



**WILMETTE PARK DISTRICT  
Lakefront Committee Meeting**

Tuesday, September 8, 2020

6:30 p.m. – Online<sup>1</sup>

## AGENDA

- I. Meeting Called to Order  

<u>Members of the Committee:</u> Commissioner Bryan Abbott, Chair Commissioner Cecilia Clarke Commissioner Todd Shissler	<u>Staff:</u> Superintendent Emily Guynn Superintendent Kristi Solberg
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- II. Approval of Minutes
  - A. January 6, 2020 – *amended*
  - B. February 3, 2020 – *amended*
- III. Public Comment
- IV. New Business
- V. Communications and Correspondence
  - A. Email from Mary Schmick re: Gillson Park and Jens Jensen
- VI. Unfinished Business
  - A. Shoreline Protection Project – Discussion re: process and timeline
  - B. Gillson Comprehensive Plan – Discussion re: process and timeline
- VII. Manager's Report
- VIII. Adjournment

<sup>1</sup>This meeting will be held remotely via Zoom. To participate via Zoom on the phone, please call 312-626-6799 and enter meeting ID #863 4610 9612 and passcode #838289. 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.



# Memorandum

Date: September 4, 2020

To: Members of the Lakefront Committee  
Commissioner Bryan Abbott, Chair  
Commissioner Cecilia Clarke  
Commissioner Todd Shissler

Cc: Steve Wilson, Executive Director  
Emily Guynn, Superintendent  
Kristi Solberg, Superintendent

From: Libby Baker, Executive Administrative Assistant

Re: Approval/Re-Approval of Lakefront Committee Meeting Minutes

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As with the board meeting minutes, I started reviewing the packets and minutes from the committee meetings that took place in my absence. What I found is several sets of minutes that had been approved, but needed some revisions. There are also several meetings for which the minutes have not been completed yet.

Listed below are the minutes that are being presented for re-approval Tuesday night, with a brief explanation.

- January 6, 2020 – minutes were presented and approved in February – I noticed a few errors (minutes, formatting, and grammar) and recommend they be re-approved. Both the original and amended minutes are attached.
- February 3, 2020 – minutes were presented and approved in March - I noticed a few errors (grammar and formatting) and recommend they be re-approved. Both the original and amended minutes are attached.



## **WILMETTE PARK DISTRICT Lakefront Committee Meeting Minutes**

*Monday, January 6, 2020  
Mallinckrodt Community Center*

### **Present**

Commissioners/Committee: Chair, Bryan Abbott, Gordon Anderson, Cecilia Clarke  
Staff: Emily Guynn, Steve Wilson

Staff: Holly Specht

### **Absent**

None

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

Meeting called to order at 6:30 p.m.

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

- A. Commissioner Anderson moved and Commissioner Clarke seconded a motion to approve the minutes for November 4<sup>th</sup>, November 6<sup>th</sup> and November 22, 2019, Lakefront Committee meetings. All voted yes.

### **III. Recognition of Visitors**

The Attendance Sheet will become part of the permanent record.

### **IV. Communications and Correspondence**

None

### **V. Unfinished Business**

#### **A. Shoreline Protection RFP - Update**

- Director Wilson discussed speaking with SmithGroup regarding contract language and board approval and not using an AIA contract but using a simplified contract. He stated the plan is to bring the contract to February's committee meeting for review. He reported that he agreed with SmithGroup to run a structured process over a shorter time frame as compared to prior lakefront projects and is looking to accomplish the process in a 3 to 4 month window. He continued by confirming the plan is to evaluate the current infrastructure and do what is needed in the short-term to fight against erosion while SmithGroup develops options for long-term solutions

#### **B. Comprehensive Plan RFP - Update**

- Director Wilson sent the board an email asking for recommendations to better define the scope and public input process for the project. He would then take it back out to both Hitchcock and Lakota and give them a chance to both equally update their proposals.

