



**Wilmette Park District
Regular Meeting
Board of Park Commissioners**
*Monday, February 10, 2020
7:30 pm - Village Hall Council Chambers*

A G E N D A

- I. Regular Meeting of the Board of Park Commissioners Called to Order
 - A. Roll Call
- II. Approval of Minutes
 - A. January 13, 2020
- III. Communications and Correspondence
- IV. Recognition of Visitors
- V. Approval of Voucher List
- VI. Executive Director's Report
- VII. Committee Reports
 - A. Lakefront Committee
 - i. Consideration of Shoreline Engineering Agreement
 - B. Parks & Recreation Committee
 - C. Golf Operations Committee
 - D. Financial Planning & Policy Committee
- VIII. Unfinished Business
- IX. New Business
 - A. Review and Discussion of Intergovernmental Agreement with the Village of Wilmette and design document for Community Playfield Reservoir
- X. Reconvene Regular Board Meeting
 - A. Consideration of Action, If Any, of Items Discussed in Closed Session
- XI. Adjournment

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

Wilmette Park District **Policy for Public Comment**

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

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

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



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

Monday, January 13, 2020
Village Hall Council Chambers

Present

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

Secretary/Executive Director Steve Wilson

Absent

None

I. Meeting Called to Order

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

A. Roll call taken

II. Approval of Minutes

A. November 11, 2019 Special Meeting

Commissioner Shissler moved and Commissioner Anderson seconded a motion to approve the minutes for the August 19, 2019 Special Meeting.

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

B. September 9, 2019 Closed Session

Commissioner Clarke moved and Commissioner Murdock seconded a motion to approve the minutes for the September 9, 2019 Closed Session Meeting

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

C. October 15, 2019 Closed Session

Commissioner Abbott moved and Commissioner Murdock seconded a motion to approve the minutes for the October 15, 2019 Regular Meeting.

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

D. December 4, 2019 Committee of Whole minutes

Commissioner Abbott moved and Commissioner Murdock seconded a motion to approve the minutes for the December 4, 2019; Committee of Whole minutes.

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

E. December 9, 2019 Regular meeting

Commissioner Anderson moved and Commissioner Wolf seconded a motion to approve the minutes for the December 9, 2019: Regular Meeting

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

III. Communications and Correspondence

None

IV. Recognition of Visitors

None

V. Approval of Voucher List

Commissioner Anderson moved and Commissioner Goebel seconded a motion to approve the Voucher List in the amount of **\$1,384,520.46**, 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, Goebel, Murdock, Shissler, Anderson, and Wolfe. Voting *No*, none. *Absent*, none; **Approved.**

VI. Executive Director's Report

Director Wilson reported on the following topics:

- Updated the board on the budget process
 - January meeting we approve the Budget and Appropriations ordinance to set legal spending authority for the fiscal year which is beyond the budget which is the management guidelines for staff
 - The ordinance is on the agenda under new business, once passed we file with the county and it goes on record
- School related programming Parks and Recreation updates
 - Recreation staff and Superintendent Guynn have been reimagining After School Recreation and After School Clubs for 2020-2021 school year due to high demand
 - Director Wilson attended the District 39 Committee of the Whole meeting this morning where staff introduced the topic to their board, answered questions,

- In general the board was interested in the new programming and thinks it will be well received. They are especially excited we are starting at Romona.
- He then reported that now that it is January, it is time to start thinking about summer camp with the annual camp guide ready to be delivered to our offices and to the post offices and homes shortly thereafter.
- Camp open house is February 28, 2020 from 6 to 7:30 for parents to come speak to people who are in charge of the camps, learn about different programs, and to ask any questions they may have.
- Resident registration begins at 9:00 a.m. February 4th and a week later at 9:00 a.m. nonresident registration begins

Commissioner Abbott commented he received a communication correspondence from Mr. Ron Deger, relevant to Executive Director Wilson's comments on the appropriations ordinance, he wrote to thank the District for the zero tax increase for 2020.

VII. Committee Reports

A. Lakefront Committee:

Commissioner Abbott reported on the following topics:

- Shoreline protection engineering services contract in negotiations
- Committee has not made a decision on the comprehensive plan hire
- The Committee is seeking board-wide input
- Meeting planned for the evening of January 29, 2020

In response to a question from President Wolf about the weather over the weekend, Commissioner Abbott stated it really illustrated the changing shoreline.

Executive Director Wilson also reported on Saturday's high winds and high waves coming straight off the lake producing on shore water, water levels up across the harbor sea wall waves landing about 15 to 20 feet off the side walk on the overlook. Sailing beach was under water and the water came down the sailing road and into the beach parking lot. The staff kept trying to pump water out of the parking lot but Mother Nature won.

Commissioner Anderson also commented one tree that looks uprooted and Director Wilson mentioned that the root ball is fully exposed due to sand being eroded and staff is monitoring it.

President Wolf commented to caution any residents or anyone that might be going down to the lakefront if the weather is anything like it was on Saturday and to take heed of any warnings or closures.

B. Parks & Recreation Committee:

Commissioner Murdock reported on the following topics:

- Director Wilson spoke on school related programs and, he gave an update earlier in his report during this meeting.
- The bulk of the meeting was on pool operations as the Committee is learning more about each operation more in depth

C. Golf Operations Committee:

Commissioner Goebel reported on the following topics:

- Busy time of year from a planning perspective
- Final revenue numbers are coming in and we anticipate the restaurant will exceed it's 2019 goal
- Looking to 2020, there are 25 golf outings on the calendar already which is a 20% increase from prior year
- Planning continues for permanent tee times
- Staff eager to implement the new tee sheet technology which will allow for credit cards to be integrated better into the system and allow for enhanced order processing in the restaurant
- Staff thinking through cart path planning

D. Financial Planning & Policy Committee:

Commissioner Anderson reported on the following topics:

- Did not meet in December
- Due to Monday's Holiday we will not be meeting at our normal time and are reschedule for Monday January 27th

VIII. Unfinished Business

- A.** IGA – Director Wilson stated he will receive the draft of the IGA on Wednesday and then share it with the board and ultimately the Village of Wilmette staff for their review.

IX. New Business

A. Ordinance 2020-0-1 (Annual Budget)

Commissioner Anderson moved and Abbott seconded a motion to approve *An Ordinance For Combined Annual Budget And Appropriation Of Funds For The Wilmette Park District, Cook County, Illinois For The Fiscal Year Beginning January 1, 2020 And Ending December 31, 2020*

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

X. Adjourn to Closed Session

Commissioner Wolfe moved and Commissioner Murdock seconded a motion to adjourn to closed session to discuss the purchase or lease of real property for the use of the District or whether a particular parcel should be acquired.

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

XI. Adjournment

There being no further business to conduct, President Wolfe adjourned the Regular meeting at 7:54 pm.

Secretary

President

Minutes Approved on _____



Voucher List Presented to the Board of Park Commissioners
At the Regular Meeting of February 10, 2020

Voucher List - Reconciliation
January-20
(Vendor Disbursements Over \$5,000)

Vendor Name	Amount	Type of Service/Products	#
PDRMA	222,050.04	Health, Liability, & Workman's Comp Insurance	
NSSRA	137,805.01	2020 1st Installment Member Contribution	
<u>JP Morgan Chase</u>	61,395.28	P-Card Purchases	
<u>Vermont Systems Inc</u>	29,832.20	2020 Software Maint	
<u>J.C. Sports & Tees Inc</u>	12,325.50	Staff Uniforms for Tennis & Basketball Uniforms for Sports	
<u>Nels Johnson Tree Experts Inc</u>	10,675.00	Tree Removal for Parks	
<u>Sportskids Inc</u>	9,046.70	Winter Classes for Sports	
<u>AT & T</u>	7,876.43	Phone, Long Distance & Fiber Network Service	
<u>Gym Kinetics II Inc</u>	5,040.00	Meet Fees for Gymnastics	
Total	\$ 496,046.16		
Other Sundry Services/Products	48,230.22		
Total Voucher List	<u>\$ 544,276.38</u>		
<u>Payroll Transfers</u>			
1/3/2020	\$ 277,288.23		
1/17/2020	\$ 301,454.93		
1/31/2020	<u>\$ 388,725.61</u>		
Total Payroll Transfers	<u>\$ 967,468.77</u>		
Total Vouchers and Transfers	<u>\$ 1,511,745.15</u>		

- If additional comments on expenditures are warranted, they will be noted below by numbered footnote.

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

Commissioner-Motion

Commissioner-Second



Voucher Approval Report

By Amount
Presented to the Board 2/10/20

<u>Vendor Name</u>	<u>Payable Number</u>	<u>Description (Item)</u>	<u>Account Number</u>	<u>Amount</u>
NSSRA	341	2020 1st Installment Member Agency Contribution	90-11-100-5235	\$ 137,805.01
Vermont Systems Inc	64564	2020 Software Maint for WPD	10-11-100-1704	29,832.20
PDRMA	1/20 Insurance	Property, Liability & Workman's Comp Insurance	40-11-100-5230	28,584.11
JPMorgan Chase Purchase Card	INV0039379	CRC - Cleaning services	20-41-100-5200	12,911.00
Nels Johnson Tree Experts Inc	131309	Tree Removal for Parks	10-22-100-5530	10,675.00
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-32-100-5110	10,568.12
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-32-100-5110	10,568.12
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	10-12-100-5110	9,232.70
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	10-12-100-5110	9,232.70
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	10-22-100-5110	7,929.64
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	10-22-100-5110	7,929.64
J.C. Sports & Tees Inc	13633	Basketball Shirts for Sports	20-41-706-5460	7,707.40
Sportskids Inc	227451	Winter Classes for Sports	20-41-610-5215	7,059.56
AT&T	847256960012/1/19	Phone Service for WPD	10-11-100-5310	6,731.34
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	10-23-100-5110	6,594.79
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	10-23-100-5110	6,594.79
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-41-100-5110	6,513.33
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-41-100-5110	6,513.33
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	10-11-100-5110	6,318.49
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	10-11-100-5110	6,318.49
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-34-100-5110	6,008.63
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-34-100-5110	6,008.63
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-33-100-5110	5,275.83
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-33-100-5110	5,275.83
Gym Kinetics II Inc	2/21-23/20	Meet Fees for Gymnastics	20-41-505-5272	5,040.00
Gymnastics Spot	2/1-2/20	Meet Fees for Gymnastics	20-41-505-5272	4,300.00
Aquarius Sail Of WI	20201W	Boat Equip & Cat Trax for Sailing	20-43-142-5430	4,189.07
J.C. Sports & Tees Inc	13628	Basketball Uniforms for Sports	20-41-608-5460	4,138.50
The Vocal Gymnasium	Winter-2020	Program Instructor for Gen Rec	20-41-423-5215	4,032.67
PDRMA	INV0039148	PDRMA Health - Pre Tax	10-11-100-2115	3,994.00
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-41-501-5110	3,956.87
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-41-501-5110	3,956.87
PDRMA	INV0038988	PDRMA Health - Pre Tax	10-11-100-2115	3,902.38
PDRMA	INV0039298	PDRMA Health - Pre Tax	10-11-100-2115	3,898.32
JPMorgan Chase Purchase Card	INV0039379	Adobe Creative Cloud For Teams 1 Year License	70-11-100-5870	3,792.08
JPMorgan Chase Purchase Card	INV0039379	Ice - Cleaning services	20-34-100-5200	3,387.00
PDRMA	INV0039004	PDRMA Health - Pre Tax	10-11-100-2115	2,918.45
PDRMA	01/20 Retiree Health	1/20 Retiree Health Premium from IMRF	10-11-100-2170	2,820.86
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-33-176-5110	2,658.09
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-33-176-5110	2,658.09
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	10-14-100-5110	2,637.91
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-41-301-5110	2,637.91
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	10-14-100-5110	2,637.91
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-41-301-5110	2,637.91
JPMorgan Chase Purchase Card	INV0039379	Back Flow Prevention Pumps	20-33-176-5540	2,569.72
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-43-100-5110	2,549.12
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-43-100-5110	2,549.12
On-The-Go Sports Inc	1/22/20	Football Classes for Sports	20-41-616-5215	2,521.05
PDRMA	INV0039163	PDRMA Health - Pre Tax	10-11-100-2115	2,452.75
PDRMA	INV0039311	PDRMA Health - Pre Tax	10-11-100-2115	2,378.75
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-42-100-5110	2,370.64
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-42-100-5110	2,370.64
Sportskids Inc	227451	Winter Classes for Sports	20-41-605-5215	1,987.14
JPMorgan Chase Purchase Card	INV0039379	Golf - Cleaning services	20-33-100-5200	1,978.00
JPMorgan Chase Purchase Card	INV0039379	Lakeview - Cleaning services	20-43-145-5200	1,976.00
JPMorgan Chase Purchase Card	INV0039379	CRC - Innovation project drinking fountain	20-41-100-5850	1,850.00
Head/Penn	5193060833	Shoes for Resale at Tennis	10-11-100-1603	1,823.41
JPMorgan Chase Purchase Card	INV0039379	Tennis - Cleaning services	20-32-100-5200	1,742.00
JPMorgan Chase Purchase Card	INV0039379	Reel Assembly Table	20-33-176-5850	1,667.00
Wage Works	INV1877329	Flex Spending Account	10-11-100-2140	1,609.55



Voucher Approval Report

By Amount
Presented to the Board 2/10/20

<u>Vendor Name</u>	<u>Payable Number</u>	<u>Description (Item)</u>	<u>Account Number</u>	<u>Amount</u>
Warehouse Direct Office	4555413-0	Paper for CRC	20-41-100-5410	1,443.60
Ill. Dept. of Revenue	1/20 Sales Tax	1/20 Illinois Sales Tax	10-11-100-2192	1,383.00
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-41-201-5110	1,381.64
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-41-201-5110	1,381.64
JPMorgan Chase Purchase Card	INV0039379	Mallinckrodt - Cleaning services	20-44-100-5200	1,321.00
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	10-21-100-5110	1,318.96
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	10-24-100-5110	1,318.96
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-41-401-5110	1,318.96
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-41-601-5110	1,318.96
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-41-701-5110	1,318.96
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	10-21-100-5110	1,318.96
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	10-24-100-5110	1,318.96
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-41-401-5110	1,318.96
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-41-601-5110	1,318.96
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-41-701-5110	1,318.96
JPMorgan Chase Purchase Card	INV0039379	Parks - Doggie bags	10-22-100-5440	1,284.91
JPMorgan Chase Purchase Card	INV0039379	Shop Tool Box	20-33-176-5850	1,260.00
AT&T	5664050050-20013	Phone Service for CRC	10-11-100-5310	1,145.09
Johnson, Nicole	002	Photographer for Arts	20-41-213-5225	950.00
JPMorgan Chase Purchase Card	INV0039379	Winter Break Camp Field Trip	20-41-415-5272	902.00
PDRMA	INV0039018	PT Insurance - Pre Tax	10-11-100-2115	872.38
Wilmette/Kenilworth Chamber of Commerce	20359	2020 Membership Dues for WPD	10-11-100-5160	850.00
JPMorgan Chase Purchase Card	INV0039379	Paddle - Cleaning services	20-35-100-5200	843.00
JPMorgan Chase Purchase Card	INV0039379	West Park - Cleaning services	10-23-100-5200	780.00
JPMorgan Chase Purchase Card	INV0039379	Fitness Equipment : medicine balls & kettle bells	20-42-100-5400	750.00
Red Wing Business Advantage Acct	20200110031348	Employee Safety Boots for Parks	10-22-100-5460	733.46
Wage Works	INV1863902	Flex Spending Account	10-11-100-2140	682.36
JPMorgan Chase Purchase Card	INV0039379	Paddle Match Catering	20-35-100-5250	677.65
JPMorgan Chase Purchase Card	INV0039379	Improv Troupe attire	20-41-803-5460	674.95
JPMorgan Chase Purchase Card	INV0039379	Supplies for Sunday Youth Basketball League	20-41-706-5400	673.90
New York Life Insurance Co	INV0038986	Wilmette Park District Employee Premiums	10-11-100-2131	672.05
New York Life Insurance Co	INV0039146	Wilmette Park District Employee Premiums	10-11-100-2131	672.05
New York Life Insurance Co	INV0039296	Wilmette Park District Employee Premiums	10-11-100-2131	672.05
AMS Mechanical Systems, Inc	9128-12	Compressor Maint for Ice	20-34-100-5205	669.50
JPMorgan Chase Purchase Card	INV0039379	Paddle Match Catering	20-35-100-5250	663.28
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-31-100-5110	659.48
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-31-100-5110	659.48
Premier Mechanical Inc	56082	Boiler Maint for CRC	20-41-100-5205	645.00
JPMorgan Chase Purchase Card	INV0039379	Paddle Match Catering	20-35-100-5250	637.65
Nicor Gas	51634894284-1/20	Gas Service for Older Adults	20-44-100-5340	631.26
A & B Bus Service	0120-1004	Winter Break Camp Busing for Gen Rec	20-41-415-5215	627.43
JPMorgan Chase Purchase Card	INV0039379	2020- Labor Tracking Program	20-33-176-5400	600.00
JPMorgan Chase Purchase Card	INV0039379	Paddle Match Catering	20-35-100-5250	600.00
JPMorgan Chase Purchase Card	INV0039379	Paddle Match Catering	20-35-100-5250	600.00
The Bank of New York Mellon	Late Fee 1/20	Late Fee for Principal Payment on Bonds	30-11-100-5920	594.65
PDRMA	INV0039176	PT Insurance - Pre Tax	10-11-100-2115	591.94
Nicor Gas	62946360708-1/20	Gas Service for Platform Tennis	20-35-100-5340	574.00
Nicor Gas	04231626534-1/20	Gas Service for Mallinckrodt Shop	10-22-100-5340	547.63
JPMorgan Chase Purchase Card	INV0039379	Tennis - Paper towel replacements	20-32-100-5520	539.40
Wage Works	INV1897035	Flex Spending Account	10-11-100-2140	539.23
Doherty, Laura	056	Music Classes for Early Childhood	20-41-306-5215	500.00
JPMorgan Chase Purchase Card	INV0039379	2020 IPRA Conference Registration J. Sanchez	20-31-100-5150	482.00
JPMorgan Chase Purchase Card	INV0039379	Paddle Match Catering	20-35-100-5250	477.50
Nicor Gas	85881400007-1/20	Gas Service for Lakeview	20-43-145-5340	476.10
JPMorgan Chase Purchase Card	INV0039379	Paddle Match Catering	20-35-100-5250	464.40
JPMorgan Chase Purchase Card	INV0039379	Paddle Match Catering	20-35-100-5250	464.40
JPMorgan Chase Purchase Card	INV0039379	Paddle Match Catering	20-35-100-5250	464.40
Doherty, Laura	057	Program Instruction for Early Childhood	20-41-303-5215	450.00
Doherty, Laura	057	Program Instruction for Early Childhood	20-41-306-5215	450.00
Quill	4082852	Office Supplies for West Park	10-21-100-5410	438.31
J.C. Sports & Tees Inc	13619	Staff Uniforms for Tennis	20-32-100-5460	414.00



