



**WILMETTE PARK DISTRICT  
REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
MONDAY, JANUARY 8, 2024  
7:30 PM – VILLAGE HALL COUNCIL CHAMBERS**

## **AGENDA**

- 1.0 PUBLIC HEARING – 2024 BUDGET AND APPROPRIATIONS HEARING**
- 2.0 REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS CALLED TO ORDER**
  - 2.1 ROLL CALL**
- 3.0 CONSENT AGENDA**
  - 3.1 APPROVAL OF MINUTES FROM THE DECEMBER 11, 2023 REGULAR BOARD MEETING**
  - 3.2 VOUCHER LIST DECEMBER 2023**
- 4.0 COMMUNICATIONS AND CORRESPONDENCE**
- 5.0 PUBLIC COMMENT/RECOGNITION OF VISITORS**
- 6.0 EXECUTIVE DIRECTOR’S REPORT**
- 7.0 UNFINISHED BUSINESS**
- 8.0 NEW BUSINESS**
  - 8.1 CONSIDERATION OF ORDINANCE 2024-O-1 BUDGET AND APPROPRIATIONS ORDINANCE**
  - 8.2 CONSIDERATION OF THE 2024 DRAFT MEETING SCHEDULE**
  - 8.3 CONSIDERATION OF GOLF CART BATTERY BID**
  - 8.4 CONSIDERATION OF ORDINANCE 2024-O-2 SURPLUS ORDINANCE**
- 9.0 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 meeting will be 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 wishing to comment should raise their hands and will be permitted to speak once they are recognized by the President/Chairperson.
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. Each audience member will be permitted to speak only once. The President's/Chairperson's denial of or limitation on any request for an extension of time may be overruled by a majority of those Commissioners/Committee members present.
4. Questions are to be directed to the entire Board/Committee. Audience members are reminded that questions often require Board/Committee member or staff investigation or inquiry to obtain additional information before responding. As such, Board/Committee members may choose not to immediately respond to comments, and the issue instead may be referred to staff for additional consideration, or a Board/Committee member may pursue the issue at a future Board/Committee meeting. Lack of an immediate response to a question raised during public comment should not be interpreted as anything other than a commitment by the Board/Committee to take the issue under advisement for consideration and follow up or possible future action.
5. Park Board/Committee members may, by addressing the President/Chairperson, interrupt a presenter to obtain clarification and/or further information.
6. Personnel matters will not be addressed during "Recognition of Visitors."
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 attacks, 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/Committee members 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/Committee members present.

*Approved February 13, 2023*

**Wilmette Park District**  
**Policy for Written Communications and Correspondence from the Public**

The Wilmette Park District welcomes communications from its residents in all formats. When the communication is via email, and the intent of the resident is to have the communication included in the materials for the next public meeting, the below information outlines the process for inclusion in public meeting materials:

1. Any written communication or correspondence, including any attachments, that members of the public would like included in a Board or Committee meeting packet must be submitted to the following email address: [publiccomment@wilpark.org](mailto:publiccomment@wilpark.org).
2. The written communication will be included in the next public meeting, either Board/Committee meeting, unless specified otherwise by the resident.
3. All written communications submitted for inclusion in a Board/Committee packet shall pertain to public business of the Park District. Any communications unrelated to public business or that contain obscene, indecent, or profane language or imagery will not be included in Board/Committee packets.
4. The written communication must be received not less than two (2) business days prior to a meeting to be included in that particular packet. Written communications received after that time will be included in the next Board/Committee meeting packet.
5. When members of the public communicate directly with one or more members of the Board of Park Commissioners or staff using their individual Park District email addresses, the email will be included in the next Board/Committee packet if forwarded to [publiccomment@wilpark.org](mailto:publiccomment@wilpark.org) per the time constraints outlined above.

*Approved June 12, 2023*

Calendar of Events: January - February 2024

Date	Time	Event	Location
January 5 & 6	All day	Ouilmette Foundation's Coneflower Paddle Classic	Platform Tennis Club
January 5	All day	Registration begins for CFC Transformation Challenge	CFC
January 8	7:30 pm	Regular Park Board Meeting	Admin
January 13	3 pm	Art Café	CRC
January 15	All day	WBA Intro to Baseball League registration begins	Online
January 15	All day	Beach & Pool Season Pass sales begin	Online
January 17	11:30 am	Lunch Club	Mallinckrodt Outing
January 19	6 pm	Ceramics Date Night	CRC
January 22	1 pm	Movie Day	Mallinckrodt
January 22	6:30 pm	Committee of the Whole Meeting	Mallinckrodt
January 23	10 am	24-25 School Year program resident registration opens	Online
January 23	12 pm	Summer Camp guide posted	Online
January 24	12 pm	Soup & Sandwich Day	Mallinckrodt
January 25	9:30 am	1 & 2 Art Exploration	CRC
January 26	10 am	Ticket Sales Open for WCT Winter Mini Production	Online
January 26	6:30 pm	Family Art Night	CRC
January 27	3 pm	Art Café	CRC
January 30	10 am	24-25 School Year program non-resident registration opens	Online
February 1	5:15 pm	Magic Workshop	CRC
February 8	12:30 pm	Pizza & Bingo Party	Mallinckrodt
February 9	6 pm	The Royal Ball	Lakeview
February 9	7 pm	WCT Winter Mini Production opening night	CRC
February 12	7:30 pm	Regular Park Board Meeting	Admin
February 12	All day	CFC Transformation Challenge begins	CFC
February 22	9:30 am	1 & 2 Art Exploration	CRC
February 23	6:30 pm	Family Art Night	CRC
February 26	1 pm	Movie Day	Mallinckrodt
February 26	6:30 pm	Committee of the Whole Meeting	Mallinckrodt
February 29	All day	Last Day for Snowfolk Building Contest	Online



## **WILMETTE PARK DISTRICT Regular Board Meeting Meeting Minutes**

*Monday, December 11, 2023  
7:30 p.m. – Village Hall Council Chambers*

### **PRESENT**

Commissioners: President Kara Kosloskus, Julia Goebel, Patrick Lahey, Allison Frazier, Mike Murdock and Cecilia Clarke

Absent: Vice President Duffy

Staff: Executive Director/Secretary Steve Wilson

Visitors: Walter Keats, Tim Frazier

### **1.0 REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS CALLED TO ORDER**

The meeting was called to order at 7:32 p.m.

#### **A. Roll Call**

### **2.0 CONSENT AGENDA**

Commissioner Murdock moves and Commissioner Lahey seconds a motion to approve the Consent Agenda of the December 11, 2023, Regular Board Meeting, 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: Lahey, Frazier, Murdock, Goebel, Clarke and Kosloskus. Voting No, none. Absent: Vice President Duffy; **Motion Carried.**

### **3.0 COMMUNICATIONS AND CORRESPONDENCE**

### **4.0 PUBLIC COMMENT/RECOGNITION OF VISITORS**

None.

### **5.0 EXECUTIVE DIRECTOR'S REPORT**

Director Wilson walks the board through his report.

### **2023 TAX LEVY**

Director Wilson states he will give some context to the ordinance and resolution. If you look at the tax levy broken into three sections, tax cap funds, special recreation fund, and debt service fund, the top two lines added together is how we determine the truth in taxation hearing requirements. Our current increase for the 2023 proposed tax levy over the 2022 tax levy extension is 3.68%, which is below the 5% threshold for a hearing. Then, if we add on top of that the debt service fund, the overall tax levy increase for 2023 over the 2022 tax levy extension is 2.52%.

Director Wilson goes on to thank the staff for all their hard work in creating our budget for next year, namely Superintendent Foy.

## **BOARD REPORTS**

Now that our two newest Superintendents have been in their positions for a few months, they will provide monthly board reports that will be attached to this report. This month is the first month of all four Superintendents having reports in the board packet. Please enjoy the additional information about the District.

### **6.0 UNFINISHED BUSINESS**

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#### **7.0 NEW BUSINESS**

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##### **7.1 FISCAL YEAR 2024 BUDGET PRESENTATION**

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Superintendent Foy presents the budget to the board. A copy of this presentation is in the packet for this meeting.

Commissioner Goebel asks Superintendent Foy for a breakdown of resident versus non-resident fees for the different areas.

President Kosloskus asks about the plan for police security in 2024. Superintendent Foy answers there was a law passed in the middle of 2023 which stated that this fund should include police security as well as security companies hired, for the beach, for instance. It also includes cameras, hostile intruder training, anything that would help with security. We moved some of the expense out of the rec fund, a part of the Lakefront budget, into this police security fund to pay for night security services at the lake. President Kosloskus asks if this is a fund where we should put more money moving forward. Superintendent Foy answers that it was overfunded with property taxes and we are spending it down to get it to the 25% prescribed in the fund policy. At that time, we will start allocating taxes like we do with the other parts of the levy.

When Superintendent Foy shows a pie chart breakdown of 2024 expenditures, Commissioner Murdock asks if next year we could see the pie chart without the capital in it. Commissioner Goebel asks if we could combine salary and wages, since the two are typically tied to each other.

Commissioner Murdock asks about Referendum debt and when it will be paid up. Superintendent Foy answers it will be paid up by 2025.

Commissioner Murdock states that this was a difficult process for the budget this year. He has always been very proud of how this district invests in its parks, programs, people, and natural resources. While it was disappointing to need to take a pause from investing as much this year, reestablishing a firm foundation is the goal. There is a modest tax increase, about 2.5% overall. He says to the staff that he knows this was a very tough process this year and we had to make some tough choices and defer some great

initiatives. His hope is that when we are here again next year, the board will be able to “green light” a number of those initiatives. He’s been pleased with how the staff has come forward with a lot of different plans over the years to improve the quality of the programming.

Commissioner Goebel states that recognizing that we always want to improve our processes, it might be helpful to do a retrospective with some of the budget managers and team leaders internally to support new people coming on board. It could be helpful to gather input. Director Wilson states that he and Superintendent Foy have had conversations on how they can do things differently going forward, how they can learn from and also guide the staff and achieve better, sooner, and at a higher level.

## **7.2 CONSIDERATION OF TAX LEVY ORDINANCE 2023-O-11**

Commissioner Lahey moves and Commissioner Clarke seconds a motion to approve Ordinance 2023-O-11.

By a roll call vote, voting Yes, Commissioners: Lahey, Frazier, Murdock, Goebel, Clarke and Kosloskus. Voting No, none. Absent: Vice President Duffy; **Motion Carried.**

## **7.3 CONSIDERATION OF TAX LEVY REDUCTION RESOLUTION 2023-R-6**

Commissioner Clarke moves and Commissioner Lahey seconds a motion to approve Resolution 2023-R-6.

By a roll call vote, voting Yes, Commissioners: Lahey, Frazier, Murdock, Goebel, Clarke and Kosloskus. Voting No, none. Absent: Vice President Duffy; **Motion Carried.**

## **8.0 ADJOURNMENT**

There being no further business to conduct, Commissioner Frazier moves and Commissioner Clarke seconds a motion to adjourn the Regular Board meeting.

By a unanimous voice vote; **Motion Carried.**

Minutes Approved on: **TBA**



Voucher List Presented to the Board of Park Commissioners  
At the Regular Meeting of January 8, 2024

**Voucher List - Reconciliation  
December-23  
(Vendor Disbursements Over \$5,000)**

Vendor Name	Amount	Type of Service/Products	Y
JPMorgan Chase Bank, N.A.	607,879.50	Debt Payments	
Wintrust Bank	508,046.00	Debt Payments	
Chicagoland Paving	349,520.85	CPF- Tennis Court Maintenance Improvement Project	
UMB Bank, N.A.	274,325.00	Debt Payments	
Park District Risk Management Agency - PDRMA	138,498.07	Various Insurance contributions and RM training	
Trane Chicago	111,241.04	Equipment and repairs for facilities	
Boller Construction Co., Inc.	98,205.95	Paddle- Addition to Hut Project	
IL Municipal Retirement Fund	84,170.56	November Contributions	
Oak Brook Mechanical Services, Inc.	77,956.00	Paddle- Addition to Hut Project	
Public Electric Construction Company	72,306.06	Paddle- Addition to Hut Project	
Efraim Carlson & Son Inc.	63,805.00	Lakeview Implement Design Project	
Everest Excavating, Inc.	62,500.00	Pond Bank Stabilization	
RenoSys Corporation	50,380.00	Centennial- Pool PVC Liner Project	
Smith Group JJR LLC	46,875.00	Langdon Park Shoreline Stabilization	
Gewalt Hamilton Assoc., Inc	42,646.76	Professional Services for various projects	
Hartwig Plumbing & Heating,C.	41,152.00	Paddle- Addition to Hut Project	
ENGIE Resources LLC	37,791.79	Electric Service for various facilities	
IHC Construction Companies, LLC	31,676.43	Paddle- Addition to Hut Project	
Vermont Systems Inc	29,536.87	Credit Card MID Fees/Rec & Webtrac Software Maint	
IMPERIAL SERVICE SYSTE	28,019.00	Cleaning Services for various facilities	Y
VILLAGE OF WILMETTE	27,368.68	Water and Sewer charges for various facilities	
Jensen's Plumbing & Heating	26,502.00	Professional Services for various projects	
Accu-Paving Co. a division of Mertes Contracting Corp	26,207.79	Paddle- Addition to Hut Project	
Frederick Quinn Corporation	25,783.00	Lakeview Implement Design Project	
Progressive Tree Service Inc.	24,545.00	Parks- 702 Locust Rd/Ground Maintenance	
SQ *THE LAWN	22,741.74	Paddle Catering, ribbon cutting, various staff meetings	Y
IN *GROWING SOLUTIONS,	21,377.50	Irrigation Acid for the Year	Y
Hot Shots Sports	21,019.60	Professional Services for various programs	
Sportskids Inc	19,170.90	2023 Fall Session 2	
Upland Design LTD.	14,987.94	Gillson Park- Master Plan/Design Work Project	
LS Glass LLC	14,605.00	Lakeview Implement Design Project	
Fox Valley Fire & Safety Co	14,296.90	Services for various facilities	
BerryDunn	12,555.00	Parks & Play Comprehensive & Strategic Plan	
All Green Lawn Service Inc.	12,400.00	Parks- (PDRMA) Retaining Wall Hit & Run	
Public Communications Inc	11,631.25	Marketing and Communication Consulting Fees	
R B Construction, Inc.	10,600.00	Lakeview Implement Design Project	
Vanguard Energy Services LLC	10,389.90	Gas Service for Various Areas	
Avalon Petroleum Co	9,870.63	Fuel for various facilities	
CDW GOVT #MQ28406	9,681.22	Technology Equipment	Y
Max R	9,396.80	Parks- Trash/Recycling Containers	
Mission Square Retirement (ICMA) - 457	9,236.68	Employee Contributions	
Amazon	5,691.04	Program Supplies	Y
Amazon	1,796.26	Equipment and Repairs	Y
Amazon	712.64	Facility Supplies	Y
Amazon	674.63	Office Supplies	Y
Amazon	89.94	Coffee bar supplies	Y
Noble Plumbing & Sewer Contractors Inc	8,920.25	Professional services for various projects	
Industrial Door Company	8,170.00	West Park Improvement Project- M.M.	
On-The-Go Sports Inc	7,450.45	2023 Winter Football Camp	
Oosterbaan & Sons Co.	7,268.00	Lakeview Implement Design Project	
Brady Industries of Illinois LLC	7,182.95	Supplies for various buildings	
Illinois Shotokan Karate	7,150.81	2023 Fall 1 Classes	
Elliot Construction Corp	6,533.00	Lakeview Implement Design Project	
Tail Activewear	6,329.52	Tennis Apparel for Resale	
UNITED REFRIG BR #95	5,948.80	Ice - Rink relief valves/repairs	Y
WASTE MGMT WM EZPAY	5,815.34	All Buildings - Trash/recycling	Y
FSP*AMERICAN OUTFITTER	5,538.86	Clothing for various programs	Y
Block Iron & Supply Company Inc	5,435.00	Lakeview Implement Design Project	
T.A. Bowman Constructors, LLC	5,300.00	Paddle- Addition to Hut Project	
Gourmet Gorilla, Inc.	5,034.00	Catered Lunch for 1/2 & Full Day Preschool	
Total	3,211,940.90		
Other Sundry Services/Products	176,906.34	Details on following page	
Total Voucher List	3,388,847.24		
Payroll Transfers			
12/1/2023	345,917.90		
12/15/2023	388,806.08		
12/29/2023	374,601.27		
Total Payroll Transfers	1,109,325.25		
Total Vouchers and Transfers	4,498,172.49		

8,964.51

Y - Paid with PCard

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**  
**Vendor Disbursements under \$5,000 sorted by Vendor**  
**Presented to the Board 01/08/2024**