- The Committee discussed the topics of scope and public process, but ultimately determined they would like to discuss further with the entire board before solidifying the approach and directing staff to take further steps

## **VI. New Business**

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### **A. Permits**

- Cystic Fibrosis walk on May 3<sup>rd</sup>
- Wedding in Gillson on July 25th
- Triathlon, later in the summer, major event for staff out by 10:30 a.m.

Consensus for approval of all permits, all voted in favor yes

## **VII. Manager's Report**

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### **Holly Specht reported:**

- Lakeview had 7 rentals in December
- Interviewing, hired 20 people and strong return of staff members
- Sailing beach contracts printed, ready to mail and emailed by Feb. 24th
- SUP racks, 15 racks and question is where to put them
- 2 request for camp groups (day camp)

## **VIII. Adjournment**

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There being no further business to conduct, the Lakefront Committee meeting was adjourned at 7:38 p.m.

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

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Department Head



## **WILMETTE PARK DISTRICT Lakefront Committee Meeting Minutes**

*Monday, January 6, 2020  
Mallinckrodt Community Center  
Amended*

### **Present**

Commissioners/Committee: Chair, Bryan Abbott, Gordon Anderson, Cecilia Clarke  
Staff: Emily Guynn, Steve Wilson

Staff: Holly Specht

### **Absent**

None

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

Meeting called to order at 6:30 p.m.

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

#### **A. November 4, 2019**

Commissioner Anderson moved and Commissioner Clarke seconded a motion to approve the minutes of the November 4, 2019 Lakefront Committee meeting. All voted yes; **motion carried.**

#### **B. November 22, 2019**

Commissioner Clarke moved and Commissioner Anderson seconded a motion to approve the minutes of the November 22, 2019 Lakefront Committee meeting. All voted yes; **motion carried.**

#### **C. December 6, 2019**

Commissioner Anderson moved and Commissioner Clarke seconded a motion to approve the minutes of the December 6, 2019, Lakefront Committee meeting. All voted yes; **motion carried.**

### **III. Recognition of Visitors**

The Attendance Sheet will become part of the permanent record.

### **IV. Communications and Correspondence**

None

### **V. Unfinished Business**

#### **A. Shoreline Protection RFP - Update**

Director Wilson discussed speaking with SmithGroup regarding the contract language, having board approval, and not using an AIA contract, but a simplified contract. He stated the plan is to bring the contract to the February committee meeting for review. He reported that he agreed with SmithGroup to run a

structured process over a shorter time frame as compared to prior lakefront projects and is looking to accomplish the process in a 3 to 4 month window. He continued by confirming the plan is to evaluate the current infrastructure and do what is needed in the short-term to fight against erosion while SmithGroup develops options for long-term solutions.

**B. Comprehensive Plan RFP - Update**

Director Wilson sent the board an email asking for recommendations to better define the scope and public input process for the project. He would then take it back out to both Hitchcock and Lakota and give them a chance to both equally update their proposals.

The Committee discussed the topics of scope and public process, but ultimately determined they would like to discuss further with the entire board before solidifying the approach and directing staff to take further steps.

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

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Department Head



## **WILMETTE PARK DISTRICT Lakefront Committee Meeting Minutes**

*Monday, February 3, 2020  
Mallinckrodt Community Center*

### **Present**

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Commissioners/Committee: Chair, Bryan Abbott, Gordon Anderson  
Staff: Emily Guynn, Steve Wilson

Staff: Holly Specht

### **Absent**

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Commissioner Cecilia Clarke

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

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Meeting called to order at 6:30 p.m.

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

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A. Commissioner Anderson moved and Commissioner Abbott seconded a motion to approve the minutes for January 6, 2020, with corrections to the Lakefront Committee meetings. All voted yes.

### **III. Recognition of Visitors**

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The Attendance Sheet will become part of the permanent record.

### **IV. Communications and Correspondence**

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Director Wilson was called by two neighboring houses South of Langdon to inquire the status and plans for the shoreline and engineering project. They are asking the Park District to keep them informed since their properties are in close proximity to the project.

