



**WILMETTE PARK DISTRICT
REGULAR MEETING
BOARD OF PARK COMMISSIONERS
MONDAY, MARCH 11, 2024
7:30 PM – VILLAGE HALL COUNCIL CHAMBERS**

AGENDA

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

1.1 ROLL CALL

2.0 CONSENT AGENDA

2.1 APPROVAL OF MINUTES FROM THE JANUARY 22, 2024 COMMITTEE OF THE WHOLE MEETING

2.2 APPROVAL OF MINUTES FROM THE FEBRUARY 12, 2024 SPECIAL MEETING

2.3 APPROVAL OF MINUTES FROM THE FEBRUARY 12, 2024 REGULAR BOARD MEETING

2.4 APPROVAL OF MINUTES FROM THE FEBRUARY 12, 2024 CLOSED SESSION

2.5 VOUCHER LIST DECEMBER 2023

3.0 COMMUNICATIONS AND CORRESPONDENCE

4.0 PUBLIC COMMENT/RECOGNITION OF VISITORS

5.0 EXECUTIVE DIRECTOR'S REPORT

6.0 UNFINISHED BUSINESS

7.0 NEW BUSINESS

7.1 CONSIDERATION OF SUMMER APPAREL BID

8.0 ADJOURN TO CLOSED SESSION

MOVE TO ADJOURN TO CLOSED SESSION FOR THE DISCUSSION OF THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF A SPECIFIC EMPLOYEE OF THE DISTRICT, INCLUDING HEARING TESTIMONY ON A COMPLAINT LODGED AGAINST AN EMPLOYEE OF THE DISTRICT OR AGAINST LEGAL COUNSEL TO DETERMINE ITS VALIDITY, IN ACCORDANCE WITH SECTION 2(c)1 OF THE OPEN MEETINGS ACT.

9.0 RECONVENE AND ADJOURN REGULAR BOARD MEETING

9.1 CONSIDERATION OF ACTION, IF ANY, OF ITEMS DISCUSSED IN CLOSED SESSION

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.
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 per the time constraints outlined above.

Approved June 12, 2023

Calendar of Events: March-April 2024

Date	Time	Event	Location
March 5	All day	CFC Strong & Mobile Golfer program begins	CFC
March 5	1 pm	Summer Job Fair	Lakeview Center
March 6	11:30 am	Lunch Club	Mallinckrodt
March 11	1 pm	Movie Day	Mallinckrodt
March 11	7:30 pm	Regular Park Board Meeting	Admin
March 12	10 am	Spring+Summer resident registration	Online
March 13	6:45 pm	Magic Workshop	CRC
March 18	<u>7 pm</u>	Committee of the Whole Meeting	Mallinckrodt
March 19	10 am	Spring+Summer non-resident registration	Online
March 20	Noon	Soup & Sandwich Day	Mallinckrodt
March 24	Noon	SOIL Polar Plunge	Gillson Beach
March 25	All day	Spring Break Camps Begin	Multiple Locations
March 29	10 am	WCT Spring Production ticket sales begin	Online
March 30	9 & 11 am	Bunny Brunch	Mallinckrodt
March 30	10 am	Children's Egg Hunt	Mallinckrodt
March 30	10:45 am	Doggie Egg Hunt	Mallinckrodt
April 8	10 am	Spring Ice Show ticket sales begin	Online
April 8	7:30 pm	Regular Park Board Meeting	Admin
April 10	Noon	Soup & Sandwich Days	Mallinckrodt
April 10	4 pm	Summer Job Fair	CRC
April 12	7 pm	WCT Spring Production opening night	CRC
April 15	1 pm	Movie Day	Mallinckrodt
April 15	6:30 pm	Committee of the Whole Meeting	Mallinckrodt
April 18	9:30 am	1 & 2 Art Exploration Workshop	CRC
April 19	6:30 pm	Family Art Night	CRC
April 20	10 am	Earth Day at Keay	Keay Nature Center
April 23	Noon	Spring Fling	Mallinckrodt
April 25	5:30 pm	Magic Class	CRC
April 26	6 pm	Ceramics Date Night	CRC
April 27	3 pm	Art Café	CRC



WILMETTE PARK DISTRICT

Committee of the Whole

Meeting Minutes

Monday, January 22, 2024
6:30 p.m. – Mallinckrodt "Big Room"

PRESENT

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

Absent: Vice President Patrick Duffy

Secretary/Executive Director: Steve Wilson

Staff: Superintendent Sheila Foy, Superintendent Kristi Solberg, Superintendent Lindsay Thomas, Superintendent Dave Merrill

Visitors: Walter Keats, Tanja Chevalier, Alan Golden

1.0 MEETING CALLED TO ORDER

The meeting was called to order at 6:30 p.m.

A. ROLL CALL TAKEN

2.0 COMMUNICATIONS AND CORRESPONDENCE

President Kosloskus states she has received many compliments on the Explore More newsletter that was sent to homes.

Commissioner Lahey states he would like to reflect on an email in the packet from Bill Arnold. There are a couple questions in that email that we thought this would be a good time to ask.

1) Is the sidewalk on Harbor Drive in part or full located on the north of the roadway after the reconfiguration area and how has this changed?

Director Wilson answers: The sidewalk along Harbor Drive runs from Michigan and Sheridan Rd down to a connection to the existing sidewalk and is fully located on the south side of Harbor Drive.

2) Does the roadway reconfiguration, per discussion with the Yacht Club, require the use of retaining walls along the north edge of Harbor Drive, and are those retaining walls up to 6ft tall, and if not, how tall are they?

Director Wilson answers: There are no 6ft tall retaining walls, but with the reconfiguration and pushing a little more north away from the Yacht Club, there are a couple spots where retaining walls will be needed. Those walls will be 2ft tall retaining walls set on the new 6 inch curb.

3) Will the retaining walls create choke point hazard where pedestrians and vehicles come together making it where pedestrians won't have the ability to get out of the way of traffic?

Director Wilson answers: No, it is the intent of the sidewalk along Harbor Drive to keep pedestrians out of the roadways away from vehicles.

4) Has the park district considered the alternative proposed path by residents?

Director Wilson answers: Yes, most board members have walked that area with residents in support of the alternative path. In addition, those plans were looked at with both Lakota and Woodhouse Tinucci who expressed the shortcomings of it. Creating a path that cuts across overlook drive makes pedestrians have to cross over a roadway, versus the current plan with the bike line in Harbor Drive and the sidewalk on the south side. There is also the center area, what we call the "boot" area, once you get across the triangle there, there is an elevation grade change from the roadway up to the park level and the engineers expressed some concern about the impact there to trees, but also the possibility for switchbacks due to ADA accessibility concerns.

Commissioner Clarke explains that residents have expressed they did not want more impermeable surfaces in Gillson Park, and yet this has been presented as a desire that would simply add more impermeable surface to the park. Many residents have suggested we use impermeable pavers, but many of our experts have said that those clog up and become impermeable.

President Kosloskus explains there has been a lot of confusion about a retaining wall, which will be 2 and ½ feet high. There is already a hill there, an elevation change, and the retaining wall will prevent erosion. She states there has been a lot of confusion there and perhaps a stretching of the truth when the 2ft wall has become 6ft. She is not concerned about the retaining wall and states it is necessary to preserve the road from crumbling into the sidewalk in the future. Commissioner Goebel states she shares President Kosloskus' confusion about how the retaining wall became 6 feet tall in the public story.

Commissioner Murdock states from the very beginning he believes every commissioner has walked the park and looked at the different alternatives, and from the very beginning it seemed like there was a lot going on Harbor Drive with bikes, pedestrians and cars. But, we have hired experts to give us their expertise and they tell us it's going to work. If ultimately the board decides they are not happy with it, there is nothing that would preclude us from doing an additional path in the future. When the best minds on this tell us it will work, Commissioner Murdock states he believes they should move forward with it. If it turns out to be insufficient, there is a secondary option if needed.

Commissioner Frazier states that, much like everything we do, she believes it should be put to test and studied to determine if an additional path is necessary.

3.0 PUBLIC COMMENT/RECOGNITION OF VISITORS

Commissioner Lahey asks community member, Walter Keats, if he could send in his next email the desire of the board to have all emails sent to PublicComment@wilpark.org.

Walter Keats – Mr. Keats states that he thinks it's fantastic to have a mailing that went out to homes.

4.0 NEW BUSINESS

4.1 PRESENTATION: GILLSON LANDSCAPE PLAN UPDATE – UPLAND DESIGN

Michelle Kelly from Upland Design presents the updated Gillson Landscape plan to the Board of Park Commissioners.

When going through the trees currently in the park and considering what trees to add, Commissioner Murdock asks why we would plant non-native trees. Michelle Kelly answers that they would add ornamental features to the park, and they choose trees that do well in our current climate, as well as the future climate change in our area. She also adds that some non-natives are good for the bird population.

Commissioner Clarke asks if the view of the fireworks was taken into account when deciding where to plant trees. Michelle Kelly explains that they walked through the park to determine where the views of the lake would be, and with these plantings they are honoring the views that are already there. Commissioner Murdock explains that the fireworks are on East Beach. Director Wilson explains that earlier in the process they were planning to put more trees extending into the lawn, but we trimmed that back to keep the open space.

Commissioner Lahey asks how old the trees will be when planted. Michelle answers the shade trees will be 2.5-3.5 inch caliber. The ornamentals will be around 6-10ft tall.

Commissioner Lahey asks about plants that are geared towards pollinators. Michelle answers that there are many native species that are geared towards our native pollinators. She points out several plants that attract pollinating insects and birds.

Commissioner Clarke states that Gillson is a big place for migratory birds. Michelle Kelly states there are many places where there are plantings for migratory birds that she will point out on later slides.

Michelle Kelly explains the current plant situation at Wallace Bowl. Commissioner Clarke explains that buckthorn can't just be cut out, it must be treated with herbicide to prevent it from coming back. Michelle agreed and stated it is definitely a multifaceted process.

Commissioner Lahey suggests having a list of difficult decisions being proposed with the benefit listed next to the item. For instance, if the group is proposing to take down a tree, the reason for the removal and potential benefit to the area would be listed. Commissioner Lahey suggests this list be posted for the public to review.

Commissioner Murdock asks Michelle to walk the board through a timetable at this point, as she sees it now. Michelle states that their goal would be to be done with the plan within 30 days. Recommendation for implementation of the entire plan would be within 10 years. She would recommend getting rid of the invasives and do all of the native planting within a 5 year timeline, which, Michelle states, would be a massive improvement to the park. Budget is also a concern when planning out the timeline. Michelle points out that four hundred trees is a lot of trees to plant.

Commissioner Clarke asks about the changed ordinances regarding prescribed burns and states that Superintendent Solberg is becoming an expert in prescribed burns. Superintendent Solberg states that she is a burn manager. Our horticulturalist and a couple of other staff members have gone to training on prescribed burns.

5.0 ONGOING DISTRICT PROJECTS

5.1 WALLACE BOWL RESTORATION

Director Wilson explains the Ouilmette Foundation continues to work with an external consultant to conduct a feasibility study to gauge how much they could raise to fund work at the Wallace Bowl. The foundation has assembled a Study Leadership Team comprised of members of the foundation board, former members, and at large individuals. The group is working on the messaging for the fundraising discussions with possible donors, as well as amassing a list of possible donor names. The intent is to have the study completed by early May.

5.2 GILLSON PARK COMPREHENSIVE PLAN

Director Wilson says the plans for Gillson Park are still under review by all the various agencies who must approve them including both the Village of Wilmette and the MWRD. The MWRD has provided initial comments this week and the engineers responded to the comments on Friday. We expect the review process by the MWRD to continue for a couple more weeks which makes the ability to conduct a proper bid process and begin work in Spring to be highly unlikely, which means work will commence in Fall after the summer season.

5.4 LANGDON SHORELINE PROTECTION PROJECT

Director Wilson explains that planning for the work at Langdon progresses and SmithGroup will be at the meeting to outline their progress to date.

When we originally had a plan to make a path down the bluff, the IDNR and the Army Corps had approved the revetment and path. We went back and asked if the new configuration would warrant a new review and permitting. We were informed that the prior permit still applies.

Staff met with the Village of Wilmette engineering and community development departments. We introduced them to the details of the plan so they could ask questions and we could hear their thoughts. They gave us the key points that they will need addressed. We don't expect any major issues in this project with permitting or execution.

5.5 SOLAR PANEL PROJECT AT CRC

Director Wilson explains that Superintendent Solberg and her staff have met with Verde Energy, who has been communicating with Comed regarding our conversion to solar. A lot of design work, due diligence and detailed work goes into this. That being said, we do not expect installation to begin until late fall 2024.

President Kosloskus states that she was admittedly disappointed when she read that the installation wouldn't begin until fall. Superintendent Solberg explains that there is a lot of engineering that needs to be done prior to installation. The engineers met on site in November and began compiling a lot more information to move forward with the project.

5.7 LAKEVIEW CENTER RENOVATION

Director Wilson explains that the floor on the upper level has been replaced at no additional cost to the district. That work is complete, which leaves this project 99% complete. There are some punch list items that remain, including sealing the deck once it is weathered for one year. This project is now considered complete and will not appear on future updates.

6.0 OPERATIONAL REPORTS

6.1 ADMINISTRATIVE DEPARTMENT

Superintendent Thomas updates the board on district operations. The Explore More magazine has hit mailboxes in town. The Marketing team has worked extremely hard on this project. In addition, the Summer Camp guide will be posted online tomorrow.

