketball
    - Mixed Sports
- “Supervision for Remote Learning” resumed November 30 to support families as School District #39 navigates the safest way to offer in-person learning. Registration changed to per day enrollment to offer the most flexible option for families. 8 students enrolled per day.
- Special Events:
  - Santa’s Mailbox at Mallinckrodt Park
  - House Decorating Contest and Holiday Walk



### *Gymnastics:*

- Due to Tier 3 mitigation guidelines, the second half of Fall 2 session had to be canceled
- New programs or modify existing programs in accordance with current state guidelines include;
  - Individual training reservations
  - One-on-one private lessons with Wilmette Park District gymnastics coach
    - Between the two options, approximately 20 reservations per day
- Team program has transitioned into virtual conditioning training sessions

### *Center Fitness Club:*

- Due to Tier 3 mitigation guidelines, indoor group fitness classes had to be suspended
- New programs or modify existing programs in accordance with current state guidelines include;
  - Virtual personal training
  - “Get Fit at Home”, five week program including, 60 minute personal training sessions
  - Weather permitting continue offering group fitness classes outside
  - One-on-one group fitness classes by appointment
- November Center Fitness Club reservations, 1,901
- November group fitness participation:
  - Outside/In-person, 691
  - Zoom, 281
  - Total participation, 972
- November personal training sessions, 38

## **Centennial Recreation Complex**

### *Tennis Center:*

- Due to Tier 3 mitigation guidelines,
  - Second half of Fall 2 session had to be canceled
  - Permanent court times had to be suspended
- New programs or modify existing programs in accordance with current state guidelines include;
  - One-on-one court reservations
  - Ball machine reservations
  - One-on-one private lessons with Wilmette Park District tennis professional
    - Between the three options, approximately 45-50% utilization

### *Centennial Ice Rink:*

- Due to Tier 3 mitigation guidelines,
  - Second half of Fall 2 Learn to Skate session had to be canceled
  - Ice time rentals had to be suspended
- New programs or modify existing programs in accordance with current state guidelines include;
  - Individual training freestyle sessions, all freestyles have sold out consistently
  - One-on-one private lessons with Wilmette Park District Learn to Skate instructor, approximately 15-20 sessions held per week



## **Platform Tennis**

- Given the structure of outside paddle offerings, there was an immediate surge in lesson requests as a result of Tier 3 mitigation guidelines
- Wilmette Tennis Center professional teaching staff is supporting the increase demand

## **Mallinckrodt Center**

- New programs or modify existing programs in accordance with current state guidelines include;
  - Three virtual group fitness classes per week with approximately 8-10 participants
  - In December introducing 3 virtual special events





To: Steve Wilson, Executive Director  
From: Sheila Foy, Superintendent of Finance  
Date: December 9, 2020  
Re: December, 2020 Finance Superintendent Report:  
1. District Revenue and Expense Results through October, 2020 (Appendix 1)  
2. Capital Expense Results through October, 2020 (Appendix 2)  
3. Finance, Customer Service and Technology Department Updates

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## **1. District Revenue and Expense Results through October, 2020**

After the books were closed for October, the District's projected fund surplus was calculating at about \$179k. During the month of November, the 2020 projections were updated with the results of the decisions made at the Capital Expenditure COW meeting, along with other income and expense revisions, and the District is now projecting a 2020 fund surplus of \$227k. Finance is still in the process of closing the books for November and recent state guidelines have become stricter but that number is still projecting to be the 2020 target. The projection was discussed at length at the November Financial Policy and Planning committee meeting as well as all the budget discussions held during November.

## **2. Capital Expense Results through October, 2020**

Capital expenditures through the end of October are a little over \$1.1m. Capital spending for the end of 2020 is projected to be \$1.851m as a result of the November Capital Expenditure COW meeting. This will include projected spend for the golf cart project through the end of the year.

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


During most of November, Finance continued to focus on the 2021 Budget. Committee meetings held during November resulted in a completed 2021 budget that has been printed, put into binders and delivered to the Board for the December 9, 2020 COW meeting. The report includes information for all budgets, Budget and Appropriation Ordinance, five year capital improvement plan, debt payment schedule and tax levy history.