Voucher Approval Report

By Amount
Presented to the Board 2/10/20

<u>Vendor Name</u>	<u>Payable Number</u>	<u>Description (Item)</u>	<u>Account Number</u>	<u>Amount</u>
Fit Kids Inc	1038	Program Instruction for Early Childhood	20-41-306-5215	408.00
K-Swiss Inc.	96003734	Shoes for Resale at Tennis	10-11-100-1603	388.96
JPMorgan Chase Purchase Card	INV0039379	West Park - Tree trimming supplies	10-22-100-5440	378.27
Wilson Racquet Sports USA	452998366	Racquets for Resale at Tennis	10-11-100-1603	367.28
JPMorgan Chase Purchase Card	INV0039379	2020 Revenue School Year 2 (Airfare) - J.Nichols	20-41-201-5220	364.80
Easy Permit Postage	8000-9000-1160-5163-1/2C	Postage for Various Areas	20-41-708-5270	359.00
Easy Permit Postage	8000-9000-1160-5163-1/2C	Postage for Various Areas	10-21-100-5270	351.00
James Buttkus	1/10/20	DJ for Ice	20-34-100-5250	350.00
James Buttkus	1/24/20	DJ for Ice	20-34-100-5250	350.00
James Buttkus	2/21/2020	DJ for Ice	20-34-100-5250	350.00
James Buttkus	2/7/20	DJ for Ice	20-34-100-5250	350.00
JPMorgan Chase Purchase Card	INV0039379	West Park - Stock/urinal repair parts	10-23-100-5510	337.99
PDRMA	INV0039324	PT Insurance - Pre Tax	10-11-100-2115	336.10
Doherty, Laura	056	Music Classes for Early Childhood	20-41-303-5215	325.00
JPMorgan Chase Purchase Card	INV0039379	Pallet Jack	20-33-176-5850	322.04
Dornheggen, Alison	1/13/20	Reimbursement for Set Supplies for Performing Arts	20-41-808-5420	322.01
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-41-801-5110	314.46
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-41-801-5110	314.46
Jim Galeno	1390	Reptile Show for Early Childhood	20-41-306-5215	300.00
Jones, Sally	1/20	Jump Start Paddle Camp Instructor	20-35-180-5215	300.00
JPMorgan Chase Purchase Card	INV0039379	2020 IPRA Conference Registration M.Underwood	20-42-100-5150	300.00
Lemery, Matthew	1/20-	Jump Start Paddle Camp Instructor	20-35-180-5215	300.00
JPMorgan Chase Purchase Card	INV0039379	Fitness TV	20-42-100-5350	299.21
JPMorgan Chase Purchase Card	INV0039379	After School Recreation	20-41-307-5400	296.13
JPMorgan Chase Purchase Card	INV0039379	Office Supplies from Amazon for Admin	10-11-100-5410	287.76
JPMorgan Chase Purchase Card	INV0039379	2020 IPRA Membership Dues - E.Guynn	10-11-100-5160	279.00
JPMorgan Chase Purchase Card	INV0039379	2020 IPRA Membership Due - M.Rodas	10-14-100-5150	279.00
New York Life Insurance Co	INV0039002	Wilmette Park District Employee Premiums	10-11-100-2131	273.57
New York Life Insurance Co	INV0039161	Wilmette Park District Employee Premiums	10-11-100-2131	273.57
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	40-11-100-5110	267.75
Nicor Gas	04754500009-1/20	Gas Service for West Park	10-22-100-5340	267.07
Wage Works	INV1884480	1/20 Flex Spending Admin Fee	10-11-100-5110	260.78
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	40-11-100-5110	257.75
Village of Wilmette	53656	Phone Share & 911 Service for Admin	10-11-100-5310	253.53
Ashley, Clare	1/17/20	Performer for Early Childhood	20-41-306-5215	250.00
JPMorgan Chase Purchase Card	INV0039379	2020-Webinar series for training	20-41-701-5150	250.00
Nichols, Mark G	1	Entertainment for Early Childhood	20-41-306-5272	250.00
New York Life Insurance Co	INV0039019	Wilmette Park District Employee Premiums	10-11-100-2131	240.82
JPMorgan Chase Purchase Card	INV0039379	Monthly fee for online newsletter tool	10-14-100-5255	239.06
United States Postal Service	WPD-2020	2020 Postal Permit for Marketing Mail	10-11-100-5270	235.00
United States Postal Service	WPD	2020 Postal Permit for First Class Presort	10-11-100-5270	235.00
JPMorgan Chase Purchase Card	INV0039379	CRC - Kiln motor	20-41-207-5520	234.92
Wilson Racquet Sports USA	4530040841	Racquets for Resale at Tennis	10-11-100-1603	232.28
Wilson Racquet Sports USA	4530141303	Racquets for Resale at Tennis	10-11-100-1603	232.28
New York Life Insurance Co	INV0039177	Wilmette Park District Employee Premiums	10-11-100-2131	225.82
New York Life Insurance Co	INV0039325	Wilmette Park District Employee Premiums	10-11-100-2131	225.82
New York Life Insurance Co	INV0039309	Wilmette Park District Employee Premiums	10-11-100-2131	223.59
JPMorgan Chase Purchase Card	INV0039379	Safety Committee Breakfast	40-11-100-5170	218.05
JPMorgan Chase Purchase Card	INV0039379	Ice - Concession stand motor	20-34-100-5520	217.89
JPMorgan Chase Purchase Card	INV0039379	Uniform Service	20-33-176-5460	217.05
JPMorgan Chase Purchase Card	INV0039379	CRC Air Care Program - January	20-41-100-5420	212.00
JPMorgan Chase Purchase Card	INV0039379	Pro Am Promo Items	20-32-100-5400	199.11
R & R Specialties, Inc.	0069520-IN	Zamboni Repair for Ice	20-34-100-5520	198.70
JPMorgan Chase Purchase Card	INV0039379	Tennis - Locker room toilet repairs	20-32-100-5510	196.55
JPMorgan Chase Purchase Card	INV0039379	2020 ISA Membership - H. Maldonado	10-21-100-5160	190.00
Konica Minolta Premier Finance	5008889309	Copier Leases for Centennial & Golf	20-33-100-5205	176.00
JPMorgan Chase Purchase Card	INV0039379	Uniform Service	20-33-176-5460	173.64
JPMorgan Chase Purchase Card	INV0039379	Uniform Service	20-33-176-5460	173.64
JPMorgan Chase Purchase Card	INV0039379	Scenic - PIRATE	20-41-808-5420	172.25
JPMorgan Chase Purchase Card	INV0039379	Mechanic Education	20-33-176-5150	172.00
Alpha Prime Communications	116548	Radio Repair for CRC	20-41-100-5310	170.00



Voucher Approval Report

By Amount
Presented to the Board 2/10/20

<u>Vendor Name</u>	<u>Payable Number</u>	<u>Description (Item)</u>	<u>Account Number</u>	<u>Amount</u>
JPMorgan Chase Purchase Card	INV0039379	2020 Tennis Mgrs Conf. Airfare -J.Stanislaw	20-31-100-5150	169.11
Koran, Andrea E	1/20	Reimbursement for Supplies for Marketing	10-14-100-5470	165.29
JPMorgan Chase Purchase Card	INV0039379	Job Posting	10-11-100-5150	165.00
JPMorgan Chase Purchase Card	INV0039379	Golf TV	20-33-100-5350	164.78
JPMorgan Chase Purchase Card	INV0039379	Admin TV	10-11-100-5350	163.56
JPMorgan Chase Purchase Card	INV0039379	Mallinckrodt creamer	20-44-100-5410	163.18
Easy Permit Postage	8000-9000-1160-5163-1/20	Postage for Various Areas	20-32-100-5255	161.00
JPMorgan Chase Purchase Card	INV0039379	Parks - UST training H. Maldonado, J. Gomez	10-22-100-5150	160.00
PDRMA	INV0039145	PDRMA Supl Life post-tax	10-11-100-2115	158.39
Warehouse Direct Office	4551069	Toner for CRC	20-41-100-5430	154.75
JPMorgan Chase Purchase Card	INV0039379	Ice - Locker room/building repairs	20-34-100-5510	153.84
JPMorgan Chase Purchase Card	INV0039379	CRC - Hallway repair	20-41-100-5510	152.77
Nicor Gas	80914500006-1/20	Gas Service for Ridge Park	20-40-100-5340	150.60
JPMorgan Chase Purchase Card	INV0039379	Parks - UST training K.Santullano	10-22-100-5150	150.00
JPMorgan Chase Purchase Card	INV0039379	West Park - Bldgs. - M. Dumelle boots	10-23-100-5460	149.99
JPMorgan Chase Purchase Card	INV0039379	Paddle Tennis	20-35-100-5350	149.44
JPMorgan Chase Purchase Card	INV0039379	Monthly subscription to stock image service	10-14-100-5255	149.00
Arrow Road Construction Co	22302	Cement for Parks	10-22-100-5440	141.40
JPMorgan Chase Purchase Card	INV0039379	Preschool laminating film	20-41-303-5400	140.00
JPMorgan Chase Purchase Card	INV0039379	Kinder enrichment laminating film	20-41-306-5400	140.00
PDRMA	INV0038985	PDRMA Supl Life post-tax	10-11-100-2115	135.39
JPMorgan Chase Purchase Card	INV0039379	Tool Box Trays	20-33-176-5430	135.18
JPMorgan Chase Purchase Card	INV0039379	CRC - Door sweeps/Building repairs	20-34-100-5510	132.20
JPMorgan Chase Purchase Card	INV0039379	Tennis Manager Conference Travel - Kolles	20-32-100-5150	131.98
Easy Permit Postage	8000-9000-1160-5163-1/20	Postage for Various Areas	10-11-100-5270	129.00
Quill	3689300	W-2 Tax Forms for Payroll	10-12-100-5410	128.99
Nicor Gas	60981126232-1/20	Gas Service for Golf Maint	20-33-176-5340	128.50
JPMorgan Chase Purchase Card	INV0039379	Field Trip - Kinder Enrich - Ryzewski	20-41-306-5272	126.00
Doherty, Laura	056	Music Classes for Early Childhood	20-41-304-5215	125.00
JPMorgan Chase Purchase Card	INV0039379	Supplies for preschool program	20-41-303-5400	125.00
JPMorgan Chase Purchase Card	INV0039379	Supplies for kinder enrichment program	20-41-306-5400	125.00
PDRMA	INV0039001	PDRMA Supl Life post-tax	10-11-100-2115	124.55
PDRMA	INV0039160	PDRMA Supl Life post-tax	10-11-100-2115	124.55
Konica Minolta Premier Finance	5008710386	Copier Leases for Various Areas	20-42-100-5205	123.49
Konica Minolta Premier Finance	5008710386	Copier Leases for Various Areas	20-43-100-5205	123.49
Konica Minolta Premier Finance	5008710386	Copier Leases for Various Areas	20-44-100-5205	123.47
Wilson Racquet Sports USA	4530031569	Racquet for Resale at Tennis	10-11-100-1603	122.28
Dunlop Sports Group Americas	441370	Racquet for Resale at Tennis	10-11-100-1603	121.26
JPMorgan Chase Purchase Card	INV0039379	Field Trip - Kinder Enrich - Daniels	20-41-306-5272	119.00
Chgoland Assoc Of Golf Course	01354	Superintendents Association Dues for Golf Maint	20-33-176-5160	115.00
NCPERS Group Life Insurance	INV0039017	IMRF Vol Life - Post Tax	10-11-100-2130	112.00
Cox, Elizabeth	1/23-25	2020 IPRA Conference Per Diem	10-11-100-5150	110.00
Flynn, Sean	1/23-25	2020 IPRA Conference Per Diem	20-34-100-5150	110.00
Mantice, Julia	1/23-25	2020 IPRA Conference Per Diem	20-41-301-5150	110.00
Nichols, Julie A	1/23-25	2020 IPRA Conference Per Diem	20-41-201-5150	110.00
Rodes, Alison T	1/23-25	2020 IPRA Conference Per Diem	10-14-100-5150	110.00
Sullivan, Lisa	1/23-25	2020 IPRA Conference Per Diem	20-44-100-5150	110.00
JPMorgan Chase Purchase Card	INV0039379	CRC TV Hospitality	20-41-100-5350	109.36
JPMorgan Chase Purchase Card	INV0039379	Mallinckrodt Internet & TV	20-44-100-5350	108.91
JPMorgan Chase Purchase Card	INV0039379	Marketing Management Software	10-14-100-5480	107.66
JPMorgan Chase Purchase Card	INV0039379	2020 Dinner for board/committee meeting	10-11-100-5170	102.20
Lowe's	03518	Tools for Parks	10-23-100-5430	102.06
JPMorgan Chase Purchase Card	INV0039379	CRC - Parking lot lights	20-41-100-5510	100.00
JPMorgan Chase Purchase Card	INV0039379	Pro Am Event Supplies	20-32-168-5400	96.74
JPMorgan Chase Purchase Card	INV0039379	Shop Tools Wrench Combos	20-33-176-5430	96.58
JPMorgan Chase Purchase Card	INV0039379	Dinner for After School Recreation Staff Meeting	20-41-307-5170	96.10
Barton, Kimberly	1/23-25	2020 IPRA Conference Per Diem	20-41-401-5150	95.00
Bradford, Kathryn	1/23-25	2020 IPRA Conference Per Diem	20-43-100-5150	95.00
Guyenn, Emily	1/23-25	2020 IPRA Conference Per Diem	10-11-100-5150	95.00
Heafey, Carol	1/23-25	2020 IPRA Conference Per Diem	20-41-100-5150	95.00
Pilecki, Jason	1/23-25	2020 IPRA Conference Per Diem	20-41-601-5150	95.00