Superintendent Thomas states we have received great feedback on our outdoor ice rink, compliments of our Parks and Planning Department. The posts on social media have received many likes and shares and these have been our more popular posts so far this year.

For the Sustainability plan update, Lucy Mellen has been updating the plan based on the board's feedback. It will be delivered to the board and the public next week.

In the Human Resources department, some hires have been made to fill open positions. Sara Emory has been hired into the Gymnastics Manager position. Eric Gonzalez has started as the new HR Assistant. Sport Supervisor is in the last round of interviews. Recreation General Manager is still in first round phone screenings. Center for the Arts Supervisor position was posted last week and applications are coming in.

District Operations: IPRA/IAPD Conference is this week.

Strategic Plan draft: February 16th

Comprehensive Plan draft: April 5th

BerryDunn will be at the April 8th Committee of the Whole meeting to go over their progress.

6.2 FINANCE DEPARTMENT

6.2.1 AUGUST 2023 INCOME STATEMENT

Superintendent Foy goes over her progress on 2023 revenue. She gives projections for actual numbers in operating expenses and capital, but states she still needs to vet the numbers.

6.2.3 CAPITAL EXPENDITURE SUMMARY

Superintendent Foy explains that the report shows which projects have been done and which have been cancelled.

6.3 RECREATION DEPARTMENT

Golf

Adam Kwiatkoski gives his report on the Golf Course. He states there has not been enough snow this year for cross country skiing. Batteries for golf carts have been delivered and are being installed in carts. Memberships and permanent tee times go on sale starting February 1st.

Centennial

Jason Stanislaw gives an update on Centennial.

Pool – We are finalizing the pool schedule for summer.

Ice – Ice show prep is under way. The Ice Show is May 10-12th. We had 330 skaters at Skate with Santa.

Tennis –Over winter break we did cardio tennis, which did very well. We have added daytime cardio tennis Tuesday/Thursday 1:30-2:30pm. We have added USTA team Tennis pop-ups for kids so kids can play matches against other teams.

Paddle – We are planning couples-oriented events in February, March and April. We wrote a grant proposal to APTA and we have been awarded a \$30,000 grant for growing paddle the way we have.

President Kosloskus asks Superintendent Foy where the grant will be put back into the budget.

CRC

Tim Johnson updates the board on the CRC.

Fitness- We had 35 participants in our Holiday Hustle. We sold 57 personal training packages, generating just shy of \$36,000. We are looking forward to our Transformation Challenge. The 2024 New Year Survey available now.

Mallinckrodt – We received over 300 letters to Santa this year.

Gymnastics – Sara Emory is on board and has been with us for about 10 years.

Operations – We have the room upgrade project in Room 106 that will start January 29th.

Center for the Arts – The supervisor position is posted.

Lakefront

Ben Wozney gives an update on the lakefront.

Sailing Beach – We started sailing registration on the 15th. 260 people registered last week, generating \$175,000.

Lakeview – We had new doors put in by our Parks and Planning Department, making both sides of the building ADA accessible.

Campus clubs and school day off programs are still going on. We worked the waitlist for school day off, due to the new flooring being finished, and got 26 families off the waitlist.

Rentals are picking back up at Lakeview.

We have 91 returning summer staff and 47 new applicants.

6.4 PARKS AND PLANNING DEPARTMENT

Superintendent Solberg updates the board on the Parks and Planning Department. We got the ice rinks up and running, but with temperatures rising we will likely lose them tonight or tomorrow. We are very grateful for the long hours our department put in to flood those areas for ice rinks. We had people out there for 24 hours.

We are working on repairing the bare spots on the soccer fields at Community Playfields.

We had broken pipes and roof leaks during the deep freeze.

We have two bids open, one for the cleaning contract and one for pool drain covers.

7.0 ADJOURNMENT

There being no further business to conduct, President Kosloskus moves and Commissioner Frazier seconds a motion to adjourn the Committee of the Whole meeting.

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

Minutes Approved on **TBD.**



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

Monday, February 12, 2024
6:00 p.m. – Village Hall Council Chambers

PRESENT

Commissioners: President Kara Kosloskus, Vice President Duffy, Cecilia Clarke, Patrick Lahey, and Allison Frazier

Absent: Commissioners Mike Murdock and Julia Goebel

Visitors: Walter Keats

1.0 SPECIAL MEETING CALLED TO ORDER

Commissioner Kosloskus called the meeting to order at 6:00 pm.

A. ROLL CALL TAKEN

2.0 COMMUNICATIONS AND CORRESPONDENCE

3.0 PUBLIC COMMENT/RECOGNITION OF VISITORS

4.0 ADJOURNMENT TO CLOSED SESSION

Vice President Duffy moves and Commissioner Clarke seconds a motion to adjourn to Closed Session for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the District, including hearing testimony on a complaint lodged against an employee of the District or against legal counsel to determine its validity, in accordance with Section 2(c)1 of the Open Meetings Act.

5.0 RECONVENE AND ADJOURNMENT OF SPECIAL BOARD MEETING

5.1 CONSIDERATION OF ACTION, IF ANY, OF ITEMS DISCUSSED IN CLOSED SESSION

There being no further business to conduct, Vice President Duffy moved and Commissioner Lahey seconded a motion to adjourn the Special Board Meeting.

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

Minutes Approved on **TBD.**



WILMETTE PARK DISTRICT Regular Board Meeting Meeting Minutes

*Monday, February 12, 2024
7:30 p.m. – Village Hall Council Chambers*

PRESENT

Commissioners: President Kara Kosloskus, Vice President Duffy, Patrick Lahey, Allison Frazier, Mike Murdock and Cecilia Clarke

Absent: Commissioner Julia Goebel

Staff: Executive Director/Secretary Steve Wilson

Visitors: Walter Keats

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

The meeting was called to order at 7:34 p.m.

A. Roll Call

2.0 CONSENT AGENDA

Commissioner Murdock moves to approve the Consent Agenda, Commissioner Clarke seconds the motion.

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

3.0 COMMUNICATIONS AND CORRESPONDENCE

President Kosloskus states that the board acknowledges there was a lot of communication regarding camp registration. She points out there were a number of communications that went to the public this week with sincere apologies and disappointment with how registration was ultimately cancelled and rescheduled this past Tuesday. Director Wilson follows up with a statement.

4.0 PUBLIC COMMENT/RECOGNITION OF VISITORS

None.

5.0 EXECUTIVE DIRECTOR'S REPORT

Director Wilson walks the board through his report.

SUMMER CAMP REGISTRATION

Commissioner Frazier acknowledges that the Recreation Center staff did a super fantastic job the day camp registration failed. She also acknowledges Superintendent Merrill's efforts to help people through the process with the little information we had at the time. Sometimes technology gets in the way and there are people behind it trying to make the machine work better. The Board and Director are committed to improving the process.

GILLSON PARK LANDSCAPE PLANS

At the last Committee of the Whole meeting, the Committee received a presentation from Upland Design about the proposed landscape plans for Gillson Park. During the presentation, the Committee asked some questions of the designer. The answers to those questions are outlined in a cover memo attached to this report followed by the landscape plans for your consideration. Please note that a couple items discussed at the Committee meeting resulted in a few alterations to the plan. This item will be under New Business due to the alterations.

BID CONSIDERATION – CUSTODIAL SERVICES

Under New Business is the consideration of the approval of bids for custodial services for the District. This is for the overnight cleaning of our facilities by an outside contractor. The bid process included a mandatory pre-bid meeting for all interested parties to ensure all bidders received the same information and knew the expectations of the District. Attached to this report you will find a bid recommendation memo from Superintendent Solberg outlining the low bidder as the recommended contractor. The bid amount is less than the amount budgeted for 2024, which was based on the current contract with the current contractor.

BID CONSIDERATION – POOL DRAIN COVERS

Also under New Business, the board will find a bid recommendation memo from Superintendent Solberg regarding the federally mandated safety drain covers for the Centennial Family Aquatic Center. The bid results are favorable compared to the budget of \$60,000.

BID CONSIDERATION – SEAL COATING

The last bid for the Board's consideration is for seal coating asphalt surfaces at various locations. Please see the recommendation from Superintendent Solberg and please note that the lowest bidder did not bid the proper product per Village Code, therefore are not the recommended contractor. In the end, the next best bid is slightly less than the budgeted amount by \$600.

SURPLUS PROPERTY – ELECTRONIC EQUIPMENT AND TRASH COMPACTOR MOTORS

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 the items being disposed of are various pieces of electronic equipment and two motors for trash compactors that are no longer needed with the new garbage service in Wilmette.

6.0 UNFINISHED BUSINESS

7.0 NEW BUSINESS

7.1 CONSIDERATION OF GILLSON LANDSCAPE PLAN

Vice President Duffy states he wasn't at the Committee of the Whole meeting, but has a question regarding the Gillson Landscape Plan. In his initial conversation with Director

Wilson, there were some trees planted in the main open space. He asks Director Wilson if those trees were moved out of the open space. Director Wilson responds that they were removed prior to the presentation at the Committee of the Whole, and also that the Committee asked questions about tree placement for operation, including our firework display on July 3rd.

Commissioner Frazier moves and Vice President Duffy seconds a motion to approve the Gillson Park Landscape Plan.

Vice President Duffy states that it is important to reiterate that any tree removals, not only invasive and non-native trees, but also trees that are impacting the deterioration of the dunes. Some trees will be removed and other plants put in their place to establish the dune growth again. He states it is important to publicly note that the landscape plan does include the removal of trees at Gillson, but trees will be replanted in substantial numbers [over the next 10 years].

Commissioner Clarke also reminds everyone that the Midwest is an oak savannah, not a forest. Many of the native species of birds that come here do not want a forest, but the understory, the growth and perennials underneath. Some of the trees being removed prevent the growth of those types of plants, and so it will be a healthier ecosystem.

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

7.2 CONSIDERATION OF CLEANING BID

Commissioner Murdock moves and Vice President Duffy seconds a motion to approve the cleaning bid.

Commissioner Murdock asks if there were multiple bidders on this. Superintendent Solberg states that there were three bidders around the same price, this one being the lowest. Commissioner Murdock also asks how long the contract is and if it allows for flexibility. Superintendent Solberg states that we have flexibility both ways; if we want to renew the contract, we can without going to bid. And if we want to cancel the contract at the end of the year, we can do that as well.

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

7.3 CONSIDERATION OF POOL DRAIN COVER BID

Commissioner Murdock comments that the next bid was almost double, so he is happy with this bid.

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

7.4 CONSIDERATION OF SEAL COATING BID

Vice President Duffy moves and Commissioner Clarke seconds a motion to approve the seal coating bid.

Commissioner Murdock states there was a lower bid, but they bid with the wrong product.

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

7.5 CONSIDERATION OF ORDINANCE 2024-O-3 SURPLUS ORDINANCE

Commissioner Clarke moves and Commissioner Murdock seconds a motion to approve the surplus ordinance.

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

8.0 ADJOURNMENT

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

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

Minutes Approved on: **TBD**



Voucher List Presented to the Board of Park Commissioners
At the Regular Meeting of March 11, 2024

Voucher List - Reconciliation
February-24
(Vendor Disbursements Over \$5,000)

Vendor Name	Amount	Type of Service/Products	Y
Park District Risk Management Agency - PDRMA	171,057.37	01/2024 Insurance contributions	
IL Municipal Retirement Fund	81,106.74	Monthly Contributions/Contribution Adjustment	
Harris Golf Cars	66,213.83	Golf Cart Batteries and Seat Covers	
ENGIE Resources LLC	59,760.41	Electric Service for various facilities	
TTS Group, Incorporated	49,180.81	Copier Equipment	
Chicago Loves Dance Inc	45,090.00	Classes for various After School programs	
Vanguard Energy Services LLC	41,536.14	Gas Service- Various Areas	
VILLAGE OF WILMETTE	39,619.91	2023 Sustainability Coordinator charge & water/sewer bills	
IMPERIAL SERVICE SYSTE	28,883.87	Cleaning services for various facilities	Y
Fambro Management LLC	28,352.00	Classes Fall 2023- Centennial,McKenzie,Romona	
Door Systems ASSA ABLOY	24,279.00	ADA Improvement- Lakeview Door	
TST* PIT & TAP	14,098.66	Paddle Match Catering	Y
Illinois Pump	12,593.00	Mallinckrodt- Lift Station Project	
BRADY LAS VEGAS	11,560.50	Laundry detergent and ADA Improvements	Y
Tressler, LLP	8,349.00	Legal Services for WPD	
SPOTLIGHT DANCE CUP	8,301.10	Dance team competition fees	Y
Gourmet Gorilla, Inc.	7,908.20	Half Day/Full Day- Catered Lunch & Snacks	
Illinois Shotokan Karate	7,733.44	Fall 2023 Karate Classes	
Nicor Gas	7,602.61	Gas Service for various facilities	
Play-Well TEKologies	7,250.87	Lego Classes Fall 2023	
CDW GOVT #NT44777	7,152.22	Equipment for various facilities	Y
Haeger Engineering	7,055.81	Topographic Survey- Langdon Park	
On-The-Go Sports Inc	7,007.00	2024-Winter 1 Non-Contact Football	
Sportskids Inc	6,896.05	Winter Break Camps 2024	
Amazon	2,837.77	Program supplies	Y
Amazon	1,675.49	Office supplies	Y
Amazon	1,540.77	Equipment and repair supplies	Y
Amazon	521.86	Facility supplies	Y
Amazon	199.61	Coffee bar supplies	Y
Reinders Inc	5,941.59	Equipment	
WASTE MGMT WM EZPAY	5,347.15	All Buildings - Trash/recycling	Y
Shamrock Fire Protection	5,220.00	Golf- Emergency Fire Sprinkler System Repairs	
Total	771,872.78		
Other Sundry Services/Products	156,532.85	Details on following page	
Total Voucher List	928,405.63		
Payroll Transfers			
	2/9/2024	398,068.07	
	2/23/2024	396,791.55	
Total Payroll Transfers		794,859.62	
Total Vouchers and Transfers		1,723,265.25	