Customer Service has acknowledged that the pandemic has made things interesting during 2020. After the Spooky walk-thru parks in October, Mallinckrodt Park was transformed into a walk through Holiday Park and will be available until the end of December. Our very popular Make Your Own Gingerbread program was converted to a take home event. We are sponsoring a Holiday Lights Decorating Contest through December 14th with winners announced on Social Media. Our Preschool appears to have a lot of interest with families wishing to join mid-year. Current Preschool enrollees pre-registration began November 23rd for fall 2021-22. Due to the recent spike of COVID infections the Governor installed new mitigations to stop the virus spread. Many of our programs shifted to Zoom offerings. Some programs were cancelled entirely. Winter Break camp is still being held for those families needing childcare. We did not hold a Cyber Monday swim pass sale. Registration for winter classes that begin in January is currently on hold due to the spike in COVID cases.

Technology continues to gather pricing proposals for a new phone system for the District. We are in the process of discussing those proposals and are targeting a decision by the end of January. IT is in the process of procuring the remaining security cameras for CRC, Ice, Tennis, Pool, Paddle and Mallinckrodt and are on target to complete the purchase of these cameras by year end. IT also supported the systemic changes required in Rectrac to support the surge of activity due to the newly implemented Tier 3 restrictions.



# Appendix 1

<div>  <div> <b>Wilmette Park District</b>  Revenue and Expense Statement  Fiscal Year 2020  <b>October Income Statement with Projections through the remainder of 2020</b> </div> </div>									
Total District	Through October 30			YTD Variance		Total	Financial Projection Nov - Dec	2020 Projection	2020 Projection v. 2020 Budget
	Actual	Actual	Budget	Actual to Budget		Year			
	2019	2020	2020	\$	%	2020			
<b>Revenue</b>									
Property Taxes	\$8,478,608	\$8,468,242	\$7,562,051	\$906,191	12.0%	\$8,607,466	\$139,224	\$8,607,466	100%
Daily Fees	1,208,673	1,414,155	1,575,349	(161,194)	-10.2%	1,631,077	\$71,560	\$1,485,714	91%
Fee Revenue	11,728,988	4,434,799	10,989,323	(6,554,523)	-59.6%	12,070,078	\$335,985	\$4,770,784	40%
Membership Fees	2,005,771	1,683,708	2,088,734	(405,025)	-19.4%	2,240,936	\$143,007	\$1,826,715	82%
Rental Revenue	1,878,625	1,332,462	1,928,428	(595,966)	-30.9%	2,277,174	\$314,586	\$1,647,048	72%
Retail Sales	219,042	144,925	203,332	(58,407)	-28.7%	230,216	\$29,314	\$174,239	76%
Miscellaneous Revenue	<u>452,062</u>	<u>163,200</u>	<u>404,065</u>	<u>(240,865)</u>	-59.6%	<u>475,332</u>	<u>\$8,035</u>	<u>171,235</u>	36%