Voucher Approval Report

By Amount
Presented to the Board 2/10/20

<u>Vendor Name</u>	<u>Payable Number</u>	<u>Description (Item)</u>	<u>Account Number</u>	<u>Amount</u>
Rodas, Marlon	1/23-25	2020 IPRA Conference Per Diem	10-14-100-5150	95.00
Thomas, Lindsay	1/23-25	2020 IPRA Conference Per Diem	10-11-100-5150	95.00
Underwood, Mark	1/23-25	2020 IPRA Conference Per Diem	20-42-100-5150	95.00
Wilson, Stephen P	1/23-25	2020 IPRA Conference Per Diem	10-11-100-5150	95.00
JPMorgan Chase Purchase Card	INV0039379	After School Recreation Supplies	20-41-307-5400	94.00
JPMorgan Chase Purchase Card	INV0039379	Parks - Gloves stock	10-22-100-5430	90.07
JPMorgan Chase Purchase Card	INV0039379	2020 Tennis Mgrs Conf. Airfare -C.Kolles	20-32-100-5150	88.40
Konica Minolta Premier Finance	5008861233	Copier Lease for Older Adults	20-44-100-5205	87.25
JPMorgan Chase Purchase Card	INV0039379	Admin Internet/Wireless	10-11-100-5350	86.90
JPMorgan Chase Purchase Card	INV0039379	Golf Internet	20-33-100-5350	86.90
JPMorgan Chase Purchase Card	INV0039379	Kinder enrichment class purchase	20-41-303-5400	81.92
Dornheggen, Alison	1/13/20	Reimbursement for Set Supplies for Performing Arts	20-41-808-5400	80.32
Groves, Jeff	1/23-25	2020 IPRA Conference Per Diem	20-41-100-5150	80.00
JPMorgan Chase Purchase Card	INV0039379	New staff meeting welcome lunch	20-41-100-5170	80.00
Pierce, Natalie	1/23-25	2020 IPRA Conference Per Diem	10-14-100-5150	80.00
JPMorgan Chase Purchase Card	INV0039379	Office supplies	20-43-100-5410	79.50
Jorson & Carlson Co Inc	0605043	Knife Sharpening for Ice	20-34-100-5520	78.72
Jorson & Carlson Co Inc	0605771	Knife Sharpening for Ice	20-34-100-5520	78.72
JPMorgan Chase Purchase Card	INV0039379	Full day laminating film	20-41-304-5400	76.89
JPMorgan Chase Purchase Card	INV0039379	Tennis - Door sweeps/Building repairs	20-32-100-5510	76.66
JPMorgan Chase Purchase Card	INV0039379	2020 Dinner for board/committee meeting	10-11-100-5170	75.70
Lichtman-Sander, Lori	13020	Yoga Instructor for Early Childhood	20-41-306-5215	75.00
JPMorgan Chase Purchase Card	INV0039379	Lime Remover	20-34-100-5470	74.17
JPMorgan Chase Purchase Card	INV0039379	Supplies for preschool art	20-41-303-5400	72.68
JPMorgan Chase Purchase Card	INV0039379	2020 Lunch with staff after Leadership Academy	10-11-100-5170	70.09
Renzo Dairy	863473	Milk for Early Childhood	20-41-306-5400	68.75
JPMorgan Chase Purchase Card	INV0039379	Mallinckrodt meet and greet - L.Sullivan	20-44-100-5170	68.38
Konica Minolta Premier Finance	5008889309	Copier Leases for Centennial & Golf	20-32-100-5205	65.67
Konica Minolta Premier Finance	5008889309	Copier Leases for Centennial & Golf	20-34-100-5205	65.67
Konica Minolta Premier Finance	5008889309	Copier Leases for Centennial & Golf	20-31-100-5205	65.66
J.C. Sports & Tees Inc	13643	Basketball Uniforms for Sports	20-41-608-5460	65.60
JPMorgan Chase Purchase Card	INV0039379	Office supplies	20-43-100-5410	65.60
JPMorgan Chase Purchase Card	INV0039379	Ice - Door sweeps/Building repairs	20-34-100-5510	65.35
Konica Minolta Business Solutions	9006447128	Copier Usage for Early Childhood	20-41-301-5205	65.08
JPMorgan Chase Purchase Card	INV0039379	CPRP Renewal fee - J.Nichols	20-41-201-5150	65.00
JPMorgan Chase Purchase Card	INV0039379	2020 Revenue School Yr 2:Bag Fee)- J.Nichols	20-41-201-5220	65.00
Koran, Andrea E	1/23-25	2020 IPRA Conference Per Diem	10-14-100-5150	65.00
JPMorgan Chase Purchase Card	INV0039379	Supplies for drawing class	20-41-204-5400	64.86
JPMorgan Chase Purchase Card	INV0039379	Supplies for preschool art	20-41-303-5400	64.32
JPMorgan Chase Purchase Card	INV0039379	ShoreTel 230G Phones	70-11-100-5850	63.75
JPMorgan Chase Purchase Card	INV0039379	2020 Revenue School Yr 2:Bag Fee)- J.Nichols	20-41-201-5220	63.00
Renzo Dairy	864613	Milk for Early Childhood	20-41-306-5400	62.65
JPMorgan Chase Purchase Card	INV0039379	CRC front desk supplies	20-41-100-5410	61.33
Conte, Kimberly	1/23-25	2020 IPRA Conference Per Diem	10-11-100-5150	60.00
JPMorgan Chase Purchase Card	INV0039379	Gillson - Pest control	20-43-145-5200	60.00
Quill	3702364	Envelopes for Payroll	10-12-100-5410	59.99
JPMorgan Chase Purchase Card	INV0039379	West Park - Shipping program fees	10-23-100-5470	59.00
JPMorgan Chase Purchase Card	INV0039379	Onboarding lunch	20-44-100-5170	59.00
Renzo Dairy	865599	Milk for Early Childhood	20-41-306-5400	58.50
Renzo Dairy	866545	Milk for Early Childhood	20-41-306-5400	58.50
JPMorgan Chase Purchase Card	INV0039379	Onboarding Lunch	20-41-100-5170	58.46
JPMorgan Chase Purchase Card	INV0039379	2020 IPRA Conference Parking - J.Pilecki	20-41-601-5220	58.00
AAA Lock & Key	35547	Keys for Ice	20-34-100-5510	57.95
JPMorgan Chase Purchase Card	INV0039379	Supplies for full day program	20-41-304-5400	57.93
JPMorgan Chase Purchase Card	INV0039379	CRC - Parking lot lights	20-41-100-5510	57.30
JPMorgan Chase Purchase Card	INV0039379	West Park - Fire alarm radio lease	10-23-100-5225	55.00
Muzak LLC	55086439	Music Service for Pool & Ice	20-34-100-5225	55.00
Sanchez, Joseph	1/23-25	2020 IPRA Conference Per Diem	20-31-100-5150	55.00
Sanchez, Joseph	1/23-25	2020 IPRA Conference Per Diem	20-34-100-5150	55.00
JPMorgan Chase Purchase Card	INV0039379	Mallinckrodt pest control	20-44-100-5200	54.00
JPMorgan Chase Purchase Card	INV0039379	Costumes - PIRATE	20-41-808-5400	52.85



Voucher Approval Report

By Amount
Presented to the Board 2/10/20

<u>Vendor Name</u>	<u>Payable Number</u>	<u>Description (Item)</u>	<u>Account Number</u>	<u>Amount</u>
JPMorgan Chase Purchase Card	INV0039379	Greens - Fairway Mower Air Filters	20-33-176-5430	52.79
JPMorgan Chase Purchase Card	INV0039379	Pickleball tape for CRC gymnasium	20-41-601-5470	50.58
JPMorgan Chase Purchase Card	INV0039379	Pro Am Event Supplies	20-32-168-5400	50.09
Doherty, Laura	057	Program Instruction for Early Childhood	20-41-304-5215	50.00
JPMorgan Chase Purchase Card	INV0039379	West Park - Pest control	10-23-100-5225	50.00
JPMorgan Chase Purchase Card	INV0039379	Buildings - Stock bulbs	10-23-100-5510	50.00
JPMorgan Chase Purchase Card	INV0039379	Pool - Pest control	20-31-100-5225	50.00
JPMorgan Chase Purchase Card	INV0039379	Tennis - Pest control	20-32-100-5225	50.00
JPMorgan Chase Purchase Card	INV0039379	Ice - Pest control	20-34-100-5225	50.00
JPMorgan Chase Purchase Card	INV0039379	CRC - Tollway account	20-41-100-5220	50.00
JPMorgan Chase Purchase Card	INV0039379	Rocking chair replacement	20-41-307-5400	49.95
Nicor Gas	50079678145-1/20	Meter for Gillson Grill	20-43-144-5340	49.73
JPMorgan Chase Purchase Card	INV0039379	2020 Lunch with Glenview Parks Superintendent	10-11-100-5170	49.71
JPMorgan Chase Purchase Card	INV0039379	Ice - Locker room repairs	20-34-100-5510	48.51
JPMorgan Chase Purchase Card	INV0039379	West Park - M. Dumelle uniform supplies	10-23-100-5460	45.92
JPMorgan Chase Purchase Card	INV0039379	Supplies for preschool cooking	20-41-303-5400	44.67
JPMorgan Chase Purchase Card	INV0039379	Supplies for kinder enrichment cooking	20-41-306-5400	44.67
JPMorgan Chase Purchase Card	INV0039379	Supplies for full day cooking	20-41-304-5400	44.66
JPMorgan Chase Purchase Card	INV0039379	Field Trip - Kinder Enrich - Frankfurter	20-41-306-5272	44.00
JPMorgan Chase Purchase Card	INV0039379	Supplies for preschool valentines projects	20-41-303-5400	43.08
JPMorgan Chase Purchase Card	INV0039379	Fitness Music	10-11-100-5350	42.17
Fastsigns-Morton Grove	29-72662	Business Cards for Older Adults	20-44-100-5265	41.64
JPMorgan Chase Purchase Card	INV0039379	Memory Card	10-14-100-5255	39.99
JPMorgan Chase Purchase Card	INV0039379	Art supplies	20-41-204-5400	39.98
JPMorgan Chase Purchase Card	INV0039379	Supplies for lunch service	20-41-306-5400	37.50
JPMorgan Chase Purchase Card	INV0039379	Supplies for full day art	20-41-304-5400	37.14
JPMorgan Chase Purchase Card	INV0039379	Field Trip - Kinder Enrich - Ryzewski	20-41-306-5272	35.00
JPMorgan Chase Purchase Card	INV0039379	Bean Bag Replacement	20-41-307-5400	35.00
JPMorgan Chase Purchase Card	INV0039379	CRC - Lobby floor repairs	20-41-100-5510	34.95
Muzak LLC	55086439	Music Service for Pool & Ice	20-31-100-5225	34.55
JPMorgan Chase Purchase Card	INV0039379	U Bolts Mower Lights	20-33-176-5520	34.32
Millen T V Hardware	1/20 STMT	Hardware Supplies for Various Areas	20-34-100-5510	34.29
JPMorgan Chase Purchase Card	INV0039379	Parks - Chainsaw plugs	10-22-100-5430	32.94
JPMorgan Chase Purchase Card	INV0039379	Wilmette Life Newspaper	10-11-100-5310	32.50
JPMorgan Chase Purchase Card	INV0039379	Langdon Internet & Voice	20-43-100-5350	32.43
JPMorgan Chase Purchase Card	INV0039379	Golf - Plumbing/Building repairs	20-33-100-5510	32.18
Sullivan, Lisa	1/28/20	Reimbursement for Program Supplies for Seniors	20-44-138-5400	32.05
Fastsigns-Morton Grove	29-72709	Business Cards for Gen Rec	20-41-401-5410	32.04
NCPERS Group Life Insurance	INV0039000	IMRF Vol Life - Post Tax	10-11-100-2130	32.00
JPMorgan Chase Purchase Card	INV0039379	Pool - Door sweeps/Building repairs	20-31-100-5510	31.94
JPMorgan Chase Purchase Card	INV0039379	CRC - Plumbing repairs	20-41-100-5510	31.07
Alemzadeh, Forouzan	1/23-25	2020 IPRA Conference Per Diem	10-11-100-5150	30.00
JPMorgan Chase Purchase Card	INV0039379	2020 Registration for HELP 2 seminar - S.Hilbly	20-41-701-5150	30.00
JPMorgan Chase Purchase Card	INV0039379	Apple Mobile Device Management	70-11-100-5850	30.00
Toma, Ann	1/23-25	2020 IPRA Conference Per Diem	20-41-301-5150	30.00
JPMorgan Chase Purchase Card	INV0039379	Supplies for kinder enrichment art	20-41-306-5400	29.31
JPMorgan Chase Purchase Card	INV0039379	Office Supplies for Admin	10-11-100-5410	27.47
Millen T V Hardware	1/20 STMT	Hardware Supplies for Various Areas	20-41-100-5510	26.64
JPMorgan Chase Purchase Card	INV0039379	Supplies for kinder enrichment valentines projects	20-41-306-5400	26.00
JPMorgan Chase Purchase Card	INV0039379	IPRA Agency Showcase Materials	10-14-100-5150	25.94
ComEd	3265049020-1/20	Electric Service for Thornwood Park	10-22-100-5330	25.89
JPMorgan Chase Purchase Card	INV0039379	West Park - Buildings/M. Dumelle tools	10-23-100-5430	25.56
JPMorgan Chase Purchase Card	INV0039379	Lunch bunch laminating film	20-41-305-5400	25.00
JPMorgan Chase Purchase Card	INV0039379	Office supplies - staff calendar	20-42-100-5410	24.99
JPMorgan Chase Purchase Card	INV0039379	Parks - Chainsaw plugs	10-22-100-5430	24.98
JPMorgan Chase Purchase Card	INV0039379	Leagues Website Hosting	10-14-100-5215	24.95
JPMorgan Chase Purchase Card	INV0039379	Admin Lunch Meeting	10-11-100-5170	24.00
JPMorgan Chase Purchase Card	INV0039379	Mallinckrodt Xfinity	20-44-100-5350	22.14
JPMorgan Chase Purchase Card	INV0039379	After School Recreation Supplies	20-41-307-5400	22.00
JPMorgan Chase Purchase Card	INV0039379	Supplies for preschool snack	20-41-303-5400	21.73
JPMorgan Chase Purchase Card	INV0039379	CRC maintenance supplies	20-41-100-5420	20.10



Voucher Approval Report

By Amount
Presented to the Board 2/10/20

<u>Vendor Name</u>	<u>Payable Number</u>	<u>Description (Item)</u>	<u>Account Number</u>	<u>Amount</u>
Cintas First Aid & Safety	8404481681	First Aid Supplies for Ice	20-34-100-5470	19.41
JPMorgan Chase Purchase Card	INV0039379	Supplies for kinder enrichment lunch	20-41-306-5400	17.97
Renzo Dairy	865599	Milk for Early Childhood	20-41-304-5400	17.25
Renzo Dairy	866545	Milk for Early Childhood	20-41-304-5400	17.25
NCPERS Group Life Insurance	INV0038984	IMRF Vol Life - Post Tax	10-11-100-2130	16.00
JPMorgan Chase Purchase Card	INV0039379	ASR 2020 Calendars	20-41-307-5400	15.98
JPMorgan Chase Purchase Card	INV0039379	Supplies for Daddy Daughter Dance	20-41-426-5400	15.98
JPMorgan Chase Purchase Card	INV0039379	Chicago Tribune Subscription	10-14-100-5480	15.96
Renzo Dairy	863473	Milk for Early Childhood	20-41-304-5400	15.38
Moser, Megan	1/23-25	2020 IPRA Conference Per Diem	10-11-100-5150	15.00
JPMorgan Chase Purchase Card	INV0039379	Supplies for After School Recreation	20-41-307-5400	14.88
JPMorgan Chase Purchase Card	INV0039379	Costumes - PIRATE	20-41-808-5400	14.54
Renzo Dairy	864613	Milk for Early Childhood	20-41-304-5400	14.50
JPMorgan Chase Purchase Card	INV0039379	After School Recreation Supplies	20-41-307-5400	14.01
JPMorgan Chase Purchase Card	INV0039379	After School Recreation Supplies	20-41-307-5400	12.99
JPMorgan Chase Purchase Card	INV0039379	Range Tractor Filler Cap	20-33-176-5430	12.86
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-35-100-5110	12.12
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-35-100-5110	12.12
JPMorgan Chase Purchase Card	INV0039379	CRC - Building repairs	20-41-100-5510	11.67
JPMorgan Chase Purchase Card	INV0039379	Supplies for lunch bunch crafts	20-41-305-5400	10.99
JPMorgan Chase Purchase Card	INV0039379	Replacement remote for cardio area television	20-42-100-5400	10.89
JPMorgan Chase Purchase Card	INV0039379	After School Recreation Supplies	20-41-307-5400	9.99
JPMorgan Chase Purchase Card	INV0039379	CRC - Building repairs	20-41-100-5510	8.99
Millen T V Hardware	1/20 STMT	Hardware Supplies for Various Areas	20-31-100-5510	8.10
JPMorgan Chase Purchase Card	INV0039379	Supplies for office	20-41-306-5400	7.99
JPMorgan Chase Purchase Card	INV0039379	Tiny Tots Supplies	20-41-308-5400	7.99
JPMorgan Chase Purchase Card	INV0039379	Tiny Tots Supplies	20-41-308-5400	7.99
JPMorgan Chase Purchase Card	INV0039379	Innovation Supplies	20-41-310-5400	7.99
JPMorgan Chase Purchase Card	INV0039379	Wiggleworms Supplies	20-41-402-5400	7.99
JPMorgan Chase Purchase Card	INV0039379	Junior Day Supplies	20-41-404-5400	7.99
JPMorgan Chase Purchase Card	INV0039379	ACR supplies	20-41-405-5400	7.99
JPMorgan Chase Purchase Card	INV0039379	Great Gillson Supplies	20-41-405-5400	7.99
JPMorgan Chase Purchase Card	INV0039379	Traveling Teens Supplies	20-41-427-5400	7.99
Quill	3689299	1099 Forms for Accounting	10-12-100-5410	7.89
JPMorgan Chase Purchase Card	INV0039379	Office Supplies for Admin	10-11-100-5410	7.30
JPMorgan Chase Purchase Card	INV0039379	West Park - Plumbing stock for A. Dewaal truck	10-23-100-5430	7.28
JPMorgan Chase Purchase Card	INV0039379	Buildings - Stock light bulbs	10-23-100-5510	7.26
Renzo Dairy	865599	Milk for Early Childhood	20-41-305-5400	6.90
Renzo Dairy	866545	Milk for Early Childhood	20-41-305-5400	6.90
JPMorgan Chase Purchase Card	INV0039379	CRC - Hallway repair	20-41-100-5510	6.58
Renzo Dairy	863473	Milk for Early Childhood	20-41-305-5400	6.50
JPMorgan Chase Purchase Card	INV0039379	Office supplies	20-41-201-5410	6.48
JPMorgan Chase Purchase Card	INV0039379	Subscription to the Wilmette Beacon	10-14-100-5480	5.99
JPMorgan Chase Purchase Card	INV0039379	DCFS office supplies	20-41-303-5400	5.70
JPMorgan Chase Purchase Card	INV0039379	Ice - Building repairs	20-34-100-5510	5.56
Renzo Dairy	864613	Milk for Early Childhood	20-41-305-5400	5.50
JPMorgan Chase Purchase Card	INV0039379	Water For After School Recreation Staff Meeting	20-41-307-5170	3.42
Millen T V Hardware	1/20 STMT	Hardware Supplies for Various Areas	10-22-100-5440	3.39
Wilson Racquet Sports USA	4530031569a	Merchandise Discount for Tennis	20-32-120-5495	(2.20)
Wilson Racquet Sports USA	4530040841a	Merchandise Discount for Tennis	20-32-120-5495	(4.40)
Wilson Racquet Sports USA	4530141303a	Merchandise Discount for Tennis	20-32-120-5495	(4.40)
Wilson Racquet Sports USA	4529998366a	Merchandise Discount for Tennis	20-32-120-5495	(7.10)
Ill. Dept. of Revenue	1/20 Sales Tax	1/20 Illinois Sales Tax	10-11-100-4900	(24.00)
PDRMA	1/20 PDRMA Health	PDRMA Health Insurance	20-44-100-5110	(98.76)
PDRMA	PDRMA Health 1/20	1/20 PDRMA Health Insurance	20-44-100-5110	(98.76)
Ashley, Clare	1/17/20-R	Performer for Early Childhood	20-41-306-5215	(250.00)
			Total	\$ 544,276.38



DIRECTOR'S REPORT

February 2020

STAFFING UPDATE

On February 20, 2020, Kristi Solberg will begin working as the Superintendent of Parks and Planning over at the West Park Maintenance facility. Kristi comes to us from the Park Ridge Park District where she currently holds the position of Assistant Superintendent of Buildings and Grounds. She was recently awarded the Professional of the Year award by the Midwest Institute of Park Executives based on her skills and her leadership not only in Park Ridge, but in our industry. I look forward to the staff, board, and community getting to know and working with Kristi starting later this month.