Vendor Name	Amount	Type of Service/Products	Y
360TRAINING.COM	764.89	West Park - OSHA training (11 employees)	Y
360TRAINING.COM	18.00	West Park Shop - Training/education certificate	Y
A WISH COME TRUE	628.89	Dance Team Costumes	Y
AAA APPLIANCE SERVICE	821.67	Golf - Restaurant deep fryer	Y
AAU	58.32	AAU Membership - T. Ferincz	Y
Able Engravers	284.90	Parks- Plaques	
ABT ELECTRONICS	2,478.97	Paddle Hut TV's	Y
ACUSHNET BILLTRUST	258.58	Golf Balls for Resale	Y
AEREX PEST CONTROL SER	400.00	CRC pest control october november	Y
AEREX PEST CONTROL SER	68.00	Mallinckrodt pest control	Y
AFLAC	1,033.42	Employee Contributions	
AHW LLC	180.88	Parks- Tractor Repairs	
Alan Graham & Asso	1,677.50	Paddle Instruction	
Alan Graham & Asso	1,677.50	Paddle Instruction	
Alan Graham & Asso	1,006.50	Paddle Instruction	
Alan Graham & Asso	945.50	Paddle Instruction	
Alan Graham & Asso	640.50	Paddle Instruction	
Alan Graham & Asso	640.50	Paddle Instruction	
Alan Graham & Asso	427.00	Paddle Instruction	
ALARM DETECTION SYSTEM	323.73	Quarterly Charge for Alarm - Clubhouse	Y
ALARM DETECTION SYSTEM	179.16	Quarterly Charge for Alarm - Maintenance	Y
Alcala, Sergio	112.66	Mileage Nov 2023	
AMAZON WEB SERVICES	190.65	Website Hosting	Y
AMERICAN 00180399307362	395.60	Airfare for PGA conference	Y
AMERICAN RED CROSS	344.97	AED trainers	Y
APPLE.COM/BILL	2.99	West Park - K. Solberg/phone supply	Y
Aquatic Ecosystems Mgt Inc	917.75	Pond Management	
Aspen Outdoors	208.81	Greens Fertility Program	
AssetWorks Risk Management Inc.	2,400.00	AMP Hosting Maintenance & Support	
AT&T	3,448.81	Data & Voice Network Charges for WPD	
AT&T	504.48	Business Internet for All Facilities	
AT&T	395.76	Phone Charges for Park District	
AZTEC SUPPLY CORPORATI	304.78	All Buildings - Urinal screens	Y
Beacon Sales Service Installation, Inc	623.45	West Park- Annual Fuel Tank Inspection	
Beacon Sales Service Installation, Inc	58.39	WP-Annual Fuel Tank Inspection/Misc Parts Travel	
Bills Auto & Truck Repair	1,148.78	CRC-Bus # 515 Repairs/Heat & Oil Change	
BISQUE IMPORTS	373.73	Ceramic supplies	Y
BOLINGBROOK PARK DIST	25.00	IPRA IT Networking Committee Meeting	Y
BOWLERO BUFFALO GRV	524.65	Field Trip for SDO	Y
BOWLERO BUFFALO GRV	524.65	Field Trip SDO - ANN	Y
Burris Equipment Co	2,145.22	Parks- Loader Bucket Serviced for Grounds Repairs	
Carey Electric Contracting, LLC	2,365.00	Lakeview Implement Design Project	
Chess-Ed LLC	4,500.00	2023 Late Fall Class- CRC/Harper ASC	
CINTAS CORP	81.57	West Park - Building supplies	Y
CINTAS CORP	43.98	Golf - Building supplies	Y
Cintas First Aid & Safety	78.82	First Aid Supplies	
Cintas First Aid & Safety	63.88	First Aid Supplies	
COMCAST BUSINESS	484.39	Comcast Phone	Y
COMCAST CHICAGO	481.05	Fitness TV	Y
COMCAST CHICAGO	243.02	Golf TV	Y
COMCAST CHICAGO	211.35	Admin TV	Y
COMCAST CHICAGO	206.51	Mallinckrodt Internet & TV	Y
COMCAST CHICAGO	193.35	CRC Internet	Y
COMCAST CHICAGO	175.60	Lakeview Wireless	Y
COMCAST CHICAGO	142.42	Paddle Tennis TV	Y
COMCAST CHICAGO	132.42	CRC TV Hospitality	Y
COMCAST CHICAGO	99.93	Tennis Internet	Y
COMCAST CHICAGO	99.92	Ice Internet	Y
COMCAST CHICAGO	91.90	Admin Internet	Y
COMCAST CHICAGO	91.90	Golf Internet	Y
COMCAST CHICAGO	42.24	Fitness Music	Y
COMCAST CHICAGO	42.08	CRC TV	Y
COMCAST CHICAGO	31.71	Mallinckrodt Xfinity TV	Y
COMCAST CHICAGO	10.52	West Park TV	Y
COMCAST CHICAGO	8.40	Ice TV	Y
COMCAST CHICAGO	8.40	Tennis TV	Y
ComEd	23.80	Electric Service- Thornwood	
CORNER BAKERY 0125	195.00	Marketing Breakfast	Y

CROWN AWARDS INC	1,609.99	Basketball Medals	Y
CUTLER WORKWEAR	299.23	Parks - Winter uniform supplies	Y
CUTLER WORKWEAR	(24.30)	REFUND - Parks winter uniform tax refunded	Y
CUTLER WORKWEAR	(153.89)	REFUND - Parks winter uniform supplies	Y
Daniel C. Reamer	3,990.00	Scheduling Fee	
Daniel C. Reamer	225.00	Men's Basketball Scorekeeper /Scheduling Fee	
DBC*BLICK ART MATERIAL	174.52	Ceramics Supplies	Y
DELICIOUS UNLIMITED CO	2,407.08	Full Day Catered Snack	Y
DELICIOUS UNLIMITED CO	1,031.61	Half Day Catered Snack	Y
DIGICERT	916.00	Wildcard SSL Certificate	Y
DOLLAR TREE	61.00	West Park - Fall meeting supplies	Y
Door Systems ASSA ABLOY	384.00	CRC- Door Repair	
DTN	528.00	Quarterly Weather Detection	Y
Dunlop Sports Group Americas	2,240.33	Tennis Balls for Ball Cart & Breakfast Club	
EIG*CONSTANTCONTACT.CO	429.00	Monthly Fee for online eblast/enewsletter service	Y
ELOTES GUY SUPER BOTAN	174.59	West Park - Fall FT Staff meeting	Y
EQUIPSUPPLY.COM	578.18	Paddle - HVAC replacement parts	Y
EQUIPSUPPLY.COM	83.99	Paddle - Heater repair parts	Y
FASTSIGNS 100101	209.74	Preschool Open House outdoor banner	Y
FASTSIGNS 100101	207.32	Mallinckrodt facility outdoor banner	Y
FASTSIGNS 100101	62.76	Lakefront metal MWRD sign	Y
Fencing Center of Chicago	2,520.00	2023 Fencing Fall 2 Invoice	
Filter Services Inc	1,156.30	HVAC Filters-Pool/CRC	
FS *BRIGHTPOD.COM	99.00	Marketing project sharing software	Y
GARVEYS OFFICE PRODUCT	88.42	CRC batteries	Y
GEMPLERS	779.74	Parks - Personal protection equipment	Y
GGI	1,359.80	Winter 2024 Explore Postcard	
GMR GYMNASTICS SALES I	152.75	Recreational gymnastics supplies - ninja	Y
GMR GYMNASTICS SALES I	89.00	Team program supplies - straps	Y
GOLD MEDAL CLEANERS	119.85	Green Tablecloth dry cleaning	Y
Gomez III, David Wycoff	52.33	November 2023 Mileage	
GOODE & FRESH PIZZA BA	291.77	Full Day Preschool Supplies	Y
GOODE & FRESH PIZZA BA	241.14	Children's Theater Pizza Party	Y
GOODE & FRESH PIZZA BA	140.00	Full Day Pizza Order	Y
GOODE & FRESH PIZZA BA	125.05	Preschool Supplies	Y
GOODE & FRESH PIZZA BA	60.00	Half Day Pizza Order	Y
GRAINGER	138.12	Howard Park - ADA Project/signage	Y
GRAINGER	132.44	Golf - Faucets/repair	Y
GRAINGER	113.01	West Park Shop - Trailer repair metal	Y
GRAINGER	112.06	Tennis - HVAC registers	Y
GRAINGER	86.52	West Park - Plumbing parts	Y
GRAINGER	68.62	Paddle - Building signs	Y
GROOT INDUSTRIES INCOR	1,045.80	All Buildings - Trash/recycling	
Grower Equip & Supply Co	309.32	Parks- Exmark Mower Fuel Pump Repair	
Healy Asphalt Company LLC	145.70	Parks- Gillson UPM Cold Mix	
Heartland Business Systems, LLC	408.00	M365 Monthly User Licensing	
HOBBY-LOBBY #849	31.44	Spooky Skate lights	Y
HOMEGOODS #0794	649.95	Seating at tennis	Y
IDLEWOOD ELECTRIC SUPP	116.90	CRC - Emergency light batteries	Y
IL ARBORIST ASSOC.	370.00	Parks - Eddie/IAA Tree training	Y
IL ARBORIST ASSOC.	370.00	Parks - Rito/IAA Tree training	Y
IL ARBORIST ASSOC.	370.00	Parks - Sergio/IAA Tree training	Y
ILCA	1,200.00	Parks - Irrigation training Bert, Rito, Javi.	Y
Ill. Dept. of Revenue	1,045.00	11/23 Sales Tax	
ILLINOIS ASSOC OF PARK	(187.85)	Refund for S. Wilson Legal Symposium	Y
ILLINOIS ASSOCIATION O	310.00	2024 IAPD Conf Reg - W.Popielarczyk	Y
ILLINOIS ASSOCIATION O	310.00	2024 IAPD Conf Reg-D.Bundy	Y
ILLINOIS ASSOCIATION O	270.00	2024 IAPD Conf Reg - J.Groves	Y
ILLINOIS ASSOCIATION O	270.00	2024 IAPD Conf Reg - M.Marubio	Y
ILLINOIS ASSOCIATION O	235.00	2024 IAPD Conf Reg - M. Moser	Y
IN *GNXCOR USA INC	225.00	Maintenance Care	Y
IN *MID CENTRAL PEST C	60.00	Gillson - Pest control	Y
IN *MID CENTRAL PEST C	60.00	Gillson - Pest control November	Y
IN *MID CENTRAL PEST C	50.00	Ice - Pest control	Y
IN *MID CENTRAL PEST C	50.00	Ice - Pest control November	Y
IN *MID CENTRAL PEST C	50.00	Pool - Pest control	Y
IN *MID CENTRAL PEST C	50.00	Pool - Pest control November	Y
IN *MID CENTRAL PEST C	50.00	Tennis - Pest control	Y
IN *MID CENTRAL PEST C	50.00	Tennis - Pest control November	Y
IN *MID CENTRAL PEST C	50.00	West Park - Pest control	Y
IN *MID CENTRAL PEST C	50.00	West Park - Pest control November	Y
IN *NEHAMASHOTS	1,078.00	Team photo shoot	Y
INDEED JOBS	40.00	Early Childhood Teacher Job Posting	Y
INDEED JOBS	24.00	Indeed application	Y
Intercom Security Store(ISS)	3,250.00	Howard Park- Door Repairs	
IPRA* INV-33127	265.00	2024 IPRA Membership Dues - Popielarczyk	Y
IPRA* INV-34133	20.00	Rec. Meeting Lunch	Y
IStockPHOTO	205.78	Monthly fee for online stock image service	Y

JAMF SOFTWARE, LLC	168.00	Apple Mobile Device Management	Y
Jayne, Mary Liz	30.52	Mileage Reimbursement Sept- Dec 2023	
Jeffrey L. Glaser	550.00	Santa Claus for 12.2.2023 Breakfast w/Santa Event	
JEWEL OSCO 0001	29.45	MAL-Pumpkin party supplies	Y
JEWEL OSCO 0001	6.99	MAL-Coffee supplies	Y
JEWEL OSCO 3446	56.16	West Park - Fall meeting supplies	Y
JEWEL OSCO 3456	16.98	Marketing Breakfast presentation supplies	Y
JEWEL OSCO 3465	120.00	Risk Management Safety Gift cards	Y
JEWEL OSCO 3465	89.18	Wicked Wilmette Halloween bowls and candy	Y
JEWEL OSCO 3465	26.42	Full Day Preschool Supplies	Y
JEWEL OSCO 3465	11.32	Preschool Supplies	Y
JOHN WEISS ACE HDWE	88.13	CRC - Building supplies	Y
JOHN WEISS ACE HDWE	29.47	Paddle - Ice maker repairs	Y
JOHN WEISS ACE HDWE	21.98	West Park - Van supplies	Y
JOHN WEISS ACE HDWE	19.77	Hillman fasteners.	Y
Jonathan Kivley	420.00	2024-Tag Invitational Entry Fees	
Jorson & Carlson Co Inc	61.35	Zamboni Ice Scraper Knives,Cleaned,Sharpened,Honed	
Jorson & Carlson Co Inc	61.35	Zamboni Ice Scraper Knives-Cleaned/Sharpened/Honed	
JUST TIRES #1270	147.00	West Park - Tow behind compressor	Y
KAYMBU INC.	997.50	Full Day Preschool Software Subscription	Y
KAYMBU INC.	997.50	Preschool Software Subscription	Y
Konica Minolta Business Solutions	402.34	Copier Usage-Fitness/Tennis/Gillson/Lakeview	
Konica Minolta Business Solutions	42.41	Copier Usage- Mallinckrodt	
Konica Minolta Business Solutions	40.66	Copier Usage- Ice	
Konica Minolta Business Solutions	(0.42)	Copier Usage- CRC- Early Child	
Konica Minolta Premier Finance	2,815.52	Copier Lease for Various Areas	
Konica Minolta Premier Finance	373.00	Copier Lease- Pool/Ice/Golf	
Konica Minolta Premier Finance	373.00	Copier Lease- Pool/Ice/Golf	
KP World, Inc	4,175.86	Young Tigers 2023 Early Fall	
KP World, Inc	3,516.80	Young Tigers- 2023 Fall 2	
LABORLAWCENTER, LLC	628.00	Labor Law Posters 2024	Y
Landmark Studio, LTD.	2,899.31	Course Accessories Podium	
LEFTYS PIZZA KITCHEN	93.15	Food for board meeting	Y
Leibold Irrigation Inc	917.64	Irrigation Satellite Supplies	
Leibold Irrigation Inc	400.04	Irrigation Satellite Repair	
LOWES #02728*	209.96	Lakeview shelving for storage area	Y
LOWES #02728*	164.43	Parks - Grounds repair tools/supplies	Y
LOWES #02728*	69.84	Paddle Court Numbers	Y
LOWES #02728*	50.44	Paddle - Heater repair	Y
LOWES #02728*	25.12	West Park - Building supplies	Y
LOWES #02728*	14.10	Parks - Equipment repair	Y
LOWES #02728*	5.68	CRC - Plumbing repair	Y
LURVEY LANDSCAPE SUPP	69.90	Parks - Grounds maintenance supplies	Y
M.A.T.I.S. Parts & Equip	650.00	Anti-Freeze- Pool/Beach House	
Magic of Gary Kantor	723.80	Magic Class at CRC- 11.20.2023	
Magic of Gary Kantor	261.80	Magic Class at CRC- 10.03.2023	
MENARDS MORTON GROVE I	297.16	Parks - Grounds supplies	Y
MENARDS MORTON GROVE I	281.33	West Park - Fall FT Staff meeting	Y
MENARDS MORTON GROVE I	207.73	Ice - Building supplies	Y
MENARDS MORTON GROVE I	114.68	West Park - Tools/supplies	Y
MENARDS MORTON GROVE I	74.87	West Park - Shop tools	Y
MENARDS MORTON GROVE I	61.23	Paddle - Tool for repairs	Y
MENARDS MORTON GROVE I	59.91	CRC - Buildings/wall repair	Y
MENARDS MORTON GROVE I	56.99	Paddle - Building supplies	Y
MENARDS MORTON GROVE I	52.97	Lakeview - Building supplies	Y
MENARDS MORTON GROVE I	22.98	CRC - Equipment supplies/hammer	Y
MENARDS MORTON GROVE I	13.19	Paddle - Building repairs	Y
Midwest Elite Gymnastics Academy	420.00	2024-Deep Dish Classic- Entry Fees	
Midwest Institute of Park Executives	320.00	MIPE Holiday Luncheon 12.14.2023- West Park Staff	
MILLEN HARDWARE	92.49	CRC mouse traps and duct tape	Y
MILLEN HARDWARE	46.72	Paddle Court Numbers	Y
MILLEN HARDWARE	31.90	Golf - Ice machine repairs	Y
MILLEN HARDWARE	24.72	Parks - Cementing supplies	Y
MILLEN HARDWARE	2.69	Parks - Grounds supplies	Y
Millen T V Hardware	66.21	Misc Supplies	
MOWERWORKS, LTD	192.49	Parks- Maintenance Equipment/Pruning Tools	
MUSIC THEATRE INTERNAT	323.00	Children's Theater Extra Scripts - Mean Girls	Y
MUSIC THEATRE INTERNAT	210.00	Children's Theater Extra Scripts - Finding Nemo	Y
Napa Auto Parts/Genuine Parts Co	82.92	Parks- Stock Oil	
Napa Auto Parts/Genuine Parts Co	24.00	Ice- Generator/Spark Plugs	
Napa Auto Parts/Genuine Parts Co	23.90	West Park- CMAX Wiper Blades	
Napa Auto Parts/Genuine Parts Co	(6.99)	Parks- Stock Oil	
NAPA STORE 3018042	25.61	Parks - Oil	Y
NCPERS Group Life Insurance	32.00	IMRF Vol Life- Post Tax	
New York Life Insurance Co	1,526.29	WPD/NYL/- Employee Premium	
Nicor Gas	1,068.56	Gas Service- Tennis/Ice	
Nicor Gas	903.70	Gas Service- CRC	
Nicor Gas	713.30	Gas Service- Pool	

