



**WILMETTE PARK DISTRICT
Lakefront Committee Meeting**

Monday, March 4, 2019
6:30 p.m. – Mallinckrodt Community Center

AGENDA

- I. Meeting Called to Order

<u>Members of the Committee:</u> Commissioner Ryrie Pellaton, Chair Commissioner Bryan Abbott Commissioner Shelley Shelly	<u>Staff:</u> Superintendent Jerry Ulrich Superintendent Emily Guynn
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- II. Approval of Minutes
 - A. January 7, 2019
- III. Recognition of Visitors
- IV. Communications and Correspondence
 - A. Letter from Zdenek Bazant re: Gillson Parking
 - B. Email from Nancy Joob – Kayak Storage
- V. Unfinished Business
 - A. Lakefront Project – Update
- VI. New Business
 - A. Park Permits
 - New Trier – June 2, 2019
 - Precision Multisport – September 15, 2019
- VII. Manager's Report
- VIII. Adjournment

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
Lakefront Committee Meeting Minutes
Monday, January 7, 2019
6:30 p.m. – Mallinckrodt Community Center

Attendees Present

Commissioners/Committee: Chair, Ryrie Pellaton, Shelley Shelly, Bryan Abbott
Staff: Jerry Ulrich, Emily Guynn

Staff: Director Wilson, Holly Specht

Attendees Absent

None

I. Meeting Called to Order

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

II. Approval of Minutes

A. Commissioner Shelly moved and Commissioner Abbott seconded a motion to approve the minutes of the December 3, 2018 Lakefront Committee meeting. All voted yes; **motion carried.**

III. Recognition of Visitors

The Attendance Sheet will become part of the permanent record.

Roni Crystal, 250 Vista Ct., Wilmette - inquired about the status of the kayak racks, shed and permanent washroom at the sailing beach.

In response, Commissioner Pellaton stated that permanent washrooms at the sailing beach are still not being considered at this time, but will be included in future plans for the site. There is no set timeline for that plan at this time. There is a plan to replace the current kayak metal racks with wooden racks, and staff will be constructing the new wooden racks. Based on logistics, staff anticipates a complete transfer from the metal racks to wooden racks to be completed by fall 2019. The new wooden racks will cost an estimated \$15,000 - \$20,000.

IV. Communications and Correspondence

Commissioner Pellaton commented on the email in the packet regarding a fence on private property that was prohibiting walkers from passing the property along the waterfront. Prior to the meeting, the private property owner had removed several sections of fence to allow for walkers to pass safely along the waterfront. Director Wilson will respond to Anne Kaup.

A follow up discussion pursued regarding the park district's willingness to post shore walking notification signage at both the north and south ends of the beach informing

walkers of their rights to pass along the waterfront. The Committee also discussed whether or not it is the role of the park district to notify potential walkers of their rights. In conclusion, Commissioner Abbott requested staff consult with Tressler LLP regarding a potential sign.

Access to and from Langdon Beach is being monitored on an ongoing basis by park district staff. It will be evaluated in detail as the summer season approaches.

V. Unfinished Business

A. Lakefront Project Update

Weather has allowed for substantial project progress. The building structures are almost complete to allow for contractors to complete interior work and stay on schedule. Due to overnight temperatures, Lake Ave entrance, Michigan Ave, and the parking lot is on hold until the spring.

VI. New Business

A. Park Permit Request

St. Francis picnic permit request for July 14, 2019 sunrise service. Commissioner Abbott moved and Commissioner Shelly seconded a motion to approve St. Francis permit request. All voted yes; **motion carried.**

VII. Manager's Report

- Online picnic permit reservations went on sale January 2, 2019.
- Area park districts have started to inquire about Gillson Beach fieldtrip reservations.
- Lakeview Center had five rentals in December 2018.
- Staff has been conducting interviews; approximately 20% hired.
- Sailing contracts will be mailed on January 24th. Contracts may be renewed online, in-person, or fax. Management uses several methods of communication to inform 2018 sailing contract holders that the 2019 contract is due back on February 18th.

VIII. Adjournment

There being no further business to conduct, the Lakefront Committee meeting was adjourned at 7:12 p.m.