In addition to the Superintendent of Parks and Planning position, interviews are currently ongoing for the Superintendent of Finance position as well. Phone screenings and first in-person interviews have been conducted and we have narrowed the candidate pool to two individuals and plan to have a decision on how we will proceed by no later than February 14, 2020.

CAMP REGISTRATION

On Tuesday, February 5th, camp registration began for residents at 9 a.m. As is typical, the first thirty minutes were very busy; 957 transactions (this is not enrollments) took place with 97% of them taking place online. As the day progressed, the enrollments slowed but continued to stream in. As for the first day in total, 1,426 enrollments took place, of which 92% were processed online. On Tuesday, February 11th at 9 a.m. non-resident registration will begin.

SHORELINE PROTECTION ENGINEERING AGREEMENT

Included as an attachment to this report is the agreement with SmithGroup to do the shoreline assessment of both Gillson and Langdon Parks. The Lakefront Committee reviewed it and made a couple changes to the document regarding liability and explanation of costs. SmithGroup has agreed to the changes, and the updated document will be voted upon during the Lakefront Committee report.

STORM WATER INTERGOVERNMENTAL AGREEMENT - UPDATE

Included as an attachment to this report is the current draft of the intergovernmental agreement with the Village of Wilmette in regard to the storm water project. The initial draft of the agreement was written by the Park District's legal counsel and used the agreement between the same two parties at West Park as the base document. This was delivered to the Village staff and attorney this week and both the staff and attorneys have

made some minor revisions that don't alter the spirit of the agreement. In regard to the general terms of the agreement such as access, liability, oversight, etc. both staffs and legal teams have agreed to the terms.

In the agreement, the District has asked for certain items as consideration for use of the land, which can be found in section 6.7 of the agreement. At this time, the Village has indicated that it will not agree to contribute financially to the roads and sewers in Gillson Park as it is not an impacted location by the project, but is open to the other items requested pending an agreement on the estimated value of the park improvements. The Village staff has indicated prior to the meeting on Monday night to be able to provide us more definitive feedback for me to relay to the Board of Park Commissioners during the meeting.

Also included in the packet are some visual aids for the Community Playfields reservoir. The first page is an engineering drawing, and the remaining pages illustrate how the work is proposed to progress. The Village engineering team is working with the Park District's engineers to make revisions to the design to minimize the manholes and catch basins that are located at grade to maximize the usefulness and safety of the fields while still effectively managing the storm water for the park itself. As variations of the design are made available, the board will be sent a copy.

Attachments

- 1) Shoreline Protection Engineering Agreement with SmithGroup
- 2) Draft of Intergovernmental Agreement with Village of Wilmette
- 3) Community Playfields Reservoir Plans and Visual Aids
- 4) Recreation Department Report

SMITHGROUP

LETTER FORM PROPOSAL

January 8, 2020
Revised February 7, 2020

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

RE: Shoreline Protection Study
Village of Wilmette, Illinois

Dear Steve:

On behalf of SmithGroup, Inc., ("SmithGroup") we are pleased to submit this proposal to the Wilmette Park District ("WPD" or "client") for the Shoreline Protection Study in response to WPD's Request for Proposal dated August 29, 2019. The following is our understanding of the services which are to be provided.

UNDERSTANDING OF THE PROJECT

Wilmette Park District owns, operates, and maintains Lake Michigan shoreline property at two locations: Langdon Park and Gillson Park. Together, these properties support a wide range of formal and informal recreational activities such as swimming, walking, sailing, nature-watching, beachgoing, and associated programming such as aquatics camp and holiday fireworks displays.

High-water levels in Lake Michigan have resulted in greater than normal risk of repetitive storm damage and flooding. Currently at Langdon Park access to the public beach is restricted due to ongoing active erosion of the access path and bluff, caused by both wave action and upland stormwater runoff. At Gillson Park there are several areas of concern, and the potential for storm damage over winter may result in additional land loss, habitat deterioration, and reduced functionality. WPD is seeking to study the existing shoreline conditions and previously installed protections to determine suitable shoreline protection alternatives and identify associated budgetary costs. The project study limits are defined as Gillson Beach from the harbor entrance (excluding harbor coastal structures), north to the northern extent of the Sailing Beach, and Langdon Beach and bluff (ref: Attachment 'A').

SCOPE OF SERVICES

Task 1.1: Visually Assess Current Conditions

SmithGroup will visit both Gillson Park and Langdon Park with WPD staff to visually inspect the two properties. SmithGroup will also walk the beachfront with staff in front of the private residences but assessment of conditions at the private properties is outside this project scope. Concurrently, SmithGroup will discuss with WPD staff the overall goals for recreation, habitat/riparian ecosystem at the beaches, and understand the current concerns of staff, and past efforts to stabilize the bluff at Langdon and nourish/protect the beaches. During the site visit, SmithGroup will collect up to 10 sediment samples for grain size analysis.

Wilmette Park District	Shoreline Protection Study	Rev. 08.01.18
	Wilmette, Illinois	SmithGroup 00000.000

SMITHGROUP

Task 1.2: Desktop Review of Available Documents and Data

SmithGroup will review available project site materials, such as record drawings, property and parcel boundaries, utility information and other documentation as made available by WPD; as well as the following site information that is readily available from public sources:

- Historical aerial photos
- Existing Cook County LIDAR topography
- Available offshore bathymetry and water level/wave height information

SmithGroup will summarize findings from the review of the materials and identify data gaps and needs.

Task 1.3: Develop Base Map and Existing Conditions Inventory

SmithGroup will compile available aerial photography and site information into a single base map file to be used throughout the remaining tasks to illustrate current conditions and potential solution types.

SmithGroup will also conduct grain-size analyses of the up to 10 sediment samples collected during the site visit. The data will be used to compare with data from other nearby Lake Michigan beaches.

Task 1.4: Coastal Conditions Analysis & Numerical Model Setup

SmithGroup will perform a wind and wave hindcast assessment and review future projections to examine the range of water levels and wave heights that may be expected from a range of return period storm events. Using aerial photos and historical records along with sediment samples, SmithGroup will then develop and calibrate a numerical model for use in testing potential solutions in the Conceptual Alternatives task.

Task 1.5: Provide materials/visual aids for Lakefront Committee Meetings

SmithGroup will prepare for, attend and document up to four WPD Board Lakefront Committee Meetings. At each meeting, SmithGroup will prepare electronic (PowerPoint) format visual aids illustrating topics such as existing conditions, coastal processes, project solution typologies, shoreline stabilization implementation processes, permitting requirements, and conceptual level cost/schedule information in order to inform and educate Lakefront Committee members on the risks and opportunities associated with these sites. Meeting objectives and content will be developed and reviewed with the WPD prior to each meeting.

Task 1.6: Evaluate Conceptual Shoreline Stabilization Strategies

SmithGroup's team of coastal engineers and designers will develop a range of maintenance or construction strategies based on the conditions at the site. These strategies will be ranked based on effectiveness, compatibility with context, ease of implementation, complexity of permitting, general anticipated life-cycle cost, alignment with WPD goals, and WPD operations and maintenance procedures.

SmithGroup will hold a workshop and document outcomes with WPD staff to evaluate and rank possible strategies, associated timelines, and funding opportunities against the criteria outlined above. For example, potential approaches could include strategies (or combinations of strategies) such as:

- Beach nourishment
- Slope stabilization
- Offshore structure(s)

		Rev. 08.01.18
Wilmette Park District	Shoreline Protection Study	SmithGroup
	Wilmette, Illinois	00000.000

SMITHGROUP

Enhanced or modified Operations & Maintenance
Modest, ecologically-forward capital improvements focused above the ordinary high-water mark
Retreat (reduce vulnerability by relocating programmatic functions)

Task 1.7: Develop and Test Alternatives

Based on preferences from the WPD established at the workshop in Task 1.6, SmithGroup will generate up to four (4) distinct alternatives for achieving a stable beachfront and shoreline at each of the two parks. Alternatives will be informed by numerical model analysis. A technical memorandum supported by exhibits and modeling results will be provided to summarize the relative effectiveness and permitting implications of each alternative.

Task 1.8: Screening Level Cost Estimates

SmithGroup will assist the WPD by preparing comparative cost estimates for the alternatives, including an assessment of life-cycle costs (capital, O&M). The cost estimates, which will identify corresponding professional design fees and anticipated permit fees, will be presented as cost ranges with a brief narrative. This approach is appropriate to achieve the Park District's objective for project screening and concept evaluation. SmithGroup will primarily use parametric methods rather than detailed line item quantities and unit costs to develop the screening cost estimates.

Task 1.9: Project Administration

SmithGroup will work closely with the WPD and communicate frequently with staff to keep them apprised of project progress, issues and upcoming tasks. In addition to the specific activities described in the scope sections above (site visit, Lakefront Committee meetings, alternatives workshop), SmithGroup will participate in and prepare meeting minutes for the following meetings:

- Kick-off meeting to verify project schedule, and to collect non-digital materials made available by the WPD (assumed to be conducted immediately prior to site inspection);
- Stakeholder meetings organized as a series of up to five (5) individual or group stakeholder interviews over the period of a single day. SmithGroup will provide recommendations on meeting attendees, logistics and content. The WPD will be responsible for providing a suitable venue, and for contacting meeting invitees.
- Up to three (3) progress teleconference meetings to be scheduled during the production of the project deliverables and/or to discuss deliverable review comments;
- Close-out meeting to confirm acceptance of project deliverables and plan for subsequent phases (if any).

ASSUMPTIONS

As the project is a conceptual study, site-specific topographic and bathymetric survey are excluded from the base scope of services. Survey services may be added as an additional service or included as a subsequent phase of work.

SmithGroup recommends relevant permitting staff at USACE and IDNR be invited to the stakeholder meetings as regulatory participation in pre-permitting meetings can be valuable to better understand project sites before formal applications are submitted. However, meetings with regulatory agency members beyond the identified, single day stakeholder meetings, as well as regulatory submittals, permit reviews, and fees are excluded from the base scope of services.

Wilmette Park District	Shoreline Protection Study	Rev. 08.01.18
	Wilmette, Illinois	SmithGroup
		00000.000

SMITHGROUP

PREPARATION OF DIGITAL DATA

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

OWNER RESPONSIBILITIES

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

Stakeholder meetings will be organized by WPD including engaging invitees and providing a suitable meeting facility.

SCHEDULE

SmithGroup understands the project is desired to be completed within four (4) months of contract approval by WPD. SmithGroup has the capacity to deliver the above scope of services within the desired timeframe assuming receiving authorization to proceed no later than February 2020, provided weather conditions are suitable to conduct field observations and sediment sampling

CONSULTANTS

SmithGroup anticipates using the following consultant(s) for this project, the costs of which are included in our professional services fee.

Lab Consultant for Grain Size Analysis (10 samples maximum) – To Be Determined

PROFESSIONAL SERVICES FEE

WPD shall compensate SmithGroup for the scope of services outlined above as a fixed fee lump sum of \$50,250. Reimbursable cash charges are in addition to the professional services fee as described below.

REIMBURSABLE EXPENSES

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

1. Travel expenses incurred outside of the Chicago metropolitan area related to this project. Reimbursement for car mileage is the standard mileage allowance determined by the Internal Revenue Service. The current mileage rate is \$0.575 per mile;
2. Printing and/or reproduction of presentation materials, sketches, drawings, specifications, reports and other project related documents, either digitally or in hard copy;

Wilmette Park District	Shoreline Protection Study	Rev. 08.01.18
	Wilmette, Illinois	SmithGroup
		00000.000

SMITHGROUP

3. Postage, express charges and other similar items;
4. Models, renderings, photography and other special presentation material for other than the Architect's own use;
5. Employment of, with client's prior approval, special consultants other than those listed in this proposal.

Compensation for these reimbursable expenses will include a 10% management fee.

We estimate the reimbursable expenses for this phase of work to be \$750.

ADDITIONAL SERVICES

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

PAYMENTS

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

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

DELIVERY OF CADD GRAPHIC FILES

Any electronic/data/digital files (Files) from SmithGroup shall be deemed Instruments of Service, and/or Work Product, as the case may be, for the Project identified above. WPD covenants and agrees that: 1) the Files are Instruments of Service of SmithGroup, the author, and/or Work Product of SmithGroup, as the case may be; 2) in providing the Files, SmithGroup does not transfer common law, statutory law, or other rights, including copyrights; 3) the Files are not Contract Documents, in whole or in part; and 4) the Files are not As-Built files. WPD agrees to report any defects in the Files to SmithGroup, within 90 days of the initial Files transmittal date (Acceptance Period). It is understood that SmithGroup will correct such defects, in a timely manner, and retransmit the Files. WPD further agrees to compensate SmithGroup, as Additional Services, for the cost of correcting defects reported to SmithGroup after the Acceptance Period. WPD understands that the Files have been prepared to SmithGroup's criteria and may not conform to WPD's drafting or other documentation standards. WPD understands that, due to the translation process of certain CADD formats, and the transmission of such Files to WPD that SmithGroup does not guarantee the accuracy, completeness or integrity of the data, and that the WPD will hold SmithGroup harmless for any data or file clean-up required to make these Files usable. WPD understands that even though SmithGroup may have computer virus scanning software to detect the presence of computer viruses, there is no guarantee that computer viruses are not present in the Files, and that WPD will hold SmithGroup harmless for such viruses and their consequences, as well as any and all liability or damage caused by the presence of a computer virus in the Files. WPD agrees, to the fullest extent permitted by law, to indemnify and hold SmithGroup harmless from any and all

Wilmette Park District	Shoreline Protection Study	Rev. 08.01.18
	Wilmette, Illinois	SmithGroup
		00000.000

SMITHGROUP

damage, liability, or cost (including protection from loss due to attorney's fees and costs of defense), arising from or in any way connected with and changes made to the Files by WPD.