6,775.50

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 03/11/2024

Vendor Name	Amount	Type of Service/Products	Y
1ST AYD Corp	428.39	Battery Protection/Terminal Cleaner,Glass Cleaner	
24HOURWRISTBANDS.COM	816.00	Daily Wristbands	Y
360TRAINING.COM	20.00	West Park Shop - Mechanic training	Y
A & J Sewer Service	357.50	Golf- Restaurant Pump Grease Trap	
A-1 Roofing Co	1,486.00	Golf- leak/Roof Repairs	
AAA Lock & Key	64.85	Parks- Locks/Supplies	
AAA Lock & Key	11.00	Golf- Locks/Supplies	
Able Engravers	284.90	Parks- Plaques (Geisler)	
Able Engravers	284.90	Parks-Plaque (Peter Challinor)	
ADOBE *STOCK	29.99	One month subscription to stock image service	Y
Aerex Pest Control Services	210.00	CRC Pest Control (Jan 2024)	
Aerex Pest Control Services	210.00	CRC Pest Control (Feb 2024)	
AFLAC	1,130.26	Employee Contributions	
ALL STAR PRO GOLF	412.91	Pencils	Y
AMAZON WEB SERVICES	207.12	Website Hosting	Y
ANDERSON LOCK CO	2,370.73	Parks - Key System Project	Y
ANDERSON LOCK CO	1,788.73	Paddle - Implementation Project Locks	Y
APPLE.COM/BILL	2.99	West Park - K. Solberg/phone supply	Y
AQUALAB Water Treatment	245.00	Ice- Water Treatment for Cooling Tower	
AQUALAB Water Treatment	245.00	Ice- Water Treatment for Cooling Tower	
AT&T	3,448.81	Data & Voice Network Charges for WPD	
AT&T	504.75	Business Internet for All Facilities	
AT&T	476.39	Phone Charges for Park District	
AZTEC SUPPLY CORPORATI	261.24	All Buildings - Urinal screens	Y
BARTLETT MANUFACTURING	624.87	Parks - Tree work supplies	Y
Bass/Schuler Entertainment	1,000.00	Deposit-Block Party Band Performance Maggie Speaks	
BerryDunn	4,940.38	Parks & Play Comprehensive & Strategic Plan Dec 23	
BIL*J3 EVENTS, INC.	100.00	Deposit fee for 2024 July 5K timing company	Y
BOWLERO BUFFALO GRV	449.70	Winter Break Camp Field Trip	Y
Brady Industries of Illinois LLC	3,656.83	Building Supplies-CRC,Ice,Centennial, West Park	
Brady Industries of Illinois LLC	72.00	CRC- Fitness/Building Supplies	
Brady Industries of Illinois LLC	47.75	CRC- Building Supplies	
Broadway In Chicago, LLC	1,295.00	SIX Show Final Payment	
Bundy, Doug	238.95	Lodging- IAPD/IPRA State Conference	
Bushnell Outdoor Products	53.50	Ice- Mechanical Repairs	
CANLAN LIBERTYVILLE	299.00	Winter Break Camp Field Trip	Y
Certified Laboratories Division	219.45	West Park- All Vehicles Ice Spray	
CERTIFYME.NET	149.00	West Park Shop - P. Balon Forklift cert.	Y
Chris Riegel	1,298.00	Equipment supplies	
CINTAS CORP	115.86	West Park - Cabinet supplies	Y
CINTAS CORP	44.30	Paddle - Cabinet supplies	Y
Cintas First Aid & Safety	95.24	First Aid Supplies	
COMCAST BUSINESS	484.39	Comcast Phone	Y
COMCAST CHICAGO	481.03	Fitness TV	Y
COMCAST CHICAGO	243.00	Golf TV	Y
COMCAST CHICAGO	206.49	Mallinckrodt Internet & TV	Y
COMCAST CHICAGO	193.35	CRC Internet	Y
COMCAST CHICAGO	175.60	Lakeview Wireless	Y
COMCAST CHICAGO	168.10	Paddle Tennis TV	Y
COMCAST CHICAGO	132.40	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	91.38	Admin TV	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	25.71	Electric Service- Thornwood	
CONNEXION	2,043.00	LED - Light upgrades	Y
CONNEXION	79.98	CRC - Lighting	Y
CUMMINS CSSNA - EV	1,539.14	Pool Equipment Maintenance	Y
CUTLER WORKWEAR	106.39	Parks - FT employee D. Murphy uniform supplies	Y
Daniel C. Reamer	2,597.50	2024 Winter Adult Basketball Official Fee 1st Half	
DELICIOUS UNLIMITED CO	893.00	Full Day Catered Snack	Y

DELICIOUS UNLIMITED CO	382.71	Half Day Catered Snack	Y
DIRECT FITNESS Solutio	286.46	Equipment Repairs	Y
Direct Fitness Solutions LLC	1,298.24	Equipment Repairs	
DOLLAR TREE	60.00	Nutcracker props	Y
DOUBLETREE BY HILTON B	441.28	Parks - Irrigation training hotel room	Y
DTN	528.00	Quarterly Weather Detection Charge	Y
DUO*COM	720.00	MFA Software	Y
EIG*CONSTANTCONTACT.CO	429.00	Monthly fee for online eblast/enewsletter tool	Y
ELITE SPORTSWEAR	311.74	Dance team props	Y
ELMWOOD SUPPLY CO INC	341.88	Golf - Water heater repairs	Y
ERANGE INC	900.00	2024 Driving Range Software Annual Fee	Y
Everbrite Investment Company	309.00	Repair of Scoreboard	
EZCATERLOU MALNATIS P	138.71	Appreciation dinner	Y
FASTSIGNS 100101	710.72	Center Fitness Club membership trifolds	Y
FASTSIGNS 100101	320.26	Center Fitness Club policy signs	Y
Fastsigns-Morton Grove	615.40	West Park- Garden (4 signs)	
Fastsigns-Morton Grove	55.91	Personalized Office Supplies- Emory	
Fastsigns-Morton Grove	52.41	Personalized Office Supplies- Gonzalez	
FOX VALLEY FIRE AND SA	154.80	Golf - Fire alarm radio lease	Y
FOX VALLEY FIRE AND SA	150.00	CPF - Fire alarm radio lease	Y
FOX VALLEY FIRE AND SA	150.00	Gillson - Maint building fire alarm radio lease	Y
FOX VALLEY FIRE AND SA	55.00	West Park - Fire alarm radio lease	Y
FS *BRIGHTPOD.COM	99.00	Marketing project sharing software	Y
GDP*ROJEN COMPANY	155.45	Tennis - Thermostat repairs	Y
GEMPLERS	117.24	Parks - PPE for pesticide applications	Y
Gewalt Hamilton Assoc., Inc	2,072.00	CPF- Bathroom & Drainage	
Gewalt Hamilton Assoc., Inc	1,250.00	CPF- Bathroom & Drainage	
Gewalt Hamilton Assoc., Inc	649.00	West Park- Paddleball Courts Project	
GOLF COURSE SUPERINTEN	1,045.00	Superintendent 2024 Conference Education	Y
GOLF COURSE SUPERINTEN	990.00	2024 Conference Education	Y
GOLF COURSE SUPERINTEN	465.00	2024 GCSAA Superintendent Dues	Y
GOLF COURSE SUPERINTEN	240.00	2024 Assistant Superintendent Dues	Y
Gomez III, David Wycoff	40.80	January 2024 Mileage	
GOODE & FRESH PIZZA BA	161.00	Full Day Pizza Order	Y
GOODE & FRESH PIZZA BA	69.00	Half Day Pizza Order	Y
GOODE & FRESH PIZZA BA	1.00	Deferred order charge for Pizza	Y
Graf Tree Care Inc	1,995.00	Gillson- Tree Preservation Plan/Gillson Roadway	
GRAINGER	1,073.93	Ice - New drinking fountain	Y
GRAINGER	338.28	West Park - Furniture	Y
GRAINGER	135.52	Paddle - Metal hooks	Y
GRAINGER	125.78	CRC - Plumbing repairs	Y
GRAINGER	98.08	CRC - Building repairs	Y
GRAINGER	56.91	Ice - Plumbing repairs	Y
GRAINGER	42.57	CRC - Equipment supplies/gym	Y
GRAINGER	24.52	Pool - Floors	Y
GRAINGER	20.16	CRC - Boiler repair part	Y
GRANT PROFESSIONALS	299.00	Parks - Parks planner training	Y
GROOT INDUSTRIES INCOR	333.00	All Buildings - Trash/recycling	Y
HAIGES MACHINERY	245.00	Laundry machine repairs	Y
HAIGES MACHINERY, INC.	458.36	Laundry machine repairs	Y
Halloran Power Equipment	495.12	Parks- Gravely Mower Repairs/Snow Machine Parts	
Harvey Jr., David Anthony	880.00	Astronomy Classes Late Fall 2023	
Heartland Business Systems, LLC	408.00	M365 Monthly User License	
HOLIDAYGOO, INC	1,074.00	Pre-filled Easter Eggs	
HOMEDEPOT.COM	830.24	West Park - Break-room building repairs	Y
HOMEDEPOT.COM	391.92	West Park - WP Improvement Project	Y
HOMEDEPOT.COM	39.46	West Park - Building repairs	Y
HOMEDEPOT.COM	19.97	West Park - Equipment supplies	Y
HTL*SABLEATNAVYPiE	207.30	Hotel expense for coaches at Windy City Invite	Y
IDLEWOOD ELECTRIC SUPP	303.20	Paddle - Electrical repairs	Y
IDLEWOOD ELECTRIC SUPP	170.23	Lakeview - Electrical repairs	Y
IDLEWOOD ELECTRIC SUPP	99.60	CRC - Light bulbs	Y
IDLEWOOD ELECTRIC SUPP	61.47	Golf - Lighting	Y
IL TOLLWAY-WEB	18.10	CRC - Tollway charges	Y
ILCA	900.00	Parks - Parks employee landscape show	Y
ILCA	30.00	Parks - Parks staff landscape show pass	Y
ILIPRA.ORG	315.00	Job Posting - Recreation General Manager	Y
ILIPRA.ORG	315.00	Job Posting - Recreation Supervisor - CFA	Y
ILIPRA.ORG	165.00	Job Posting - Customer Service Lakefront	Y
ILIPRA.ORG	165.00	Job Posting - Recreation Supervisor - Sports	Y
Ill. Dept. of Revenue	578.00	01/24 Sales Tax	
ILLINOIS ASSOCIATION O	165.00	2024 IPRA Conference Fee	Y
ILLINOIS ASSOCIATION O	140.00	Updated 2024 IAPD Registration for C Heafy	Y
ILLINOIS ASSOCIATION O	85.00	2024 IPRA conference session - Moser	Y
ILLINOIS ASSOCIATION O	50.00	Awards luncheon table reservation IAPD 2024	Y
ILLINOIS ASSOCIATION O	(285.00)	Refund 2024 IAPD Conf Reg - A Valett	Y
ILLINOIS ASSOCIATION O	(285.00)	Refund 2024 IAPD Conf Reg - M Jayne	Y
Illinois Dept Of Agriculture	10.00	Parks- K.Robinson Pest Control App License Renewal	

