



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

Monday, February 10, 2020
Village Hall Council Chambers
Amended

Present

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

Secretary/Executive Director Steve Wilson
Staff: Emily Guynn

Absent

Cecilia Clarke

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. January 13, 2020 Regular Meeting

Commissioner Murdock moved and Commissioner Abbott seconded a motion to approve the minutes for the January 13, 2020 Regular Meeting.

Commissioner Wolfe commented that the Closed Session citing and the time of adjournment were incorrect.

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

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 **\$1,511,745.15**, 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, Goebel, Murdock, Shissler, Anderson, and Wolfe. Voting *No*, none. *Absent*, Clarke; **motion carried**.

VI. Executive Director's Report

Director Wilson reported on the following topics:

- Updated the board on the new Superintendent of Parks and Planning
 - Kristi Solberg start date is Thursday, February 20, 2020; she will be the new Superintendent of Parks and Planning
 - Kristi comes from Park Ridge Park District, where she is currently the Assistant Superintendent of Parks and Grounds
- Updated the board on the Superintendent of Finance vacancy
 - Interviews are underway with two rounds completed
 - Final interviews are this week and hope to have someone hired soon
- Updated the board on Camp Registration for Wilmette Park District
 - February 5, at 9:00 a.m. was resident registration
 - 957 transactions and 97% were on line and enrollments continue to come in
 - February 11th, at 9:00 a.m., registration for non-residents begins
- Updated the board on the Shoreline Protection Engineering Agreement being presented for approval
 - The agreement in the packet was reviewed by the Lakefront Committee
 - The Committee provided feedback and Smithgroup made revisions according to the board's feedback
- Updated the board on the storm water intergovernmental agreement
 - West Park agreement is the base document used by District legal counsel
 - Currently the agreement is going back and forth between the District and the Village with minor changes
 - The design for the vault system in Community Playfields has many manholes and catch basins included at grade level that will affect our ability to use the playfields as playfields
 - Park District engineers are working with the Village engineers to alter these plans to move the catch basin and manholes where we would not be making an athletic field

VII. Committee Reports

A. Lakefront Committee:

Commissioner Abbott reported on the following topics:

- Committee of the Whole met January 29, 2020
- The board met to discuss both the erosion of the lakefront and the Master Plan Initiative
- The board also discussed the Community Wide Survey done about 5 years ago

Commissioner Abbott moved and Commissioner Murdock seconded a motion to approve the Shoreline Protection Engineering Agreement with SmithGroup in the amount \$50,250.00, as reviewed by the Lakefront Committee.

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

B. Parks & Recreation Committee:

Commissioner Murdock reported on the following topics:

- The Parks & Recreation committee received an informative presentation about the fitness center and programs that was informative.
 - We reviewed the recent history, membership, revenue and staff
 - Commissioner Murdock thanked the staff for their time and effort
- Hockey playoffs coming up in the next couple of weeks at ice
- Ice will host a Youth tournament and next week
- Ice hosted a “Try Hockey for Free” event that brought in 115 attendee’s and some signed up for classes
- Ice show will be held in May
- Park District Summer Job fair is February 29
- Daddy/Daughter dance was January 31, at Michigan Shore Club, 150 couples attended
- Paddle tennis announced member guest event on the men’s side for March 3, 4, and 5 and a club championship planned for April

C. Golf Operations Committee:

Commissioner Goebel reported on the following topics:

- Staff recently installed software that will run tee time scheduling and includes software for order management in the restaurant
- Summer camp enrollment is up with revenue up almost 15% versus last year
- Our major Capital project is the golf cart path, going to bid this spring
- The golf course will likely open in March; the golf range is currently open

D. Financial Planning & Policy Committee:

Commissioner Anderson reported on the following topics:

- The committee met January 27
 - Regarding unfinished business, the Compensation Study was discussed; each FT position within the district is now graded
 - Audit proposals were received from three firms including one from the incumbent, which was the best in terms of hours and fees
- Director Wilson invited Commissioner Anderson to be involved in the interview process of the final two candidates for the Superintendent of Finance position

VIII. Unfinished Business

None

IX. New Business

A. Review and Discussion of Intergovernmental Agreement with the Village of Wilmette and Design Document for Community Playfield Reservoir

The agreement sets the responsibility and liability of each party; who is going to do what, when, and who has what rights. This mirrors the West Park Agreement from the Village, which is no different from prior agreements.

- What is specific and unique to this agreement is 6.7 of the agreement outlining park improvements as a part of the project.
- The District is asking for park improvements, which represents the value of what we are asking for to access the land, or in other terms, consideration paid by the Village for use of the land.
- The Village of Wilmette is asking their engineers to help estimate the cost of the improvements and our engineers are reviewing the estimates to ensure they are adequate.
- The feedback from the Village has been positive on the agreement including Section 6.7.

The design for Community Playfields does hurt the ability to use the playfield as a playfield. We are working with our engineers and the engineers from Baxter Woodman who created this design to make a better solution for us long term.

Commissioner Murdock discussed the IGA focusing on 6.7 and asked about the language outlining allocating up to \$1.2 million for drainage improvements. Commissioner Murdock wanted to know what those improvements might be and if there will be drainage throughout the entire park.

Director Wilson clarified that the \$1.2 million is for the additional tank the park district requested for the use of surface detention that exists currently. With that said, there will be improved drainage throughout the park and not just in the construction area.

Commissioner Murdock commented that line 6.7D references bathrooms at both Community Playfields and Thornwood Park, and wanted to make it clear that no votes have been taken to agree to install bathrooms. Director Wilson commented that in board discussions a consensus was reached to include a request in the IGA for funding for bathrooms.

Commissioner Abbott discussed 6.7 the district's small tank storage at Community Playfields and the current drainage issues. Director Wilson commented that specific vault is designed to meet the requirements of the MWRD permit, as the same as the overland detention that is there right now and any other drainage throughout the park is not to be achieved, by that tank. This would be achieved by other means, which is what the engineers are estimating and developing right now.

Commissioner Abbott discussed item 4 on page 4 of the agreement, Grant of Nonexclusive Perpetual Easement. Director Wilson commented that he would have the Park District attorney write an opinion on the matter. Director Wilson went on to state that we open ourselves up to ownership of these tanks if there is a time limit on the easement.

Commissioner Abbott discussed item 6.1, Review and Approval of project plans. The document does not state the board as the body approving these drawings. The board is the Park District and the board is accountable to the citizens. In addition, there is a thirty-day turnaround time frame of these drawings. He questioned if that is enough time for review. The board agreed to change the language to include the board's review.

B. Discussion on Drawings

Commissioner Shissler discussed his concern over the 4-foot manhole covers at the playfields and he commented that these would not be good for kids to fall on. Commissioner Goebel also commented on the size of the manholes and their placement.

Commissioner Murdock discussed his strong dislike of the drawings. He strongly opposes having any of the manholes or catch basin at this time. He said it is important that we communicate that sentiment with the village.

Commissioner Wolfe commented that having this many holes in an athletic field is not desirable and asked Director Wilson if he knew if the Village had raised objections to the manholes. Director Wilson said he was not aware of the Village objecting but that the opinion of the staff and board of the Park District will be communicated to the Village.

Commissioner Abbott closed out the meeting by saying we will be voting on an IGA and the IGA is on the Parks website for the public to comment if they wish.

X. Adjournment

There being no further business to conduct, President Wolfe adjourned the Regular meeting at 8:46 pm.

Secretary

President

Minutes Approved on _____