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

MISCELLANEOUS PROVISIONS

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

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

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

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



SmithGroup (*Signature*)

Owner (*Signature*)

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

(*Printed name and title*)

February 7, 2020
Date

Date

Attachment 'A': Study Limits
Attachment 'B': Wage Rates for 2020

Wilmette Park District

Shoreline Protection Study
Wilmette, Illinois

Rev. 08.01.18
SmithGroup
00000.000



Study Limits at Gillson Park

Study Limits at Langdon Park

SMITHGROUP

WAGE RATES BY CLASSIFICATION FOR 2020*

Class Description	Billing Rate
Principal In Charge	\$ 295
Senior Project Manager	\$ 265
Engineering Principal	\$ 265
Design Principal	\$ 245
Landscape Architect V	\$ 220
Landscape Architect IV	\$ 165
Landscape Architect III	\$ 135
Landscape Architect II	\$ 110
Landscape Architect I	\$ 95
Architect V	\$ 260
Architect IV	\$ 200
Architect III	\$ 140
Architect II	\$ 120
Architect I	\$ 98
Civil Engineer V	\$ 250
Civil Engineer IV	\$ 185
Civil Engineer III	\$ 155
Civil Engineer II	\$ 125
Civil Engineer I	\$ 98
Specification Writer	\$ 175
Urban Designer	\$ 220
Technical/Administration	\$ 95
Intern	\$ 80
Administrative Assistant	\$ 95
Construction Specialist	\$ 190
Building Tech Specialist	\$ 200
BIM CAD Specialist	\$ 200
Visualization Specialist	\$ 150
Business Development	\$ 200
Marketing	\$ 140

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

*Rates are subject to annual review and increase

Non-exclusive Perpetual Easement

Above Space for Recorder's Use Only

**INTERGOVERNMENTAL AGREEMENT FOR A TEMPORARY AND
PERMANENT EASEMENT**

Between Village of Wilmette, Illinois

and

Wilmette Park District

Property Address:

PIN:

RETURN ORIGINAL TO:

Jeffrey Stein
Village of Wilmette
Corporation Counsel
1200 Wilmette Avenue
Wilmette, Illinois 60091

**INTERGOVERNMENTAL AGREEMENT BETWEEN WILMETTE PARK DISTRICT AND VILLAGE OF
WILMETTE FOR THE CONSTRUCTION, OPERATION, AND MAINTENANCE OF A SERIES OF
UNDERGROUND STORM WATER RESERVOIRS AND OTHER ANCILLARY IMPROVEMENTS IN
PORTIONS OF COMMUNITY PLAYFIELDS, HIBBARD PARK, AND THORNWOOD PARK**

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is entered into this ____ day of _____, 2020, by and between Wilmette Park District, an Illinois park district and unit of local government ("Park District") and Village of Wilmette, an Illinois home-rule municipality ("Village"). Park District and Village are hereinafter sometimes referred to individually as a "Party," and collectively as the "Parties."

RECITALS

WHEREAS, Village of Wilmette ("Village") owns and operates a storm and sanitary sewer system, including ancillary facilities and improvements, that extends throughout its corporate boundaries; and

WHEREAS, Village desires to construct, maintain, and operate a series of underground storm water reservoirs, piping, and other ancillary improvements (collectively, "Storage Reservoirs"), for the purpose of managing and storing excess surface storm water in an effort to decrease surface flooding throughout the Village ("Project"); and

WHEREAS, Village has performed a significant amount of due diligence, including consultation with third-party consultants, to evaluate the efficacy of the Project and to identify potential locations for the Storage Reservoirs; and

WHEREAS, Village has identified portions of Park District property, namely, "Community Playfields," "Thornwood Park," and "Hibbard Park" (collectively, "Park Properties"), as suitable locations for the installation and operation of the Storage Reservoirs, and requested permission from the Park District for access to and use of the Park Properties to help facilitate the Project; and

WHEREAS, Village and Park District also held numerous public meetings to discuss the Project, the Storage Reservoirs, and use of the Park Properties, and to receive input from their respective residents and the general public with respect to same; and

WHEREAS, the Parties have determined that it is in the best interests of their respective residents, as well as the public generally, to proceed with the Project, including the installation and operation of the Storage Reservoirs at the Park Properties; and

WHEREAS, Village desires to obtain a series of easements from Park District to construct, operate, and maintain the Storage Reservoirs in the Park Properties; and

WHEREAS, Park District has determined that it is in the best interests of its residents, as well as the public generally, to grant certain easement rights to Village in order to facilitate the Project

and the construction, operation and maintenance of the Storage Reservoirs, subject to the terms and conditions set forth in this Agreement; and

WHEREAS, Village acknowledges that notwithstanding the location of the Storage Reservoirs on Park District property, the liability and financial risks associated with the construction, maintenance and operation of the Storage Reservoirs by and/or on behalf of Village should be born fully by Village and not by Park District, and therefore in order to induce Park District to enter into this Agreement Village agrees and confirms the intent that the indemnification obligation of Village as hereinafter provided in this Agreement shall be fully enforceable by, and construed broadly in favor of, Park District; and

WHEREAS, Village, by virtue of its power as a home rule unit of government as provided in Article VII, Section 6 of the 1970 Constitution of the State of Illinois, and Park District, by virtue of its powers set forth in Sections 8-1 and 8-11 of the Park District Code (70 ILCS 1205/8-1 and 8-11), are authorized to enter into this Agreement; and

WHEREAS, a cooperative intergovernmental agreement is appropriate and such an agreement is authorized and encouraged by Article 7, Section 10 of the Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*); and

WHEREAS, the Parties wish to define and establish their respective rights, responsibilities and obligations with respect to the construction, operation, and maintenance of the Storage Reservoirs located on Park Properties.

NOW, THEREFORE, in consideration of the premises and the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the Parties, the Parties agree as follows:

1. Recitals Incorporated. The foregoing recitals are incorporated herein by reference and made a part hereof as though fully set forth in this paragraph 1, the same constituting the factual basis for this Agreement.

2. Grant of Temporary Construction Easement. Subject to the terms and conditions of this Agreement, Park District hereby grants to Village, and any of Village's officers, agents, representatives, employees, contractors, subcontractors, material suppliers, successors or assigns, a temporary construction easement under, over, on and across those portions of Community Playfields, Hibbard Park, and Thornwood Park described and depicted in Exhibit A (Community Playfields), Exhibit B (Hibbard Park), and Exhibit C (Thornwood Park) attached hereto (individually referred to as the "Community Playfields Easement Premises," the "Hibbard Park Easement Premises," and the "Thornwood Park Easement Premises," respectively, and collectively referred to as the "Easement Premises"), for the purpose of constructing the Storage Reservoirs as approved in accordance with paragraph 6 below (individually referred to as the "Community Playfields Temporary Construction Easement," the "Hibbard Park Temporary Construction Easement," and the "Thornwood Park Temporary Construction Easement,"

respectively, and collectively referred to as the “Temporary Construction Easement”).

3. Term of Temporary Construction Easement. The Temporary Construction Easement granted pursuant to paragraph 2 of this Agreement shall begin on the date of execution of this Agreement by both Parties and shall expire thirty (30) days after final completion of the construction of the Storage Reservoirs and fulfillment by Village of its restoration obligations set forth in paragraph 6 below. For purposes of this paragraph 3, final completion shall be determined by mutual agreement of the Parties and shall be reflected by Village’s engineer’s and Park District’s Executive Director’s joint determination that Village has performed the requisite construction and restoration work related to the Storage Reservoirs contemplated by this Agreement. Notwithstanding the foregoing, the Temporary Construction Easement granted pursuant to paragraph 2 of this Agreement shall expire on December 31, 2023 unless extended in writing by Park District in Park District’s sole discretion. If the Temporary Construction Easement expires pursuant to this paragraph 3 prior to Village’s completion of the installation of the Storage Reservoirs, Village shall have a period of thirty (30) days from and after the effective date of expiration, or as soon thereafter as the weather shall permit, to restore the affected portions of the Park Properties to their original condition at Village’s sole cost and expense. All restoration work shall be completed to the reasonable satisfaction of the Park District. The Parties shall meet prior to the start of any work in the Easement Premises and shall document the existing condition of the Easement Premises and the Park Properties to establish a mutually agreed upon baseline for the restoration work contemplated by this paragraph 3.

4. Grant of Non-Exclusive Perpetual Easement. Subject to the terms and conditions of this Agreement, Park District hereby grants to Village, and any of Village’s officers, agents, representatives, employees, contractors, subcontractors, material suppliers, successors or assigns, a non-exclusive perpetual easement under, over, on and across the Easement Premises for the right, privilege and authority to enter upon the Easement Premises from time to time following final completion of the Storage Reservoirs as Village, in its reasonable discretion deems necessary, in order to inspect, repair, maintain and operate the Storage Reservoirs (the “Non-Exclusive Perpetual Easement”). Park District shall not permit any use of the Easement Premises by third parties that is inconsistent with or unreasonably interferes with the easement rights granted Village pursuant to this paragraph 4. Notwithstanding the above, the rights granted to Village pursuant to the Non-Exclusive Perpetual Easement expressly exclude any work or other activity that constitutes new construction, including any work or activity that serves to expand the nature, scope or size of the Storage Reservoirs beyond the nature, scope and size set forth in the Final Project Plans (as that term is hereinafter defined). The foregoing limitations shall not include work or activities in the nature of repairs or maintenance of the Storage Reservoirs which do not require or result in an increase in the size or a change in the location or nature of the Non-Exclusive Perpetual Easement. If any repair or maintenance work performed by Village pursuant to this paragraph 4 will result in the closure of all or a portion of the Easement Premises, or will otherwise interfere with Park District’s use of the Park Properties or the Easement Premises, Village shall notify Park District as far in advance as is practicable under the circumstances prior to intended commencement of any work or activity on the Easement Premises. The Parties shall reasonably cooperate with respect to the commencement, timing, and location of such work or

activity so as to protect the public at large and to avoid any interference with Park District's use of the Park Properties or the Easement Premises.

5. Term of the Non-exclusive Perpetual Easement. The Non-exclusive Perpetual Easement granted pursuant to paragraph 4 of this Agreement shall begin on the date of execution of this Agreement by both Parties and shall remain in full force and effect for so long as the Storage Reservoirs are required and used for the purposes of storm water management. Notwithstanding the above, the Parties hereto, or their successors or assigns, may mutually agree in writing to terminate this Non-exclusive Perpetual Easement at any time.

6. Scope of Work. The construction, operation, and maintenance of the Storage Reservoirs shall be performed in accordance with the plans, specifications, drawings, and other related documents ("Plans and Specifications") prepared by Baxter & Woodman, Inc., as modified and approved by both Parties in accordance with paragraph 6.1 below. The Project shall be completed in three (3) stages, beginning with the construction of those portions of the Storage Reservoirs located in Community Playfields, followed by those portions located in Hibbard Park, and finally the remaining portions located in Thornwood Park. The Plans and Specifications for the Storage Reservoir will likely also be prepared in stages that correspond to the foregoing park progression. All Plans and Specifications for each park location are subject to the review, modification, and approval process outlined in paragraph 6.1 below. Any and all Plans and Specifications approved by both Parties in accordance with paragraph 6.1 shall be individually and collectively referred to as "Final Project Plans."

6.1 Review and Approval of project plans. The Parties acknowledge that as of the effective date of this Agreement Exhibits A, B, C, and D attached hereto are still conceptual in nature and have not been finalized. Village Manager or his designee ("Manager") shall submit Exhibits A, B, C, and D to Park District for review and approval. Exhibits A-D may be submitted individually or collectively in any order or combination as they become available. The Executive Director of the Park District or his designee ("Executive Director") shall provide review comments within thirty (30) days of receipt of Exhibits A—D. The Manager shall correct any errors and address any other comments to the satisfaction of Executive Director, prior to submission of proposed final Exhibits A—D. Thereafter the Manager shall submit proposed final Exhibits A—D to Park District for review and approval. The Executive Director shall provide any additional review comments within thirty (30) days of receipt of such proposed final Exhibits A—D. The Manager shall correct any errors and address any other comments to the satisfaction of Park District, prior to Park District's approval of the final Exhibits A—D. Executive Director's approval of Exhibits A—D shall not be unreasonably withheld. The proposed final project plans as approved by both Parties are hereinafter referred to as the "Final Project Plans." Once the Executive Director and the Manager have approved Exhibits A, B, C and D in final form, they shall be attached to this Agreement. The Parties, through their respective Executive Director and Village Manager may execute an appropriate document noting the attachment of such final exhibits to

this Agreement.

Notwithstanding the foregoing, the Parties specifically acknowledge and agree that the Plans and Specifications for those portions of the Storage Reservoirs to be located in Community Playfields are complete and shall be considered Final Project Plans for purposes of this paragraph 6.1. The remaining Plans and Specifications for Hibbard Park and Thornwood Park remain subject to the review, modification, and approval process outlined in this paragraph 6.1.

6.2 Park District Approval of Plans is Not an Assumption of Liability or Waiver of Rights. Notwithstanding the foregoing, Park District's review and approval of any project plans, including but not limited to the Final Project Plans, shall not constitute, or be construed as, a certification or warranty as to the accuracy, appropriateness, or effectiveness of any project plans or the Final Project Plans. Park District shall have no liability for any errors, omissions, or other defects in any project plans, including the Final Project Plans, and its approval shall not constitute a limitation on or waiver by Park District of its rights under this Agreement or a defense by Village to the exercise by Park District of its remedies for Village's breach of its obligations under this Agreement or as a basis for Village to avoid its indemnification obligations under this Agreement.

6.3 Restoration of Park Properties in the Event of a Dispute Over Project Plans or Exhibits. In the event a dispute arises concerning the Park District's review and approval of any proposed project plans or exhibits, and the Parties are unable to resolve said dispute following good faith efforts over a reasonable period of time, which in no event shall extend beyond thirty (30) days after Village's submittal of what it deems final Exhibits A — D, this Agreement shall terminate and Village shall restore the Easement Premises to the condition which existed immediately prior to the beginning of any work or activity performed on the Easement Premises pursuant to the grant of temporary easement set forth in paragraph 2 above. Village shall similarly restore any portions of the Park Properties and any other real estate that are damaged or otherwise disturbed in connection with any work or activity performed on the Easement Premises pursuant to the grant of temporary easement set forth in paragraph 2 above. All restoration work shall be completed to the reasonable satisfaction of the Park District. The Parties shall meet prior to the start of any work in the Easement Premises and shall document the existing condition of the Easement Premises and the Park Properties to establish a mutually agreed upon baseline for the restoration work contemplated by this paragraph 6.3.

Notwithstanding the foregoing, termination of this Agreement and Village's obligation to restore the Easement Premises in the event the Parties are unable to resolve a dispute over any proposed project plans or exhibits as contemplated by this paragraph 6.3 shall only apply to those areas of the Easement Premises

impacted by the disputed project plans and exhibits.

6.4 Responsibilities of Village with Respect to Construction. Village shall act as the lead agency and be responsible for completing all preliminary and design engineering, awarding of contracts, permit processing, utility coordination, construction engineering, and construction related to the installation of the Storage Reservoirs. Village shall administer the contracts for the construction of the Storage Reservoirs. Village shall administer the construction of the Storage Reservoirs in the best interests of the Parties, and consistent with this Agreement and shall consult with, and keep advised, officials of the Park District regarding the progress of the construction of the Storage Reservoirs and any problems encountered or changes recommended.

6.5 Village's Restoration Responsibilities with Respect to Construction. Upon final completion of the Storage Reservoirs at each park location, Village shall:

(A) Restore the affected portions of the Park Properties to the condition which existed immediately prior to the beginning of any work or activity performed pursuant to the grant of temporary easement set forth in paragraph 2 above, as determined by Park District in its sole discretion.

(B) Restore any portions of the Park Properties and any other real estate that are damaged or otherwise disturbed in connection with any work or activity performed on the Easement Premises pursuant to the grant of easement set forth in paragraph 2 above, as determined by Park District in its sole discretion.

(C) Village shall have a period of thirty (30) days from and after the date of final completion of the Storage Reservoirs at each park location, or as soon thereafter as the weather shall permit, to restore the affected portions of the Park Properties to their original condition.

6.6 Village's Subsequent Restoration Responsibilities. For ongoing maintenance and repair of the Storage Reservoirs, Village, at its sole cost and expense, shall restore the Park Properties, specifically including but not limited to the park improvements constructed in accordance with paragraph 6.7 below, to the condition which existed immediately prior to the beginning of any work or activity performed pursuant to the grant of permanent easement set forth in paragraph 4 above, as determined by Park District in its sole discretion.

6.7 Park Improvements. As additional consideration for the grants of easement set forth in paragraphs 2 and 4 above, Village shall, at its sole cost and expense, undertake and complete certain agreed upon improvements, or shall reimburse the Park District for all costs and expenses incurred by Park District to undertake and complete the agreed upon improvements ("Park Improvements").

The total cost of the Planned Improvements contemplated herein shall not exceed _____ (\$X,XXX,XXX.XX) ("Total Cost of the Park Improvements"). The Park Improvements listed below shall be performed directly by the Park District, unless expressly stated otherwise. The Village shall reimburse the Park District as provided for in Section 6.8 below.

The Parties shall cooperate when determining the allocation of the work necessary to complete the Park Improvements, and shall, when practicable, allocate the work in a manner designed to make the most efficient use of public resources. However, in the event of any disagreement, all final decisions regarding the allocation of the work necessary to complete the Park Improvements shall be determined by the Park District in its sole and absolute discretion. The Park District's authority to allocate the work contemplated by this paragraph 6.7 shall not be construed to allow the Park District to exceed the Total Cost of the Park Improvements. The Park Improvements shall include the following:

(A) Design, development, and implementation of comprehensive landscape plans for the Park Properties (Community Playfields, Hibbard Park, and Thornwood Park).