ILLINOIS PGATOURNAMENT	165.00	2024 PGA Training - Hyland	Y
IN *GNXCOR USA INC	225.00	Maintenance Care Software	Y
IN *NEHAMASHOTS	55.00	Dance team photos	Y
IN *STITCH MINE CUSTOM	390.56	Administrative Staff Apparel - D Merrill	Y
INTELLA PARTS CO LLC	443.11	Golf - Building repairs	Y
Interstate Battery System of North Chicago	142.28	Tractor Battery	
IPRA* INV-33108	265.00	2024 IPRA dues - Koclanes	Y
ISTOCKPHOTO	205.78	Monthly Fee for online stock image service	Y
IUBL CONFERENCE WEB	280.00	Parks - Great lakes training conference	Y
IUBL CONFERENCE WEB	280.00	Parks -Great lakes training conference	Y
IUBL CONFERENCE WEB	280.00	West Park - Bldgs. Great lakes training	Y
JAMF SOFTWARE, LLC	168.00	Apple Mobile Device Management	Y
JEWEL OSCO 3465	32.94	2024 Pop-Up Snow Day event supplies	Y
JOHN WEISS ACE HDWE	64.97	West Park - Building repairs/railing	Y
JOHN WEISS ACE HDWE	46.63	Pool - Equip supplies/Co2 holder	Y
JOHN WEISS ACE HDWE	19.98	Pool - Building repairs/surge pit	Y
JOHN WEISS ACE HDWE	18.98	West Park - Break room supplies	Y
JOHN WEISS ACE HDWE	3.90	West Park - Handrail part	Y
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	
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	
JUMP ZONE	188.00	Winter Break Camp Field Trip	Y
Kone Inc	531.60	Golf- Elevator Repair	
Kone Inc	285.01	Golf- Elevator Repair	
Konica Minolta Business Solutions	473.02	Copier Usage- Pool/Ice/Golf	
Konica Minolta Business Solutions	149.45	Copier Usage- Fitness/Tennis/Gillson/Lakeview	
Konica Minolta Business Solutions	101.99	Copier Usage- Mallinckrodt	
Konica Minolta Business Solutions	52.73	Copier Usage- Ice	
Konica Minolta Business Solutions	9.02	Copier Usage- CRC-Early Child	
Konica Minolta Premier Finance	2,815.52	Copier Lease- Various Areas	
LA ROSA PIZZA	135.20	Team Staff Holiday function	Y
LEARN TO SKATE USA	18.50	Membership dues	Y
LEGOLAND DISCOVERY CEN	914.39	School Day Off Field Trip	Y
LOWES #01748*	81.96	Trash cans	Y
LOWES #02728*	410.60	Parks - Grounds supplies/peat moss	Y
LOWES #02728*	68.66	Pool - Cleaning supplies	Y
Lowe's Commercial Account	1,088.66	CRC- New Floor (room 106)	
M.A.T.I.S. Parts & Equip	1,516.11	Parks & West Park Shop- Equipment Supplies	
Magic of Gary Kantor	177.10	Magic Class at CRC 02.01.2024	
Margolis, Alison	30.00	Reimbursement for Training on 02.26.202302.26.2023	
Margolis, Alison	30.00	Reimbursement or Training 9.18.2023	
Mary Kathleen Pope	600.00	Early Childhood/Early Childhood Teacher Speaker	
MASTER ATHLETICS	3,054.88	Goods for Resale	Y
ME-HOFFMAN EST-MICROS	328.23	Winter Break Camp Field Trip	Y
MENTIMETER BASIC	143.88	2024 Presentation Software Subscription	Y
Midwest Institute of Park Executives	160.00	Forestry Meeting/West Park/Parks/Bldgs	
MILLEN HARDWARE	175.49	Parks - Shop supplies	Y
MILLEN HARDWARE	61.19	Lakeview - Building repairs/pipe repair	Y
MILLEN HARDWARE	44.99	Lakeview - Building supplies	Y
MILLEN HARDWARE	37.76	Parks - Equipment supplies	Y
MILLEN HARDWARE	31.49	CRC step stool for cooking class	Y
MILLEN HARDWARE	21.74	West Park - Building repairs/break-room floor	Y
Millen T V Hardware	90.58	Miscellaneous Supplies	
Millen T V Hardware	77.88	Miscellaneous Supplies	
MIP V ONION PARENT LLC	1,032.00	CRC- Trash/Recycling Removal	
MIP V ONION PARENT LLC	1,032.00	CRC- Trash Removal/Recycling	
MIP V ONION PARENT LLC	1,006.00	Lakeview- Trash/Recycling Removal	
MIP V ONION PARENT LLC	640.00	Centennial- Trash/Recycling Removal	
MIP V ONION PARENT LLC	364.00	Gillson- Trash/Recycling Removal	
MIP V ONION PARENT LLC	364.00	101 Lake Ave Trash Removal/Recycling	
MIP V ONION PARENT LLC	272.00	West Park- Trash/Recycling	
Mission Square Retirement (ICMA) - 457	2,138.55	Employee Contributions	
Mission Square Retirement (ICMA) - 457	2,104.52	Employee Contributions	
MURRAYS SPORTS-ECOMM	256.50	Cat trax caps	Y
Nadler Golf Car Sales, Inc	391.14	Board Computer Club Car	
NEW ENGLAND SPORTS SAL	63.17	Skate sharpening supplies	Y
North Shore Lawnsprinkler	2,827.50	Parks- CPF Winterize Irrigation System	
Northshore Omega	1,378.00	Annual Consortium Slots for 2024	
Oehlerking, MaryAnn	233.67	Travel Reimbursement 01/24	
Paddock Publications, Inc.	105.30	Published Legal Notice- Seal Coating Bid	
Paddock Publications, Inc.	74.25	Published Legal Notice- Pool Drain Cover Bid	
PANERA BREAD #600639 O	48.65	Lunch - FT position interviews	Y
PANERA BREAD #600721 P	23.38	Parks - Training video supplies	Y
PAPERLESS POST	58.00	Electronic invites - Employee Party	Y
PAPERLESS POST	35.00	Electronic invites - Employee Party	Y
PARK DISTRICT RISK MAN	150.00	PDRMA On-site Training	Y
PARTS TOWN, LLC	42.09	CRC - Fitness water cooler repairs	Y

PARTSTREE.COM	481.79	Park - Gravely snow brush	Y
PARTSTREE.COM	180.83	Parks - Gravely snowblowers skids	Y
PAYPAL *MAGCS INC MAGC	200.00	2024 MAGCS Association Dues	Y
PAYPAL *MIDWEST GRO MI	10.00	Parks - K. Robinson training webinar	Y
Pioneer Athletics	2,976.00	Parks- All Tennis Wind Screen Repairs	
Pitney Bowes Global Financial Services LLC	829.17	Admin Mail Machine - Lease/Rental	
PORTILLOS HOT DOGS #28	137.74	Parks - Staff lunch	Y
PORTILLOS HOT DOGS #28	82.25	Parks - Parks staff lunch	Y
Prairie Gymnastics Club	900.00	Level 4 & 5 State Meet 2024	
PRIME VIDEO *RT52R65Q1	3.99	School Day Off Movie	Y
Priority Entertainment	450.00	DJ Full Payment- Royal Ball 2024	
Public Communications Inc	937.50	Marketing& Communication Consulting Fees	
Record-A-Hit Inc	400.00	Photobooth Remaining Payment - Royal Ball 2024	
RELIABLE FIRE & SECURI	(50.16)	REFUND - Paddle	Y
Revels Turf and Tractor	592.48	John Deere Tractor Parts	
Revels Turf and Tractor	356.28	Belt for Wiedenmann Super 600	
Robbins Schwartz	780.47	P.T.A.B. Challenge Services	
Rock 'n' Kids, Inc.	901.00	Winter Classes- Session 1	
Rodriguez, Ubaldo	350.28	Travel Reimbursement 01/24	
ROUTE 12 TOOLS	192.34	Pool - Building repairs/core drill	Y
RUSSO POWER EQUIPMENT	773.90	Parks - PPE/safety	Y
RUSSO POWER EQUIPMENT	247.93	Parks - Tree work PPE safety	Y
RUSSO POWER EQUIPMENT	83.99	Parks - PPE safety	Y
SAFARI LAND	334.00	Winter Break Camp Field Trip	Y
SANGOMA US INC	150.80	District Fax Solution	Y
SFC Chicagoland LLC	3,864.00	Central Elementary 2023 Fall Session	
SKY HIGH NILES	100.00	School Day Off Field Trip	Y
Smith Group JJR LLC	2,580.00	Langdon Park Shoreline Stabilization	
SOUTHWES 5262241508328	318.96	Flight to 2024 Conference	Y
SOUTHWES 5262241508329	318.96	Flight to 2024 Conference	Y
SP AERIAL EQUIP PART	610.00	West Park - Building repairs	Y
SP FIREHOSESUPPLY	1,214.64	Parks - Equipment supplies/hoses	Y
SP FIREHOSESUPPLY	(442.42)	REFUND - Parks - Equipment supplies/hoses	Y
SP SWIMOUTLET.COM	115.00	Guard Visors	Y
SQ *LA ROSA PIZZA	94.80	Team Staff Holiday function	Y
SQ *THE LAWN	3,712.00	Paddle Match Catering	Y
SQ *THE LAWN	117.92	West Park - Staff meeting	Y
Sta-Kleen, Inc.	2,600.00	Pool-Cleaning of Coolers,Freezer,Walls,Floor	
Sta-Kleen, Inc.	525.00	Ice- Cleaning of Restaurant Hood/Motors/Panels	
Staples Advantage	503.86	Copier Paper for CRC	
Staples Advantage	245.50	Paper for Admin	
Staples Advantage	43.73	Pop for Admin	
Staples Advantage	35.99	Copy Paper for CRC	
STAPLS7623823813000001	85.73	West Park - Office supplies	Y
STATE CHEMIC*STATE CHE	238.61	CRC air care program	Y
STORKS PLOWS	505.85	Parks - Snowplow light assembly kits	Y
STORKS PLOWS	163.83	Parks - Snowplow hoses/inventory	Y
STORKS PLOWS	120.04	Parks - Snowplow hoses	Y
STORKS PLOWS	58.13	Parks - Snowplow lights module	Y
STORMYS TAVERN & GRILL	139.05	Paddle Staff Holiday Lunch	Y
Streaming It Productions	1,875.00	Video Taping - Ice Show 2024	
Taflove, Sylvia	265.00	Mah Jongg Lessons (8 students)	
Taflove, Sylvia	202.00	Canasta Lessons (6 students)	
Tebon's Gas Service	726.00	Ice- Propane	
Technology Mgt Rev Fund	450.00	Park District Wide Internet Service	
THAI INBOX-WILMETTE	145.00	Food for board meeting	Y
THE HOME DEPOT #1907	288.45	Golf - Golf Basement Project	Y
THE HOME DEPOT #1907	91.73	Golf - Building supplies/carpet cleaner	Y
THE HOME DEPOT #1907	87.12	West Park - Supplies	Y
THE HOME DEPOT #1907	84.84	West Park - Painting supplies	Y
THE HOME DEPOT #1907	54.79	Pool - Flooring	Y
THE HOME DEPOT #1907	41.36	Paddle - Coat hooks	Y
THE HOME DEPOT #1907	33.25	Golf - Plumbing repairs	Y
THE HOME DEPOT #1907	16.11	West Park - Break-room work	Y
THE HOME DEPOT #1981	39.46	West Park - Building repair supplies	Y
THE HOME DEPOT #1981	30.38	West Park - Building supplies	Y
THE HOME DEPOT #1987	360.37	West Park - Furniture supplies	Y
THE HOME DEPOT #1987	287.46	West Park - M. Marubio Furniture/supplies	Y
THE HOME DEPOT #1987	238.96	Parks - Equipment supplies/chargers	Y
THE HOME DEPOT #1987	147.97	Paddle - lighting repair supplies	Y
THE HOME DEPOT #1987	109.07	Parks - Equipment supplies	Y
THE HOME DEPOT #1987	90.10	West Park - Painting	Y
THE HOME DEPOT #1987	62.42	Lakeview - Cleaning/building supplies	Y
THE HOME DEPOT #1987	18.97	West Park - Tools/equipment supplies	Y
THE HOME DEPOT #1987	(29.97)	REFUND - West Park - Equipment supplies	Y
THE LIFEGUARD STORE, I	158.28	Guard Fanny and Easy Seals	Y
The Sherwin-Williams Co	551.30	Pool- Locker Room Floor Paint	
The Sherwin-Williams Co	217.16	CRC(Painting)/Pool(Floors)	

The Sherwin-Williams Co	199.78	Pool- Locker Room Floor Coating	
The Sherwin-Williams Co	85.09	Pool (locker rm flr coating)/West Park(bldg sup)	
The Sherwin-Williams Co	77.99	Admin Office- Paint	
THE UPS STORE 2808	46.36	Shipping costs for scoreboard controller repair	Y
Thermostat Acquisition Holdngs, LP	1,133.19	Ice- Emergency Compressor Repair	
TK Elevator	604.75	CRC- Elevator Maintenance	
Tribune Publishing Co LLC	52.60	Published Legal Notices	
Tri-State Cut Stone & Brick Co	26.85	Parks- Ground Supplies	
TST* BH - BLOOMINGTON	63.04	Parks - Irrigation training class supplies	Y
TST* MARCO ROMA	258.97	Tennis Women's Team Event	Y
TST* STACKED AND FOLDE	1,248.00	Paddle Match Catering	Y
ULINE *SHIP SUPPLIES	50.34	Cone cups for water fountain	Y
Upland Design LTD.	2,292.59	Gillson Park- Roadway Project	
VAL*POTAWATOMI INN	342.08	Parks - Training conference	Y
VAL*POTAWATOMI INN	171.04	West Park - Bldgs. training conference	Y
VC3, Inc.	1,298.00	Managed Backup Service	
Verizon Wireless	3,736.96	Cell Phone Service- Various Areas	
VOGUE FABRICS INC	41.76	Dance Supplies	Y
Wage Works	384.82	Flex Spending Account	
Wage Works	319.92	Flex Spending Account	
Wage Works	268.45	HC FSA Admin Fee	
Wage Works	40.00	Flex Spending Account	
WAL-MART #2816	8.79	Appreciation dinner	Y
WAL-MART #2816	5.84	Appreciation dinner	Y
Walsh Marine Products, Inc	883.00	Equipment Supplies No Boat Buoys	
WAVE - *CNSWPL	3,037.50	Paddle Match Catering	Y
WHENIWORK.COM	81.25	When I Work Subscription Fee, Centennial	Y
WHENIWORK.COM	81.25	When I Work Subscription Fee, CRC	Y
WONDERIDEA - FLIPHTML5	35.00	Monthly Fee for online digital flipbook service	Y
WWW.YOURCOURTS.COM	530.00	2024 Paddle Court Reservation Software	Y
YOUR ANSWERING SERVICE	30.49	CRC - Answering service	Y
YOUR ANSWERING SERVICE	30.49	Golf - Answering service	Y
YOURCOURTS SUBSCR	70.00	Tennis Reservation Software	Y
ZEP PRODUCTS	355.99	Cleaning supplies	Y
ZOOM.US 888-799-9666	111.93	Video Meeting Software	Y
ZSK*CE ACTION TERRIT P	685.51	Winter Break Camp Field Trip	Y
ZSK*CE ENCHANTED CSTL	549.70	Winter Break Camp Field Trip	Y
Zun, Rachel	124.98	Reissue 6.30.2023 Net Pay	
Zun, Rachel	66.43	Reissue 7.28.2023 Net Pay	
Zun, Rachel	66.42	Reissue 7.14.2023	

Y - Paid with PCard

156,532.85

From: Mary Shea <shea735@aol.com>
Sent: Wednesday, March 6, 2024 3:58 PM
To: Kara Kosloskus
Cc: Julia Goebel; Patrick Duffy; Patrick Lahey; Allison Frazier; Mike Murdock; Cecilia Clarke
Subject: [External] Fw: Gillson plans - tree advocacy

Dear Kara, I realize you have a lot of considerations at the moment, including the departure of Mr. Wozney who has done such a marvelous job at the beach during his tenure. However resolution of the Gillson plan should be not be rushed to completion just because it has taken a long time to reach this point. The recent iteration created by Mr. Wilson to correctly protect the Sheridan Shores landscape is not sufficient to justify the 7 1/2ft. widening of Harbor Drive and the destruction of trees all the way to the Overlook. Gillson is the widely acknowledged treasure of our community.