Nicor Gas	545.47	Gas Service- Golf	
Nicor Gas	490.60	Gas Service- Platform Tennis	
Nicor Gas	280.18	Gas Service- Lakeview	
Nicor Gas	268.34	Gas Service- West Park	
Nicor Gas	264.56	Gas Service- Mallinckrodt Srs.	
Nicor Gas	188.60	Gas Service- Mallinckrodt Shop	
Nicor Gas	117.28	Gas Service- Ridge	
Nicor Gas	49.79	Gas Service- Gillson Grill	
North Shore Lawnsprinkler	1,965.82	Parks-Contract Irrigation Repairs	
North Shore Lawnsprinkler	957.50	Parks- Winterize Irrigation System	
OFFICE DEPOT #510	125.65	Paddle - Signage/tax being removed	Y
OFFICE DEPOT #510	73.74	Paddle - Signage	Y
OFFICE DEPOT #510	6.49	West Park - Office supplies	Y
OFFICE DEPOT #510	(11.68)	REFUND TAX - Paddle signage	Y
OFFICE DEPOT #510	(74.38)	REFUND - Paddle signage	Y
OnPoint Insights LLC	950.00	Monthly Website Support & Development Nov 2023	
OnPoint Insights LLC	950.00	Monthly Website Support & Development Oct 2023	
Ouilmette Foundation	1,859.16	Repayment for Beverage Check for Beach Bash	
P MIKOLAJCZYK SNAP ON	538.00	Parks - Grounds repair tools	Y
P MIKOLAJCZYK SNAP ON	200.00	Parks - Safety shop supplies	Y
P MIKOLAJCZYK SNAP ON	11.55	Parks - Grounds supplies	Y
PARTS TOWN, LLC	71.21	CRC - Fitness Ice machine repairs	Y
PARTY CITY 15	28.00	Spooky Skate "fog" juice for fog	Y
PAYPAL *ALPHABETSOU	612.00	School Day Off Field Trip	Y
Pioneer Athletics	690.00	CRC- Athletic Field Paint/Supplies	
Pioneer Athletics	17.95	CRC- Athletic Field Paint/Supplies	
PremiStar- North	2,062.50	Ice- Roof Top Maintenance Contract	
PremiStar- North	1,528.04	Tennis- RTU Repair	
PROTRAININGS, LLC	39.95	CPR - J. Pullas	Y
Purchase Power	2,664.19	Mktng Mailing- Postcards for Winter Explore Guide	
Purchase Power	464.76	Postage Machine Supplies	
Quill	40.99	Binds for Admin/Commissioners	
Record-A-Hit Inc	2,992.50	Wicked Wilmette 10/2023 Final Balance	
Reinders Inc	73.11	Bolt Blade for 4500-D	
REVDANCE.TENTH HOUSE	510.88	Dance Team Costumes	Y
REVDANCE.TENTH HOUSE	58.95	Dance nutcracker costumes	Y
REVDANCE.TENTH HOUSE	(169.85)	Dance nutcracker costumes returned	Y
REVDANCE.TENTH HOUSE	(279.80)	Dance team costumes returned	Y
Revels Turf and Tractor	269.69	Rod Assy.	
Robbins Schwartz	1,313.23	P.T.A.B. Challenge Service	
Rose, Nancy	140.40	Youth Art Supplies for Various Programs	
SANGOMA US INC	150.80	District Fax Solution	Y
Sauber Mfg Co	318.00	West Park- Boom Truck # 15 Repairs	
SavATree, LLC	2,000.00	Web Based GPS Tree Inventory	
SERVICE SANITATION	2,756.28	Recreation - Portables	Y
SERVICE SANITATION	197.76	Golf - Portables	Y
Solberg, Kristi	222.91	Reimbursement for Staff Event 11.10.2023	
SP FIREHOSESUPPLY	442.42	Parks - Grounds maintenance supplies	Y
SP SHOPIFY WINDOWCLEAN	61.62	All Buildings - Window cleaning materials	Y
Sparkles Entertainment Inc	1,800.00	Santa Claus Visit for Breakfast w/Santa Events	
SPIRIT HALLOWEEN 60988	39.99	Willie Bonez program supplies	Y
SQ *HARRISON'S POULTRY	232.36	West Park - Fall FT Staff meeting	Y
SQ *IBF SOLUTIONS INC	633.25	Holiday Challenge prizes	Y
SQ *LA COCINITA	560.00	Wicked Wilmette food truck	Y
SQ *LA ROSA PIZZA	174.68	Wicked Wilmette staff appreciation	Y
Staples Advantage	431.88	Red Copy Paper for CRC	
Staples Advantage	245.50	Copy Paper for Admin	
Staples Advantage	71.07	Pop for Admin	
Staples Advantage	16.23	Pop for Admin	
STAPLS7617623400000001	38.66	West Park - Office supplies	Y
STAPLS7617623400000003	205.19	West Park - Office supplies	Y
STAPLS7617623400000005	17.39	West Park - Office supplies	Y
STAPLS7618809443000002	11.78	West Park - Office supplies	Y
STAPLS7618809443000003	49.21	West Park - Office supplies	Y
STATE CHEMIC*STATE CHE	238.61	CRC air care program	Y
Sunburst Sportswear Inc	423.64	Staff Shirts- Campus Club 2023-2024	
Sunburst Sportswear Inc	278.80	CARE Counselor Sweatshirts	
Tanner Industries Inc	6.00	Ice- Ammonia/Supplies for Ice Rink System	
Tanner Industries Inc	6.00	Ice- Ammonia/Supplies for Ice RinkSystem	
TARGET 00009282	80.00	Risk Management Safety Gift cards	Y
Tebon's Gas Service	783.00	Ice- Propane	
Tebon's Gas Service	783.00	Ice- Propane	
Tec	2,340.61	Tennis- RTU Parts J.I.	
Tec	42.17	Tennis- RTU Parts/Supplies J.I	
Technology Mgt Rev Fund	450.00	Park District Wide Internet Service	
THAI INBOX WILMETTE	297.00	Food for Budget Committee of the Whole	Y
THE FRESH MARKET 072	21.94	West Park - Fall FT Staff meeting	Y
THE HOME DEPOT #1907	69.97	West Park - Van supplies	Y

THE HOME DEPOT #1907	19.94	CRC - Fitness electrical work	Y
THE HOME DEPOT #1987	195.90	Pool - Deck repairs	Y
THE HOME DEPOT #1987	116.93	West Park - Building supplies/latches/totes	Y
THE HOME DEPOT #1987	108.89	West Park - Building supplies misc.	Y
THE HOME DEPOT #1987	50.88	CRC - Fitness TV installation parts	Y
THE HOME DEPOT #1987	31.41	CRC - Front Walkway Project	Y
The Mulch Center	1,938.00	Landscape Work Project/Supplies	
The Mulch Center	230.40	Landscape Work Project/Supplies	
The Sherwin-Williams Co	409.64	CRC- Paint Supplies	
The Sherwin-Williams Co	287.90	CRC- Paint Supplies	
The Sherwin-Williams Co	89.96	CRC- Paint Supplies	
The Sherwin-Williams Co	52.79	West Park- Paint Supplies	
The Sherwin-Williams Co	(29.40)	CRC- Paint Supplies	
THE UPS STORE 1119	33.84	Overnight check payment to pool people	Y
THE UPS STORE 2808	32.30	Dance costumes return shipping	Y
THE WEBSTAUANT STORE	85.27	West Park - Breakroom supplies	Y
Thelen Materials, LLC	1,566.75	Drainage Sand	
Thelen Materials, LLC	1,250.23	Drainage Gravel	
Thelen Materials, LLC	744.12	Drainage Gravel	
TK Elevator	604.75	CRC- Elevator Maintenance	
TK Elevator	475.00	CRC- Elevator Maintenance	
Tressler, LLP	3,381.00	Legal Services for WPD	
Tri-State Cut Stone & Brick Co	255.13	Paddle Project- Addition/Parking Lot	
Tri-State Cut Stone & Brick Co	168.95	Paddle Project- Addition/Parking Lot	
Tri-State Cut Stone & Brick Co	147.96	Parks- Sand	
TST* MR. ALLISONS REST	207.98	West Park - Fall FT Staff meeting	Y
ULINE *SHIP SUPPLIES	161.16	Lakeview 11x17 slatboard sign holders	Y
ULINE *SHIP SUPPLIES	90.07	Cone cups for water fountain	Y
ULINE *SHIP SUPPLIES	79.95	Parks - Drum pump for pesticide/shed	Y
ULTIMATE NINJAS NORTH	767.00	School Day Off Field Trip	Y
VC3, Inc.	1,298.00	Managed Backup Service	
VC3, Inc.	1,298.00	Managed Backup Service	
Verizon Wireless	3,775.69	Cell Phone Service for Various Areas	
VILLAGE OF ROSEMONT	15.00	Dance team convention parking	Y
Wage Works	1,737.90	Flex Spending Account	
Wage Works	245.44	HC FSA Admin Fee	
Wage Works	245.44	HC FSA Fee for Admin	
Wage Works	75.07	Flex Spending Account	
Wage Works	70.00	Flex Spending Account	
Wage Works	30.00	Flex Spending Account	
WALGREENS #15562	48.43	Spooky Skate supplies	Y
WAL-MART #2816	206.28	Candy for Wicked Wilmette	Y
Weiss Ace Hardware	3.59	CRC- Building Plumbing Supplies	
WEISSMAN'S THEATRICAL	2,592.60	Dance Team Costumes	Y
WF* ALLMODRN3990790363	1,560.00	Seating at tennis	Y
WHENIWORK.COM	81.25	When I Work Subscription Fee, Centennial	Y
WHENIWORK.COM	81.25	When I Work Subscription Fee, CRC	Y
Wilson Racquet Sports USA	1,362.20	Tennis Balls for Resale	
WITTEK GOLF	1,126.78	Podium Umbrellas	Y
Wm. J. Cassidy Tire & Auto Supply	1,099.76	Parks- Truck # 9 New Tires	
WPY*PARK DISTRICT RISK	140.00	2023 RMI Training	Y
YOUR ANSWERING SERVICE	15.07	CRC - Answering service	Y
YOUR ANSWERING SERVICE	15.06	Golf - Answering service	Y
YOURCOURTS SUBSCR	70.00	Tennis Reservation Software	Y
ZOOM.US 888-799-9666	111.93	Video Meeting Software	Y
ZSK*CE FUNWAY POS	854.00	School Day Off Field Trip	Y

Y - Paid with PCard

176,906.34
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**From:** [info@wilmetteparkfriends.org](mailto:info@wilmetteparkfriends.org)  
**To:** [Commissioners](#)  
**Cc:** [Public Comment](#)  
**Subject:** [External] Posting of Upcoming Calendar Year Board Meetings  
**Date:** Thursday, December 21, 2023 3:37:06 PM

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## **TO: Wilmette Park Commissioners**

Dear #First#,

With the cancellation of the Dec 18 COW meeting I was checking the WPD website to confirm that the next meeting would be on the 2nd Monday in January, i.e., Mon Jan 8, 2024. Unfortunately the 2024 meeting schedule has not been posted yet.

I understand that the Open Meetings Act only requires that: *"Every public body shall give public notice of the schedule of regular meetings **at the beginning of each calendar or fiscal year** and shall state the regular dates, times, and places of such meetings."*

It would seem to me, however, that good practice would be to be sure that the "next scheduled" board meeting(s) be identified by the "last scheduled" board meeting to provide continuity of planning for all concerned. This would mean that at the last board meeting this year on Dec 11 the date of the January board meeting, at a minimum, should have been announced, particularly since the existing policy is to hold board meetings on the 2nd Monday of the month and the COW meeting on the 4th Monday of the month, barring any holiday or other conflicts.

There was certainly time at the Dec board meeting to have presented and adopted the 2024 calendar on the basis of the current policy, with suitable adjustments for holidays. This would have been in the interest of openness and transparency, rather than "just following the law" as a minimum guide.

### **Contact:**

#### **Wilmette Park Friends**

c/o Walter L. Keats

2514 Laurel Ln.

Wilmette, IL 60091

Tel: 847-256-7706

Emails: [info@wilmetteparkfriends.org](mailto:info@wilmetteparkfriends.org)  
[walter.keats@asia1on1.com](mailto:walter.keats@asia1on1.com)

*Please note that if you wish to send a response to this email to all the recipients (i.e., "reply all"), please just reply to "info@wilmetteparkfriends.org" with that request and it will be forwarded to everyone on the list. Sorry if this is cumbersome.*

**From:** [Patrick Lahey](#)  
**To:** [Public Comment](#)  
**Subject:** Fwd: [External] Thank you for walking with me at Gillson Park  
**Date:** Friday, December 29, 2023 11:49:22 AM  
**Attachments:** [Julia Goebel edited.docx](#)

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**From:** Tanja Chevalier <[tanja\\_chevalier@yahoo.com](mailto:tanja_chevalier@yahoo.com)>  
**Sent:** Friday, December 29, 2023 12:27:46 PM  
**To:** Allison Frazier <[afrazier@wilpark.org](mailto:afrazier@wilpark.org)>; Cecilia Clarke <[cclarke@wilpark.org](mailto:cclarke@wilpark.org)>; Mike Murdock <[mmurdock@wilpark.org](mailto:mmurdock@wilpark.org)>; Patrick Duffy <[pduffy@wilpark.org](mailto:pduffy@wilpark.org)>; Patrick Lahey <[plahey@wilpark.org](mailto:plahey@wilpark.org)>; Kara Kosloskus <[kkosloskus@wilpark.org](mailto:kkosloskus@wilpark.org)>; Julia Goebel <[jgoebel@wilpark.org](mailto:jgoebel@wilpark.org)>  
**Cc:** Steve Wilson <[swilson@wilpark.org](mailto:swilson@wilpark.org)>  
**Subject:** Re: [External] Thank you for walking with me at Gillson Park

Hello Members of the Wilmette Park District Board of Commissioners,

thank you Julia for taking the initiative to forward my notes to your colleagues. I made some clarifying edits to my document and would prefer for you to please read the one attached instead. I am also newly including the 3 plans I cover in my text so that it makes more sense.

I would appreciate that the whole be included in the Jan 8, 2024 board of directors meeting packet under correspondence.

Thank you and Happy New Year! Please get Gillson Park done right the first time!

Tanja Chevalier

On Thursday, December 28, 2023 at 08:00:30 PM CST, Julia Goebel <[jgoebel@wilpark.org](mailto:jgoebel@wilpark.org)> wrote:

Hi All,

I recently met with Tanya Chevalier and listened to her perspective regarding a walking path in Gillson that could also accommodate bikes. I found it thoughtful and well-reasoned.

Below is her follow-up from our discussion.  
Please take a look.

Thanks,  
Julia  
[tanja\\_chevalier@yahoo.com](mailto:tanja_chevalier@yahoo.com)

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Julia Goebel

Park Board Commissioner 2019-2023, 2023-2027

Wilmette Park District  
[jgoebel@wilpark.org](mailto:jgoebel@wilpark.org)  
<http://www.wilmettepark.org/>

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**From:** Tanja Chevalier <tanja\_chevalier@yahoo.com>  
**Sent:** Saturday, December 23, 2023 11:38:04 AM  
**To:** Julia Goebel <jgoebel@wilpark.org>  
**Cc:** 'Tanja Chevalier' <tanja\_chevalier@yahoo.com>  
**Subject:** [External] Thank you for walking with me at Gillson Park

Dear Julia,

Thank you again for walking with me through Gillson Park on December 16. I deeply appreciated the time you took out of your busy schedule to meet with me, hear your insights and listen to the reasons I advocate for the alternative path. Please find attached the document I used to guide our discussion. I would appreciate that you distribute it to the other commissioners and include it in the next board packet.

Happy Holidays to you and your family!

Respectfully,

Tanja Chevalier

To: Julia Goebel

From: Tanja Chevalier

December 29, 2023

Three plans attached separately:

1. Proposed Alternative Path
2. 1930s Historic Wagstaff and Everly Plan
3. Harbor Drive existing/proposed overlay

**Since it was brought up 2 years ago, the WPD has never openly discussed the alternative path. Why?**

1. Creating a recreational path separate from the roadway is less costly, safer and historically accurate

### **Cost**

- It would invariably involve *less demolition* and *less complex construction*, and therefore *be more cost competitive*. This recreational path could incorporate porous pavement to minimize storm water impact. (The Community Playfield “fitness path” was \$340k vs the original \$1.4M! and Keay Nature Center - \$219k).
- Two years ago Lakota Group said that the sidewalk on Harbor Drive had to be on the south side *because the slope on the north side was too steep to allow for a sidewalk “without great expense”*. The new plan doesn’t just add 8 more feet of concrete to accommodate bikers and walkers. A concrete retaining wall will be necessary to shore up the grade along 700 ft of the north side of Harbor Drive (Plan 3). As you know, the community has made it very clear that it does not want more concrete in Gillson. Plus, it will be a real eyesore!
- Cheaper solutions exist. Grants exist for nature trails: Glencoe Park District was awarded \$867k for a TAP-L Grant to Connect Glencoe which comprises 5 separate parks with a meandering path that takes walkers, runners and bikers through an urban garden of mature trees. Connect Glencoe also received an additional \$400K OSLAD Grant for Duke Park.
- The renovation of Lakeview Center increased in cost from \$1.2M to over \$1.75M. In June 2022 President Murdock said that to this day, this district has maintained excellent financial standing and could therefore accept that price increase to complete the entire Lakeview Center project. Per the December 2023 Board Brief, it can be assumed that there is money in the 2024 budget to accommodate an alternative path too.
- In Tinucci’s presentation to the BOD 12/13/21: Including storm water infrastructure and utilities beneath, approximate costs for repairing and restoring Middle Drive is \$900k, Removing Middle Drive is \$680k, and Replacing Middle Drive with a 12’ sidewalk is \$800k. There is only \$100k difference in repairing and restoring vs converting to a sidewalk. Repair Middle Drive!