(B) Install additional drainage in the Park Properties (Community Playfields, Hibbard Park, and Thornwood Park) to address standing water. The Parties acknowledge and agree that the additional drainage contemplated by this subparagraph B. shall include certain specified drainage to be installed in the construction zone at Community Playfields at the time of the installation of the Storage Reservoir, as more fully set forth and described in the Final Project Plans ("Additional Community Playfields Drainage Improvements"). The Additional Community Playfields Drainage Improvements are in addition to the Storage Reservoirs contemplated by this Agreement, were added to the Project by the Village at the Park District's request, and have an estimated cost of \$1,200,000. The Parties acknowledge and agree that the estimated cost of the Additional Community Playfields Drainage Improvements is a part of and is included in the Total Cost of the Park Improvements.

(C) The Parties shall reevaluate the Park Properties not less than annually for a period of three (3) years, after the completion of the additional drainage for each separate Park Property, to determine whether additional drainage improvements are necessary in that specific Park Property. Village shall install additional drainage at its sole cost and expense (in an amount not to exceed \$_____, which shall be an amount provided by the Village in addition to Total Cost of the Park Improvements) to address any remaining standing water.

(D) Install public restrooms (including all necessary utilities) at

Community Playfields and Thornwood Park.

(E) Install an irrigation system (including all necessary utilities) at Community Playfields and Thornwood Park.

(F) Install a recreational fitness path (including outdoor fitness equipment and low ground lighting) around the perimeter of Community Playfields.

6.8 Village Reimbursement for Park Improvements. In the event the Park District elects to undertake and complete some or all of the Park Improvements contemplated by paragraph 6.7 above, Village shall transfer the amounts necessary to cover any bill, invoice, or other expense incurred by Park District in connection with Park District's planning, designing, and construction of those aspects of the Park Improvements within thirty (30) days following Park District's submission to Village of any bill, invoice or other expense incurred in planning, designing, and constructing those aspects of the Park Improvements that have been approved by Park District in Park District's sole discretion. Village shall have no ability to review or approve any bill, invoice or other expense submitted by Park District in connection with Park District's planning, designing, and construction of the Park Improvements. Upon receipt of any bill, invoice or other expense approved by Park District, Village shall have an absolute obligation to transfer sufficient funds to satisfy said bill, invoice, or expense within thirty (30) days. By Park District's submission of any bill, invoice or other expense approved by Park District, Park District represents and warrants to Village that said bill, invoice or other expense is related to the Park Improvements. By Village's approval of this Agreement, Village Manager is authorized to carry out all of its provisions including the payment provisions in this paragraph.

7. Additional Easement Conditions. In addition to the other terms and conditions set forth in this Agreement, the Temporary Construction Easement and Non-Exclusive Perpetual Easement, together with any ancillary rights given to Village under this Agreement, shall be subject to the following conditions:

7.1 Park District reserves the right of access to and use of the Easement Premises in any manner not inconsistent with the rights granted to Village under this Agreement, including but not limited to the right to install recreational, athletic and other park structures, landscaping, gardens, shrubs, driveways, sidewalks, parking lots, and ingress and egress roadways on the Easement Premises that do not then or later conflict with the Storage Reservoirs or the easement rights granted hereunder;

7.2 Village shall notify Park District prior to commencement of any excavation, construction, repair, maintenance or other work or activity on the Easement

Premises. The Parties shall reasonably cooperate with respect to the commencement, timing, and location of such work or activity so as to protect the public at large and to avoid any interference with Park District's use of the Park Properties or the Easement Premises;

7.3 All construction or other work or activity by any entity within the Easement Premises shall be performed in a safe and sound manner and in accordance with all applicable federal, state and local laws, including the ordinances and regulations of the Village of Wilmette and Park District;

8. Maintenance and Repair.

8.1 Village shall maintain the Storage Reservoirs in such a manner so as to ensure that the Storage Reservoirs remain in good working order and repair at all times, do not unreasonably adversely affect the use of the Park Properties by Park District for recreational and park use, including but not limited to the appearance and condition of the surface of the Park Properties, and will further ensure that the Storage Reservoirs comply at all times with applicable federal, state and local law, including the ordinances and regulations of the Village of Wilmette.

8.2 In the event that Park District determines that Village is not in compliance with the terms of this paragraph 8, Park District shall provide Village written notice of said noncompliance. Upon receipt of said notice, Village shall have seven (7) days to commence the necessary measures to cure said noncompliance. Notwithstanding the above seven (7) day cure period, Village shall take immediate action to cure said noncompliance in the case of an emergency likely to cause immediate harm, damage or danger to surrounding property or to the public or private health, safety or welfare. In the event that Village fails to commence the necessary measures to cure said noncompliance at the expiration of the periods set forth herein, or otherwise exhibits an unwillingness to cure said non-compliance, as determined by Park District in its sole discretion, such failure shall constitute a material breach of this Agreement and Park District may, in its sole discretion and at its sole option, declare Village in default in accordance with paragraph 10.

9. Hazardous Materials. No explosives or flammable or hazardous materials of any kind shall be transported across, brought upon, or stored or deposited on, the Park Properties (except as needed for vehicles or equipment for the construction of the Storage Reservoirs, provided that Village and its contractors shall be liable for any damage to or contamination of the Park Properties resulting from such activity or use). As used in this Agreement, "Hazardous Materials" means any hazardous or toxic substances, materials or wastes, including, but not limited to solid, semi-solid, liquid or gaseous substances which are toxic, ignitable, corrosive, carcinogenic or otherwise dangerous to human, plant or animal health or well-being and those substances, materials, and wastes listed in the United States Department of Transportation Table

(49 CFR 972.101) or by the Environmental Protection Agency as hazardous substances (40 CFR Part 302) and amendments thereto or such substances, materials, and wastes regulated under any applicable local, state or federal law including, without limitation, any material, waste or substance which is (i) petroleum, (ii) asbestos, (iii) polychlorinated biphenyls, (iv) designated as “hazardous substances” pursuant to Section 1251 *et. seq.* (33 U.S.C. Section 1321) or listed pursuant to Section 1004 of the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901 *et. seq.* (42 U.S.C. Section 6903), or (vi) defined as a “hazardous substance” pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. Section 9601 *et. seq.* (42 U.S.C. Section 9601) or any other applicable environmental law. The Parties agree that the presence of Hazardous Materials in storm water and released by others shall not be a breach of this Agreement so long as Village pursues its statutory obligations with respect to such Hazardous Materials, and upon termination of the Temporary Construction Easement or the Non-Exclusive Perpetual Easement as provided in paragraph 10.1 below, Village undertakes and completes remediation of any Hazardous Materials located on the Park Properties as a result of the Storage Reservoirs. For purposes of this paragraph 9, completion of the required remediation shall be determined by mutual agreement of the Parties or appropriate enforcement agency and shall be reflected by Village’s engineer’s and Park District’s Executive Director’s joint determination that Village has performed the requisite remediation contemplated by this Agreement.

10. Declaration of Default and Park District Remedies. In the event Village breaches any of the material terms or material conditions of this Agreement, Park District may declare Village in default and:

10.1 Terminate the Temporary Construction Easement and the Non-Exclusive Perpetual Easement, subject to the right to cure as follows. Village shall have thirty (30) days after receipt of written notice specifying the nature of the breach to cure said breach. If the nature of the breach is such that it cannot be cured within said thirty (30) day period, Village shall be deemed to have cured same if within said thirty (30) day period it commences and diligently pursues such cure and thereafter completes same within such time as is reasonable under the circumstances. If Village fails to cure the material breach, Park District may send a notice of termination and may require Village to restore the Park Properties to substantially their original condition through the removal of all at-grade or above-grade improvements, and perform any and all necessary measures to stabilize and neutralize all below-grade improvements related to the Storage Reservoirs. Such stabilization and neutralization shall include but is not limited to taking such action as is necessary or advisable to remediate or encapsulate any Hazardous Materials determined to be present, as required by federal and state laws and regulations given the nature of the Park Properties as public parks, and to otherwise ensure that the below-grade improvements will not adversely affect the use of the Park Properties by Park District for park and recreational activities. Village’s compliance with the requirements of this paragraph 10.1 shall be determined by Park District in its sole discretion.

(A) In the event Village is required to restore the Park Properties in accordance with this paragraph 10.1, and in the event Park District at any time subsequent determines it is in the best interest of Park District to use or develop the Easement Premises, or some portion thereof, in a manner which requires excavation of all or part of the below-grade improvements, Village shall be responsible, at its sole cost and expense, for that portion of the cost of such excavation attributable to the existence and removal of the below-grade improvements reasonably necessary to allow Park district's planned use or development of the Park Properties, the taking of such action as is necessary or advisable to remediate or encapsulate any Hazardous Materials determined to be present as the result of the existence of the Storage Reservoirs, as required by federal and state laws and regulations given the nature of the Park Properties as public parks, and to otherwise ensure that any below-grade improvements that remain on the Park Properties will not adversely affect the use of the Park Properties by Park District for park and recreational activities.

(B) In furtherance and not in limitation of Village's obligations under this paragraph 10.1, Village shall have a continuing right and obligation to make reasonable inspections of the Park Properties and any below-grade improvements that remain on the Park Properties following termination on a periodic basis, but not less than annually, and shall perform any and all necessary measures to ensure that any below-grade improvements that remain on the Park Properties will not adversely affect the use of the Park Properties by Park District for park and recreational activities.

10.2 In the event of a breach and in the event Village fails to commence and diligently perform any of the above measures, Park District shall have the right, but not the obligation, to: (i) take all steps necessary to render the Park Properties suitable for use by Park District for recreational and park purposes, including but not limited to all steps necessary to remedy the appearance and condition of the surface of the Park Properties; and (ii) ensure compliance with all applicable federal, state and local laws, including the ordinances and regulations of the Village of Wilmette. Village shall be responsible for all reasonable costs and expenses incurred by Park District in connection with same, including reasonable attorneys' fees. The rights set forth in this paragraph 10 are in addition to, and not in lieu of, Park District's right to enforce the terms of this Agreement and Park District's right to pursue any and all other remedies, including specific performance, available at law or in equity.

11. Declaration of Default and Village Remedies. In the event Park District breaches any of the material terms or material conditions of this Agreement, Village may declare Park District in default and pursue any and all legal or equitable remedies, including specific

performance, in a court of competent jurisdiction, subject to the right to cure as follows. Park District shall have thirty (30) days after receipt of written notice specifying the nature of the breach to cure said breach. If the nature of the breach is such that it cannot be cured within said thirty (30) day period, Park District shall be deemed to have cured same if within said thirty (30) day period it commences and diligently pursues such cure and thereafter completes same within such time as is reasonable under the circumstances.

12. Indemnification.

12.1 Mechanics' Liens. Village agrees to indemnify, defend, save and hold harmless Park District, its officers, agents, employees, elected or appointed officials, successors and assigns (individually and collectively hereinafter referred to as "Park District's Indemnitees") from and against any and all mechanics and materialmen's liens, or claims therefore, and from and against any and all liens on public funds, including liens against the money, bonds or warrants of Park District, or claims therefore, including, without limitation, reasonable attorneys' fees and paralegals' fees and costs and court costs (collectively, the "Legal Expenses") for defense thereof, arising out of or in connection with any work or activity performed by or on behalf of Village pursuant to the grants of easement set forth in paragraphs 2 and 4 above.

12.2 Village's Indemnity and Hold Harmless. To the fullest extent permitted by law, Village agrees to indemnify, defend, save and hold harmless Park District's Indemnitees from and against any and all liabilities, claims, losses, and/or demands for personal injury and/or property damage, including reasonable attorneys fees, arising out of or caused by any act or omission of Village, any of its contractors or subcontractors, anyone directly or indirectly employed or engaged by any of them, or anyone for whose acts any of them may be liable, arising out of or in connection with any work or activity performed pursuant to this Agreement, the grants of easement set forth in paragraphs 2 and 4 above, any violation of paragraph 9 above, any work or activity performed on the Park Properties which relates to or involves the Storage Reservoirs, and/or any work or activity performed in connection with Village's construction, operation, or maintenance of the Project or the Storage Reservoirs. (The items in the preceding sentence for which indemnification is required are hereinafter referred to as "Claims"). Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph. Village shall similarly protect, indemnify and hold and save harmless Park District's Indemnitees from and against any and all claims, costs, causes, actions and expenses including but not limited to court and administrative costs, reasonable attorneys and paralegal fees (collectively, "Legal Fees") incurred by reason of Village's failure to fully perform any of its obligations under, and/or Village's breach or default of or under, any provision of this Agreement.

It is expressly acknowledged and agreed by Village that it is Village's intention that the obligations of Village contained in this paragraph 12.2 with respect to Claims shall be broadly construed and applied in favor of Park District's Indemnitees, excluding only indemnification of Park District's Indemnitees for their intentional misconduct. It is further agreed by Village that failure of Village to indemnify and hold harmless Park District's Indemnitees as provided in this paragraph 12.2, shall constitute a breach of a material term of this Agreement.

13. Insurance.

13.1 Village shall keep in full force and effect at all times during this Agreement general public liability insurance and Workers' Compensation insurance in such amounts and with such companies or self-insurance pools as are reasonably acceptable to Park District, but, in any event, not less than the coverages and amounts carried by Village for its general activities. The minimum insurance coverage specified in this Paragraph 13 may be provided by self-insurance, participation in a risk management pool, commercial policies of insurance, or a combination thereof. Village shall name the Park District, its elected and appointed officials, officers, employees and agents as an additional insured on any such insurance, and shall provide Park District with a copy of a Certificate of Insurance and Additional Insured Endorsement evidencing same prior to commencing any work or activity on the Park Properties. Village shall similarly provide Park District with a copy of a Certificate of Insurance and Additional Insured Endorsement prior to the expiration of any coverage term applicable to the insurance provided pursuant to this paragraph 13.1 during the term of this Agreement demonstrating that the requisite insurance and additional insured endorsements shall remain in full force and effect at the commencement of, and at all times during, the next coverage term.

Park District acknowledges and agrees that Village's membership in the Intergovernmental Risk Management Agency ("IRMA") and its naming of the Park District as an additional insured as allowed under the applicable policy or policies of IRMA satisfy the requirements of this Section 13.1.

13.2 Village shall require any contractor or subcontractor hired to perform any work on the Easement Premises to obtain and maintain insurance written to include the coverages and for not less than the minimum limits, or greater if required by law, substantially as provided in Exhibit E attached hereto, to protect Park District and Village against claims arising directly or indirectly out of or in connection with Village's work or activity performed pursuant to the grants of easement set forth in paragraphs 2 and 4 above. Village shall cause any contractor or subcontractor hired to perform any work on the Easement Premises to name, the Park District, its elected and appointed officials, officers, employees and

agents as an additional insured on any such insurance, and shall provide Park District with a copy of a Certificate of Insurance and Additional Insured Endorsement evidencing same prior to commencing any work or activity on the Easement Premises.

13.3 Given the duration of this Agreement, required insurance coverage and/or amounts may need to be modified to adequately protect the Parties against possible claims arising from the Parties' rights and obligations under the terms of this Agreement. The Parties shall, from time to time, mutually review the insurance coverage required in this paragraph 13, and shall mutually agree upon coverage amounts or additional insurance as may be commensurate with similar agreements or other similarly situated parties in the Chicagoland area and as may be reasonably necessary to protect the Parties against these risks.

14. No Title to Public Property. This Agreement and the easements granted hereunder do not create any title in the Park Properties or the Easement Premises, in whole or in part, in favor of Village.

15. No Waiver. No waiver of any rights which Park District has in the event of any default or breach by Village under this Agreement shall be implied from the failure by Park District to take any action on account of such breach or default, and no express waiver shall affect any breach or default other than the breach or default specified in the express waiver and then only for the time and to the extent therein stated.

16. Entire Agreement. This instrument contains the entire agreement between the Parties relating to the rights granted herein and the obligations herein assumed. Any oral representations or modifications concerning this instrument shall be of no force and effect, and any modifications to this Agreement must be in writing and must be signed by all Parties to this Agreement.

17. Severability. Invalidity by judgment or court order of any one or more of the covenants or restrictions contained herein shall in no way affect any other provisions which shall remain in full force and effect.

18. Covenant Running with the Land. The easements and rights granted in this Agreement, the restrictions imposed by this Agreement, and the agreements and covenants contained in this Agreement shall be easements, rights, restrictions, agreements and covenants running with the land, shall be recorded against the Park Properties and shall be binding upon and inure to the benefit of the Park District and Village and their respective successors, assigns, agents, licensees, invitees, and representatives, including, without limitation, all subsequent owners of the Park Properties, or any portion thereof. If any of the easements, rights, restrictions, agreements or covenants created by this Agreement would otherwise be unlawful or void for violation of (a) the rule against perpetuities or some analogous statutory provision, (b) the rule restricting restraints on alienation, or (c) any other statutory or common law rules imposing time limits, then such

easements, rights, restrictions, agreements or covenants shall continue only until 21 years after the death of the last survivor of the now living lawful descendants of the current Governor of the State of Illinois.

19. Law Governing. The laws of the State of Illinois shall govern the terms of this Agreement both as to interpretation and performance.

20. Captions and Paragraph Headings. Captions and paragraph headings are for convenience only and are not a part of this Agreement and shall not be used in construing it.