Minutes Approved on: _____

Committee Chair

Department Head

Zdenek Bazant
707 Roslyn Ter.
Evanston, IL 60201

Jan. 13, 2019

To: Wilmette Park District

We are an elderly (75+) couple living at the edge of Wilmette. We used to go cross-country skiing to Gilson Park, but today we find the parking is prohibited even on the middle road of ~~the~~ park. Why? There have never been more than a few cars parked there when there is snow (I don't mean summer). This prohibition is pointless, a nasty gesture to ~~people~~^{neighbors} like us. If you don't change it for the winter, we will advocate that Evanston be as unfriendly to the residents of Wilmette as possible (e.g. restrictions at Evanston Park)

Sincerely,

Zdenek, Eva Bazant

Libby Baker

From: Emily Guynn
Sent: Tuesday, January 22, 2019 10:18 AM
To: Libby Baker
Subject: Fwd: Kayak storage

Sent from my iPhone

Begin forwarded message:

From: Ryrie Pellaton <rpellaton@wilpark.org>
Date: January 18, 2019 at 8:04:02 PM CST
To: Stephen Wilson <swilson@wilpark.org>, Emily Guynn <eguynn@wilpark.org>, Holly Specht <hspecht@wilpark.org>
Subject: Fwd: Kayak storage

Holly, Emily and Steve,
I received the email below from Nancy Joob this evening. It's addressed to the Board but only my name on the distribution list.
I'm passing it on to you for comment (response?) and for inclusion in the meeting packet.
Thanks.

Ryrie Pellaton
847-372-8026

Sent from my iPhone

Begin forwarded message:

From: axel joob <nancyjoob@comcast.net>
Date: January 18, 2019 at 7:28:36 PM CST
To: <rpellaton@wilpark.org>
Subject: Kayak storage

Dear Park Board,
Please know that all is not well with the management of kayaks at Gillson Park. My family has had a kayak stored at the beach over the past 20 years, during which we abided by all the rules. However, we had a family crisis about 3 years ago, I was late in turning in my paperwork (stopped into the Lakeview office in March rather than February). We were kicked off the beach and put at the end of the waiting list (over 100+). I check regularly and still don't expect to get a spot this year.

WE ARE WILMETTE RESIDENTS. Why are non-residents being allowed to take kayak spaces on our beach - we are paying the taxes here.

Thank you for your consideration,

Nancy Joob
1611 Washington Ave., Wilmette
847-251-4843



Wilmette Park District
 1200 Wilmette Avenue
 Wilmette, IL 60091
 (847) 256-6100

- OFFICE USE ONLY -	
Date requested	_____
Date mailed	_____
Date approved	_____
Approved by Committee (>100)	_____
Cert. of Insurance & Endorsements rec'd	_____

FACILITY PERMIT AND USAGE AGREEMENT OUTDOOR SPECIAL USE

NOTE: The Wilmette Park District, at its discretion, may require you to obtain insurance coverage for this event. The Park District will require you to provide a Certificate of Insurance, listing the District as an additional insured, and also provide any and all endorsements to the policy. If these endorsements exclude the activities of your event, your application for a permit may be rejected. This documentation must be returned to the Park District no later than 72 hours before the event.

APPLICANT NAME New Trier (Tina Tedeschi) DATE SUBMITTED 1-11-19
 ADDRESS 1353 Tower Road
 CELL 817-691-1110 EMAIL Tedeschi @ @ 4 @ aol.com
 DESCRIPTION OF EVENT ACTIVITIES New Trier Sunrise

DATE OF EVENT 6-2-19 NUMBER OF PEOPLE 975 TIME 0430 to 0630
 PARK NAME Gilson LOCATION IN THE PARK _____
 NUMBER OF GRILLS 0 NUMBER OF TABLES 0 ARE YOU UTILIZING AN OUTSIDE VENDOR? _____
 SPECIAL REQUIREMENTS _____

RENTAL FEES \$2.16.00 (To be determined by Wilmette Park District)

TIME ARRIVING FOR SET UP 0 (Please note that set-up and clean-up times are included in fee calculation)

CANCELLATIONS: Service fee is charged thirty (30) days or less before event.
 DEPOSIT: 50% of the rental fee (non-refundable) is required to secure the rental. The deposit will be credited toward the rental cost.

INDEMNIFICATION AGREEMENT FOR FACILITY USE

This agreement made and entered into this 11 day of Jan, 2019, by and between the Wilmette Park District and the applicant first above written.