I write to advocate for a more robust tree protection policy at Gillson. Sadly two of the largest most majestic trees in the park were removed last year. One had reportedly had been struck by lightning and was unfortunately in the middle of the lawn so jealously guarded for field sports rentals. It appeared to be perfectly healthy. The other was a gigantic cottonwood whose removal rather than remediation resulted in surface water build up in the area where the tree had existed. After a rain ducks swim in the ponds resulting from this loss.

At the 2/26 COW meeting Smith Group presented a plan for Langdon which described the damage and premature death to a large oak tree construction trucks would cause if the entrance were to be adjusted. It was announced that another tree adjacent to the path will be lost. The Board seemed to be in favor of saving the Oak tree and understood the apparently unavoidable loss of the tree so close to the path.

The latest iteration of the plan for Harbor Drive and narrowing of Middle Drive will likewise threaten or kill the trees along both both roads. This is not a legacy this Board will be proud of. Residents value the trees which give Gillson its special character. This new plan for Harbor Drive will have additional concrete which residents have repeatedly said they do not want. Planting saplings over a period of ten years is not an adequate substitute for the mature trees lost for this unnecessary intervention and destruction of the historic circuit through the park. Smith Group has presented a permeable paving choice for Langdon. This too can be a solution for a gracious wider and appropriate pedestrian path that destroys no trees in the park.

At the February Board meeting it was stated that there would be a change to the Uplands landscape plan and "some trees would be removed near the beach to facilitate dune growth." Uplands has no knowledge of this change to their landscape plan. What trees will be removed? Where are they located? We were told at the Uplands presentation that the Cottonwoods are safe. Are they? Exactly what kind of help to the dunes need? Why wasn't the expertise of Uplands used in planning this intervention? Neither Michelle nor Kristi are aware of this announced "slight change".

The shade trees at the beach are an important feature that makes that area so

special. Further, there is no need to remove trees to facilitate the view at the beach. We all know the lake is there and can see it now.

I ask you to consider a denuded Gillson and urge you to consider your legacy and adherence to the Park District mission statement. Thank you for your attention.

Mary Shea

From: info@wilmetteparkfriends.org
Sent: Wednesday, March 6, 2024 3:52 PM
To: Commissioners
Cc: Dave Merrill; Kristi Solberg; Sheila Foy; Lindsay Thomas; Steve Wilson; Parks and Play; Public Comment
Subject: [External] Facilities Management and Data Collection

TO: Wilmette Park Commissioners & Staff

Dear #First#,

I know there have been various discussions already about dealing with the official opening/activation of the pickleball courts in Community Playfield, but I am concerned about the larger issue of collecting useful data to inform the decisions of the WPD Commissioners.

It is my belief that there is a need for the community-wide of an **electronic control system** that uses a combination of magnetic cards, key pads, fobs, etc. I believe that some of these systems are already in use for the pool and the beach, and possibly other areas.

My concern now is that without such a system installed quickly the WPD won't have **accurate, actionable data** to make the decisions that we all know will be needed this coming fall with regards to such issues as how many more pickleball courts are needed, indoor vs. outdoor; how many more tennis courts are needed, indoor vs. outdoor; where any such courts should be located in the village; and whether there is the need for an additional dog park, and whether the existing dog parks are being used appropriately by authorized users.

Such a system would also allow for automatic opening and closing of appropriate facilities during their approved hours. This is not rocket science. There are various widely used reservation systems from vendors (I found at least 10) such as **CourtReserve** that can be combined with control systems such as from **RemoteLock** or others.

Yes, one can muddle through with partial systems, but why not spend a modest amount of money for a more professional management system that would provide significantly more useful information to management and that could be used to guide future capital projects?

P.S.: Sorry for I will be in Nebraska watching the Sandhill Crane migration next week and not able to attend the Board meeting in person.

Contact:

Wilmette Park Friends

c/o Walter L. Keats
2514 Laurel Ln.
Wilmette, IL 60091
Tel: 847-256-7706
Emails: info@wilmetteparkfriends.org
walter.keats@gmail.com

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From: info@wilmetteparkfriends.org
Sent: Wednesday, March 6, 2024 10:26 AM
To: Friends
Cc: Public Comment
Subject: [External] Property Issues related to the WPD

TO: Wilmette Park Friends

Dear #First#,

I wanted to call your attention to various "land" issues related to the Wilmette Park District. Please remember that according to the Open Meetings Act (OMA) governmental units are allowed to discuss issues related to the purchase or sale of property in closed sessions. This is not to hide this information from "us", the residents, but to help preserve whatever negotiating leverage that unit might have. Unfortunately what tends to happen is that the only people who don't know when a governmental unit is looking into the purchase/sale of property (land), the "residents" tend to be the last ones to know.

In the spirit of letting at least those residents on the Wilmette Park Friends email list "know" a little more here are some recent developments.

1 - **Beth Hillel Bnai Emubnah Synagogue**, located at 3220 Big Tree Ln., in Wilmette (east of Edens, just north of Glenview Rd.) was recently put up for sale. At this point it appears that the WPD has made an offer to purchase the property (about 4.8 acres). This was disclosed this past week by the leadership of the congregation as the congregation had to vote on the offer (so all the congregants know about the offer). We don't know anything about the price, the timing, or whether it will actually take place, but the signs appear positive.

I will say that **in general I am in favor of the WPD acquiring additional land**, particularly park land, as this is the scarcest commodity in Wilmette. In addition the size of this property, about 4.8 acres, would be hard to find elsewhere in Wilmette. It is also located in an area along the frontage road and Edens Expressway with less homes surrounding it so that could be good if it gets used for outdoor activities.

In the normal course of events one would hope to have a well thought out plan for what is needed in the way of additional land and facilities and then look for an appropriate location. Unfortunately this is not how the real world works with regards to governmental projects. The WPD's current 5-year Capital Plan does contain lists of items that the "community", through surveys, etc., has indicated it would like to have. This came out during the ongoing Comprehensive Master Plan (CMP) study that is nearly complete. If this purchase goes through there will have to be more thinking and planning to determine the best use of the land. Some projects that have been floated in recent months, and most are in the CMP are an indoor pool, a new "rec center", additional racquet courts, indoor and/or outdoor, an additional skating rink, etc.

Another issue here is money. Where will the money come to purchase the land? It is possible that some of that can come from current funds and reserves, and also from a borrowing line that the WPD has (I have heard an estimate of about \$8 million to buy the property). I would think, however, that beyond just purchasing the property, getting funding for major changes/buildings, etc., would probably be large enough that a referendum might be required.

The next WPD Board Meeting is on Monday, March 11. We may possibly hear something then, but if they are still negotiating, we may not hear anything.

2 - A second issue that has been brewing for many years now is that the Village is interested in modernizing and expanding the **Wilmette Police Station**. It currently has about 20,000+ sq. ft. of space but is looking to expand that to as much as 60,000 sq. ft. This project is still in the planning/discussion stage but is something to keep an eye on. Presumably it might require a referendum, but since Wilmette is a "home rule" village, it may just be able to borrow the money or issue bonds.

My concern here is that the Police Station borders Howard Park, which is actually owned by the Village, not the WPD. I would not like to see "open land" in Howard Park get taken up to build a larger Police Station. If it needs to be expanded I would vote for building up or down, but not out.

3 - Amazingly a third issue has also risen to the surface now. **Avoca District 37** has put a referendum on this coming March 19th's ballot to authorize them to raise up to about \$89 million to build a new building next to Marie Murphy and abandon Avoca West (possibly selling it to the Glenview Park District). This would result in an "average" home (\$350,000 value) in that district paying a minimum of \$1,000 per year more in property taxes, with many homes paying significantly more.

Although I don't live in the Avoca District, **I would oppose this referendum**. It would seem to me that there are other options that do not appear to have been considered. One would be to dissolve the district and transfer the students to their respective community schools. Avoca consists of students from Wilmette, Glenview, Northfield and Winnetka who could/should be accommodated by their respective community schools.

As you may know Illinois has over 8,000 governmental units, more than any other state in the country. We need to do more consolidation, not more division. Consolidation would reduce duplicative staff positions and reduce the burdensome public pension liabilities we all face as a state.

I don't know (but could look it up if someone is interested) what the Avoca superintendents/principals make and will make in retirement, but I can tell you that the 2nd highest paid Illinois public pension retiree is the former superintendent of New Trier HS making over \$350,000 per year in retirement, plus I'm pretty sure he has a new job elsewhere also.

Avoca parents seem to be happy with the results the district turns out, but I don't think anyone can say that the neighboring districts will "hurt" their children's prospects. Are Wilmette and Winnetka schools so much worse than Avoca? The students will almost all end up at New Trier anyway. It certainly makes sense to me that children in Wilmette attend schools in the Wilmette school district, and children in the other communities attend schools in their community school districts.

I think we all have seen the slow but gradual decline in school enrollments also. Why spend \$80+ million for a new school as opposed to better utilizing the overall school inventory we currently have on the North Shore?

4 - The final issue relates to the former Hoffmann & Sons Greenhouse at the south end of Wilmette, along Ridge Road, at the boarder with Evanston. This former greenhouse has been closed for possibly two decades or more now. It is my understanding that the remaining Hoffman family members (the original settlers came from Trier!) have passed away in the last few years.

I have seen mention that the Hoffmann's set up a Hubert Hoffmann Memorial Prairie Garden and the Howard Higgins Nature Preserve for at least part of the land. I haven't been able to find them listed as non-profit organizations, so I'm not sure what their status is today. In driving by this week I didn't see any "signs of life" on the property, particularly the greenhouse area which is closed off with chain link fences and the old greenhouses are just moldering away there.

It would seem that given their designations by the family (unless this is just a tax situation) this might be something the WPD could facilitate (a conservation easement?) and help preserve as prairie/garden/park/nature preserve going forward to both sides satisfaction.

I know that above is a little off my normal "beat", but I hope you find it informative and helpful as these issues play out in the next few weeks and months.

Contact:

Wilmette Park Friends

c/o Walter L. Keats

2514 Laurel Ln.

Wilmette, IL 60091

Tel: 847-256-7706

Emails: info@wilmetteparkfriends.org
walter.keats@gmail.com

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Dear <>,

Best regards,

Walter

Wilmette Park Friends

c/o Walter L. Keats

2514 Laurel Ln.

Wilmette, IL 60091

Tel: 847-256-7706

Cell: 847-312-9528

Emails: info@wilmetteparkfriends.org
walter.keats@gmail.com

From: Vanessa Marti <vcmarti@yahoo.com>
Sent: Friday, March 1, 2024 11:52 AM
To: Kara Kosloskus; Patrick Duffy; Cecilia Clarke; Allison Frazier; Julia Goebel; Patrick Lahey; Mike Murdock; Public Comment; Steve Wilson
Subject: [External] addressing insufficient camp capacity for older kids

Good morning,

I am writing to follow up on my message below, as well as my prior messages to the Park District's public comment mailbox and to Mr. Steve Wilson (including those sent before the re-do registration date).

As noted below, I have written on several occasions to address the Wilmette Park District's insufficient capacity for full day camp options for older kids (rising seventh and eighth graders). Teen camp is the only full day camp available for this age group and is limited to only 25 spots. As you are aware, there are likely well over 800 students enrolled in Wilmette's junior high school in those grades. Not surprisingly, these 25 spots are inadequate to address families' needs for that age group and as a result Teen Camp is substantially overenrolled with all sections closed out and full waitlists. As someone who unfortunately received a very high number in the Park District's new "lottery" queue system for registration, I noted that some Teen Camp sections were full before I was even allowed to enter the registration system ten minutes after it opened at approximately 9:10 a.m. and likely all were full within minutes of that point. In addition, while I recognize there are always fewer camp options available for the later summer weeks, for older kids there is only one full day camp option available the week of August 5th (City Slickers) and that camp was restricted to only 12 spots. City Slickers is also overenrolled with a substantial wait list that exceeds twice the current capacity for that camp.