21. Notices. All notices provided for herein shall be served upon the Parties by personal delivery, email, fax or Certified United States mail, return receipt requested, at the following locations, or at such other location or locations as the Parties may from time to time designate in writing:

Notice to Park District:

Executive Director
Wilmette Park District
1200 Wilmette Avenue
Wilmette, IL 60091

Notice to Village:

Village Manager
Village of Wilmette
1200 Wilmette Avenue
Wilmette, IL 60091

Notices shall be deemed given when received by the Party to whom it was sent.

22. No Waiver of Tort Immunity. Nothing contained in this Agreement is intended to constitute nor shall constitute a waiver of the rights, defenses, and immunities provided or available to either Party under the Illinois Local Governmental and Governmental Employees Tort Immunity Act with respect to claims by third parties.

23. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish, or impose any legal duty to any third party.

24. Compliance with Laws. The Parties shall comply with all applicable federal, state, county, and local statutes, ordinances, rules, regulations, and codes.

25. Counterparts. This Agreement may be executed in counterparts that, taken together, will be effective as if they were a single document. Signatures transmitted by a .pdf file or facsimile shall be treated as originals.

26. Prevailing Party. The prevailing party in any suit or action to enforce the provisions of this Agreement shall be entitled to recover his or her costs in enforcing this Agreement,

including reasonable attorneys' fees.

27. Recording. Village shall record this Agreement, at its cost and expense, with the Cook County Recorder of Deeds following approval and execution by the Parties. If this Agreement is thereafter terminated by action of the Parties, or either of them, the Party terminating this Agreement shall record a writing evidencing the termination of this Agreement with the Cook County Recorder of Deeds.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

PARK DISTRICT

WILMETTE PARK DISTRICT

By: _____
President, Board of Park Commissioners

Attest: _____
Secretary, Board of Park Commissioners

VILLAGE

VILLAGE OF WILMETTE

By: _____
Village Manager

PARK DISTRICT'S ACKNOWLEDGMENT

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO
HEREBY CERTIFY Amy Wolfe, President, Board of Park Commissioners and Stephen P. Wilson,
Secretary, Board of Park Commissioners, personally known to me to be the same persons whose
names are subscribed to the foregoing instrument, appeared before me this day in person, and
acknowledged that they signed, sealed and delivered the said instrument as their free and
voluntary act, for the uses and purposes therein set forth.

Subscribed and Sworn to before me
this ____ day of _____, 20__.

By: _____
Notary Public

VILLAGE'S ACKNOWLEDGMENT

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, DO
HEREBY CERTIFY THAT Michael Braiman, Village Manager, Village of Wilmette, personally known
to me to be the same persons whose names are subscribed to the foregoing instrument,
appeared before me this day in person, and acknowledged that they signed, sealed and delivered
the said instrument as their free and voluntary act, for the uses and purposes therein set forth.

Subscribed and Sworn to before me
this ____ day of _____, 20__.

By: _____
Notary Public

EXHIBIT A

Depiction of Community Playfields Easement Premises

EXHIBIT B

Depiction of Hibbard Park Easement Premises

EXHIBIT C

Depiction of Thornwood Park Easement Premises

EXHIBIT D

Project Plans

Prepared by: Baxter & Woodman, Inc.

1. Community Playfields
2. Hibbard Park
3. Thornwood Park

EXHIBIT E

Insurance Requirements

CONSTRUCTION, MAINTENANCE AND REPAIR PROJECTS

Contractor shall obtain and maintain insurance of the types and in the amounts listed below.

A. Commercial General and Umbrella Liability Insurance

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$3,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Park District. Any insurance or self-insurance maintained by Park District shall be excess of the Contractor's insurance and shall not contribute with it.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

If Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's work.

B. Continuing Completed Operations Liability Insurance

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each occurrence for at least three years following substantial completion of the work.

Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 10 93, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract.

Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit.

Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

C. Business Auto and Umbrella Liability Insurance

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

D. Workers Compensation Insurance

Contractor shall maintain workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

E. General Insurance Provisions

1. Evidence of Insurance

Prior to beginning work, Contractor shall furnish Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days written notice to Park District prior to the cancellation or material change of any insurance referred to therein. Written notice to Park District shall be by certified mail, return receipt requested.

Failure of Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Park District shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the Park Property until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the Park District.

Failure to maintain the required insurance may result in termination of Contractor's use of the Park Property.

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Park District whenever requested.

Contractor shall provide certified copies of all insurance policies required above within 10 days of Park District's written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage

If Contractor's liability policies do not contain the standard ISO separation of insureds' provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Self-Insured Retentions

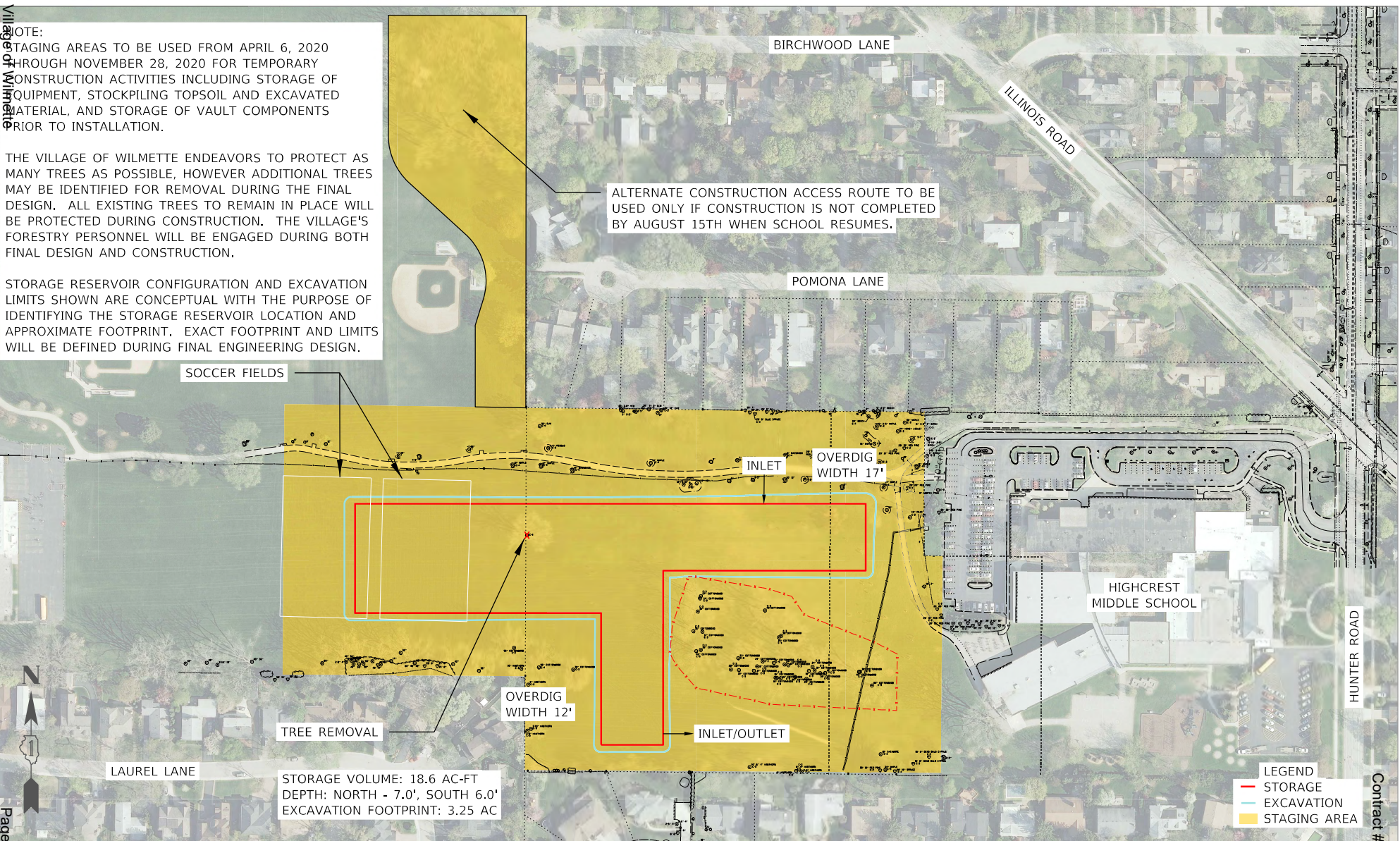
Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

5. Subcontractors

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Park District, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

F. Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting therefrom and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Contractor shall similarly protect, indemnify and hold and save harmless the Park District and its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contractor's Contract with the Village of Wilmette.



COMMUNITY PARK – TEMPORARY CONSTRUCTION EASEMENT
VILLAGE OF WILMETTE, ILLINOIS

EARLY ACCESS CONSTRUCTION PHASING

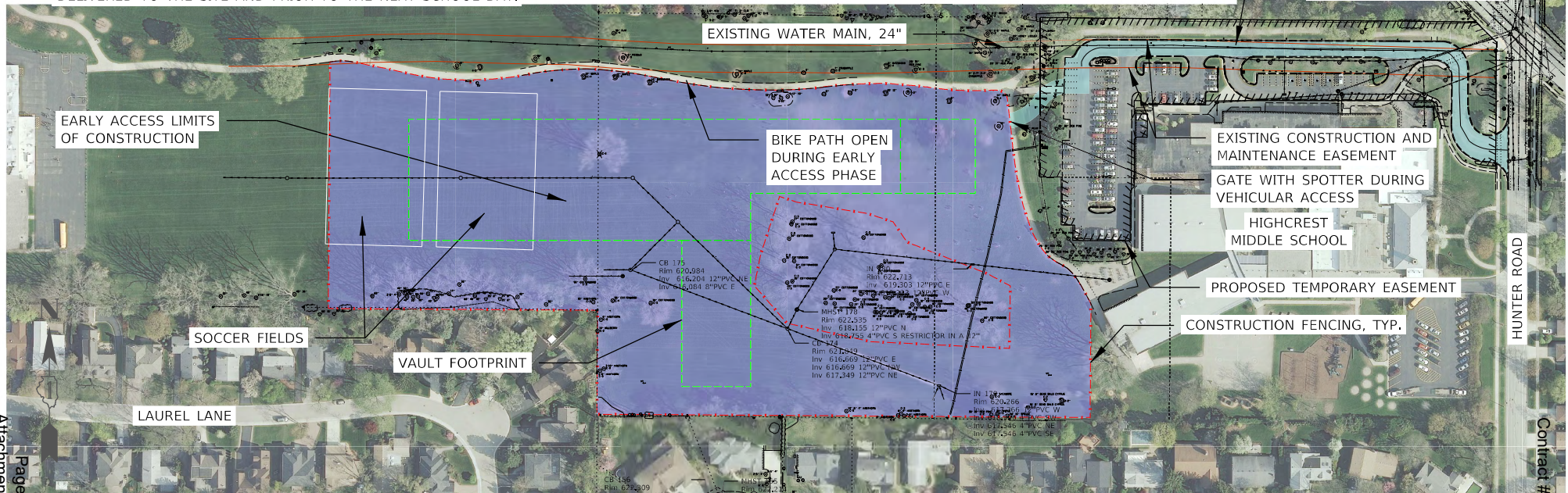
- ALLOWED BETWEEN APRIL 6, 2020 AND JUNE 18, 2020 OR SOONER WITH APPROVAL FROM SD39, PENDING SNOW DAYS.
- UTILIZE EXISTING PARKING LOT (UPPER DRIVE AISLE) FOR CONSTRUCTION ACCESS ONLY BEFORE 7 AM, AFTER 4:30 PM AND ON WEEKENDS, ALL WITH ADVANCE NOTICE AND PERMISSION FROM THE SD.
- UTILIZE EXISTING PARKING LOT (UPPER DRIVE AISLE) FOR CONSTRUCTION WORKER ACCESS DURING THE SCHOOL DAY FOR INTERMITTENT USAGE. THESE ARE PASSENGER CARS AND WORKER VEHICLES. NO ACCESS DURING SCHOOL PICKUP AND DROP-OFF TIMES DEFINED AS BETWEEN 7 AM AND 9:15 AM AND BETWEEN 2:45 PM AND 4:30 PM.
- ANY WORK ON SCHOOL DISTRICT PROPERTY DURING THIS STAGE WILL REQUIRE ADVANCE NOTICE AND APPROVAL BY THE SCHOOL DISTRICT.
- BIKE PATH WILL REMAIN OPEN DURING EARLY ACCESS.
- VILLAGE'S CONTRACTOR WILL SUPPLY A SPOTTER AT THE INTERSECTION OF THE ENTRANCE TO THE WORK ZONE AND BIKE PATH WHEN VEHICLES CROSS THE PATH.
- PROTECTION OF EXISTING WATER MAIN CONSISTING OF TEMPORARY WOOD ACCESS MATTING DURING EARLY ACCESS WILL BE NECESSARY AS HEAVY EQUIPMENT IS BROUGHT IN TO THE WORK ZONE PER THE TERMS AND CONDITIONS OF THIS AGREEMENT. VILLAGE WILL COORDINATE WITH THE SCHOOL DISTRICT ON THE TIMING OF THIS ACTIVITY, WHICH WILL BE SCHEDULED OVER A WEEKEND. THE ACCESS MATS ARE TEMPORARY AND WILL BE REMOVED IMMEDIATELY AFTER THE HEAVY EQUIPMENT IS DELIVERED TO THE SITE AND PRIOR TO THE NEXT SCHOOL DAY.

GENERAL CONSTRUCTION NOTES FOR COMMUNITY PLAYFIELD

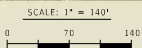
- WORK ZONE COMPLETELY FENCED OFF WITH A DOUBLE CONSTRUCTION FENCING - TEMPORARY CONSTRUCTION FENCE IN FRONT OF 8-FOOT CHAIN LINK FENCE WITH SCREENING.
- SITE SECURED AT THE END OF EACH WORK DAY.
- CONSTRUCTION ANTICIPATED 7 DAYS A WEEK WITH EXTENDED HOURS AS APPROVED BY THE VILLAGE BOARD.
- VILLAGE TO TAKE EVERY REASONABLE PRECAUTION TO PROTECT THE SD'S FIBER LINE THAT RUNS ALONG THE SOUTH END OF THE BIKE PATH.
- VILLAGE TO ADD PROVISIONS FOR SUPPLEMENTAL SITE WATERING, IF NECESSARY, TO CONTROL DUST DURING CONSTRUCTION.
- COMMUNITY PLAYFIELD WITHIN THE CONSTRUCTION ZONE WILL BE OUT OF USE UNTIL SPRING 2021 TO ALLOW THE SOD TO TAKE,
- ALL CONTRACTOR VEHICLES WILL BE PARKED INSIDE THE FENCED WORK ZONE.



CONSTRUCTION ACCESS THROUGH EXISTING DRIVEWAY ONLY.