### **V. Unfinished Business**

#### **A. Shoreline Protection RFP - Update**

- Director Wilson stated that the proposal generated by SmithGroup is in the packet for their review and recommendation for approval. The proposal includes an understanding of the project and outline of the public process and deliverables. If there were no changes by the Committee, the proposal would then go to the full board in February for approval.
- The Committee asked about the fee for a drone to take footage and Director Wilson said he specifically discussed the drone footage with SmithGroup, and that is why it is outlined as a separate line item option because he wanted the Committee to be aware of it as it was an additional \$5,500 compared to the initial proposal for the project.

- Commissioner Anderson commented regarding the drone fee and removing it from the contract. Director Wilson then proposed taking the drone out of the agreement for the Board and if the drone needs to be re-added then it will be an easy process to do so.

- Commissioner Abbott discussed concerns regarding fees and the pay rate of all contractors, and he wanted a clearer picture of what the committee is signing up for if any of the proposed solutions were to be pursued in the future. Commissioner Anderson stated the 45 days to report any defect clause should be longer, and proposed 90 days. Commissioner Anderson also asked staff to look into removing language about the limitation of liability. Director Wilson thinks he can incorporate all of the feedback into the agreement for the board in February.

#### **B. Comprehensive Plan RFP - Update**

- Director Wilson commented he reached out to the Director of Glenview Park District, to get his insight on Hitchcock and that he spoke very highly of the consultants on Hitchcock's team.
- Director Wilson will work with Hitchcock and Lakota giving them time to finalize their proposal.

### **VI. New Business**

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#### **A. Permits**

- Go Green Wilmette – March 8, 2020.
- Central School – June 9, 2020

Consensus for approval of all permits, all voted in favor yes

### **VII. Manager's Report**

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#### **Holly Specht reported:**

- Sailing contracts mailed on January 24th
  - All Sailors were emailed on January 22 regarding contracts and deadline
  - Staff sent out 602 contracts, and as of now, 95 were signed and returned and 9 sailors declined
- We are currently interviewing for staff and we have 85% hired for the summer

**VIII. Adjournment**

There being no further business to conduct, the Lakefront Committee meeting was adjourned at 7:10 p.m.

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

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Department Head

UNOFFICIAL



## **WILMETTE PARK DISTRICT Lakefront Committee Meeting Minutes**

*Monday, February 3, 2020  
Mallinckrodt Community Center  
Amended*

### **Present**

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Commissioners/Committee: Chair, Bryan Abbott, Gordon Anderson  
Staff: Emily Guynn, Steve Wilson

Staff: Holly Specht

### **Absent**

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Commissioner Cecilia Clarke

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

---

Meeting called to order at 6:30 p.m.

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

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In previous discussion, the Committee asked about the fee for a drone to take footage. Director Wilson said he specifically discussed the drone footage with SmithGroup, which is why it is outlined as a separate line item option so the Committee is aware it was an additional \$5,500 compared to the initial proposal for the project.

Commissioner Anderson commented regarding the drone fee and removing it from the contract. Director Wilson then proposed taking the drone out of the agreement for the Board and if the drone needs to be re-added than it will be an easy process to do so.

Commissioner Abbott discussed concerns regarding fees and the pay rate of all contractors. He wanted a clearer picture of what the committee is signing up for if any of the proposed solutions were to be pursued in the future. Commissioner Anderson stated the 45 days to report any defect clause should be longer, and proposed 90 days. Commissioner Anderson also asked staff to look into removing language about the limitation of liability. Director Wilson thinks he can incorporate all of the feedback into the agreement for the board in February.

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\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Department Head

## Libby Baker

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**From:** Steve Wilson  
**Sent:** Friday, September 4, 2020 11:38 AM  
**To:** Libby Baker  
**Subject:** FW: [external] FW: Mary Schmick, Gillson Park and Jens Jensen

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**From:** abbottownersrep <abbottownersrep@aol.com>  
**Sent:** Thursday, September 3, 2020 3:24 PM  
**To:** Steve Wilson <swilson@wilpark.org>; Bryan Abbott <babbott@wilpark.org>; Emily Guynn <eguynn@wilpark.org>  
**Subject:** [external] FW: Mary Schmick, Gillson Park and Jens Jensen

Steve,

Would you please include the attached email in the next Lakefront Meeting packet.