The Park District appears to have the ability to extend capacity for these camps for older kids. For example, one offering (an Arts in the Park Teen Camp offered in two-week sessions until 2:30 only and also offered Monday/Wednesday/Friday only) has not, to date, met its minimum enrollment requirements (and some sections have zero enrollment) further evidencing that families need a true full day option offered on a weekly basis, like the traditional Teen Camp, and other close to full day camps are not near the allocated capacity (such as Great Gillson, which was also capped this year to rising fifth graders, thus likely shifting rising sixth graders to the Teen Camp offering). There are also many shorter "activity" camps (offered to older kids but only a couple of hours) that are significantly under enrolled as compared to current capacity limits. I also observed that at some point during the week after the registration date, the Park District appears to have exceeded the current enrollment cap for some sections of Teen Camp. For instance, a number of weeks of Teen Camp now show enrollment of 26, rather than 25, but I do not know how the additional enrollments impacts children, like my son, who are currently on wait lists.

The Park District should reassess its camp offerings and reallocate resources in order to offer additional spots in the full day camp options for this underserved group of older kids. To that end, I hope that the Park District will address the unmet needs of residents, including those on wait lists, before using its additional capacity on camp spots for nonresidents.

Thank you for your consideration of these issues and I remain hopeful that the Park District will expand capacity for camps for older kids.

- Vanessa Heftman

----- Forwarded Message -----

From: Vanessa Marti <vcmarti@yahoo.com>
To: Public Comment <publiccomment@wilpark.org>
Cc: Mommy (Vanessa) <vcmarti@yahoo.com>
Sent: Saturday, February 24, 2024 at 12:32:39 PM CST
Subject: Insufficient camp capacity for older kids

I just completed the Park District's new registration process and I am reaching out again to confirm that teen camp was massively oversubscribed. After being randomly assigned a place in line well over 1000 (despite waiting at my computer starting at 8:30 am) I sat and waited for ten minutes before I was allowed to register. By the time I was let into the system, I was waitlisted for the first week of teen camp that I tried to register for (6/24). (I also noted that several of the very limited

spots for teen camp had already been filled before enrollment even began at 9:00 am). I see now that every week of teen camp is completely full to the point of the wait lists being closed out. I hope that the Park District will expand enrollment for teen camp, as it is the only true all day camp option offered for older kids.

Relatedly, it appears that the Park District overestimated demand for other camps (or shifted resources to new camp offerings) and underestimated the demand and need for Teen camp (again, the only full day camp option for older kids). As I had mentioned after the Park District's first registration attempt, the Park District capped Great Gillson at rising 5th graders, shifting rising 6th graders seeking an all day camp to Teen Camp. But the Park District appears to have reduced capacity for Teen Camp for this summer (to only 25/week) despite increasing the demand. In addition, the new "arts in the park" teen camp option (offered for a shorter day, or for only partial weeks, and only in two week blocks) appears to have been significantly underenrolled (some sessions with zero enrollment when I last checked) - again, showing the need and demand is for a full day Teen Camp option that is offered by the week. I know of other families that were unsuccessful in enrolling any camps for their children.

Also with respect to the very limited options for older kids, the city slickers camp (the only full day camp offered for older kids the week of August 5) had a total of 12 spots available, some of which were already filled before enrollment even opened at 9:00. I was informed by a friend that this camp was already on a wait list before I was even admitted to the enrollment system (due to my randomly assigned queue number of well over 1000) and I was unable to even add my son's name to the waitlist for that camp.

I recognize that the Park District is trying to figure out how to best manage this system, but while the new technology may have worked, the new system (essentially a lottery based on queue placement) fails to meet the needs of the families who lost the lottery. I hope the Park District will reevaluate where the need is for families, including for older kids, and increase camp enrollment and options to accommodate more families.

Thank you for your attention to this issue.

- Vanessa Heftman

Sent from my iPhone

> On Feb 6, 2024, at 2:06 PM, Public Comment <publiccomment@wilpark.org> wrote:

> Your email has been received.

>

> Per our Written Communication and Correspondence Policy, if we have received your message more than two (2) business days prior to a meeting, it will be included in that particular packet. Written communications received after that time will be included in the subsequent Board/Committee meeting packet. Please view our current policies at:

<https://wilmettepark.org/policies-ordinances-disclaimers/>

>

> Thank you,

> Wilmette Park District

From: Rob and Rebecca Toton <rrtoton@gmail.com>
Sent: Saturday, February 24, 2024 1:00 PM
To: Public Comment
Subject: [External] Wilmette Park District resident feedback

Wilmette Park District Board,

Is there a limit to what percentage employees' children can take of camps? How is it fair to allow children of employees to register for a camp leaving only 7 spots for thousands of residents? Why would you provide approval for this for a small camp (max enrollment of 12)? The camp isn't even run by the park district- it's run by a 3rd party (Sticky Fingers). After the nightmare registration process in December and then again earlier this month as well as this morning, we are very surprised you would provide approval for something like this. Please explain.

Rebecca Toton

----- Forwarded message -----

From: Wilmette Park District <registration@wilpark.org>
Date: Sat, Feb 24, 2024 at 8:44 AM
Subject: Spots Filled Already
To: rrtoton@gmail.com <rrtoton@gmail.com>
Cc: Steve Wilson <swilson@wilpark.org>

The spots already taken are for employees children. This was approved by the Park Board. Thank you.

Megan Moser

Customer Service Supervisor

Wilmette Park District

Phone 847-256-6100

Fax 847-256-0739

www.wilmettepark.org

From: wilmetteparkdistrict@rectrac.com <wilmetteparkdistrict@rectrac.com>
Sent: Saturday, February 24, 2024 8:40 AM
To: Wilmette Park District <registration@wilpark.org>
Subject: [External] WebTrac Comments

This WebTrac customer has sent a message for your consideration:

Name: Rebecca Toton

Household ID: 49312

Please reply via: Email

Email Address: rrtoton@gmail.com

Phone Number: (773)450-0523

Comments: Camp 625373-02 (sticky fingers) s already over 40% filled leaving only 7 spots left. It's not even 9am. How is this so?

DO NOT REPLY TO THIS MESSAGE. This is an automated email sent to you by the WebTrac system.

From: Vanessa Marti <vcmarti@yahoo.com>
Sent: Saturday, February 24, 2024 12:32 PM
To: Public Comment
Cc: Mommy (Vanessa)
Subject: [External] Insufficient camp capacity for older kids

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Thank you for your attention to this issue.

- Vanessa Heftman

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>
> Thank you,
> Wilmette Park District

Michelle Parson

From: Rucha Patel <ruchapatel327@gmail.com>
Sent: Saturday, February 24, 2024 10:46 AM
To: Patrick Lahey; Public Comment
Subject: [External] Camp registration 2.0

This system still isn't a good one. You wait in a lobby while people sign up and things sell out. This was UNSUCCESSFUL and stressful and people don't want to support your camps! Thats what I'm hearing from friends. "This is the last time I register with Wilmette park district "

By the time I got in 7 minutes later. Everything I wanted. Which was THREE things. Was waitlisted. Are you kidding me?!! There HAS to be a better way. 5 years ago I had zero issue registering my kids. This has gotten more and more awful as the years have gone on. Why would you limit Great Gilson camp to grade 5. Why not keep it to 8th grade. Many kids LOVED that camp as they got older. By doing this you overflowed Teen camp bc it left NO option for the 6-8 grades. Now I can't get into TEEN camp for my child. This was such poor planning this year and parents are not happy. I hope my kids get in to camp otherwise I have ZERO option for them for the first time in 5 summers. I ALWAYS choose WPD for my kids camps bc of their friends and their hometown. This is so so FRUSTRATING and it seems you all aren't LISTENING. Do better.
- Rucha Patel



DIRECTOR'S REPORT

March 2024

PROJECT PARKS AND PLAY

The planning process continues between the consultants and staff as follow up to the last Committee of the Whole meeting where the draft of the Strategic Plan was discussed. Externally, it is time for the next phase of public input. The social pinpoint website will be activated this weekend allowing members of the public to provide input in various ways, including a new survey. Unlike the last survey which was conducted in a statistically valid method by an outside surveying company, this survey was developed by our consultants and is seeking more input on the topics identified in the statistically valid survey that the community expressed the most interest in. In addition to the website and survey, there will be a Town Hall next week on March 14th from 6 pm to 8 pm at the Community Recreation Center. The event will begin with a presentation by the consulting team and then consultants and staff will be available to answer questions and to take input and feedback from those in attendance.

SUMMER CAMP REGISTRATION

At last month's meeting of the Board of Park Commissioners, I spoke about the technical difficulties we incurred on February 6th and the measures we were taking to prevent similar outcomes moving forward. On February 24th, the District held resident camp registration again and experienced no technical difficulties. This was largely due to implementing a Virtual Lobby that would randomize all people on the webpage prior to the start of registration, and then allowing users out of the Lobby in waves to prevent overwhelming the software. In 13 minutes, over 1,400 users passed through the Lobby and entered the registration software. After the 13 minute mark, there was no need for the Lobby and it was discontinued. The Lobby will be used at the start of all major registrations and is monitored by District IT staff along with the registration software company as the software is now hosted externally with them.

Again, we would like to apologize to the community and specifically our camp families for the frustration caused by the difficulties of February 6. We will continue to look for ways to improve the registration process to improve customer experience, along with work to provide the recreational activities to try and best meet the demand of the community. With those two sentiments in mind, please be on the lookout over the next month for opportunities to participate in consultant facilitated focus groups on April 18th regarding registration, which will then be followed up by a community-wide survey on the topic so we can get as much input as possible from the residents.

BID CONSIDERATION – APPAREL

Under New Business is the consideration of the approval of bids for district apparel. This is an annual bid that is a combination of participant apparel such as camp shirts, staff apparel such as uniforms, and uniforms for various sports leagues. Attached to this report you will find a bid recommendation totaling \$75,751.10 across 76 different items of apparel. For comparison purposes, the bid results in 2023 totaled \$82,212.06 across 80 different items of apparel.

Attachments

- 1) **Bid Recommendation for 2024 Apparel**
- 2) **Parks and Planning Department Report**
- 3) **Recreation/Facilities Department Report**
- 4) **Operations Report**
- 5) **General Administration Operation Report**

Memorandum



Date: March 6, 2024

To: Board of Park Commissioners;
Commissioner Kara Kosloskus, President
Commissioner Patrick Duffy, Vice President
Commissioner Cecilia Clarke
Commissioner Allison Frazier
Commissioner Julia Goebel
Commissioner Patrick Lahey
Commissioner Michael Murdock

From: Doug Bundy, Recreation Administrative Specialist

cc: Steve Wilson, Executive Director
Dave Merrill, Superintendent of Recreation

Re: Summer Apparel Bid Recommendation Sheet

Information regarding the summer apparel bid was included in the January 25 edition of Wilmette Life, posted on the district's website, and sent directly to 33 vendors via email.

8 vendors submitted bids prior to the February 28 deadline. A bid recommendation sheet is attached for your consideration.

Staff recommend approval of bids from:

Anchorfish Printing	9 items	\$8,024.36
ArtRageous	14 items	\$4,714.40
Bienali Promotions	1 item	\$91.20
Edward Ark Teez	4 items	\$12,559.27
Riddell	2 items	\$2,375.00
Sunburst Sportswear	28 items	\$17,733.46
Topnotch Silkscreening	18 items	\$30,253.41

Wilmette Park District

Bid Recommendation Sheet



Facility / Location: Recreation Department Summer Programs

Fiscal Year: 2024

- I. Item(s) / Work Bid:** 76 apparel items
- II. Legal Notice Published:** January 25, 2024
- III. Bid Opening:** February 28, 2024 at 10:00 a.m.

- | | |
|---------------------------------|-----------------|
| IV. Bid Requirements: | Status: |
| A. Affidavit of Experience | Submitted (8/8) |
| B. List of Subs | Not Applicable |
| C. Certificates and Signatures | Submitted (8/8) |
| D. Certification of Eligibility | Submitted (8/8) |

V. Contractors who received Bid Plans and/or Specifications:

Bid information was posted on the Wilmette Park District website, advertised in the Chicago Tribune, and sent directly to the following vendors:

<u>Vendor</u>	<u>Bid</u>	<u>Vendor</u>	<u>Bid</u>
Added Incentives	No	Peerless	No
American Outfitters	No	Player Sports	No
Anchorfish Printing	Yes	Rasenick's	No
Arena Sports	No	Rocco Shirts Chicago	No
ArtRageous	Yes	Score	No
EmbroidMe	No	Stitch by Stitch, Inc.	No
Evanston Printables	No	Sun Protection Zone	No
Excel Screen Printing	No	Sunburst Sportswear	Yes
Garvey's Office Products	No	Team Sports Pro	No
Hartwell	No	Tom Fritts	No
HumanKIND	No	Topnotch Silkscreening	Yes
J.C. Sports	No	T-Shirts.com	No
Johnny D Tees	No	Warehouse Direct	No
K&M Team Outfitters	No	Windy City	No
Marathon Sportswear	No	World of Promotions	No
Origin Brand Merch	No	YBA Shirts	No
Paramount Company	No		

VI. Recommended Awardees:

A. Topnotch Silkscreening	18 items	\$30,253.41
B. Sunburst Sportswear	28 items	\$17,733.46
C. Edward Ark Teez	04 items	\$12,559.27
D. Anchorfish Printing	09 items	\$8,024.36
E. ArtRageous	14 items	\$4,714.40
F. Riddell	02 items	\$2,375.00
G. Bienali Promotions	01 items	\$91.20

Item(s) / Work: Supply apparel items for summer programming, per specifications

Did low bidder meet all requirements? Yes

VII. Budget / Cost Comparison:

<u>Project Name</u>	<u>Bid Result Amount</u>
Summer Apparel	\$75,751.10

** Summer apparel bid items will be purchased using 42 different recreation department accounts, including camps, aquatics, and operations.*

VIII. Approvals:

Staff member making recommendation: Doug Bundy, Recreation Administrative Specialist

Approved by Park Board of Commissioners:

(Date)

Sold To:
Wilmette Park District - CU00489307
1200 Wilmette Ave
Wilmette, IL 60091-2721

Bill To:
Wilmette Park District - CU00489307
1200 Wilmette Ave
Wilmette, IL 60091-2721

Certificate of Publication:

Order Number: 7571363
Purchase Order:

State of Illinois - Cook

Chicago Tribune Media Group does hereby certify that it is the publisher of the Wilmette Life. The Wilmette Life is a secular newspaper, has been continuously published Weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Wilmette, Township of New Trier, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 IL CS 5/5.

