

WILMETTE PARK DISTRICT Lakefront Committee Meeting

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

AGENDA

I. Meeting Called to Order

Members of the Committee:

Commissioner Ryrie Pellaton, Chair Commissioner Bryan Abbott Commissioner Shelley Shelly Staff:

Superintendent Jerry Ulrich Superintendent Emily Guynn

- II. Approval of Minutes
 - A. April 1, 2019
- III. Recognition of Visitors
- IV. Communications and Correspondence
 - A. Letter from Mary Schmick re: Conservancy Garden
- V. Unfinished Business
 - A. Lakefront Project Update
 - B. Lakefront Concessions Update
 - C. Langdon Park Access Update
- VI. New Business
 - A. Park Permits
 - Rose Hall Montessori May 18, 2019
 - Debbie Peikes June 15, 2019
 - Laurel Greiman June 23, 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.
- 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, April 1, 2019 6:30 p.m. – Mallinckrodt Community Center

Attendees Present

Commissioners/Committee: Chair, Ryrie Pellaton, Shelley Shelly, Bryan Abbott

Staff: Jerry Ulrich

Staff: Director Wilson, Katy Bradford

Attendees Absent

Emily Guynn

I. Meeting Called to Order

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

II. Approval of Minutes

A. Commissioner Abbott moved and Commissioner Shelly seconded a motion to approve the minutes of the March 4, 2019 Lakefront Committee meeting. All voted yes; **motion carried.**

III. Recognition of Visitors

The Attendance Sheet will become part of the permanent record.

Nancy Joob, 1611 Washington Avenue – Ms. Joob stated she has lived in Wilmette since 1988 and due to a family crisis, was unable to return her sailing beach contract for her kayak years ago. Years later, she is still on the waiting list and feels it is unfair there are non-residents on the beach and she is not. She asked that the committee place residents above non-residents in some way. Commissioner Pellaton thanked her for her comments and asked staff if we could prioritize residents in some way. Director Wilson said that while laws prevent from excluding non-residents entirely, it does allow for favor towards residents in both pricing and process. Commissioner Shelley stated this is how we do class registration where residents get to register a week before non-residents. Commissioner Abbott asked if being on the waitlist for years is a long time. Assistant Manager, Katy Bradford, stated the waiting list is only a few years old and now we are starting to get a better understanding of the annual movement on the waiting list. Ms. Joob asked if we would make changes for this year. Director Wilson stated it was not his intent but would take the Committee's direction. Commissioner Pellaton stated he did not think changes at this point for this year are appropriate but could be considered in the future.

Roni Crystal – 250 Vista Court – Mr. Crystal stated he feels the committee should change the process immediately for the 2019 season, within the limits of the laws.

Commissioner Pellaton stated again that making changes as the process is already underway for the current year is not appropriate and can be considered for future years.

IV. Communications and Correspondence

None

V. Unfinished Business

A. Lakefront Project Update

Director Wilson introduced the staff from WB Olson who were present to give an update per Commissioner Pellaton's request. Chris Powell from WB Olson stated that the weather has allowed for good progress to date and if the weather continues to do so, the project will be completed on time with the final touches like landscaping be the things that may have to be addressed after the season begins. Commissioner Pellaton asked about the paving of the lot and if it would be done on time. Mr. Powell responded that paving is currently scheduled to begin after April 22nd when the asphalt plants are scheduled to open and should be completed prior to the season if the weather does not hold back progress. Commissioner Abbott asked when the pavers would be installed. Mr. Powell said pavers are installed after the binder course is put down, and before the final layer of asphalt. Commissioner Pellaton asked when we plan to get a certificate of occupancy. Mr. Powell said that the current plan is the day after Mother's Day. Dan Polfus from WB Olson stated that the budget is in good shape and the contingency amounts are likely not to be fully consumed. The Committee pressed Mr. Polfus for dollar estimates, which he was unable to provide as too much work is yet to be done to state any amounts with certainty.

VI. New Business

A. Review RFP's for Lakefront Concessions

Director Wilson stated that there were two responses to the Request for Proposal and both items are in the packet. After discussion about the two proposals, the Committee discussed and directed staff to negotiate Shark Shack up closer to Organic Life in licensing fees, as they liked the menu better from Shark Shack. If not, work with Organic Life on the menu.

B. Lakefront Access

Director Wilson stated that the Committee received a memo from the District's legal counsel about the matter of adding signage to inform the public of their rights to walk the water's edge. He stated the memo explains that in Illinois, as compared to other states along the great lakes, the rights are not as clearly defined mainly due to the terminology of the historical high water mark and what that means. He added that if the discussion progressed in Illinois, Illinois would likely follow prior precedent. He went on to state that the public has typically walked the water's edge, and that is how the police have enforced it. Commissioner Pellaton stated that reading the memo, he felt that putting up signage as the park district would likely cause more issue than it would cure.

Commissioner Shelley agreed with Commissioner Pellaton. Commissioner Abbott said that he would accept that this because the park district does not want to precipitate a controversy but that does not mean that there aren't other methods of getting the word out like writing a letter to the editor.