### **Safety**

- Using best practices for traffic calming and crosswalk design, the safe passage to Wilmette Harbor Association and to other significant destinations can be provided.
- You (Julia) were on board with creating an entrance into the beach parking lot in the middle of the 800 block of Michigan Ave because you were concerned about the safety for pedestrians

going down the Lake Ave entrance. It was previously believed that behavior was difficult to change, but people now use this alternative path to get to the beach. This can be the same for the alternative path through the park.

- The 5 ft wide proposed sidewalk along a 15 ft wide Harbor Drive with traffic is not wide enough for pedestrians to safely walk in groups or with dogs (especially in both directions). To pass, one has to step into the 5 ft wide proposed bicycle path, road and/or traffic. This is similarly dangerous for bicyclists. There are also multiple car and pedestrian entrances and exits along the south side of Harbor Drive exactly where pedestrians and cyclists would be moving and therefore need to contend with (Wilmette Harbor Club, boat/car entrance to the Harbor, Coast Guard entrance). Furthermore, unattended village ambulances, catering trucks, gasoline fuel trucks and cars are often parked in what would be the pedestrian and bike lanes.

- Bike Walk Wilmette has 300 signatures for an alternative path – doesn't that count for something?

- At the BOD meeting 12/13/21, the following commissioners summarized that "Safety is the #1 concern" at Gillson Park. Commissioner Frazier said "safety and sustainability" were important to her and commended Piper Rothschild on her alternative pathway concept and would like to see it implemented in some form. Commissioner Kosloskus said she wanted to keep the historical design of the park. She liked Piper's idea of a path meandering through areas of the park that wouldn't have been visited otherwise similar to Community Playfields, and furthermore, that Gillson Park "was thoughtfully and smartly designed." Commissioner Anderson thought that having Middle Drive free of cars would be an asset to families. Commissioner Duffy stated that 12 feet was the minimum necessary for Middle Drive so that emergency vehicles could access that area of the park. Commissioner Murdock said the park should be less focused on vehicles and more on pedestrians. He agreed with the board that the #1 priority is Safety. The proposed alternate path checks all of these boxes.

- Piper Rothschild informed the board already in 01/2022 that "one of the primary tenets of active transportation planning was to separate walkers and bikers from cars, so why would planners want to keep them together?"

- Although Go Green Wilmette has not had the votes required to endorse the alternative path, Beth Drucker has written to me: "I have walked the park with Piper and Mike Murdock advocating for the internal trail and against the widening of Harbor Drive. The most important thing is to make sure that the alternative plans are considered by the park board and the planners before it is too late for them to be incorporated. There is no doubt that the interior path has not gotten the attention it deserves." 09/2022

## **Historical**

- The National Register of Historic Places conveys honor to the country's most significant landmark properties, and Gillson Park and Wilmette Harbor will most likely be considered an historic landmark by them at the start of 2024. Furthermore, the document produced for this listing is significant because it provides guidance for how to make changes to historic Gillson Park while minimizing the impacts to its historic features.

- Roads are part and parcel of a landscape and the current Circuit Drive (comprising Harbor, Upper, Middle and Overlook Drive) is a signature element of Gillson Park. The alternative path was already in the historic 1930s plan and in the 2014 plan.

- In September of 2021, after more than 1,800 survey responses and more than 350 people having attended in person events, Deb Salmon of Lakota Group said to the WPD Board, “We heard (from residents) a resounding ‘Keep it simple, less is more, keep it green, we love our park.’” The historical park has stood the test of time.
- Andy Tinucci of Woodhouse Tinucci Architects, who is deeply involved in the planning at Gillson Park, is aware and sensitive to Gillson Park as a historic landscape, and has noted the “uniqueness of Gillson Park in the Midwest”. In fact, Tinucci transmitted the message for the Lakota group on 12/18/21 that Concept #1, which kept the historic layout, was favored by residents. This has been consistent in survey after survey (1981, 1999, 2012, 2016). But planning has never been done with an analysis of the historic landscape.
- In the December 2021 Board Brief, the public expressed concern to preserve the historic integrity of Gillson Park.

## 2. Surveys

The scientifically significant Aqity Research survey was conducted in March of 2023 and the WPD’s unscientific, in house survey (below), upon which your current plans are based, was done in the summer of 2022!

*2022 Survey Questions: Which of the three concepts do you prefer?*

*Concept 1 – Convert Middle Drive to a 10’ Multipurpose Path = 39.67%*

*Concept 2 – Remove Middle Drive and Replace with Lawn = 15.99%*

*Concept 3 – Remove Upper/Middle Dr and Replace with Lawn = 10.43%*

*None of the Above = 33.91%*

This is a leading/misleading survey.

The in house WPD survey should not have been read: “Convert Middle Drive to a 10’ Multipurpose Path at 39.67%” against “None of the Above “at 33.91%”. There are just 6% points of difference in this very unscientific survey. Nor should it have been read that the public obviously wants to change Middle Drive at 66%, which was the reasoning of one Commissioner. All options have to do with Middle Drive.

It should instead read: “Convert Middle drive to a 10’ Multipurpose Path *and* None of Above” = 74%”, which strongly suggests that people want PATHS!

**Not scientifically accurate:** the WPD’s in house, summer 2022 survey of 3 choices for the public at large, upon which Gewalt Hamilton has been producing engineering plans for RFPs since, is not scientifically accurate! Furthermore, this survey:

- a) was done before the scientifically significant Aqity survey, sent to all Wilmette residents, of March 2023!
- b) was sent to 22,000 WPD email addresses in the WPD’s database + other WPD social media outlets. Of the 1,563 respondents, only 73% live in Wilmette.

c) was not accurate also because the survey could be answered multiple times by the same person across multiple devices.

**Scientifically accurate:** the Aqity survey conducted in March 2023 and sent to all Wilmette Residents: (“The *12% response rate* in this survey is much higher than ‘typical’ 5% to 8% response rates for park district surveys. Sent to 10,000+ households. n=1,201”).

Here are a few pertinent examples supporting an alternative path through Gillson Park from the Aqity survey:

- a) *75% of residents said YES for “Trails for hiking, walking, biking”. And 60% said YES to “Natural areas for passive recreation”. “Those interested in natural areas generally feel that this need is being addressed currently, but trails still represent a Gap (highest demand, less than half feeling this need is being met.)”*
- b) *“When asked which ONE outdoor facility represents the top priority for the WPD, trails remains the #1 response, with 23% asking for this, and #2 response at 11% is Natural areas for passive recreation.”*
- c) *In final comments: open ended question asking “how the WPD can better serve residents, 11% echo earlier calls to maintain natural areas/open space. Roughly equal numbers also seek more park amenities (benches, trails, landscaping, trash cans, etc), less spending...”*
- d) *“In a final open-ended question asking “how the WPD can better service residents, the top 3 are maintain natural areas/open space at 11%, improve parks at 8%, and be more fiscally responsible, cut spending/waste at 8%.”*

When Andy Tinucci of Woodhouse Tinucci Architects looked at the possibility of an alternative path, he said as far as the grading was concerned, it wasn’t definitive one way or another, and that in any case, Gillson had met its ADA requirements.

There is a perceived conflict by some board members between the alternative path and the possibility of renting out the open lawns (to outside groups). The alternative path would in no way endanger this open space. It would skirt it.

Money is available as Grants for Multiuse Paths. Not sidewalks. Find it! Use it!

3. Sewers: The October 2021 Existing Conditions Analysis Plan points to fixing rather than replacing the entirety of the pipes.
  - In the October 2021 Summary: “Sewer survey performed in 2014 noted fine fibrous roots penetrating joints between clay pipe sections, cracked pipes, damaged connections between lengths of pipe, and one small section of collapsed pipe.”
  - “Several storm lines along Middle Drive have pipes with breaks or holes. *Before making surface improvements*, pipes can be repaired by *patching a 5’ length of new pipe into existing line.*” Middle Drive only needs surface improvements! Why break it entirely and reduce its size to 7 feet?

- “The 2014 video work indicated one potential collapsed pipe east of Lakeview Center.....point repairs may suffice for the collapsed section, or a re-routing of the storm sewer to match new surface conditions may be required.”

At the COW meeting on 8/28/23, Peter Lind of Gewalt Hamilton stated that they are “putting storm sewers back in current location and current size.” Does this mean replacing all of them when fixing them where necessary may suffice?!

- NB. “Also identified was the outflow at the south end of the park being partially blocked by large stone that prevents it from draining, The line was installed in 1989 and is SDR 26 pipe presumed to be in good condition and cleaned annually.”
- “Several pipes along Overlook Drive and Middle Drive are filled with sand or soil. Pipe outfalls can be cleared by flushing the pipe run and/or clearing the way from the pipe opening near the lake to drain clearly to open water.”

As can be seen from the evaluation summaries, so much of Gillson Park’s sewer system is still in good condition! Why spend millions of taxpayer dollars to replace everything when fixing where necessary is a viable option?

10 years ago, before the failed 2015 referendum on the proposed plans, consultants had already done the hard work of pricing out the various elements that needed to be addressed in Gillson Park, (see above). In 2014, consultants W.B Olson concluded that replacement costs for roads and sewers was \$1.7M, (not including the beach parking and beach house.) This concept budget by W.B. Olson also concluded that the cost to replace existing roads was \$1,053M, and to repair existing roads (a viable alternative) was \$592K. Also in 2014 per JJR, the replacement of storm sewers @ 75% was \$621K. Their model shows that this storm sewer cost doesn’t change whether roads are replaced, repaired or removed. Properly repairing the existing roads (grinding and replacing asphalt) so that they will last for decades seems to be possible per my understanding of their 2014 concept budget.

#### Final Thoughts:

1. The alternative path will allow for **the safest passage** through the park for pedestrians and recreational bikers.
  - o The WPD’s in house, inaccurate survey of 2022 was used to draw up the engineering plans now seeking building approval. The 2023 scientific Aqity survey paints a very different picture of what Wilmette residents actually want for their park. The plan being ironed out, imminent for final board approval, squeezes pedestrians and recreational bikers along the only car entrance to the park: a 5 ft pedestrian path next to a 5 ft biking lane, running parallel to a 15 ft road. Elsewhere in the park system, sidewalks are comfortably wide without needing to manage car traffic: The new sidewalk along the 800 block of Michigan Ave is 10’2”. The sidewalk going into the beach parking lot is 12’10”. At the bottom, the sidewalk leading to the beach house is 7’9”. The sidewalk at Overlook Drive is 11ft.
2. The alternative path will allow for **less concrete** to be added to the park.

- a 700 ft concrete retaining wall along Harbor Drive is currently being recommended by Gewalt Hamilton. When visitors enter the park, they will see a huge mass of concrete and fewer trees - both completely out of sync with the naturalistic, green style that the original landscape architects worked so carefully to achieve.
3. The alternative path should be **much less expensive** than what is being proposed. Please research this!
  4. **Grant Money** exists for multiuse paths and bike paths. Sidewalks don't qualify.
  5. The alternative path will cause **much less tree damage** because digging will be limited. Although the WPD proposes to have the trees and roots properly pruned under their current plan to minimize tree damage, the fact remains that creating the alternative path would cause much less tree damage than the destruction currently being proposed. Lightly lined by trees, it would also increase the tree canopy.
  6. The alternative path will allow the WPD to **rent out fields** (to non-Wilmette residents and Wilmette residents). It skirts the field space used a few months per year. Cross Country Skiers could use the alternative path in the winter....
  7. The alternative path has **Historical Significance**. It was in the original designs.
    - An important site in the history of our nation, Gillson Park and Wilmette Harbor will very likely be on the **National Register of Historic Places**. The documentation created for its listing should inform future planning efforts. Each of the roads (Upper, Middle, Harbor, Overlook), is **20 ft wide**, making them balanced and pleasing to the eye, clearly an intentional part of their design. **The circuit drive is one of its signature elements!**

In June 2022 at the Committee of the Whole meeting the board noted “**if indeed the road layout is historical in nature, this may change the questions the Board will be asking as the Board does not want to endanger something that is truly historic.**” The National Register listing makes it imperative for the WPD to respect and preserve the historical design. It is a significant part of our community's heritage that must be valued and protected.

**What will it take for the WPD to consider the Alternative Path? Let's get it right the first time!**

## COMMUNITY INPUT SUMMARY

• CONCEPT 1 IS MOST POPULAR OVERALL.

• THE ADDITION OF THE BIKE LANE AND SIDEWALK ALONG HARBOR DRIVE IS GENERALLY WELL RECEIVED.

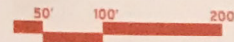
• PEOPLE SEE MIDDLE DRIVE AS A WALKING STREET BECAUSE THAT IS WHAT IT HAS ALWAYS BEEN.

## LAKE MICHIGAN



WILMETTE, IL

## CONCEPT 1



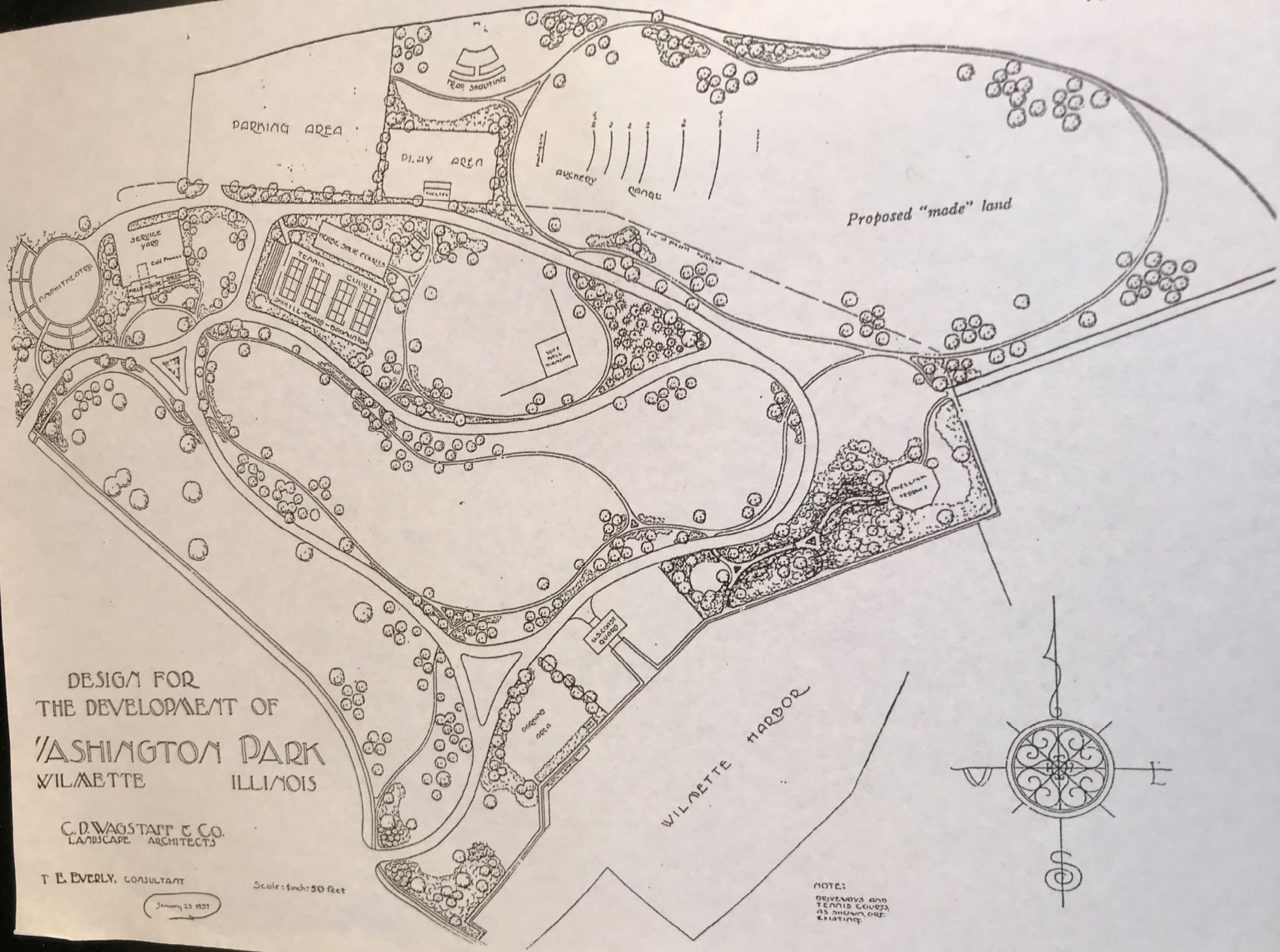
THE  
LAKOTA  
GROUP.