- I agree that neither the Wilmette Park Board nor the Wilmette Park District assumes any responsibility or liability for personal injury to me, my guests, personal equipment or other personal property. All rights to assert any such liability is hereby waived and I agree to hold harmless the Wilmette Park Board or the Wilmette Park District from any acts for which I am liable. I agree to pay for any damage arising from my use of the facility or equipment therein and/or additional maintenance fees.
- I agree to return the Park District property to the condition it was in prior to my use of the location.
- I agree that any and all cooking will be done only on the grills provided by the Park District
- I agree that my guests will not bring or consume alcoholic beverages in the above-mentioned park.
- I agree to pay for any damages to the Park District arising from my use and that of my guests and participants.
- I agree that if required, I will obtain insurance coverage and provide a Certificate of Insurance listing the Wilmette Park District as an additional insured and provide any and all endorsements to the policy. I will present these documents to the Park District no later than 72 hours before the event before this permit will become valid.

I acknowledge that I will be required to provide a Certificate of Insurance, listing the Park District as an additional insured, and also provide any and all endorsements to the policy.

This documentation must be returned to the district no later than 72 hours before the event.

IN WITNESS HEREOF, the parties have executed this agreement as of the day and year first above written.

WILMETTE PARK DISTRICT

By _____
Its Authorized Agent

If submitting this form online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original signature.



Applicant Signature

ADDENDUM TO FACILITY USAGE POLICIES

ADMISSION

Approval of a Park Use Permit does not include admission to the Gillson Swimming Beach, Sailing Beach or Centennial Pool. All parking and entrance fees are in addition to permit fees.

ALCOHOL

Persons shall not consume or possess any beer, wine, ale, or other intoxicating liquors while on Wilmette Park District property.

ANIMALS

Pets must be kept on a ten-foot or less leash (leashes must be held by owner) at all times. Pets must be cleaned up after. Attempting to harm or capture any native animals or birds from any Wilmette Park District property is not permitted.

ATTENDANCE

The use of the facility must be consistent with and acceptable to the standards set by the Wilmette Park District. The total number of participants must not exceed the attendance listed on the approved permit. If the actual attendance is higher than stated on the permit, it may result in automatic shutdown of the event.

BEHAVIOR

Applicant is solely responsible for the conduct of Applicant and Applicant's guests/invitees and for providing any and all supervision at all times during use of any facility, including all common areas. Applicant shall be responsible for ensuring that Applicant's guests and invitees comply with all applicable rules and regulations pertaining to use of Wilmette Park District facilities. Applicant shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement.

BONFIRES

Bonfires are not permitted in any Wilmette Park District facility.

CANCELLATION

Written notice of cancellation must be received by the park supervisor no later than two (2) weeks prior to the event start date. Cancellations must be in written form; verbal cancellations will not be accepted. Park Use Permit fees are non-refundable.

COMPLIANCE WITH ORDINANCES

The applicant shall comply with laws of the State of Illinois and all Wilmette Park District ordinances, codes, conditions, and requirements. For a list of ordinances, please visit <http://www.wilmettepark.org/policies-and-ordinances>.

STAFFING FEES

Depending on the type of event, the Wilmette Park District may require District personnel at the function. All Wilmette Park District personnel involved before, during, and after the day of the event may be charged back to the permit-holding. The Wilmette Park District shall determine the number of personnel needed to ensure safety of participants and minimize the inconvenience to residents. The bill will be transmitted to the sponsoring agency within thirty (30) days after the completion of the event.

DECORATIONS AND EQUIPMENT

Decorations and equipment are subject to approval of the Wilmette Park District. Applicant may not leave any such items unattended at the facility at any time. All such items must be removed from the premise after the event has concluded.

FEES

Applicant shall submit full payment for all applicable permit fees and facility usage fees prior to the scheduled event.

GRILLING

Grilling is only permitted in the designated picnic areas and may only be done on the stationary grills provided. Personal grills are not permitted in any facility.

HOURS

Patrons may not enter or remain in any park after the posted closing time. The hours of the parks are 6:00am – 10:30pm, unless otherwise posted.

LOCATION

All contracts shall be issued for specific locations with the understanding that the remainder of the facility is not to be used. Wilmette Park District properties are multi-use facilities. Please be aware that there may be other activities/programs taking place in the park during your event.

PARK DISTRICT PROPERTY

No Wilmette Park District equipment or property shall be removed from the premises.

PROPERTY DAMAGE

The Property must be protected from damage or mistreatment. In case of property damage, notification will be made within forty-eight (48) hours to the Applicant or organization contracting for the rental of the space. Damages shall be paid for by the organization or individual using the contracted room within ten (10) days of receipt of the repair bill. This payment is in addition to the rental fee.

SAFETY

All necessary precautions for fire protection and safety must be observed.