C. Park Permit Request

Director Wilson presented a park permit request from Baker Demonstration School for May 24. Commissioner Abbott moved and Commissioner Shelly seconded a motion to approve the permit request. All voted yes; **motion carried.**

VII. Manager's Report

- Katy Bradford reported:
 - Hiring has been completed for the upcoming season
 - Aquatics camp has over 500 enrolled
 - Sailing lottery took place on March 2nd
 - 28 sailors changed rack spaces but not boat types
 - Still working on the waitlists to fill open spots
 - New SUP's have been delivered for the rental fleet

VIII. Adjournment

There being no furthe	business to conduct, the Lakefront Committee meeting was
adjourned at 7:30 p.m	

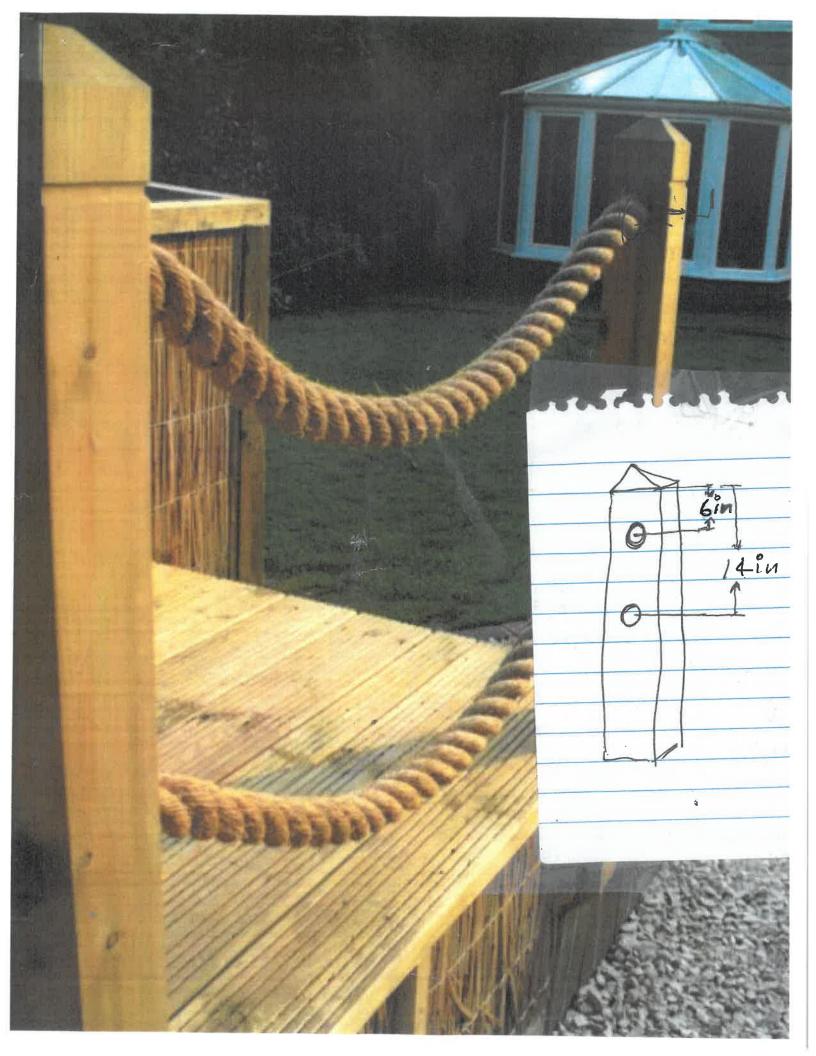
Minutes Approved on:	
Committee Chair	Department Head

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

- OFF	ICE USE ONLY -
Date requested	
Date mailed	
Date approved	
Approved by Co	mmittee (>100)
Cert. of Insuran	ce & 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. NNF MISKEL A DATE SUBMITTED MORCH NUMBER OF PEOPLE - 117)() NUMBER OF GRILLS **NUMBER OF TABLES** SPECIAL REQUIREMENTS **RENTAL FEES** (To be determined by Wilmette Park District) TIME ARRIVING FOR SET UP 9.45 AM (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 28 day of MUCM, 20 19, 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.

WILMETTE PARK DISTRICT	
Ву	
Its Authorized Agent	

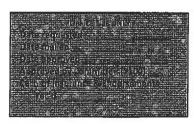
IN WITNESS HEREOF, the parties have executed this agreement as of the day and year first above written.

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



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



Applicant's Initials

FACILITY PERMIT AND USAGE AGREEMENT OUTDOOR SPECIAL USE

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Mon 6 th



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

	- OFFICE USE ONLY -
Date req	uested
Date mai	led
Date app	roved
Approve	by Committee (>100)
Cert. of I	nsurance & Endorsements
rec'd	

Applicant's Initials ____

FACILITY PERMIT AND USAGE AGREEMENT OUTDOOR SPECIAL USE

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APPLICANT NAME Laure D. Greiman DATE SUBMITTED 4/30/19 ADDRESS 327 Park AV Wilmette, 16 60091 CELL 847-814-8457 EMAIL laurie, greiman Egmail.com DESCRIPTION OF EVENT ACTIVITIES Midwest Weiner Club Picnic
DATE OF EVENT JUNE 23, 2019 NUMBER OF PEOPLE 220 TIME IS AME OF PEOPLE
TIME ARRIVING FOR SET UP 9:15am (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.

Wilmette Park District | Outdoor Special Use Permit & Facility Usage Agreement | Page 1

INDEMNIFICATION AGREEMENT FOR FACILITY USE
This agreement made and entered into this 30 day of April 20 19, 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
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; <u>yerbal cancellations will not be accepted</u>. 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.

Applicant'	

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.

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Revised 8/13/2018