This is to certify that a notice, a true copy of which is attached, was published 1 time(s) in the Wilmette Life, namely one time per week or on 1 successive weeks. The first publication of the notice was made in the newspaper, dated and published on 1/25/2024, and the last publication of the notice was made in the newspaper dated and published on 1/25/2024.

This notice was also placed on a statewide public notice website as required by 715 ILCS 5/2. 1.

PUBLICATION DATES: **Jan 25, 2024.**

Wilmette Life

In witness, an authorized agent of The Chicago Tribune Media Group has signed this certificate executed in Chicago, Illinois on this

26th Day of January, 2024, by

Chicago Tribune Media Group



Jeremy Gates

NOTICE OF BIDDING

Bid 2024 Summer Apparel

Notice is hereby given that the Wilmette Park District is accepting bids for summer apparel. Bid specifications are available at <https://www.wilmettepark.org/bids-and-rfps> or at 1200 Wilmette Ave, Wilmette, IL 60091 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.

Bids will be received until **Wednesday, February 28, 2024 at 10:00 a.m.** at which time the bids will be opened and publicly read. All bids must be submitted in a sealed envelope marked "**Sealed Bid - 2024 Wilmette Park District Summer Apparel**" and addressed to **Doug Bundy, Administrative Specialist, 1200 Wilmette Ave, Wilmette, IL 60091.**

No bids may be withdrawn without the written consent of the Wilmette Park District. Only bids in compliance with the provisions of the Bid Documents will be considered. Bids will be considered firm for a period of ninety (90) days. The Wilmette Park District reserves the right to reject any or all bids and to waive any technicalities in the bidding if it should be deemed in the public's best interest. These Bidders will comply with **all prevailing wage requirements**; therefore bidders shall pay prevailing wages accordingly as detailed in Illinois Prevailing Wage Act, 820 ILCS 130/0.01 et seq. Details found at Wilmette Park District website: <https://www.wilmettepark.org/bids-and-rfps>

The Board of Park Commissioners of the Wilmette Park District, Cook County, Illinois reserves the right to reject any or all bids or portions thereof.

Please direct questions to Doug Bundy, Administrative Specialist: dbundy@wilpark.org or 847-256-9603.
1/25/2024 7571363



Memorandum

Date: March 11th, 2024
To: Board of Commissioners
From: Kristi Solberg
Cc: Steve Wilson
Re: March Board Report

Parks and Planning

Gillson- Staff began working with Midwest Grows Green (MGG) in October of 2023 to develop a management plan for an invasive weed-lesser celandine-at Gillson Park. Staff met with MGG on Monday February 12th to discuss their recommendations for the next 3-5 years. During that meeting, staff were awarded a \$5,000 grant to help offset the cost associated with the plan. Staff will use this money to contract out some of the work but most of the work will be completed in-house. We will utilize a “toolkit” which consists of chemical and non-chemical methods and a focus on different mowing practices to prevent the spread of the weed. Scouting for the weed has already begun, due to the mild temperatures in late January/early February. In late February, a contractor was onsite to perform a flaming treatment within the turf areas. This treatment utilizes heat to denature the lesser celandine plant cells. This treatment should bolster the effectiveness of future organic and synthetic herbicide applications by preventing lesser celandine reproduction and spread in the park. Park District staff began organic and synthetic herbicide applications within the park the week of March 4th.



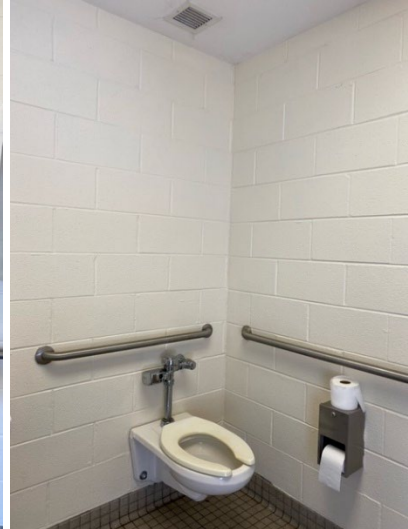
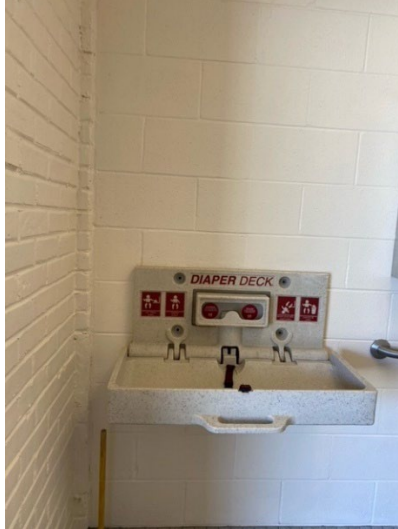
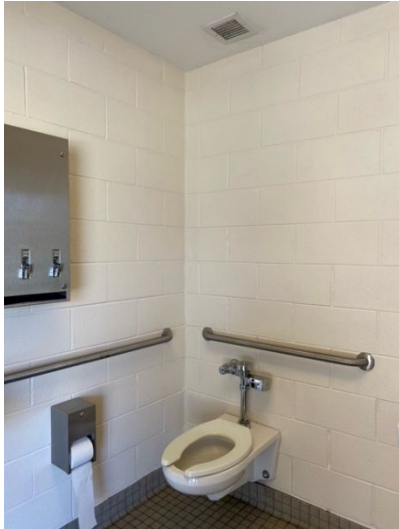
Fleet- Staff accepted delivery of the Department's 4th battery powered zero turn mower.



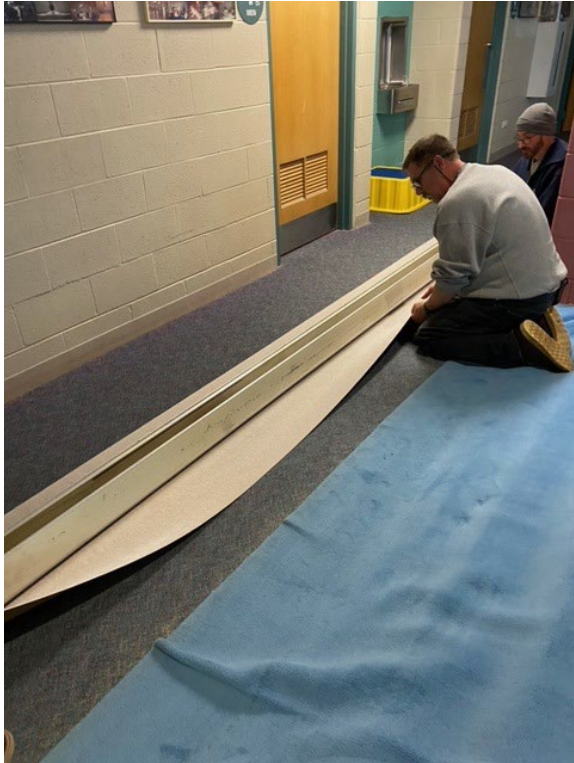
District wide-On Friday, March 1st the new 3rd shift cleaning company began work. Matt Marubio, Building Services Foreperson, met with the cleaning company during their first shift to help with moving all their equipment and supplies into our janitorial closets. Jeff Groves, Maintenance Supervisor, and Matt met with the cleaning contract representatives several times in February to help with the transition and to help the contractor have a better understanding on what to clean and where their supplies are located.

Building staff

Centennial-Painted the bathrooms within the pool deck, repaired a drain within the pool showers and maintenance on the chemical lines and chemical pumps for the pool.



Community Rec Center-Reskinned a balance beam for gymnastics, added ADA paper towel dispensers and painted room 201.



Mallinckrodt-Repaired a drainage line within the sump pump pit in the basement of the Woodshop.

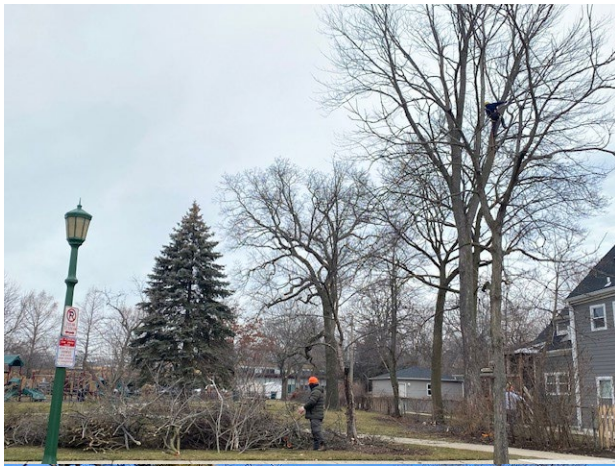


Lakeview Center-Updated lights to LED and added AED cabinets on the first floor.



Parks staff

Staff completed tree work (pruning, invasive removals, and mulching), cleared brush, cleaned planting beds, repaired the Keay Park southeast gate entrance and replaced memorial plaques.



Memorandum



Date: March 11, 2024
To: Steve Wilson, Executive Director
From: Dave Merrill, Superintendent of Recreation
Re: Recreation Department March 2024 Board Report

February was month of ups and downs. We persevered through our registration system failure on February 6 to rebound on February 24 with a successful and well-received camp registration day.

Data related to 2023 camp registration is not comparable to the data collected in 2024 in broad perspectives. The number of sections offered (fewer 2 week camps) in 2024 is a significant reason for this discrepancy. More comparable data will be provided as analysis evolves.

Enrollment data snapshot as of 3/8/24:

2023 unique registrations: 2287

2024 unique registrations: 2417

R/NR rates in most categories trend to 90%R/10%NR

A detail of current enrollments and waitlist by activity is included at the end of this document.

Personnel status

Gymnastics Manager: Hired Sara Emory (Internal Gymnastics Coach)
Recreation General Manager: Katelynn Putkonen starts 3/14
Sports Supervisor: Final interviews 3/14-3/15
CFA Supervisor: Candidate offer is pending
Lakefront General Manager: Megan White has been promoted from Asst. Manager
Gymnastics Coach: Tamas Ferincz has been promoted

Community Recreation Center

Recreation Programs Division:

Beyond the Bell, School Year 2023-2024

Program/Event Name	Enrollment
CARE – AM	85
CARE – PM	107

For Spring Break Camp in March, the Park District participants will go on a different trip each day. These trips include Haunted Trails, Canlan Sports Complex, Main Event, Marriott Theaters, and Lambs Farm. Spring Break Camp ran from 3/25-3/29.

Program/Event Name	Enrollment
Spring Break Camp 1 Week	43
Spring Break Camp Day 1	13
Spring Break Camp Day 2	10
Spring Break Camp Day 3	11

Spring Break Camp Day 4	10
Spring Break Camp Day 5	11

ECC Safety/Emergency Training Day!



Athletics:

Youth Basketball League will wrap up this weekend! We had over 850 participants in the league (871 is the exact number) from 1st-8th grade and we had 102 teams! This means we ran 50 youth basketball games at various locations every weekend for 8 weeks.

We are preparing for our Youth Spring Soccer League that will start the first week of April. There are currently 1,088 enrolled. This number will fluctuate with additions for Spring only participants and cancellations from the Fall. We currently have 120 teams in our league that all play on Saturdays! We are looking to combine some teams to lessen the stress on roster sizes.

Sports ran a variety of classes in the month of February (vendor and in house):

Basketball, Baseball, Volleyball, Archery, Pickleball, Fencing, Taekwondo, Karate, Non-Contact Football, Soccer, Lacrosse, Track and Field, Multi-Sport classes, Adult Basketball League, Adult Volleyball League.

Gen Recreation:

- The Royal Ball took place on February 9th with a total of 79 guests in attendance! The event took place at Lakeview Center and was a wonderful night filled with dancing, games, crafts, and an ice cream sundae bar!
- The upcoming Children's Egg Hunt and Doggie Egg Hunt will take place on Saturday, March 30th at Mallinckrodt Park. The Bunny Brunch will take place inside Mallinckrodt prior to both egg hunt events.

Center for the Arts:

Dance Alliance competed at Spotlight Dance Cup in Batavia Feb 17th

- 5- first place Diamond overall awards
- 2- top choreography awards
- 2- judges choice awards
- 3rd and 4th place overall awards

Our team competed with 20 dances which all earned Diamonds, Rubies and Emeralds

WCT production of Finding Nemo Jr with 45 students performed for two weekends to a very receptive audience! 1,012 tickets sold!