WTA



WTA

LAKE MICHIGAN



DESIGN FOR  
THE DEVELOPMENT OF  
WASHINGTON PARK  
WILMETTE ILLINOIS

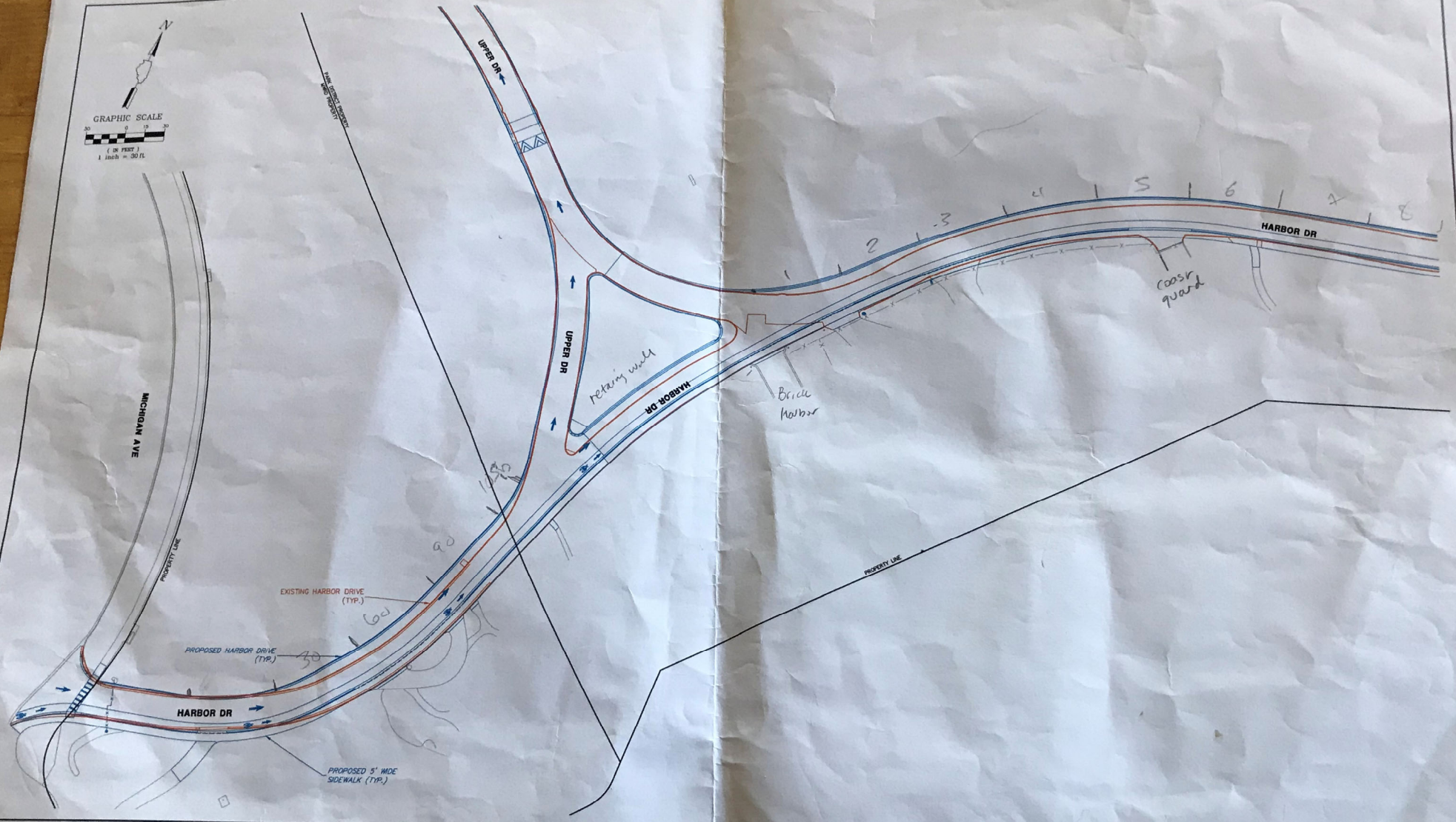
C. D. WAGSTAFF & CO.  
LANDSCAPE ARCHITECTS

T. E. EVERLY, CONSULTANT

January 23, 1931

Scale: 1 inch = 50 feet

NOTE:  
BOULEVARDS AND  
TENNIS COURTS  
AS SHOWN ARE  
EXISTING.



**GHA GEWALT HAMILTON ASSOCIATES, INC.**  
 625 Forest Edge Drive • Vernon Hills, IL 60061  
 TEL 847.478.9700 • FAX 847.478.9701

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**PROPOSED/EXISTING HARBOR DRIVE OVERLAY**  
**GILLSON PARK 2023 SITE IMPROVEMENT PROJECT**  
**WILMETTE PARK DISTRICT**  
**VILLAGE OF WILMETTE, ILLINOIS**

NO.	BY	DATE	REVISION	NO.	BY	DATE	REVISION

FILE: 5676.110-PR.dwg  
 DRAWN BY: TLM  
 DATE: 08-21-23  
 GHA PROJECT # 5676.110  
 CHECKED BY: PCL  
 DATE: 08-21-23  
 SCALE: 1" = 30'

SHEET NUMBER  
**1**  
 OF 1 SHEETS



## **DIRECTOR'S REPORT**

*January 2024*

### **PUBLIC HEARING: BUDGET AND APPROPRIATIONS ORDINANCE**

Prior to the Park Board meeting being called to order on Monday night, there will be a hearing for the 2024 Budget & Appropriations Ordinance.

Throughout the final months of 2023 the staff and board worked together to develop and review the 2024 fiscal year budget. At the December 2023 board meeting, the board and public received a presentation from Superintendent of Finance, Sheila Foy, summarizing the overall 2024 budget.

The Fiscal Year 2024 budget totals approximately \$29.8 million in total operating revenue and other proceeds, while operating expenditures and other expenses are approximately \$23.6 million. A resulting surplus from operations of \$6.2 million is budgeted. Reducing the operating surplus are Capital Expenditures of \$9.2 million and Debt Service of \$1.5 million, resulting in a bottom line deficit of \$4.5 million. This deficit is representative of the district catching up on deferred capital.

Attached is the Budget and Appropriations Ordinance which encapsulates the 2024 budget which has been on display for the public for over 30 days per requirements in State Statutes. It is also required by law to conduct a public hearing prior to adoption of the ordinance. Upon completion of the hearing, the Board may adopt the Ordinance during the course of the regular monthly meeting. A memo from Superintendent Foy about the ordinance is attached to this report and the agenda item can be found under New Business.

### **EFFICIENCY COMMITTEE**

In 2023 a new law was passed in Springfield that required all units of local government who are not home-rule or a school district to do a decennial review of efficiencies and report it to their respective county. The report is due 18 months after the creation of the efficiency committee, which we created in 2023. The committee members are outlined by the state law that it must be the members of the board, the top executive of the district, and two members of the public. This committee will hold its first meeting on February 5, 2024 to review the initial information assembled by Superintendent of Operations Thomas. Additional meetings will be scheduled as 2024 progresses.

### **2024 MEETING SCHEDULE**

Under New Business you will find the passage of the 2024 meeting schedule. A memo attached to this report outlines the schedule. There are multiple conflicts throughout the

year in relation to the Committee of the Whole meetings which typically take place on the fourth Monday of each month. In March this would be during spring break, and in April it conflicts with Passover. In May it conflicts with Memorial Day. All of these meetings have been marked as TBD at this point. In November the Committee of the Whole meeting conflicts with the week of Thanksgiving and also falls during a time of year where additional Committee of the Whole meetings are scheduled for the review of the annual budget. At this time, we have decided to not mark November as a TBD month as we know there will be additional meetings that month. Similarly, in December, given the holidays, typically a late month Committee meeting would not take place, so it is not on this schedule either. Additional meetings may be scheduled outside of these dates, and any date on this calendar can also be changed if need be.

### **BID CONSIDERATION – GOLF CART BATTERIES**

Under New Business is the consideration of the approval of bids for golf cart batteries. Attached to this report is a memo from Adam Kwiatkoski, General Manager of the Wilmette Golf Club, outlining the results of a public bid conducted this week for the replacement batteries for the District's fleet of golf carts. As you will see, there were three bids with a range from \$57,750 to \$132,000. The budget for this project is \$75,000, and the staff recommendation is to proceed with the low bid of \$57,750.

### **SURPLUS PROPERTY – MONDO INFILL AND SOD CUTTER**

Under New Business is the consideration of a Surplus Property Ordinance. This is a requirement when the District disposes of capital assets. In this ordinance it would be for six bags of infill used on the turf fields at West Park that was purchased as a part of a larger capital project and is excess material that the District has tried to return for a refund for years but has not been able to. It is in excess of a 50 gallon drum of the material that we have from the initial construction of the fields. These bags simply are moved from place to place as seasonal equipment is put in and out of service and are truly surplus property. The second item is a sod cutter and has been experiencing ongoing mechanical issues and has reached its end of life.

### **Attachments**

- 1) **Budget and Appropriations Ordinance 2024-O-1**
- 2) **2024 Meeting Schedule**
- 3) **Golf Cart Bid Memo**
- 4) **Surplus Property Ordinance 2024-O-2**
- 5) **Parks and Planning Department Report**
- 6) **Operations Report**
- 7) **General Administration Operations Report**

**WILMETTE PARK DISTRICT  
ORDINANCE 2024-O-1**

**AN ORDINANCE MAKING A COMBINED ANNUAL  
BUDGET AND APPROPRIATION OF FUNDS FOR THE  
WILMETTE PARK DISTRICT, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR BEGINNING ON THE  
1<sup>ST</sup> DAY OF JANUARY, 2024 AND ENDING ON THE  
31<sup>ST</sup> DAY OF DECEMBER, 2024**

**WILMETTE PARK DISTRICT  
ORDINANCE NO. 2024-O-1**

**AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET  
AND APPROPRIATION OF FUNDS FOR THE WILMETTE PARK  
DISTRICT, COOK COUNTY, ILLINOIS FOR THE FISCAL  
YEAR BEGINNING ON THE 1<sup>ST</sup> DAY OF JANUARY, 2024 AND  
ENDING ON THE 31<sup>ST</sup> DAY OF DECEMBER, 2024**

**WHEREAS, the Board of Park Commissioners of the Wilmette Park District has caused to be prepared in tentative form a combined annual budget and appropriation ordinance and the Secretary of the Board has made same conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and**

**WHEREAS, a public hearing was held at 7:30 p.m. at the regular monthly meeting place of the Wilmette Park District on the 8<sup>th</sup> day of January, 2024, notice of said hearing having been given by publication at least one (1) week prior thereto as required by law and all other legal requirements having been complied with.**

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE WILMETTE PARK DISTRICT, COOK COUNTY, ILLINOIS AS FOLLOWS:**

**SECTION 1: The amounts herein set forth, or so much thereof as may be authorized by law and as may be needed are hereby budgeted and appropriated for the following purposes of the Wilmette Park District, Cook County, Illinois to defray all necessary expenses and liabilities of said Park District, as specified in Section 2 for the fiscal year beginning on January 1, 2024, and ending on December 31, 2024.**

**SECTION 2: The budgeted and appropriated for each object or purpose as follows:**

**Ordinance 2024-O-1**

	<u>Budget</u>	<u>Appropriation</u>
<b>I. The amount Budgeted and Appropriated for Corporate Purposes:</b>		
Salaries and Wages	\$3,290,546	\$3,784,128
Employee Benefits	671,334	772,034
Contract Services	789,622	908,065
Utilities	193,648	222,695
Supplies	253,698	291,753
Repairs	122,225	140,559
Other Operating Expenditures	<u>-</u>	<u>-</u>
Total amount Budgeted for Corporate Fund	\$5,321,073	
Total amount Appropriated for Corporate Fund		\$6,119,234
<b>II. The amount Budgeted and Appropriated for Recreation Purposes:</b>		
Salaries and Wages	\$8,881,361	\$10,213,565
Employee Benefits	879,958	1,011,952
Contract Services	3,044,887	3,501,620
Utilities	959,580	1,103,517
Supplies	1,357,444	1,561,061
Repairs	290,581	334,168
Other Operating Expenditures (Debt Certificates)	<u>-</u>	<u>-</u>
Total amount Budgeted for Recreation Fund	\$15,413,811	
Total amount Appropriated for Recreation Fund		\$17,725,883
<b>III. The amount Budgeted and Appropriated for Insurance Purposes Pursuant to Section 9-107 of the Local Governmental and Governmental Employees Tort Immunity Act:</b>		
Intergovernmental Pool Insurance Premium	\$381,922	\$439,210
Risk Management Expenditures	<u>217,303</u>	<u>249,898</u>
Total amount Budgeted for the Liability Insurance Fund		
Total amount Appropriated for the Liability Insurance Fund	\$599,225	\$689,109
<b>IV. The amount Budgeted and Appropriated for Pension Purposes: Social Security</b>		
Cost of Participation in the Federal Social Security Insurance Program	<u>\$950,000</u>	<u>\$1,092,500</u>
Total amount Budgeted for Social Security Fund	\$950,000	
Total amount Appropriated for Social Security Fund		\$1,092,500

**V. The amount Budgeted and Appropriated for  
Pension Purposes: Illinois Municipal Retirement Fund**

IMRF Employer Contribution	<u>\$680,000</u>	<u>\$782,000</u>
Total amount Budgeted for IMRF Fund	\$680,000	
Total amount Appropriated for IMRF Fund		\$782,000

**VI. The amount Budgeted and Appropriated for the  
Audit Fund:**

Auditing Expenditures	<u>\$26,100</u>	<u>\$30,015</u>
Total amount Budgeted for the Audit Fund	\$26,100	
Total amount Appropriated for the Audit Fund		\$30,015

**VII. The amount Budgeted and Appropriated for the  
organization and maintenance of a Police System  
within the parks and playgrounds:**

Salaries and Wages	\$0	\$0
Contract Services	<u>103,717</u>	<u>119,275</u>
Total amount Budgeted for the Security Fund	\$103,717	
Total amount Appropriated for the Security Fund		\$119,275

**VIII. The amount Budgeted and Appropriated for District's  
Share of Expenses of Joint Recreational Programs  
for the Handicapped (Special Recreation):**

Special Recreation Programs for the Disabled (NSSRA Contribution)	\$302,021	\$347,324
Special Recreation Companions for the Disabled (NSSRA Companion Fees)	190,000	218,500
Contract Services	2,400	2,760
NSSRA Authorized - Accessibility for the Disabled (Facility and Program Accessibility Costs)	<u>100,000</u>	<u>115,000</u>
Total amount Budgeted for Special Recreation Fund	\$594,421	
Total amount Appropriated for Special Recreation Fund		\$683,584

**IX. The amount Budgeted and Appropriated for the  
Capital Projects Fund:**

Park Repair and Improvements	6,875,000	8,593,750
Facility Repair and Improvements	1,125,900	1,407,375
Equipment Replacement	<u>1,121,021</u>	<u>1,401,276</u>
Total amount Budgeted for the Capital Projects Fund	\$9,121,921	
Total amount Appropriated for the Capital Projects Fund		\$11,402,401

**X. The amount Budgeted and Appropriated for the  
Bond and Interest Fund:**

Bond Principal	\$1,385,000	\$1,592,750
Bond Interest	127,011	146,063
Contract Services including issuance costs	<u>1,272</u>	<u>1,463</u>
Total amount Budgeted for the Bond and Interest Fund	\$1,513,283	
Total amount Appropriated for the Bond and Interest Fund		\$1,740,275

**Summary of Funds Budgeted and Appropriated:**

I. Corporate Fund	\$5,321,073	\$6,119,234
II. Recreation Fund	15,413,811	17,725,883
III. Liability Insurance Fund	599,225	689,109
IV. Social Security Fund	950,000	1,092,500
V. IMRF Fund	680,000	782,000
VI. Audit Fund	26,100	30,015
VII. Security Fund	103,717	119,275
VIII. Special Recreation Fund	594,421	683,584
IX. Capital Projects Fund	9,121,921	11,402,401
X. Bond and Interest Fund	<u>1,513,283</u>	<u>1,740,275</u>
Total Budgeted Funds for Fiscal Year 2024	<u>\$34,323,550</u>	
Total Appropriated Funds for Fiscal Year 2024		<u>\$40,384,275</u>

Each of said sums of money and the aggregate thereof are deemed necessary by the Board of Commissioners of the WILMETTE PARK DISTRICT to defray the necessary expenses and liabilities of the aforesaid Park District during the fiscal year beginning the 1<sup>st</sup> day of January, 2024, and ending the 31<sup>st</sup> day of December, 2024, for the respective purposes set forth.

**SECTION 3:** All unexpended balances of the appropriation for the fiscal year ending the 31<sup>st</sup> day of December, 2023, and prior years to the extent not otherwise re-appropriated for other purposes herein are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, pursuant to law. All receipts and revenue not specifically appropriated, and all unexpended balances from preceding fiscal years not required for the purpose for which they were appropriated and levied shall constitute the general fund and shall be placed to the credit of such fund.

**SECTION 4:** Pursuant to law the following determinations have been and are hereby made a part of aforesaid budget:

- (a) Cash on hand and short term investments at the beginning of the fiscal year: ..... \$ 9,072,693
- (b) Estimate of cash expected to be received during the fiscal year from all sources:.....\$ 29,744,936
- (c) Estimate of expenditures contemplated for the fiscal year:.....\$ 34,323,550
- (d) Estimated cash and short term investments expected to be on hand at the end of the fiscal year:.....\$ 4,494,079

**SECTION 5:** All ordinances or parts of ordinances conflicting with any of the provisions of this Ordinance be and the same are hereby modified or repealed. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

**SECTION 6:** This Ordinance is not intended or required to be in support of or in relation to any tax levy made by the Park District during the fiscal year beginning the 1<sup>st</sup> day of January, 2024, and ending the 31<sup>st</sup> day of December, 2024, or any other fiscal year.