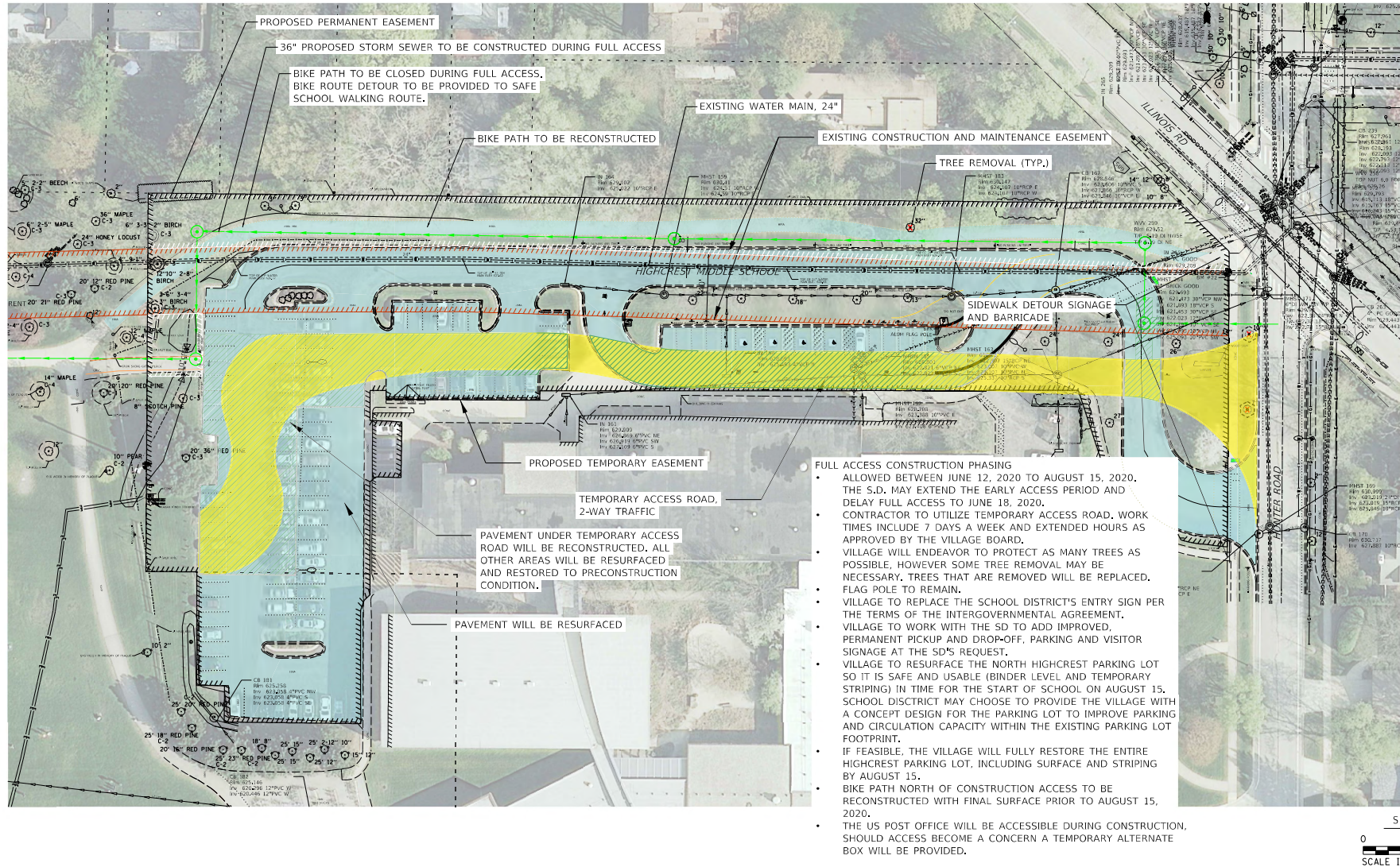
BAXTER & WOODMAN
Consulting Engineers



HIGHCREST MIDDLE SCHOOL EARLY ACCESS – APRIL 6, 2020 TO JUNE 18, 2020 VILLAGE OF WILMETTE, ILLINOIS

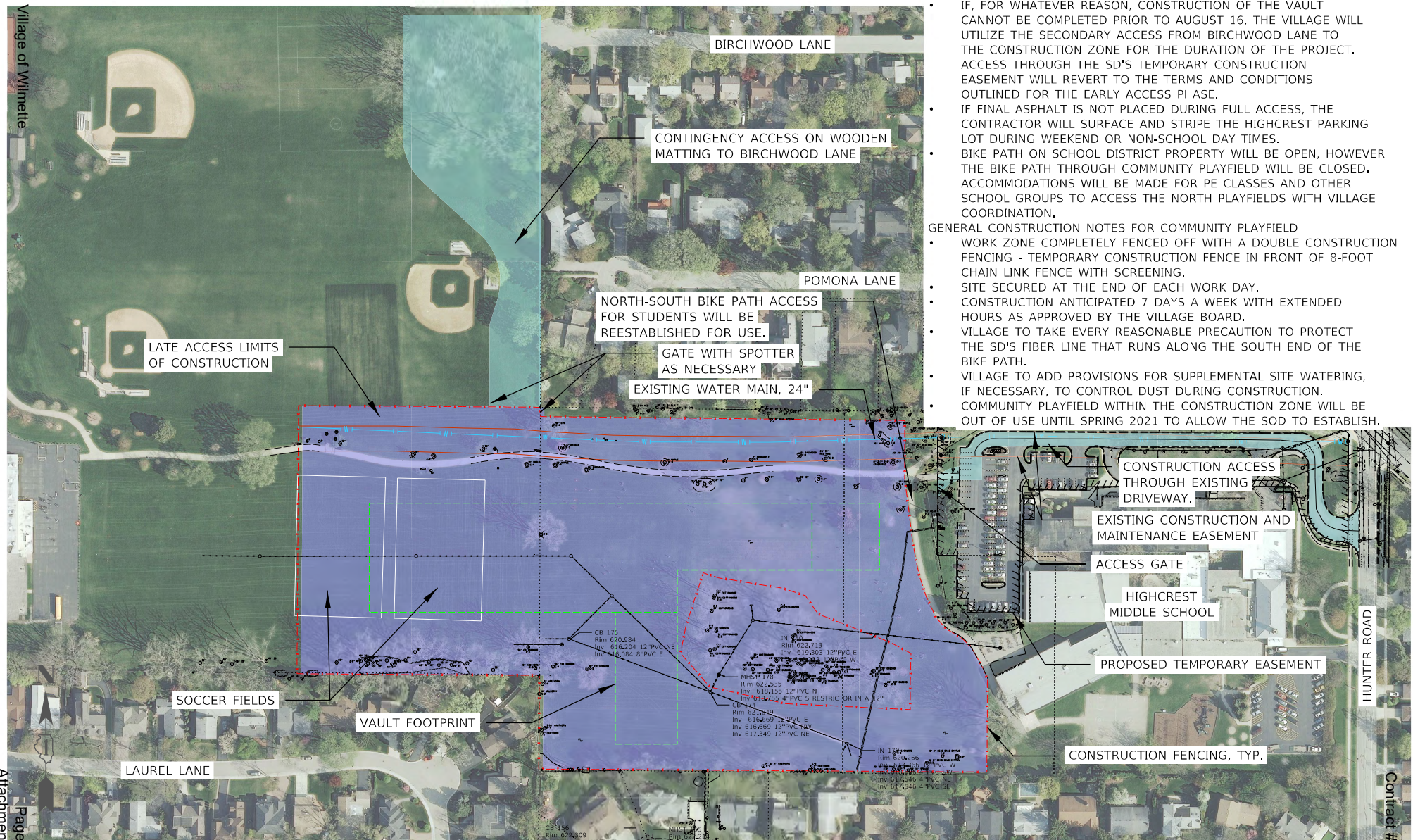
EXHIBIT AA

DRAFT



HIGHCREST MIDDLE SCHOOL FULL ACCESS – JUNE 12, 2020 TO AUGUST 15, 2020
VILLAGE OF WILMETTE, ILLINOIS

EXHIBIT BB



- LATE ACCESS CONSTRUCTION PHASING
- ALLOWED BETWEEN AUGUST 16, 2020 AND NOVEMBER 28, 2020.
 - IF, FOR WHATEVER REASON, CONSTRUCTION OF THE VAULT CANNOT BE COMPLETED PRIOR TO AUGUST 16, THE VILLAGE WILL UTILIZE THE SECONDARY ACCESS FROM BIRCHWOOD LANE TO THE CONSTRUCTION ZONE FOR THE DURATION OF THE PROJECT. ACCESS THROUGH THE SD'S TEMPORARY CONSTRUCTION EASEMENT WILL REVERT TO THE TERMS AND CONDITIONS OUTLINED FOR THE EARLY ACCESS PHASE.
 - IF FINAL ASPHALT IS NOT PLACED DURING FULL ACCESS, THE CONTRACTOR WILL SURFACE AND STRIPE THE HIGHCREST PARKING LOT DURING WEEKEND OR NON-SCHOOL DAY TIMES.
 - BIKE PATH ON SCHOOL DISTRICT PROPERTY WILL BE OPEN, HOWEVER THE BIKE PATH THROUGH COMMUNITY PLAYFIELD WILL BE CLOSED. ACCOMMODATIONS WILL BE MADE FOR PE CLASSES AND OTHER SCHOOL GROUPS TO ACCESS THE NORTH PLAYFIELDS WITH VILLAGE COORDINATION.
- GENERAL CONSTRUCTION NOTES FOR COMMUNITY PLAYFIELD
- WORK ZONE COMPLETELY FENCED OFF WITH A DOUBLE CONSTRUCTION FENCING - TEMPORARY CONSTRUCTION FENCE IN FRONT OF 8-FOOT CHAIN LINK FENCE WITH SCREENING.
 - SITE SECURED AT THE END OF EACH WORK DAY.
 - CONSTRUCTION ANTICIPATED 7 DAYS A WEEK WITH EXTENDED HOURS AS APPROVED BY THE VILLAGE BOARD.
 - VILLAGE TO TAKE EVERY REASONABLE PRECAUTION TO PROTECT THE SD'S FIBER LINE THAT RUNS ALONG THE SOUTH END OF THE BIKE PATH.
 - VILLAGE TO ADD PROVISIONS FOR SUPPLEMENTAL SITE WATERING, IF NECESSARY, TO CONTROL DUST DURING CONSTRUCTION.
 - COMMUNITY PLAYFIELD WITHIN THE CONSTRUCTION ZONE WILL BE OUT OF USE UNTIL SPRING 2021 TO ALLOW THE SOD TO ESTABLISH.

Memorandum



Date: February 5, 2020
To: Steve Wilson, Executive Director
From: Emily Guynn, Superintendent of Recreation
Re: Recreation / Facilities February Board Report

Community Recreation Center - Carol Heafey, Recreation Program Manager

- Annual summer Camp Open House event was held on January 28. Participant traffic was slower than usual, staff is looking for ways to improve the event.
- The first of two Seasonal Job Fairs was held on January 7 with 62 in prospective young employees in attendance. Based on feedback from the 2019 job fair, staff put in place more structure to the job fair event, including a PowerPoint presentation highlighting all available seasonal positions, easy to complete application, and online pre-registration for specific interview block times. The next job fair is February 29 from 9am-12pm.
- On January 30, staff participated in the New Trier Job Fair on the New Trier campus.
- Details for the new CARE (formerly After School Recreation) and Campus Club programs were finalized. The first promotion of the new programs will be in the Spring EXPLORE! Guide set to be mailed to households at the end of this month.

Center for the Arts: Julie Nichols, Center for the Arts Supervisor

- Family Art Night: 12 families on January 24.
- *Miss Nelson is Missing* auditions on January 25 with 54 cast.
- Wilmette Improv Troupes had two shows in January: After School Recreation on January 15 and Barnes and Noble Skokie on January 17.

Upcoming Events:

- January 31: *How I Became a Pirate* opens with 34 actors
- February 21-22: Stars of Dance with 170 numbers and 14 participating groups
- Wilmette Improv Troupe Shows on February 19 (After School Recreation), February 21 (Barnes and Noble) and February 23 (Mather Place)

Athletics: Sara Hilby, Sports Two Supervisor

- Saturday Youth Basketball League: A total of 46 teams started games on January 11
- Sunday Youth Basketball League: A total of 74 teams started games on January 26
- Adult Coed Volleyball league has a total of 3 teams, league play started January 22
- Adult Basketball league has a total of 28 teams, league play started January 12

Early Childhood: Julie Mantice, Early Childhood Center of Wilmette Supervisor
Preschool and Full-Day Preschool

- School Year 2020-2021 registration is underway with 55 enrollees in Preschool and 21 enrollees in Full Day Preschool.

Kindergarten Enrichment

- School Year 2020-2021 Open House event is February 19.

CARE(formerly After School Recreation) and Campus Club

- Resident registration is April 14, 2020.

Kimberly Barton, General Recreation Supervisor

- New Recreation Activity Coordinator, Stephanie Tandaric, joined the team in January. Stephanie comes to us from the Chicago Park District where she worked as a Physical Instructor at Commercial Club Playground & Seward Park.
- Dad Daughter Dance was held at Michigan Shore on January 31 with 148 couples in attendance, which is 18 more couples than 2019.

Community Recreation Center	2019		2020	
	Quantity	Revenue	Quantity	Revenue
Dance Birthday Party	2	\$470	2	\$500
Art Birthday Party	6	\$1270	2	\$475
Sports Party	3	\$325	0	-
Open Gym	-	\$377	-	\$500
Facility Rental	12	\$4,626	20	\$11,232

Community Recreation Center - Jeff Groves, General Manager

Gymnastics:

- Girls Competitive Team participated in two meets in January.
- Winter recreation classes started on January 6.

Gymnastics	2019		2020	
	Quantity	Revenue	Quantity	Revenue
Gymnastics Team	54	\$86,681	44	\$7,667
Gymnastics Party	15	\$7,670	10	\$4,825

Mallinckrodt Center: Lisa Sullivan, Mallinckrodt Community Center Manager

- On January 10, the Center invited members to a “Meet & Greet”, to introduce members to the new Mallinckrodt Manager, Lisa Sullivan. Complimentary coffee and refreshments were offered; 20 members stopped by or stayed to say visit.
- Technology Classes with George Lowman, sponsored by Argentium Home Care, were held 4 times in January. Topics included:

- Technology Accessories- 8 members were in attendance
- Find your favorite podcast- 6 members in attendance
- iOS: Basic settings- 10 members in attendance
- iOS: Calendar- 3 members in attendance

Upcoming Events:

- February 19: NEW Mallinckrodt Center Book Club kicks off with “American Dirt” by Jeanine Cummins.
- February 12: Free educational seminar on hearing loss and benefits of early treatment to combat dementia, led by audiologist Dr. Lori Halverson.

Mallinckrodt Center	2019		2020	
	Quantity	Revenue	Quantity	Revenue
Meskill Members (as of 02/01)	587	-	510	-
Walking Club (as of 02/01)	187	-	188	-
Wellness Classes at the Center	11	-	11	-
Room Rentals	5	\$2,607	3	\$194

Center Fitness Club: Frankie Sinfuego, Center Fitness Club Manager

Fitness Programming

- In January, Lose to Win, the annual weight loss challenge available to both members and non-members started. It currently has 23 participants enrolled.

Center Fitness Club	2019	2020
	Quantity	Quantity
Visits (1/1 - 1/31)	10,233	10,737
Members	1,561	1,547
<i>Resident</i>	1,377	1,365
<i>Non-Resident</i>	184	182
Personal Training Sessions Held	305	268
Group Exercise Attendance	2,134	2,327
Spin Attendance	621	499
Daily Pass	32	31
Group Ex Passes Sold	54	50

Centennial Ice Rinks and Aquatic Center - Sean Flynn, General Manager

Ice Rink: Sean Flynn, General Manager and Vickie Tassone, Skating Director

- January 6, winter Learn to Skate began
- January 11, Ice Show Solo Tryouts was held with 46 skaters participating
- January 31-February 2, Chicago Blackhawks Equipment Sale

Upcoming Events:

- February 15-16 and February 22-24: Wilmette Hockey Association to host Playoff Tournament
- February 7 and 21, TGIF Public Skate

Centennial Ice Rink	2019		2020	
	Quantity	Revenue	Quantity	Revenue
Public Skating Visits	2,027	\$9,523	1,916	\$11,058
Open Hockey	98	\$980	65	\$650
Freestyle & Drop In	1,122	\$13,476	859	\$11,061
Main Rink Rental	176	\$65,553	179	\$68,263
Studio Rink Rental	85	\$14,580	91	\$15,858
Ice Members (as of 02/01)	604	-	595	-
Ice Birthday Party	5	\$1,800	5	\$1,775

Aquatic Center: Joey Sanchez, Aquatics Manager

- Staff is preparing for the upcoming summer aquatic season; hiring staff, planning training calendar, evaluating procedures, and preparing the facility.

Upcoming Events:

- February 14: Early bird season passes go on sale

Gillson Beach/Park and Lakeview Center – Holly Specht, Lakefront Manager

- On January 24, Sailing Beach Contracts were mailed and emailed. As of February 3, a total of 95 contracts have been received back. The deadline for renewal is February 24.
- 2020 Beach, Park, and Sailing staff is approximately 85% hired.

Lakeview Center	2019		2020	
	Quantity	Revenue	Quantity	Revenue
Facility Rental	8	\$3,399	5	\$2,605

Wilmette Tennis Club and Platform - Jason Stanislaw, Racquet Sports Manager

- On January 18, Basic Level registration was held. As of February 1, Basic Level has 383 registrants compared to 350 at the same point in 2019.
- Pro Am Event takes place Saturday February 8 at 6:00pm. The event is expected to fill to capacity at 32 players and 16 pros. Funds raised are donated to the Wilmette Park District Scholarships.
- Racquet Sports Manager and Assistant Manager attended the Tennis Owners and Managers Conference from January 22-24. The integration of multiple racquet sports is a significant theme in the club industry and will have practical application in WPD approaches to tennis, paddle, and pickle ball. As a result of the conference, Assistant Manager, Carrie Koelles, is taking the lead on implementing pickle ball.
- Racquet Sports Manager attended the USTA Midwest Annual Meeting from January 30 – February 1. Participants at this event have the opportunity to get a jump on the USTA programming and define part of the direction in the near future. Particular interest was taken in the USTA approach to acquiring data about player behavior to define decision making.

Wilmette Tennis Club	2019	2020
	Quantity	Quantity
Members (as of 02/01)	576	586
<i>Resident</i>	389	391
<i>Non-Resident</i>	187	195

Platform Tennis	2019		2020	
	Quantity	Revenue	Quantity	Revenue
Paddle Hut Rental	3	\$1,200	3	\$450
Members (as of 2/1)	307	-	309	-

Wilmette Golf Club – Adam Kwiatkoski, General Manager

Board Report-Golf

- Drawings for the Cart Path Plan have been completed and forwarded to Engineers
- EZ Links Computer system for Tee Sheet and Restaurant POS has been installed and staff has been trained
- The golf course remains closed but the driving range remains open

- There has not been enough snow to groom cross country ski trails.
- The restaurant was open in January Tuesday-Friday with some business.
- General Manager attended the PGA Merchandise show and met with software vendors to negotiate contract and to attend educational seminars
- General Manager has worked with marketing staff to produce content for Camp and Spring/Summer guides
- Indoor Junior Golf Program has started with three classes filled

MAINTENANCE

- Trees have been trimmed and branches chipped
- Parts and equipment purchasing for 2020 season is ongoing