Bryan

Sent from my Verizon, Samsung Galaxy smartphone

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

**From:** Mary Schmick <[schmick.mary8@gmail.com](mailto:schmick.mary8@gmail.com)>  
**Date:** 8/12/20 9:53 AM (GMT-06:00)  
**To:** [babbott@wilpark.org](mailto:babbott@wilpark.org)  
**Subject:** Mary Schmick, Gillson Park and Jens Jensen

Hello Bryan,

I have written an introduction of myself to the board as well as provided a list of documentation I have available if anyone desires to have a read.

My name is Mary Schmick, I'm 85 and have lived in Wilmette for most of my life. My family moved to Wilmette in 1932. We lived at 1136 Sheridan Rd. We spent our summers at Elmwood Beach and Washington Park, and always at Jens Jensen's strawberries along the borders of his harbor path garden.

Superintendent Bill Lambracht gave me permission in 1995 to begin the restoration of The Jens Jensen Garden from 1934. Mary Weiboldt was speaking at a garden club meeting earlier that month and mentioned the Jensen Garden. I followed up with a visit to the Park District office that Sept. Mr. Porter gave me a copy of the Jensen Garden Plan. It is signed in 1932.

In 2018, again we asked permission to install a conservancy garden on the north side of the Hawthorne Grove. This garden was completed in Oct. 2019, under the leadership of Heidi Nutura. Heidi is also finishing up the far east end of the path garden by Aug. of 2020. Finally, I would like to pay for a sign that reads:

- Proposed Sign for Gillson Park -

## Hawthorne Grove Conservancy Garden Bird Sanctuary & Native Plants Preserve

A Restoration of the Jens Jensen Garden from 1934  
Completed in 2020 with the support of Wilmette Residents

Villagers and Guests are asked to help  
Protect and Preserve the Plants and Wildlife  
for the Enjoyment and Education of all.

- Existing sign from Mahoney Park as reference -

## Mahoney Farm

Bird Sanctuary & Wild Flower Preserve  
Deeded to the village of Kenilworth by the Mahoney Family in 1929  
Planned and designed by the great conservationist Jens Jensen in 1933 for  
Nature Study

Villagers and Guests are asked to help protect and preserve that which is provided for the enjoyment and education of all Trees,  
Shrubs, Flowers, Ferns, and all kinds of  
Wildlife are protected on this property.

I hope to hear from you soon regarding the garden in general. Please feel free to call me at 847-251-1050.

All my best,  
Mary Schmick

Mary Schmick Files for Jens Jensen Garden

1. Mary Wiebolt - Detailed obituary & Bio for Mary W. Mary 1st designer for Jensen Garden 1995-1999. (1 page)
2. Heidi Nutura - 2nd major designer for 9/11 and 1st landscape architect for conservancy garden. Detailed Bio and Garden Pan. (2 pages)
3. Wilmette Beacon Newspaper - Story on 9/11 Garden (2 pages)
4. Copy of Jensen's Gillson Plan - Wilmette Historical Museum and Park District more detailed plans. (2 pages)
5. Living Habitats, Heidi's Company - Invoices for all materials for conservancy garden, 9/11 and my parents bench garden. (9 pages)
6. Wilmette Park District - Invoices, 1995-1999 (8 pages)
7. Wilmette Park District - Invoices and thank you notes and cashed checks, 2015-2020 (12 pages)
8. Mary's Intro to Jensen Family - 5 favorable replies, Nov. 2019 (4 pages)
9. Jensen family signage for garden - 4 favorable replies for proposed sign 2020 (2 pages)
10. Robert Gress - The main Biographer of Jensen. I have a book. (5 Pages)