**SECTION 7:** This Ordinance shall be in full force and effect immediately upon its passage and approval according to law. A certified copy of this Ordinance shall be filed with the County Clerk of Cook County, Illinois, together with the certificate of the Chief Fiscal Officer of the Park District certifying revenues by source anticipated to be received by the Park District, within thirty (30) days after its passage and approval, as provided by law.

Adopted this 8<sup>th</sup> day of January, 2024 pursuant to roll call vote.

**Roll Call Vote:**

**Ayes:**

**Nayes:**

**Absent:**

**ATTEST:**

\_\_\_\_\_  
**Secretary  
Wilmette Park District  
Wilmette, Illinois**

\_\_\_\_\_  
**President  
Wilmette Park District  
Wilmette, Illinois**



**WILMETTE PARK DISTRICT**  
**Cook County, Illinois**

\* \* \*

**CERTIFICATE OF CHIEF FISCAL OFFICER AS TO ESTIMATE OF REVENUES  
BY SOURCE ANTICIPATED TO BE RECEIVED DURING FISCAL YEAR OF  
JANUARY 1, 2024 TO DECEMBER 31, 2024  
SECTION 162 OF THE REVENUE ACT OF 1939**

The undersigned, Sheila Foy, the Treasurer and Chief Fiscal Officer of the Wilmette Park District, does hereby certify the estimate of revenues by source anticipated to be received by the Wilmette Park District, Cook County, State of Illinois, in the fiscal year beginning the 1<sup>st</sup> day of January, 2024, and ending the 31<sup>st</sup> day of December, 2024, are as follows:

General real estate tax revenues .....	\$ 7,246,167
Personal property replacement tax revenue .....	383,717
Program user fees revenue .....	18,650,365
Rental revenue .....	2,575,865
Retail sales .....	230,200
Interest revenue .....	316,684
Miscellaneous revenue .....	<u>341,938</u>
<b>TOTAL REVENUE.....</b>	<b>\$ <u>29,744,936</u></b>

The above is certified this 8<sup>th</sup> day of January, 2024

**TREASURER AND CHIEF FISCAL OFFICER**  
Wilmette Park District  
Cook County, Illinois

The above certification was filed with the County Clerk of Cook County, Illinois  
Karen A. Yarbrough  
County Clerk of Cook County

Ordinance 2024-O-1



## WILMETTE PARK DISTRICT

1200 WILMETTE AVENUE WILMETTE, IL 60091 WWW.WILMETTEPARK.ORG  
TEL 847/256-6100 FAX 847/256-7908

### Regular Meeting Dates of the Board of Park Commissioners and Committee of the Whole of Wilmette Park District For the Period January 1, 2024 through December 31, 2024

#### **BOARD OF COMMISSIONERS**

Following is the schedule of regular meetings, which are held at 7:30 pm in the Council Room, located on the second floor of Wilmette Village Hall, 1200 Wilmette Ave., Wilmette, Illinois. Meetings are generally held on the 2<sup>nd</sup> Monday of each month. Notice will be given in accordance with Paragraph 42.02 of the Illinois Open Meetings Act for cancellation or change in date, time, or location of any meeting. Special meetings are scheduled as needed.

**January 8**  
**February 12**  
**March 11**  
**April 8**  
**May 13\***  
**June 10**

**July 8**  
**August 12**  
**September 9**  
**October 14**  
**November 11**  
**December 9**

\*The Annual Meeting will be held immediately following the Regular Board Meeting.

\*\*Denotes change in regular meeting schedule.

#### **COMMITTEE-OF-THE-WHOLE**

These meetings are open to the public and typically take place the fourth Monday of each month at 6:30 p.m. in the Mallinckrodt Center, 1041A Ridge Road in Wilmette.

**January 22**  
**February 26**  
**March TBD**  
**April TBD**  
**May TBD**  
**June 24**

**July 22**  
**August 26**  
**September 23**  
**October 28**

\*\*Denotes change in regular meeting schedule.

/s/ Stephen P. Wilson, Secretary  
Board of Park Commissioners



# Memorandum

Date: January 8, 2024  
To: Board of Commissioners  
From: Adam Kwiatkoski  
Cc: Steve Wilson  
Re: Golf Cart Battery Bids

---

Dear Board:

Attached is the winning bid for golf cart batteries. Harris Golf Carts came in significantly lower than anyone else and is a qualified vendor, per our standards.

**Bids Received:**

**Harris:** \$57,750

**Nadler:** \$69,875

**Taza Supplies:** \$132,000

Respectfully,  
Adam Kwiatkoski

General Manager  
Wilmette Golf Club



**Iowa Location:**

155 N. Crescent Ridge • Dubuque, IA 52003

**Illinois Location:**

549 Heartland Drive, Suite A • Sugar Grove, IL 60554

**Nebraska Location:**

1020 S. Highway 30 • Blair, NE 68008

**Wisconsin Location:**

14003 Leetsbir Road • Sturtevant, WI 53177

<u>Proposed Brand:</u>	<u>Unit Price Per Battery:</u>	<u>Total Price 330 Batteries:</u>
Trojan T-875 8V	\$175.00	\$57,750.00

**Used Battery Core Credit (Each)**

Picked up by vendor and made payable by check to Wilmette Golf Club:

\$29.00



# Memorandum

Date: January 8th, 2023

To: Board Members

From: Kristi Solberg

cc: Steve Wilson

Re: Surplus Property Ordinance

---

The Parks and Planning Department is requesting to surplus 6 bags of Mondo ecofill and a sod cutter.

The ecofill was an infill that was used during the topdressing project at West Park synthetic turf field.



The sod cutter is 10 years old with a repeat issue with the drive belt.



Revised: 1/3/2024 1:26 PM

**WILMETTE PARK DISTRICT  
ORDINANCE 2024-O-2**

**AN ORDINANCE AUTHORIZING THE DISPOSAL OF CERTAIN SURPLUS PROPERTY  
OWNED BY THE WILMETTE PARK DISTRICT**

WHEREAS, the Wilmette Park District, Cook County, Illinois ("Park District") owns the following items of personal property ("Property"):

Six (6) bags of Ecofill and  
One (1) Sod Cutter

WHEREAS, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22), every park district is authorized to sell or convey any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners ("Park Board") then holding office is no longer necessary, useful to, or for the best interests of the park district.

NOW, THEREFORE, it is hereby ordained by the Board of Park Commissioners of the Wilmette Park District as follows:

Section 1. The Park Board hereby finds and determines that the Property is no longer necessary, useful to, or for the best interests of the Park District and hereby declares said Property to be surplus.

Section 2. The Park Board hereby further declares that it is in the best interests of the Park District and its residents to dispose of the Property as set forth in Section 3 below, subject to the execution by the recipient, as and if appropriate, of an instrument whereby the recipient acknowledges that it is acquiring the Property used, as is, without any warranties of any kind whatsoever, assumes all liabilities in connection with its use of the Property, and releases, indemnifies and holds harmless the Park District and its park commissioners, officers, officials, and employees against and from any and all such liabilities associated with its acquisition and use of said Property.

Section 3. The Park Board hereby authorizes and directs the Executive Director, or his or her designee, to dispose of the Property in any manner he or she sees fit, which may include sale, auction, donation, disposal, or any other lawful means, with or without advertisement, at any time following the adoption of this Ordinance, and to take such other actions as the Executive Director, or his or her designee, shall deem necessary or appropriate in order to carry out the intent and effect the provisions and purposes of this Ordinance.

Section 4. This Ordinance shall be in full force and effect after its adoption as provided by law.

Adopted this 8<sup>th</sup> day of January, 2024, by the affirmative vote of three-fifths of the members of the Board of Park Commissioners.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstain: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Park Commissioners  
Wilmette Park District

ATTEST:

\_\_\_\_\_  
Secretary, Board of Park Commissioners  
Wilmette Park District

STATE OF ILLINOIS     )  
  )  
COUNTY OF COOK     )

**SECRETARY'S CERTIFICATE**

I, Stephen P. Wilson, do hereby certify that I am the Secretary of the Board of Park Commissioners of the Wilmette Park District, Cook County, Illinois and as such, I am keeper of the records, ordinances, files and seal of said Park District; and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance **2024-O-2:**

**AN ORDINANCE AUTHORIZING THE DISPOSAL OF CERTAIN SURPLUS PROPERTY  
OWNED BY THE WILMETTE PARK DISTRICT**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Wilmette Park District held at 1200 Wilmette Avenue, Wilmette, Illinois at 7:30 p.m. on the 8<sup>th</sup> day of January 2024.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said Wilmette Park District at Wilmette, Illinois, this 8<sup>th</sup> day of January 2024.

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Secretary, Board of Park Commissioners  
Wilmette Park District

[SEAL]



## Memorandum

Date: January 8th, 2024  
To: Board of Commissioners  
From: Kristi Solberg  
Cc: Steve Wilson  
Re: January Board Report

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### **Parks and Planning**

**Mallinckrodt-Resurfaced hard wood floors.**



### **Parks staff**

The crews installed new posts for the volleyball courts at Gillson, installed the new mound for the baseball field at West Park, repaired the retaining wall around the planting bed at Central and Sheridan and tree maintenance work.



**Building staff**

Centennial-Replaced and repaired the water fountain.



**Golf-**Replaced the expansion tank and repaired the hot water heater.



# MEMORANDUM



Date: January 3, 2024  
To: Steve Wilson, Executive Director  
From: Lindsay Thomas, Superintendent of Operations  
Re: January 2024 Board Report – Operations Department  
1. District Operations  
2. Human Resources and Risk Management  
3. Marketing and Communications  
4. Sustainability

---

## 1. District Operations

Based on the success of the 2023 Wilmette Block Party, the Park District, Village and Chamber are excited to bring back this fantastic community event on September 7, 2024. The day will once again be filled with awesome music, fun kids activities, great food, drinks and more. Mark it in your calendars as planning is already underway.

New copiers are set to be delivered and installed sometime in late January throughout the District. While these machines might not be looked at as a highlight for most, they are a vital piece of equipment that gets our staff through each and every workday. We are looking forward to updated technology, faster print speeds and less paper jams in 2024.

Back in May 2022, the District formed its Committee on Local Government Efficiency where two resident members were appointed, in addition to the Board of Park Commissioners and the Executive Director. This committee was formed in order to study efficiencies and report recommendations. A draft of the information gathered for the Efficiency Report will be reviewed at the first committee meeting scheduled for February 5, 2024.

The 2024 IAPD/IPRA Soaring to New Heights Conference is coming up January 25-27 at the Hyatt Regency Chicago. There are 28 staff and 4 Commissioners from the District who will be attending this year.

The Joint Conference Committee (JCC) has been hard at work to ensure that the upcoming IAPD/IPRA Conference runs smoothly. The JCC is made up of both IPRA and IAPD members, as well as staff from each association. One new member from each association is appointed every year and holds a 5-year term. The JCC works together as the conference leadership team assisting with conference planning, session/workshop selection, special events, operations, exhibits, entertainment and other conference activities. JCC members rotate through 5 various sub-committees, beginning with Operations and ending as the Conference Chair. The committee meets three times annually – January, March and November. With this being year one on the committee, my focus will be on operations during the conference.

## **2. Human Resources and Risk Management**

With Open Enrollment complete for PlanSource we moved onto WageWorks – Flex Spending Accounts (FSA) and Dependent Care Flex Spending Accounts (DCFSA). Offered to all full-time employees, 17 staff enrolled in FSA and none enrolled in DCFSA.

On December 12, the Park Districts new PDRMA Consultant, Vince Manna, came out for a site visit. Time was spent touring the various facilities and going over the Risk Management Review (RMR). The review is a process that started in March of 2023 and continues throughout the year with benchmarks for loss control needing to be met. As of December 5, all the Park District items were marked at complete. These included some items that continue into 2024 such as Slip, Trip and Fall assessments and SMART goals.

There are currently three full time positions in the interview process: Human Resources Assistant, Gymnastics Manager and Recreation Supervisor – Sports. The Recreation Program Manager position is currently also vacant and is in the process of being evaluated. Once that is complete it will be posted as well.

With summer positions posted, rehire information has also been sent to past 2023 staff. Supervisory staff will also be scheduling and participating in summer job fairs both at the Park District and area schools in the coming months.

Managers and Supervisors have completed Performance Discussions on their end for full and part-time staff. They are currently in the final approval process with the Executive Director. After final review, 2024 increases will be in effect January 8, 2024.

## **3. Marketing and Communications**

Over the better part of December, the Marketing and Communications team (MarCom) developed the much-anticipated January 2024 edition of *Explore More*, the Wilmette Park District's new print newsletter. From securing print quotes, writing original content and gathering photographs, to laying out the spreads and making final edits, our dynamic duo worked hard to produce an impactful and interesting piece. *Explore More* is expected to be sent for print ahead of schedule with a targeted delivery date of January 22 to resident mailboxes.

Working closely with the Sustainability Coordinator, MarCom is nearly finished designing and preparing the draft of the Wilmette Park District's Sustainability Plan, anticipated to be shared with the public in early 2024.

MarCom launched the promotional campaign for 2024-2025 School Year Programs in December. Programs included Preschool, CARE and Campus Clubs. Program pages posted live on December 19 for patrons to browse and plan ahead for registration (January 23 for residents and January 30 for non-residents).

At the start of December, MarCom received Summer Camp 2024 information from program supervisors. Pages for the Flipbook are in production and are on schedule to be shared with program staff for review by January 9. The Flipbook, along with *Explore Online* program pages are set to post on January 23 for

patrons to begin planning their Summer Camp season. Camp registration opens February 6 for residents, and February 13 for non-residents.

Between December's larger projects, MarCom was busy with a variety of smaller tasks including:

- Designing and ordering new 2024 Lakefront Decals
- Contracting photographers for Holiday Events, creating and sharing digital albums for families with children participating in *The Nutcracker* or the *Holiday Ice Exhibition*
- Preparing the campaigns for upcoming events & activities (Beach & Pool Pass Sales, Coneflower Paddle Classic, Summer Jobs, *Finding Nemo Kids*, The Royal Ball, Transformation Challenge, Intro to Baseball Registration, Snowfolk Building Contest, Spring Ice Show and more)
- Completing website work (blog posts, content updates, featured events, bulletin posts, program page maintenance, feature enhancements and more)
- Designing and ordering 2024 CFC membership trifold brochures
- Designing, editing and sending monthly e-mailings (E-Newsletter, *Board Brief*)

#### **4. Sustainability**

The Board of Commissioners received the draft strategies for the sustainability plan on Friday, December 8th, for initial review. Staff worked to incorporate the commissioners feedback and suggestions and the commissioners can anticipate seeing the draft strategies one more time in early January before they are made available to the public. Staff anticipate that the draft strategies will be publicly available in mid-January to give the patrons a chance to review them and provide feedback.

Currently, the Marketing and Communications team is working on the design of the sustainability plan, which will encompass the strategies sent to the board, along with chapters covering topics such as background, 'what is sustainability', climate change in Wilmette, and an implementation section.

Coming up in January, you can find an article on page 3 in the first edition of the *Explore More* newsletter that discusses Sustainability Updates thus far.



To: Steve Wilson, Executive Director  
From: Sheila Foy, Superintendent of Finance  
Date: January 5, 2024  
Re: January 2024 Finance Superintendent Report:  
1. District Revenue and Expense Statement through November 2023 (Appendix 1)  
2. Capital Expense Summary through November 2023 (Appendix 2)  
3. Finance, Customer Service and Technology Department Updates

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### **1. District Revenue and Expense Statement Results through November 2023 (Appendix 1)**

The results of the District through November is (\$958k) deficit. The projected 2023 deficit is (\$5.2m). Finance will continue to post expenses which will bring that deficit closer to the year-end projection. When the books close (preliminary) for December, we will have better numbers to discuss at the January Committee of the Whole. Finance will continue to accrue expenses for 2023 through the end of February as is our agreement with the auditors.

### **2. Capital Expense Results through November 2023 (Appendix 2, Pages 1 - 3)**

2023 capital spending through the end of November is \$6.5m. Projected 2023 capital spend is going to be somewhere between \$9m and \$9.4m. Overall, 90 out of 108 projects have been either completed, rescheduled or cancelled. 61 projects have been fully paid for and 17 projects (including Langdon and Lakefront Infrastructure) have been either rescheduled or cancelled for 2023. As we finish closing the 2023 books, we will complete the reconciliation of capital projects and have an update ready for the January Committee of the Whole.

### **3. Finance, Customer Service and Technology Updates**

December was a flurry of budget activities with completing the reporting and discussing the 2024 budget. There will be a public hearing held immediately before the January Board meeting to hear any public discussion regarding the budget before the 2024 Budget and Amendment Ordinance is considered at the January Board meeting. The Ordinance must be filed with the County 30 days after it has been passed. The 2023 Levy Ordinance and PTELL Resolution were filed with the County on December 21<sup>st</sup>. We signed a contract for the Districts electricity commodity with NIMEC (Northern Illinois Municipal Electric Collaborative). The Village of Wilmette is also a member of the collaborative. The contract is for 5 months to get us to May so we can be a part of the group (collaborative) when NIMEC goes to bid next.