<b>Total Revenue</b>	\$25,971,769	\$17,641,492	\$24,751,281	(\$7,109,789)	-28.7%	\$27,532,279	\$1,041,709	\$18,683,201	68%
<b>Expenses</b>									
Salaries & Wages	\$7,375,885	\$6,356,537	\$8,420,913	(\$2,064,376)	-24.5%	\$9,899,827	\$1,071,009	\$7,427,546	75%
Employee Benefits	2,248,507	2,021,408	2,454,193	(432,785)	-17.6%	3,031,131	\$486,699	\$2,508,107	83%
Contract Services	3,362,478	2,157,903	3,432,242	(1,274,339)	-37.1%	4,060,113	\$442,875	\$2,600,778	64%
Utilities	874,656	705,874	873,116	(167,242)	-19.2%	1,064,786	\$240,873	946,747	89%
Supplies	1,277,116	522,616	1,123,633	(601,017)	-53.5%	1,275,101	\$162,867	685,483	54%
Repairs	<u>214,778</u>	<u>281,548</u>	<u>252,053</u>	<u>29,494</u>	11.7%	<u>292,733</u>	<u>\$50,518</u>	<u>332,065</u>	113%
Operating Expenses	\$15,353,421	\$12,045,886	\$16,556,150	(\$4,510,264)	-27.2%	\$19,623,691	\$2,454,841	\$14,500,726	74%
<b>Operating Surplus (Deficit)</b>	\$10,618,349	\$5,595,606	\$8,195,131	(\$2,599,524)	-31.7%	\$7,908,588	(\$1,413,132)	\$4,182,475	53%
<b>Non-Operating Revenue</b>									
Bond Proceeds	\$0	\$0	\$0	\$0		\$0	\$0	\$850,000	
Capital Reimbursement	0	0	0	0		0	0	0	
Total Non-Operating Revenue	\$0	\$0	\$0	\$0		\$0	\$0	\$850,000	
<b>Non-Operating Expenses</b>									
Capital	6,654,008	1,164,474	3,280,103	(2,115,629)	-64.5%	3,929,378	\$687,054	1,851,528	47%
Debt Service	152,624	111,885	111,885	(0)	0.0%	2,953,770	\$2,841,885	2,953,770	100%
Capital Transfer	0	0	0	(0)	-100.0%	0	0	0	N/A
Overhead Transfer	0	0	(320,625)	320,625	-100.0%	0	0	0	N/A
Total Non-Operating Expenses	\$6,806,632	\$1,276,359	\$3,071,363	(\$1,795,004)	-58.4%	\$6,883,148	\$3,528,939	\$4,805,298	70%
Net Non-Operating Surplus (Deficit)	(\$6,806,632)	(\$1,276,359)	(\$3,071,363)	\$1,795,004	-58.4%	(\$6,883,148)	(\$3,528,939)	(\$3,955,298)	57%
<b>Total Expenses</b>	<u>\$22,160,053</u>	<u>\$13,322,245</u>	<u>\$19,627,513</u>	<u>(\$6,305,268)</u>	-32.1%	<u>\$26,506,839</u>	<u>\$5,983,780</u>	<u>\$19,306,024</u>	73%
<b>Net Surplus (Deficit)</b>	<u>\$3,811,716</u>	<u>\$4,319,247</u>	<u>\$5,123,768</u>	<u>(\$804,520)</u>		<u>\$1,025,440</u>	<u>(\$4,942,071)</u>	<u>\$227,177</u>	22%
Projected 2019 Ending Fund Balance - Final Audited						7,359,032		7,359,032	
Plus/(Less) Scenario						1,025,440		227,177	
Projected 2020 Ending Fund Balance at 10/31						8,384,472		7,586,209	
Projected 2020 Surplus/(Deficit) at 9/30								(717,055)	
Projected Fund Balance at 9/30								6,641,977	
Projected 2020 Surplus/(Deficit) at 8/31								(543,404)	
Projected Fund Balance at 8/31								6,815,628	
Projected 2020 Surplus/(Deficit) at 7/31								(889,816)	
Projected Fund Balance at 7/31								6,469,216	