SET UP AND TEAR DOWN

Applicant shall not enter, occupy or use this listed facility until the time(s) and date(s) specified. Applicant shall vacate the facility at the time(s) and date(s) indicated on the Park Use Permit.

SUPERVISION OF MINORS

The Applicant is responsible for ensuring that all activities are properly controlled and supervised. Adequate adult chaperones must be provided if any group members are under eighteen (18) years of age. One chaperone is required for every fifteen (15) participants under the age of eighteen (18).

SWIMMING/WADING

Swimming and wading are only permitted in the marked swim areas at our lakefront parks, and may only be done when a lifeguard is on duty.

WASTE

The facility reserved shall be left clean and in order. All refuse shall be placed in garbage receptacles and the grounds are to be clear of debris. If Applicant or organization contracting for park use does not comply, an additional charge for maintenance service will be billed in addition to the permit/facility usage fees. This charge must be paid within ten (10) days of receipt of the maintenance bill.

The following insurance coverage must be obtained. (OFFICE USE ONLY)
(Place an "X" beside each required insurance coverage and have applicant initial each blank.)

Comprehensive General Liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to the Park District.

CGL shall not be endorsed to exclude athletic participation.

Business Auto and Umbrella Liability and, if necessary, Commercial Umbrella Liability insurance with a limit not less than \$1,000,000 per occurrence. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Workers Compensation and Employers Liability Insurance 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.

Revised 8/13/2018



Wilmette Park District
 1200 Wilmette Avenue
 Wilmette, IL 60091
 (847) 256-6100

- OFFICE USE ONLY -

Date requested _____
 Date mailed _____
 Date approved _____
 Approved by Committee (>100) _____
 Cert. of Insurance & Endorsements
 rec'd _____

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APPLICANT NAME Precision Multisport
Craig Strong / Dana Bush DATE SUBMITTED 2/22/19
 ADDRESS 2114 Jackson Ave.
 CELL 847.641.0067 EMAIL precisionmultisport@gmail.com
 DESCRIPTION OF EVENT ACTIVITIES Sprint Triathlon

DATE OF EVENT 9/15/19 NUMBER OF PEOPLE 800 TIME 5:00 am to 10:00 am ^{12:00 PM NS}
 PARK NAME Lakefront and South east LOCATION IN THE PARK Park (picnic grove area)
 NUMBER OF GRILLS _____ NUMBER OF TABLES _____ ARE YOU UTILIZING AN OUTSIDE VENDOR? _____

SPECIAL REQUIREMENTS
NS. Set up Sat. 9/14/19 2 PM.

RENTAL FEES \$216. (To be determined by Wilmette Park District)
 TIME ARRIVING FOR SET UP _____ (Please note that set-up and clean-up times are included in fee calculation)

CANCELLATIONS: Service fee is charged thirty (30) days or less before event.
 DEPOSIT: 50% of the rental fee (non-refundable) is required to secure the rental. The deposit will be credited toward the rental cost.

INDEMNIFICATION AGREEMENT FOR FACILITY USE

This agreement made and entered into this 22 day of February, 2019, by and between the Wilmette Park District and the applicant first above written.

- I agree that neither the Wilmette Park Board nor the Wilmette Park District assumes any responsibility or liability for personal injury to me, my guests, personal equipment or other personal property. All rights to assert any such liability is hereby waived and I agree to hold harmless the Wilmette Park Board or the Wilmette Park District from any acts for which I am liable. I agree to pay for any damage arising from my use of the facility or equipment therein and/or additional maintenance fees.
- I agree to return the Park District property to the condition it was in prior to my use of the location.
- I agree that any and all cooking will be done only on the grills provided by the Park District
- I agree that my guests will not bring or consume alcoholic beverages in the above-mentioned park.
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- I agree that if required, I will obtain insurance coverage and provide a Certificate of Insurance listing the Wilmette Park District as an additional insured and provide any and all endorsements to the policy. I will present these documents to the Park District no later than 72 hours before the event before this permit will become valid.

I acknowledge that I will be required to provide a Certificate of Insurance, listing the Park District as an additional insured, and also provide any and all endorsements to the policy.

This documentation must be returned to the district no later than 72 hours before the event.

IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year first above written.

WILMETTE PARK DISTRICT

By _____
Its Authorized Agent

If submitting this form online or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original signature.


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CGL shall not be endorsed to exclude athletic participation.

Business Auto and Umbrella Liability and, if necessary, Commercial Umbrella Liability insurance with a limit not less than \$1,000,000 per occurrence. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Workers Compensation and Employers Liability Insurance 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.

Revised 8/13/2018