Customer Service reported that December was a festive month! Breakfast with Santa occurred on the first three Saturdays of December at The Lawn. It was sold out again for all sessions! Gingerbread House making skills were abundant at the CRC annual event in the beginning of December and it's not just for kids anymore. Adult Gingerbread house making was very popular this year as well. Santa letters were received and sent to the North Pole for the big guy in red to answer. (I heard that everyone was good this year so everyone's Wishlist was granted!!!) The Ice-Skating Holiday Exhibition was held on the 10th at the Ice Rink. The Nutcracker had its annual performance at the CRC December 8th, 9th and 10th. All performances that weekend was sold out! resident Winter registration began on the 12th and non-residents on the 19th. The Fitness Center had upgrades back in October which will come in handy with all the better living resolutions beginning this month. The Golf Course closed December 22nd but let's hope for snow to have Cross Country skiing on the course. Childcare programming for the 2024-25 school year was viewable online with registration beginning in Mid-January. Summer jobs are now listed online and we are ready for applications! Camp registration is only a few weeks away. 2023 was a great year at the Wilmette Park District and we hope 2024 will be even better!

Information Technology spent December creating electronic documentation of the facility's network patch panels and where each port goes throughout the facility. There was also research, planning and testing in preparation for domain controller and hypervisor upgrades that will take place in early January. IT updated the coding on the website's program listings pages to show all statuses and helped recode/convert some GL codes and activity numbers within our registration software to follow previous year's number scheme. Finally, IT updated the IT ticketing software and the inventory and deployment software to their most recent versions.

# Appendix 1



**Wilmette Park District**  
Revenue and Expense Statement  
For the Month Ending November 30, 2023

Total District	Through November 30			YTD Variance		Total Year Projection 2023	Total Year Budget 2023
	Actual 2022	Actual 2023	Budget 2023	Actual to Budget			
				\$	%		
Revenue							
Property Taxes	\$4,914,513	\$5,331,750	\$7,380,405	(\$2,048,655)	-27.8%	\$7,489,567	\$7,405,276
Daily Fees	2,030,157	2,411,254	2,136,691	274,563	12.8%	2,381,999	2,155,593
Fee Revenue	10,221,023	10,847,123	11,228,936	(381,813)	-3.4%	11,296,622	12,071,400
Membership Fees	2,937,745	3,248,151	2,908,637	339,514	11.7%	2,856,807	2,934,187
Rental Revenue	2,024,981	2,056,833	2,435,236	(378,403)	-15.5%	2,391,034	2,667,891
Retail Sales	205,421	194,105	218,818	(24,713)	-11.3%	232,794	228,577
Miscellaneous Revenue	<u>284,578</u>	<u>834,818</u>	<u>542,920</u>	<u>291,898</u>	53.8%	<u>928,271</u>	<u>583,107</u>
Total Revenue	\$22,618,418	\$24,924,035	\$26,851,643	(\$1,927,608)	-7.2%	\$27,577,094	\$28,046,031
Expenses							
Salaries & Wages	\$8,969,627	\$10,393,506	\$10,939,274	(545,768)	-5.0%	\$11,470,665	\$11,865,196
Employee Benefits	2,331,362	2,424,449	2,546,247	(121,799)	-4.8%	2,979,004	2,889,937
Contract Services	3,627,822	3,986,531	4,088,828	(102,297)	-2.5%	4,572,728	4,440,752
Utilities	669,954	779,168	939,185	(160,017)	-17.0%	935,831	1,055,416
Supplies	1,210,236	1,296,576	1,231,504	65,072	5.3%	1,408,350	1,335,886
Equipment and Repairs	<u>348,662</u>	<u>375,020</u>	<u>365,497</u>	<u>9,523</u>	2.6%	<u>471,115</u>	<u>389,461</u>
Operating Expenses	\$17,157,663	\$19,255,250	\$20,110,536	(\$855,285)	-4.3%	\$21,837,693	\$21,976,647
Operating Surplus (Deficit)	\$5,460,755	\$5,668,785	\$6,741,108	(\$1,072,323)	-15.9%	\$5,739,401	\$6,069,384
Non-Operating Revenue							
Bond Proceeds	\$3,284,916	\$0	\$0	\$0	N/A	\$0	\$0
Capital Reimbursement	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	N/A	<u>0</u>	<u>0</u>
Total Non-Operating Revenue	\$3,284,916	\$0	\$0	\$0	N/A	\$0	\$0
Non-Operating Expenses							
Capital	2,782,680	6,520,376	10,149,920	(3,629,543)	-35.8%	9,439,254	13,141,373
Capital - Special Recreation	296,166	27,139	98,667	(71,529)	-72.5%	57,182	107,000
Debt Service	520,338	79,176	79,176	0	0.0%	1,469,351	1,469,352
Capital Transfer	0	0	0	0		0	0
Overhead Transfer	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>	<u>0</u>
Total Non-Operating Expenses	\$3,599,184	\$6,626,691	\$10,327,762	(\$3,701,071)	-35.8%	\$10,965,787	\$14,717,725
Net Non-Operating Surplus (Deficit)	(\$314,268)	(\$6,626,691)	(\$10,327,762)	\$3,701,071	-35.8%	(\$10,965,787)	(\$14,717,725)
Total Expenses	<u>\$20,756,847</u>	<u>\$25,881,941</u>	<u>\$30,438,298</u>	<u>(\$4,556,357)</u>	-15.0%	<u>\$32,803,480</u>	<u>\$36,694,372</u>
Net Surplus (Deficit)	\$5,146,487	(\$957,906)	(\$3,586,655)	\$2,628,748	-73.29%	(\$5,226,386)	(\$8,648,341)

WILMETTE PARK DISTRICT  
SUMMARY OF CAPITAL SPENDING  
THROUGH NOVEMBER 30, 2023

Location		Project Name	Project Description	2023 Budget	2023 Unbudgeted Spending	YTD Spending	Projected Remaining Spend	Projected Completion Date		Updates for November
ADMINISTRATION OFFICE		Comprehensive Plan	Includes Facility Condition Assessment	200,000	-	151,551	48,449	Year Long	Building Improvements	Ongoing
ADMINISTRATION OFFICE		Computer Hardware	Computer hardware (Laptops, Desktops, Servers and etc.)	125,304	-	118,245	7,059	Year Long	Equipment	Ongoing
ADMINISTRATION OFFICE		Computer Software	Computer software (MS Office and etc.)	152,054	-	134,219	17,835	Year Long	Licenses & Software	Ongoing
GILLSON PARK	Park	Lakefront Infrastructure Design Work	Comprehensive Plan Development	150,000	98,000	202,906	45,094	Q4	Land Improvements	Gewalt submitted a draft of the plans to Village for review. We do not have a cost estimate for the project, but engineering fees are increased by \$68k and the landscaping plan is an additional \$30k
GILLSON PARK	Park	Lakefront Infrastructure Implementation	Roads, sewers and sidewalks	3,000,000	(2,800,000)	7,810	192,190	Q4	Land Improvements	Still waiting on the Village for permits and will then submit to MWRD.
GILLSON PARK	Lakeview	Lakeview Design Implementation	Implement Design Plan	1,745,000	-	1,147,800	597,200	Q4	Building Improvements	We have occupancy and completing punch list items.
GILLSON PARK	Lakeview	Lakeview Design Planning	Full Building Design Plan	64,000	-	36,468	27,532	Q4	Building Improvements	We have occupancy and completing punch list items.
GILLSON PARK	Lakeview	Carrier Heater Lakeview Duct Work-Lakeview Gutter Work	last replaced 10/01/1987	15,000	-	-	15,000	Q4	Equipment	move to Lakeview project to cover gutter amounts \$28,000
LANGDON PARK		Shoreline Protection - Langdon	Material and Installation	1,700,000	(1,540,000)	89,828	70,173	Q3	Land Improvements	Short term access complete. Long term solution has been decided and we are waiting for an updated quote on the engineering fees for the project.
PARKS DEPARTMENT		Additional Pickleball Courts	Pickleball courts (4 with no lights)	300,000	(290,000)	460	9,540	Q3	Building Improvements	CPF approved as the site. IGA funds will be depleted first, the remaining spend will be from capital.
PARKS DEPARTMENT		Athletic Fields	Football posts, soccer goals and nets	30,000	-	22,682	7,318	Q3	Outdoor Equipment	Remaining spend in December
PLATFORM TENNIS		Furniture Replacement	Paddle hut furniture replacement	10,000	19,000	-	29,000	Q3	Furniture	Increase in budget approved by SW
WILMETTE GOLF CLUB		Amenities on Course	New Tee Markers / Divot Boxes/ Directional stakes	30,000	-	23,692	6,308	Q2	Outdoor Equipment	Some have arrived, remaining items should be here by end of Q3
WILMETTE GOLF CLUB		Drainage Improvements	Materials for subsurface golf course drainage installs	12,000	-	1,495	10,505	Q4	Land Improvements	Targeting start in fall
WILMETTE GOLF CLUB		Finish Basement of Golf House	Updates to usable living space	25,000	(13,668)	6,332	5,000	Q4	Building Improvements	Only updating electrical panel in 2023
WILMETTE GOLF CLUB		Golf Course Fountains or Water Features-Pond Stabilization	Water aeration system/better water quality/course aesthetics	30,000	32,000	-	62,000	Q2	Outdoor Equipment	Gathering price information for the new fountain. Project completion moved to Q3
MALLINCKRODT CENTER		Irrigation System	Upgrading and repairs to current irrigation system	30,000	-	-	30,000	Q2	Land Improvements	Review rescheduled due to summer work.
WILMETTE GOLF CLUB		Security Cameras	Cameras to be installed for the parking lot and 5 additional cameras were added to scope for the maintenance shed	40,000	14,000	23,799	30,201	Q2	Building Improvements	Complete - waiting on remaining invoice actively working to pay
CENTENNIAL COMPLEX	Aquatics	Activity Pool Liner	Repair activity pool shell and install a PVC liner	150,000	-	70,380	79,620	Q2	Equipment	Complete - waiting on remaining invoice pd in Dec
GILLSON PARK	Park	Water fountain and bottle filler	Bottle filler and drinking fountain near the Beach House	25,000	-	7,277	17,723	Q2	Equipment	Complete - waiting on remaining invoice
COMMUNITY REC CENTER	General Building	West Door Replacement	Replace west main ECC door with new closers	25,000	-	-	25,000	Q3	Building Improvements	Complete - waiting on remaining invoice
PLATFORM TENNIS		Court Resurfacing	6 courts	50,000	-	32,070	17,930	Q3	Building Improvements	Complete - waiting on remaining invoice
CENTENNIAL COMPLEX	Tennis	Replace back drop curtains	Replace curtains between courts	75,000	-	16,010	58,990	Q3	Furniture	Complete - waiting on remaining invoice
CENTENNIAL COMPLEX	General Building	Replace Trane Unit #2	Last replaced 10/01/1997	175,000	-	38,344	136,656	Q3	Equipment	Complete - waiting on remaining invoice
CENTENNIAL COMPLEX	General Building	Replace Trane Unit #3	Last replaced 10/01/1999	175,000	-	38,344	136,656	Q3	Equipment	Complete - waiting on remaining invoice

WILMETTE PARK DISTRICT  
SUMMARY OF CAPITAL SPENDING  
THROUGH NOVEMBER 30, 2023

Location		Project Name	Project Description	2023 Budget	2023 Unbudgeted Spending	YTD Spending	Projected Remaining Spend	Projected Completion Date		Updates for November
COMMUNITY REC CENTER	General Building	Main Entrance (south) Door Replacement	Replace whole store front main entrance and add scheduled locks	50,000	-	2,150	47,850	Q3	Building Improvements	Complete - waiting on remaining invoice
COMMUNITY REC CENTER	General Building	Replace Trane Unit #3	last replaced 07/01/1995	155,000	-	251,586	(96,586)	Q3	Equipment	Complete - waiting on remaining invoice
COMMUNITY REC CENTER	General Building	Replace McQuay Unit #10	last replaced 10/01/1997 - parts are no longer available as of 01/01/2021	170,000	-	-	170,000	Q3	Equipment	Complete - waiting on remaining invoice
MALLINCKRODT CENTER		Lift Station	Replace nonfunctioning pumps and controls for the lift station	28,000	-	17,255	10,745	Q4	Equipment	Complete - waiting on remaining invoice
PLATFORM TENNIS		Addition to the Hut	Adding to Hut to connect the new courts (South Decking and site work)	1,350,000	1,150,000	2,259,798	240,202	Q3	Building Improvements	Complete - waiting on remaining invoice
PLATFORM TENNIS		Build 2 additional courts	Build 2 additional courts and parking lot	425,000	-	31,297	393,703	Q3		Complete - waiting on remaining invoice
PLATFORM TENNIS		Landscape Work	Including plantings and designs	50,000	-	-	50,000	Q3	Land Improvements	Complete - waiting on remaining invoice
SHOREWOOD PARK		Drainage Improvements	Addition of Rain Gardens to Park		30,000	23,993	6,008	Q4	Land Improvements	Complete - waiting on remaining invoice
PLATFORM TENNIS		Northern Deck Extension		250,000	(250,000)	-	-	Q3	Building Improvements	Cancelled
WILMETTE GOLF CLUB		Gate to Maintenance Road	Gate to restrict access to maintenance road	12,000	(12,000)	-	-	Q2	Building Improvements	Cancelled - Bids are coming in higher and there is additional work being added to scope move to
WILMETTE GOLF CLUB		Nano Walls	Install Nano walls to the patio from restaurant	50,000	(50,000)	-	-	Q2	Building Improvements	Cancelled for 2023, will be a 2024 project
WILMETTE GOLF CLUB		Resurface Driveway (Maintenance Facility)	Scheduled maintenance on maintenance drive	25,000	(25,000)	-	-	Q2	Land Improvements	Cancelled - Bids are coming in higher and there is additional work being added to scope move to
PARKS DEPARTMENT		Event Stage	Large Event Stage	150,000	(150,000)	-	-	Q2	Outdoor Equipment	Cancelled
CENTENNIAL COMPLEX	General Building	Emergency Light Generator	Replacement of current emergency light generator	20,000	(20,000)	-	-	Q3	Building Improvements	Cancelled - Bids are coming in higher and there is additional work being added to scope move to
PARKS DEPARTMENT		Outdoor Ice Rink	Location TBD (IGA Funds \$135k - Thornwood)		-	-	-	Q3	OK	Cancelled - all IGA funds are accounted for
GILLSON PARK	Sailing	Aquatics and Sailing Camp Equipment	Repairs and replacement of aquatics and sailing camp equipment	6,000	(2,454)	3,546	-	Q3	Outdoor Equipment	Completed spending for 2023, cancelled remaining spend
GILLSON PARK	Sailing	Sailboats, Kayaks & Paddle Boards	Replacement of older vessels used on sailing beach	15,000	(11,355)	3,645	-	Q3	Equipment	Completed spending for 2023, cancelled remaining spend
WILMETTE GOLF CLUB		Range Netting Pole and Fence Maintenance	Net and Cable Maintenance / High lift work	10,000	(10,000)	-	-	Q1	Outdoor Equipment	Cancelled
PARKS DEPARTMENT		Dog Park Fencing	Install dog park fencing on ComEd leased property	49,350	(49,350)	-	-	Q4	Outdoor Equipment	Cancelled - Move to 2024
CENTENNIAL COMPLEX	General Building	Roof Replacement (partial)	Partial replacement and repairs for the roof	120,000	(114,010)	5,990	-	Q4	Building Improvements	Cancelled for 2023, will be a 2024 project
CENTENNIAL COMPLEX	Ice	Cooling Tower Move	Move the cooling tower to the ground (engineering and permitting only - move estimate based on engineer finding)	50,000	(44,670)	5,330	-	Q4	Equipment	Cancelled for 2023, will be a 2024 project
GILLSON PARK	Dog Beach	Dog Beach Fence	Refencing of the dog beach including gate replacement	100,000	(100,000)	-	-	Q4	Outdoor Equipment	Cancelled
ADMINISTRATION OFFICE	Administration Vehicle	Ford Explorer	Budgeted for in 2022 - purchase completed in 2023	-	56,331	56,331	-	Q1	Vehicles	Complete
CENTENNIAL COMPLEX	Aquatics Ice	Concession stand ice maker	Replacement of ice maker for concession stand	3,100	38	3,138	-	Q1	Equipment	Complete
PARKS DEPARTMENT		Ford Maverick	Budgeted for in 2022 - purchase completed in 2023		30,619	30,619	-	Q1	Vehicles	Complete
PARKS DEPARTMENT		Paint Sprayer	Replacement for 2 paint sprayers	17,500	(343)	17,157	-	Q1	Equipment	Complete
PARKS DEPARTMENT		Production Mower	Adding a production mower	115,000	(5,691)	109,309	-	Q1	Equipment	Complete
WILMETTE GOLF CLUB		Cutting Units for Mowers	Replace of reels on fairway mowers	30,000	(628)	29,372	-	Q1	Equipment	Complete
WILMETTE GOLF CLUB		Provonos Articulating Trailer	Dump trailer for landscape materials/projects	12,000	13	12,013	-	Q1	Vehicles	Complete