## Appendix 2

a								
CAPITAL EXPENDITURE SUMMARY								
YTD OCTOBER 31, 2020								
Location	Project Name	Project Description	Priority	2020 Budget	Status	2020 Actual Spend	2020 Projected Spend	(Over)/Under Budget
GILLSON PARK	Air Conditioning-Beach House	Add air conditioning to concession area	S	18,000	1 Complete	12,987	18,000	5,013
MAPLE PARK	Tennis Court Renovation	Renovate outdoor court	S	11,000	2 Complete	36,172	36,172	(25,172)
PARKS DEPARTMENT	Mowing Equipment Replacement	Replacement of 4 Zero Turn and 2 walk behind mowers	S	58,000	1 Complete	67,760	67,760	(9,760)
PARKS DEPARTMENT	Utility Vehicles	Replacement of Toro Workman utility vehicle	S	13,000	1 Complete	12,943	13,000	57
PARKS DEPARTMENT	Utility Vehicles	Replacement of Parks Gator	N	14,000	1 Complete	13,454	14,000	546
WILMETTE GOLF CLUB	Approach/Tee Mowers	Replacement - (3) 14 Year Old Machines	L	44,000	1 Complete	39,175	44,000	4,825
WILMETTE GOLF CLUB	Bank Mower	Replacement - Current Machine is 17 years old	L	12,000	1 Complete	10,684	12,000	1,316
WILMETTE GOLF CLUB	Fairway Mowers (3)	Replacement - (3) 10 Year Old Machines	L	58,000	1 Complete	51,640	58,000	6,360
WILMETTE GOLF CLUB	Rough Mower	Replacement - 11 year old machine	L	22,600	1 Complete	20,122	22,600	2,478
WILMETTE GOLF CLUB	Sand Pro	Replacement - Bunker Rake Machine - 13 Years Old	L	8,000	1 Complete	7,123	8,000	877
WILMETTE GOLF CLUB	Utility Vehicles	Heavy duty utility car replacement	L	8,333	1 Complete	7,419	8,333	914
WILMETTE GOLF CLUB	Walking Green Mowers	Cleanup and Collar Mower for Greens	L	9,333	1 Complete	8,310	9,333	1,023
COMMUNITY REC CENTER	Auditorium RTU	New RTU Over Auditorium	C	30,000	2 Complete	-	30,000	30,000
COMMUNITY REC CENTER	Roof Replacement	Replacement of roof on B Building	C	420,000	2 Complete	662,263	662,263	(242,263)
ADMINISTRATION OFFICE	Computer Hardware	Computer hardware (Laptops, Desktops, Servers and etc.)	N	40,000	2 On Going	11,479	40,000	28,521
ADMINISTRATION OFFICE	Computer Software	Computer software (MS Office and etc.)	N	20,000	2 On Going	9,624	20,000	10,376
CENTENNIAL AQUATICS	Security Cameras	Security Cameras for Pools	S	8,511	2 On Going		8,511	8,511
CENTENNIAL AQUATICS	Diving Well Cover	New Diving Well Cover	C	7,551	3 On Going		7,551	7,551
CENTENNIAL ICE	Security Cameras	Security Cameras for Ice	S	10,011	2 On Going		10,011	10,011
CENTENNIAL ICE	Parking Lot Lighting Replacement	New lighting at Centennial	S	30,000	3 On Going	7,173	30,000	22,827
CENTENNIAL TENNIS	Parking Lot Lighting Replacement	New lighting at Centennial	S	30,000	3 On Going	7,173	30,000	22,827
CENTENNIAL TENNIS	Security Cameras	Security Cameras for Tennis	S	8,255	2 On Going		8,255	8,255
COMMUNITY REC CENTER	Security Cameras	Security Cameras for CRC	S	13,339	2 On Going		13,339	13,339
GILLSON PARK	Sailing Boat Racks	Replace and repair old and damaged sailing racks	C	8,000	2 On Going	-	8,000	8,000
GILLSON PARK	Security Cameras	Security Cameras for Lakeview	S	7,451	2 On Going	7,545	7,545	(94)
GILLSON PARK	Security Cameras	Security Cameras for Gillson Beach	S	7,963	2 On Going	8,504	8,504	(541)
GILLSON PARK	Shoreline Protection - Gillson	Material and Installation	C	30,000	3 On Going	30,368	100,000	(368)
MALLINCKRODT CENTER	Security Cameras	Security Cameras for Mallinckrodt	S	6,463	2 On Going		6,463	6,463
PLATFORM TENNIS	Security Cameras	Security Cameras for Platform Tennis	S	7,487	2 On Going		7,487	7,487
WILMETTE GOLF CLUB	Drainage Improvements	Materials for subsurface golf course drainage installs	C	10,000	2 On Going	10,455	10,000	(455)
WILMETTE GOLF CLUB	Security Cameras	Security Cameras for Golf	S	8,511	2 On Going		8,511	8,511
WILMETTE GOLF CLUB	Range Netting Pole and Fence Maintenance	Net and Cable Maintenance / High lift work	S	10,000	2 On Going		10,000	10,000
WILMETTE GOLF CLUB	Cart Path Installation	Fully Connected Cart Paths/ Curbing / Drainage	S	850,000	3 On Going	75,713	467,500	774,287