WILMETTE PARK DISTRICT  
SUMMARY OF CAPITAL SPENDING  
THROUGH NOVEMBER 30, 2023

Location		Project Name	Project Description	2023 Budget	2023 Unbudgeted Spending	YTD Spending	Projected Remaining Spend	Projected Completion Date		Updates for November
WILMETTE GOLF CLUB		Skid-Leader John Deere 35G Mini Excavator	Replacement – 20-Year-Old Machine	65,000	(5,332)	59,668	-	Q1	Equipment	Complete
WILMETTE GOLF CLUB		Electric Utility Vehicles	Heavy duty utility car replacement	45,000	(9,744)	35,256	-	Q1	Vehicles	Complete
WILMETTE GOLF CLUB		Greens Aerifier	Equipment replacement schedule	38,000	(29)	37,971	-	Q1	Equipment	Complete
WILMETTE GOLF CLUB		Turf Roller	Greens Roller for Surface smoothness	24,000	(6,374)	17,626	-	Q1	Outdoor Equipment	Complete
COMMUNITY REC CENTER	General Building	Front Walkway Lights	Replacement of front walkway lights	12,000	(2,283)	9,717	-	Q2	Building Improvements	Complete
MALLINCKRODT CENTER		Replace Building Automation	Heating and cooling control system	18,000	(3,000)	15,000	-	Q2	Equipment	Complete
PARKS DEPARTMENT		Enclosed Trailer		15,000	(1,827)	13,173	-	Q2	Vehicles	Complete
PARKS DEPARTMENT		Key System	A new keying system that allows us to make keys and locks in house. Cost for equipment and to do west park and golf	27,000	9,737	36,737	-	Q2	Building Improvements	Complete
PARKS DEPARTMENT		Portable stage	Portable Stage for events - elevated platform replacement	10,000	(254)	9,746	-	Q2	Outdoor Equipment	Complete
PARKS DEPARTMENT		Shop Tools	Tire Balancer	10,000	(785)	9,215	-	Q2	Equipment	Complete
PARKS DEPARTMENT		Stand Up Mower	Adding a stand up mower	9,000	18,209	27,209	-	Q2	Equipment	Complete
PARKS DEPARTMENT		Tents (20x20)	Two 20x20 tents with logo and light kit to start replacing current aging ones	20,000	(1,839)	18,161	-	Q2	Outdoor Equipment	Complete
PARKS DEPARTMENT		E-Van Storage Cabinets	Van purchased last year requires shelving and cabinets	-	8,132	8,132	-	Q2	Vehicles	Complete
WILMETTE GOLF CLUB		Event Tent	Used for Golf Outings	15,000	(1,255)	13,745	-	Q2	Outdoor Equipment	Complete
WILMETTE GOLF CLUB		Ice Maker/Water Dispenser	replacement of countertop ice maker	7,800	(2,038)	5,762	-	Q2	Equipment	Complete
WILMETTE GOLF CLUB		Ice Makers	Replace large kitchen and large cart room ice makers	11,000	(4,982)	6,018	-	Q2	Equipment	Complete
WILMETTE GOLF CLUB		Under counter refrigerator replacement	Replacement of two perlick under counter refrigerators	16,000	(3,402)	12,598	-	Q2	Equipment	Complete
GILLSON PARK	Cargate	Cargate Security Cameras	Installation of security cameras in the cargate structure	5,200	(1,983)	3,217	-	Q2	Building Improvements	Complete
KEAY NATURE CENTER	Park	Pave Pathways	Create (fixing) the accessible path at Keay Park - budgeted for in 2022 - completion in 2023	-	24,114	24,114	-	Q2	Building Improvements	Complete
WILMETTE GOLF CLUB		Maintenance Building Paint	Painting of Maintenance Facility	30,000	(8,734)	21,266	-	Q2	Building Improvements	Complete
COMMUNITY REC CENTER	General Building	Drinking Fountains	Replace five drinking fountains in Gymnastics	10,500	(1,890)	8,610	-	Q2	Equipment	Complete
GILLSON PARK	Beach House	Beach House Locks	Auto locks for bathrooms	30,000	(14,054)	15,946	-	Q2	Building Improvements	Complete
MAPLE PARK		Additional Amenities	Adding playhouses and features to appeal to younger children	30,000	(14,821)	15,179	-	Q2	Outdoor Equipment	Complete
COMMUNITY REC CENTER	Center Fitness Club	Studio Equipment Replacement	Ongoing replacement of group exercise studio equipment	5,000	(1,473)	3,527	-	Q2	Equipment	Complete
MALLINCKRODT CENTER		Seal Coat Back Lot		5,000	(750)	4,250	-	Q2	Land Improvements	Complete
CENTENNIAL COMPLEX	General Building	Seal Coat Community Parking Lot	Seal coat parking lot	60,000	(26,250)	33,750	-	Q3	Land Improvements	
HOWARD PARK		Service Drive Repave	Repaving the service drive	95,000	(53,088)	41,912	-	Q3	Land Improvements	
HOWARD PARK		Parking Lot Pavement	Repaving the parking lot on 17th Street - budgeted for in 2022 completion in 2023	-	78,504	78,504	-	Q3	Base Infrastructure	
KEAY NATURE CENTER		Parking Lot	Parking lot reconfiguration	45,000	(10,172)	34,828	-	Q3	Land Improvements	

WILMETTE PARK DISTRICT  
SUMMARY OF CAPITAL SPENDING  
THROUGH NOVEMBER 30, 2023

Location		Project Name	Project Description	2023 Budget	2023 Unbudgeted Spending	YTD Spending	Projected Remaining Spend	Projected Completion Date		Updates for November
WILMETTE GOLF CLUB		Seal Coat Clubhouse Parking Lot	Seal Coating and restriping of parking lot	18,000	(2,250)	15,750	-	Q3	Land Improvements	
WILMETTE GOLF CLUB		Replace Driveway (House) Sewer Repair	Driveway cracked and in need of repair - budgeted for in 2022 completion in 2023		11,550	11,550	-	Q3	Base Infrastructure	
GILLSON PARK	Lakeview	Lakeview Ice Maker	Replacement of ice maker	5,500	(160)	5,340	-	Q3	Equipment	Complete
PARKS DEPARTMENT		Electric Equipment	Leaf blowers, etc.	15,000	(1,296)	13,704	-	Q3	Equipment	Complete
GILLSON PARK	Beach House	Beach House Table/Chairs	Purchase commercial grade tables/chairs	41,942	(916)	41,026	-	Q3	Furniture	Complete
COMMUNITY REC CENTER	General Building	Concrete Soffits	Repair the concrete soffits that are falling apart at the CRC. They are a safety hazard because of falling concrete around the building.	28,800	1,327	30,127	-	Q3	Building Improvements	Complete
MALLINCKRODT CENTER		Tuck-pointing	Brick wall around the building	27,450	(4,200)	23,250	-	Q3	Building Improvements	Complete
WILMETTE GOLF CLUB		Bar Expansion	Includes design and buildout		11,863	11,863		Q3	Building Improvements	Complete - remainder due on Golf Club expansion
CENTENNIAL COMPLEX	General Building	Front Door	Replacement of Front Doors	50,000	103,842	153,842	-	Q3	Building Improvements	Complete
COMMUNITY REC CENTER	Gymnastics	Facility Improvements and Equipment Replacement	Ongoing replacement of equipment and updates	43,373	(1,470)	41,903	-	Q3	Equipment	Complete
COMMUNITY REC CENTER	Center Fitness Club	Facility Improvements and Equipment Replacement	Ongoing replacement of equipment and updates	30,000	9,345	39,345	-	Q3	Equipment	Complete
COMMUNITY REC CENTER	Center Fitness Club	Fitness Sconce lights	Replace sconce wall light with LED fixtures	8,000	(6,056)	1,944	-	Q2	Furniture	Complete
PARKS DEPARTMENT		Landscape Work	Planting plant materials (trees, shrubs etc.) in various parks	25,000	33	25,033	-	Q3	Land Improvements	Complete
PARKS DEPARTMENT		West Park Improvement	Rework the office area to add more offices, replace bay doors, and replace failing infrastructure.	28,500	67	28,567	-	Q2	Building Improvements	Complete
PARKS DEPARTMENT		Combination Trash/Recycling Containers (Various Parks)	Ongoing standardization of trash/recycling containers	10,000	(270)	9,730	-	Q4	Outdoor Equipment	Complete
PARKS DEPARTMENT		Crew Cab Stake Bed Truck (#12)	Replacement of Parks truck 12	51,000	6,725	57,725	-	Q4	Vehicles	Complete
PARKS DEPARTMENT		Roller	Roller for Soft Surface Paths	45,000	(21,401)	23,599	-	Q4	Equipment	Complete
PARKS DEPARTMENT		Seeder Attachment	Replacement of tractor seeder attachment	15,000	12,700	27,700	-	Q4	Equipment	Complete
CENTENNIAL COMPLEX	Aquatics	Filter Media Change	Change Sand and laterals on pool filters	177,000	(87,100)	89,900	-	Q4	Outdoor Equipment	Complete
GILLSON PARK	Lakeview	Lakeview Center Furniture, Fixtures and Equipment	Furniture, Fixtures, Equipment and Installation	141,000	(24,354)	116,646	-	Q4	Furniture	Complete
PARKS DEPARTMENT		Aerator	2 added in 2022	35,000	(16,341)	18,659	-	Q4	Equipment	Complete
GILLSON PARK	Lakeview	Lakeview Landscaping and Turf Restoration		16,000	(12,215)	3,785		Q4	Land Improvements	Complete
PARKS DEPARTMENT		LED Light Upgrades	For various facilities	20,000	(2,982)	17,018	-	Q2	Building Improvements	Complete
PARKS DEPARTMENT		Box Truck	replacing the current truck used to move sets and other items	55,000	4,289	59,289	-	Q4	Vehicles	Complete
TOTAL				13,141,373	(4,103,883)	6,520,376	2,517,114			

PARKS DEPARTMENT**		ADA Accessibility (5.8 Levy)	ADA improvements	100,000	(50,000)	19,826	30,174	Year Long	Equipment	Expenses incurred as we continue transitioning to ADA compliancy
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WILMETTE PARK DISTRICT  
SUMMARY OF CAPITAL SPENDING  
THROUGH NOVEMBER 30, 2023

Location		Project Name	Project Description	2023 Budget	2023 Unbudgeted Spending	YTD Spending	Projected Remaining Spend	Projected Completion Date		Updates for November
GILLSON PARK	ADA	Beach Mat Replacement (5.8 Levy)	Replacement of worn and damaged beach mats	7,000	313	7,313	-	Q2	Equipment	Complete
TOTAL				107,000	(49,687)	27,139	30,174			
TOTALS				13,248,373	(4,153,570)	6,547,515	2,547,288			

# Memorandum



Date: January 8, 2024  
To: Steve Wilson, Executive Director  
From: Dave Merrill, Superintendent of Recreation  
Re: Recreation Department January 2024 Board Report

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The month of December was mix of holiday excitement and anxiety. As we prepared for and conducted holiday programming we also tried to balance our lives featuring our own holiday excitement and anxiety. This month we experienced personnel departures and resignations. We currently have vacancies in these full-time following positions: Gymnastics Manager, Recreation General Manager, Sports Supervisor, and CFA Supervisor. This month has been a challenge on many levels. The Recreation Staff continues to provide high-quality internal and external products and services.

## *Personnel status*

Gymnastics Manager: Final interviews  
Recreation General Manager: Position posted  
Sports Supervisor: Second Round interviews being conducted  
CFA Supervisor: Preparation for position posting

## **Community Recreation Center**

### ***Recreation Programs Division:***

#### **Beyond the Bell, School Year 2022-2023**

- Winter break camps were held December 26<sup>th</sup> – January 5<sup>th</sup>, with 68 students joining us for at least one day throughout the session. Total participation across all registration options (one-day, one-week, and two-weeks) was 113 enrollments, and we had a daily participation average of about 45 children.
- In addition to our "beyond-the-bell" offerings, the athletics division facilitated several camp options over the holiday break, including (with participation numbers): Archery Camp (8), Girls Multi-Sport Camp (13), Pee Wee Basketball Camp (13), Pee Wee Sportsters Camp (18), Total Sports Camp (27), and Youth Basketball Camp (14).

#### **Early Childhood Center:**

- Staff Holiday Party
- All School Event - we partnered with the Art Dept. to do a holiday project for parents
- Movie/Pajama Day/Pizza lunch before Winter Break
- Winter Break Camp – 21 kids attended



### **Athletics:**

- Fall men's basketball league play wrapped up in December. 7 teams competed in the 30+ category, and 6 teams vied for glory in the 40 and over league.
- The Recreational Basketball league is moving to the CRC in 2024
- 4 teams participated in our adult co-rec volleyball league this fall, with the season coming to a close on December 17<sup>th</sup>.

### **Center for the Arts:**

- Special Events
  - The annual Gingerbread Workshops took place on December 2<sup>nd</sup> and 3<sup>rd</sup>.
  - All four workshops sold out.
- Dance Department
  - CFA's annual production of the Nutcracker held four sold out performances the weekend of December 8<sup>th</sup>.
  - This production included 160 performers from both the dance and theatre department, divided into two casts.
- Theatre Department
  - Rehearsals began for the Wilmette Children's Theatre production of Finding Nemo.
  - 55 actors (grades 1-5<sup>th</sup>) were casts in the production.
  - The show opens the weekend of February 9<sup>th</sup>.
  - Auditions took place on Saturday December 2<sup>nd</sup> for the spring WCT production of Mean Girls.
  - We had 98 actors audition; 52 were cast in this production.
  - Rehearsals will begin in February
- Arts
  - The second of two, late-fall family art nights took place on December 15<sup>th</sup>, where 12 participants from 5 families designed their own masterpieces

### **Special Events:**

- The 2023 Breakfast with Santa special event revealed an impressive success, demonstrating the significance of an additional event date and supplementary timeslot added to each day. The 2023 event served a total of 813 individuals, compared to the 2022 total enrollment of 477. Guests enjoyed a family-style breakfast, visited with Santa in the pro shop, and children received a gift bag. The event took place at The Lawn restaurant at Wilmette Golf Course, on December 9, 12 and 16.

- Staff is preparing for the Royal Ball event, taking place on Friday, February 9, 2024 at the Lakeview from 6-8 pm. This event is inclusive of all children ages 4 and up with a parent/guardian to join them for a night of dancing, music, a dessert table and a photo booth of fun!

### ***Gymnastics:***

- Wilmette Gymnastics has started our competitive season off with the Make a Wish Classic 2024 on December 1-3 2023. We had 58 gymnasts compete and contribute to this meet for a great cause.
- The second meet of the season was the Hawaiian Pineapple Classic on December 15-17 . Congratulations to our level 3's and Xcel Silvers who took home a 3<sup>rd</sup> place banner!!
- Our Winter Break Classes and Camp were a great success. It was a great way for the kids to get out of the house and stay active while on school break.
- The search is nearing conclusion for new Gymnastics Manager

### ***Center Fitness Club***

#### **Holiday Hustle**

35 Participants

Most completed their challenge at 100%

Many voiced their appreciation of the motivation to move their body during the Holidays

Participation gifts will be distributed next week

#### **60 For 60**

Sold 100

\$6060 revenue generated

#### **PT Holiday Special**

57 Packages sold in December

\$35,970 revenue generated

#### **Group Fitness Holiday Special**

108 packages sold

\$9500 revenue generated

1193 Group Fitness visits in December

6970 CFC visits in December

### ***Mallinckrodt Center***

- Letters to Santa  
Over 300 letters were received this year. MANY of the CRC Team were involved in writing a response letter for each one.  
This is always a very popular program each Holiday Season
- Member Holiday Party at Mallinckrodt  
Participants were treated to a catered lunch  
An entertainer provided sing-a-long Holiday music
- Holiday Lights Trip  
Participants were taken on a driving tour of Christmas lights in Glenview  
The evening finished with dinner

- The down time at Mallinckrodt allowed us to clean all carpets and refinish the Wood Floor Room floor
- Offered a pop up ornament crafting workshop in December

### ***CRC Operations***

- Sponsored a District wide Office Door Decorating Competition
- Staff Holiday Brunch Potluck with optional Secret Santa on December 18<sup>th</sup>

### **Centennial Recreation Complex**

#### ***TENNIS***

- Staff organized and executed a new Holiday Cardio Tennis clinic series Tues-Fri of both holiday weeks utilizing 3 or 4 courts every morning of break.
- The second half of permanent court time begins Jan 7.

#### ***ICE***

- Skate with Santa attracted 329 skaters on Dec 24.
- Holiday Skating Camp filled all 8 days offered with 25 skaters per day.

#### ***PADDLE***

- The Ouilmette Foundation's fundraising event, the Coneflower Classic, takes place Jan 5 and 6 throughout the paddle facility.
- Second half of league play begins Jan 8. Women's leagues restarts standings. Men's league continues through the 18-week season.

#### ***POOL***

- Passes for summer 2024 go on sale Jan 15.
- Lifeguard and swim instructor jobs are posted and recruitment has begun.

### **Lakefront**

- Making moves on the sailing waitlist to fill available slots, moved through 103 people for 42 slots so far
- Posted summer applications and are accepting both new and rehires
- Flooring replacement was successful and completed on time.
- Moving into January we will begin ordering supplies, starting staff interviews and reviewing and finalizing procedures
- January 15<sup>th</sup> sales for summer go live. This includes passes, sailing, dog beach, picnic reservations