CENTENNIAL ICE	Boiler Replacement Project	Much needed upgrade required to address safety concerns			2 NEW	25,309	25,309	(25,309)
ADMINISTRATION OFFICE	Paycom Payroll and HRIS System	New payroll and automated HRIS system			2 NEW	18,081	18,081	(18,081)
ADMINISTRATION OFFICE	Administration Vehicle	Executive Director Vehicle	S	35,000	2 Deferred		0	0
CENTENNIAL AQUATICS	Anti-Slip Epoxy Floor	Update locker room flooring	N	35,000	3 Deferred		0	0
CENTENNIAL AQUATICS	Chlorine Controllers	New Chlorine Controllers (\$6600 each)	C	26,400	3 Deferred		0	0
CENTENNIAL AQUATICS	Pool Vacuums	2 New Pool Vacuums (\$4999 each)	S	9,998	3 Deferred		0	0
CENTER FITNESS CLUB	Fitness Equipment Replacement	Ongoing replacement of strength and cardio equipment	S	58,000	3 Deferred		0	0
CENTER FITNESS CLUB	Studio Equipment Replacement	Ongoing replacement of group exercise studio equipment	S	8,000	3 Deferred		0	0
COMMUNITY REC CENTER	Auditorium LED Strip Lights	6 strip lights over theater stage, LED lights	N	11,000	3 Deferred		0	0
COMMUNITY REC CENTER	Car Charging Station	Electric Car Charging Station at the CRC	N	12,000	3 Deferred		0	0
COMMUNITY REC CENTER	Comp Plan	Comprehensive Plan for Remodel/Interior Upgrades	C	90,000	3 Deferred		0	0
COMMUNITY REC CENTER	Gymnastics Equipment	Updating and Replacing Equipment	N	16,500	3 Deferred		0	0
GILLSON PARK	Shoreline Protection - Langdon	Material and Installation	C	70,000	3 Deferred		0	0
GILLSON PARK	Tennis Court Resurface/Renovation	Resurface/improve outdoor courts	S	40,000	2 Deferred		0	0
HIBBARD PARK	Fabric Shade Structure	Adding a shade structure in Hibbard Park	N	20,000	3 Deferred		0	0
HOWARD PARK	Concrete Bleacher and Bench Pads	Installation of concrete pads for bleachers & bench	N	25,000	3 Deferred		0	0
HOWARD PARK	Parking Lot Pavement	Repaving the parking lot on 17th Street	S	100,000	3 Deferred		0	0
KEY NATURE CENTER	Pave Pathways	Create accessible path at Key Park	S	107,000	3 Deferred		0	0
MALLINCKRODT CENTER	Carpeting Replacement	Hallway, entrance to exit	S	8,000	3 Deferred		0	0
MALLINCKRODT CENTER	Replace Building Automation	Heating and cooling control system	C	18,000	3 Deferred		0	0
MAPLE PARK	Playground Renovation (2015)	Scheduled replacement and ADA update	S	249,700	3 Deferred		0	0
PARKS DEPARTMENT	Combination Trash/Recycling Containers (Various Parks)	Ongoing standardization of trash/recycling containers	N	10,000	3 Deferred		0	0
PARKS DEPARTMENT	Pickle Ball Courts	Location TBD	N	40,000	3 Deferred		0	0
PARKS DEPARTMENT	Cargo Van (#22)	Replacement of Cargo van	N	33,000	2 Deferred		0	0
PLATFORM TENNIS	Decking Extension	Extend decking to new courts	N	20,000	3 Deferred		0	0
THORNWOOD PARK	Tennis Court Color Coating	Resurface outdoor courts	S	18,000	3 Deferred		0	0
WILMETTE GOLF CLUB	Maintenance Fire Alarm	Installation of a fire prevention system	N	10,000	3 Deferred		0	0
WILMETTE GOLF CLUB	Replace Driveway (House) Sewer Repair	Driveway cracked and in need of repair	N	22,000	3 Deferred		0	0
WILMETTE GOLF CLUB	Resurface Driveway (Maintenance Facility)	Scheduled maintenance on driveway	N	62,100	3 Deferred		0	0
WILMETTE GOLF CLUB	Signage	Monument sign or electronic sign	S	37,500	3 Deferred		0	0
CENTENNIAL ICE	Roof Replacement	Roof replacement at Centennial	S	150,000	2 Deferred	3,000	3,000	147,000
GILLSON PARK	Lakefront Infrastructure	Related to sewers, curbs and others	C	300,000	2 Deferred		0	300,000
PARKS DEPARTMENT	ADA Accessibility (5.8 Levy)	ADA improvements	C	150,000	2 Deferred		0	150,000
GILLSON PARK	Lakeview Design	Full Building Design Plan	S	50,000	3 Deferred		0	50,000
COMMUNITY PLAYFIELD	Bathrooms	Freestanding park bathroom	S	200,000	4 Removed		0	0
Totals				3,882,006		1,164,475	1,851,528	687,053
Updated Projected 2020 Capital Spend				1,851,528				
Actual Capital Spend through 10/31/2020				1,164,475				
Remaining Capital Spend for 2020				687,053				