Upcoming Events March 7th: Dance Alliance After school rec performance

New! Summer Intensive Theater Program-Little Woman the play auditions..... Video submissions due by April 1st.

Gymnastics:

- Our Competitive girls team just wrapped up their regular season with the Great Western Competition at the Schaumburg Convention Center. The Xcel Silver brought home a 2nd place banner and the Level 3 brought home a 4th place banner. They are now starting to prepare for State Meet which is in March-April. Good Luck Wilmette Gymnastics!
- The boys' team has just competed in Aurora and came back with a 5th place banner. Great Job Boys!
- If you have no plans over spring break, we have our spring break classes and camp. Sign up now because it is filling up quickly!
- Our Summer camp registration went well. Our camps are filled and now getting ready to plan an exciting summer for gymnastics camp.

Center Fitness Club

- Strong & Mobile Golfer 4 Week Program
 - Dates: 3/5 - 3/26
 - Cost: \$150 Res / \$175 Non-Res
 - 12 registered - \$1,775 in revenue generated
- Spring Equinox 108 Sun Salutations Event
 - Special Yoga class in recognition of the Spring Equinox
 - March 16th 12:15-1:45pm

	January 2024	February 2024
Monthly Visits	8,111	7,284
Total Active Memberships	1,735	1,732
Group Fitness Attendance	1,289	1,263
Personal Training Sessions	135	151

Mallinckrodt Center

General Info:	
Fitness Room Visits	78 Visits (February)
Group Fitness Class Participants	123 Enrolled in 13 different weekly classes
Rentals	5 (February)
Memberships	261
Walking Track Memberships	136
Continuing to run a promotion to “Bring a Friend” to class	

Recent Special Interest Programming:	
Mah Jong Lessons	8 Participants
Watercolors Class	12 Participants
Intro To Drawing Class	3 Participants
Canasta Lessons	6 Participants
Soup and Sandwich Day	5 Participants
Himalayan Salt Cave Day Trip	
Upcoming March Events & Activities:	
7 Scheduled Rentals	
Mah Jong and Canasta Lessons	
Movie Day	
Soup and Sandwich Day	
Lunch Bunch Day Trip	
Breakfast with Bunny and Egg Hunt at Mallinckrodt Center and Park	

CRC Operations

Capital

- Room 106 completed. Only Punch list item remaining are the cabinet hardware
- Room 204 will be schedule in March. Week two or three
- Theatre projector – Waiting for confirmation on product delivery and install schedule

Centennial Recreation Complex

Tennis

- Tennis summer planning with Wilmette Women’s Tennis Association is underway. Wilmette tennis supports that organization with court usage, player placement, and tennis ball distribution.

Ice

- Ice Show is scheduled for May 10-12 with a performance every day. 162 skaters are registered in the show. 142 skated in the 2023 show.

Pool

- Summer hiring has begun. Head guard interviews are concluded, and both lifeguard and learn to swim hiring is underway. Staff is attending job fairs as well as working a network of local swim coaches for staffing leads.

- Marketing efforts are underway for pre-season communication with pass holders including the pool schedule.

Paddle

- Men's playoffs begin the week of Feb 26 with the semifinals taking place the week of March 4, and the final March 12.
- Women's league season concludes the week of March 11. Wilmette Paddle will host courts for both the weekday and Monday night women's league season ending play days.
- Spring in house league has been reformatted to include a staff pro to oversee the play each night. Players pay \$50 each to participate.

Capital

- Linked pace clocks are ordered for main pool. Waiting for delivery and installation.
- Work on a second order of furniture for the paddle hut has begun. The plan is to add more high tables and bar stools as well as a couch and some additional low seating. Anticipated delivery in Q2.

Lakefront

Lakeview

- Rentals YTD = \$8,606
- Already have 2 bookings for 2025
- Deck staining scheduled for beginning of May
- Moving through waitlists, have already gone through 161 people on the list this year. This includes those who accepted, declined or we didn't hear back from.

Staffing

- 127 accepted and offered
- Coordinator and Ops Leads are in place
- Security positions beginning to be interviewed next week

Camp Enrollments

1. GG = 240
2. Aquatics = 260
3. Kayak and SUP = 170
4. Pathfinders = 59
5. Jr Lifeguard = 72
6. Beginner Sailing = 55
7. Intermediate Sailing = 21
8. Beach Volleyball = 186

2024 Summer Camp Enrollments 3/8/24

Adventures in STEM with LEGO® Materials	11
Section 1	11
After Camp Rec	502
Section 1	119
Section 2	28
Section 3	25
Section 4	24
Section 5	25
Section 6	26
Section 7	26
Section 8	29
Section 9	29
Section 10	60
Section 11	52
Section 12	8
Section 13	5
Section 14	4
Section 15	6
Section 16	3
Section 17	6
Section 18	6
Section 19	6
Section 20	6
Section 21	5
Section 22	4
Afternoon Adventures w/ D39 Summer Enrichment	33
Section 1	33
Animal Adventures with LEGO® Materials	9
Section 1	9
Aquatics Camp	269
Section 1	26
Section 2	6
Section 3	40
Section 4	34
Section 5	47
Section 6	50
Section 7	37
Section 8	29
Arts in the Parks Minis	103
Section 1	18

Section 2	2
Section 3	34
Section 4	14
Section 5	24
Section 6	11
Arts in the Parks Teen Camp	11
Section 1	5
Section 2	1
Section 3	5
Bash 'em Bots Using LEGO Materials	14
Section 1	14
Basic Skills Figure Skating/Hockey Boot Camp	47
Section 1	10
Section 2	11
Section 3	19
Section 4	7
Basic Training Baking Bootcamp	12
Section 1	12
Basketball Camp	142
Section 1	17
Section 2	11
Section 3	20
Section 4	2
Section 5	13
Section 6	8
Section 7	17
Section 8	5
Section 9	7
Section 10	4
Section 11	10
Section 12	4
Section 13	7
Section 14	7
Section 15	7
Section 16	3
Beach Volleyball Camp	186
Section 1	24
Section 2	21
Section 3	24
Section 4	24
Section 5	24
Section 6	24

Section 7	21
Section 8	24
Beginner Sailing Camp	55
Section 1	5
Section 2	9
Section 3	9
Section 4	8
Section 5	9
Section 6	8
Section 7	6
Section 8	1
Breakdance Camp	6
Section 1	2
Section 2	4
Broadway Bound	34
Section 1	16
Section 3	18
Broadway Bound Minis	57
Section 2	34
Section 4	23
Camp Early Bird	312
Section 1	69
Section 2	19
Section 3	18
Section 4	17
Section 5	13
Section 6	20
Section 7	21
Section 8	22
Section 9	20
Section 10	38
Section 11	32
Section 12	2
Section 13	2
Section 14	2
Section 15	2
Section 16	2
Section 17	2
Section 18	2
Section 19	2
Section 20	2
Section 21	3

Section 22	2
Camp Innovation	131
Section 1	35
Section 2	14
Section 3	26
Section 4	15
Section 5	25
Section 6	16
Camp Swim Add-On	525
Section 1	51
Section 2	57
Section 3	49
Section 4	49
Section 5	104
Section 6	87
Section 7	65
Section 8	63
Champions Summer Camp	6
Section 1	6
Chess-Ed Summer Break Camp	19
Section 1	19
City Slickers	12
Section 1	12
Coach Abe's Mini Soccer Camp	27
Section 2	2
Section 3	6
Section 4	10
Section 5	5
Section 6	4
Coach Abe's Soccer Camp	71
Section 1	5
Section 2	4
Section 3	16
Section 4	23
Section 5	17
Section 6	6
Cooks & Books	13
Section 1	5
Section 2	8
Counselor in Training	78
Section 1	41
Section 2	37

Dance Camp	36
Section 1	19
Section 2	17
ECC Early Bird	15
Section 1	3
Section 2	5
Section 4	4
Section 7	3
Excellence Tennis Camp	32
Section 1	11
Section 2	6
Section 3	2
Section 4	5
Section 5	8
Extra Innings Summer Baseball Camp	41
Section 1	9
Section 2	10
Section 3	22
Family Golf Camp	89
Section 2	29
Section 3	30
Section 4	30
Fashion Design & Sewing	172
Section 1	12
Section 2	4
Section 3	12
Section 4	8
Section 5	8
Section 6	6
Section 7	12
Section 8	9
Section 9	11
Section 10	3
Section 11	11
Section 12	6
Section 13	11
Section 15	20
Section 16	6
Section 17	25
Section 18	7
Section 25	1
Field Hockey Camp	2

Section 1	2
Girls Multi-Sports Camp	25
Section 1	21
Section 2	4
Golf Camp	188
Section 1	22
Section 2	21
Section 3	25
Section 4	10
Section 5	23
Section 6	22
Section 7	22
Section 8	21
Section 9	22
Great Gillson	239
Section 1	22
Section 2	24
Section 3	40
Section 4	23
Section 5	27
Section 6	53
Section 7	50
Gymnastics Camp	125
Section 1	30
Section 2	32
Section 3	31
Section 4	32
Gymnastics Camp Extended-Day Dance Class	19
Section 5	9
Section 6	10
Hot Shot Sports Total Sports Camp	101
Section 1	8
Section 2	12
Section 3	4
Section 4	6
Section 5	15
Section 6	14
Section 7	7
Section 8	6
Section 9	11
Section 10	11
Section 11	7

Hummingbirds Camp	10
Section 1	10
IBA MVP Camp	21
Section 1	12
Section 2	9
Intermediate Sailing Camp	21
Section 1	5
Section 2	8
Section 3	3
Section 4	5
Jewelry Design Camp	42
Section 1	8
Section 2	11
Section 3	3
Section 4	20
Jr. Lifeguard Camp	73
Section 1	20
Section 2	16
Section 3	20
Section 4	17
Junior Day	190
Section 1	69
Section 2	4
Section 3	48
Section 4	7
Section 5	58
Section 6	4
Kayak & SUP Camp	170
Section 1	11
Section 2	7
Section 3	11
Section 4	5
Section 5	15
Section 6	15
Section 7	10
Section 8	6
Section 9	15
Section 10	3
Section 11	15
Section 12	14
Section 13	15
Section 14	13

Section 15	15
Little World Travelers	25
Section 1	7
Section 2	3
Section 3	2
Section 5	2
Section 6	5
Section 7	1
Section 8	5
Minecraft Engineering with LEGO Materials	2
Section 1	2
Minecraft Master Engineering with LEGO Materials	15
Section 1	15
Mini-Majors Baseball Camp	49
Section 1	20
Section 2	20
Section 3	9
Movie Star Camp	50
Section 1	50
Non-Contact Football Camp	47
Section 1	4
Section 2	2
Section 3	3
Section 4	2
Section 5	6
Section 6	5
Section 7	6
Section 8	3
Section 9	9
Section 10	7
Pathfinders Camp	59
Section 1	13
Section 2	14
Section 3	16
Section 4	16
Pee Wee Sportsters Camp	22
Section 2	2
Section 3	3
Section 4	4
Section 6	3
Section 7	2
Section 8	6

Section 9	2
Pickle, Paddle & More Camp!	20
Section 1	4
Section 2	4
Section 3	12
Pickleball Camp 12-17 Years	23
Section 10	7
Section 11	5
Section 12	3
Section 13	8
Pickleball Camp 7-11Years	11
Section 1	1
Section 2	3
Section 3	5
Section 4	2
Pinterest Art Camp	39
Section 1	5
Section 2	2
Section 3	2
Section 4	7
Section 5	8
Section 6	8
Section 7	6
Section 8	1
Pirate Tennis Camp	207
Section 1	50
Section 2	32
Section 3	65
Section 4	60
Players Academy Golf	20
Section 1	20
Pokemon Engineering using LEGO Materials	9
Section 1	9
Pokemon Master Engineering using LEGO Materials	7
Section 1	7
Preschool Dance Camp	58
Section 1	12
Section 2	9
Section 3	10
Section 5	6
Section 6	7
Section 7	7

Section 8	7
Private Sailing Lessons	9
Section 2	4
Section 4	1
Section 6	4
Safety Town	36
Section 1	19
Section 2	17
Safety Town CIT	8
Section 1	4
Section 2	4
Sports Camp	168
Section 1	38
Section 2	88
Section 3	42
SportsKids Archery Games Mini Camp	13
Section 1	6
Section 2	7
SportsKids Basketball Skills Mini Camp	11
Section 1	11
SportsKids Flag Football Skills Mini Camp	11
Section 1	11
SportsKids Lacrosse Skills Mini Camp	3
Section 1	3
SportsKids Track, Field & Fitness Mini Camp	5
Section 1	5
STEM Explorations with LEGO® Materials	7
Section 1	7
Sticky Fingers Cooking: Farm to Table	9
Section 1	9
Sticky Fingers: Global Taste Buds	8
Section 1	8
Sticky Fingers: Kids Cooking Showdown	24
Section 1	12
Section 2	12
Sticky Fingers: S.T.E.A.M.	7
Section 1	7
Storm Shooting Camp	22
Section 1	5
Section 2	4
Section 3	4

Section 4	9
Summer Doves	49
Section 1	49
Summer's End Camp	159
Section 1	121
Section 2	18
Section 3	20
Teen Camp	211
Section 1	10
Section 2	25
Section 3	25
Section 4	26
Section 5	26
Section 6	25
Section 7	24
Section 8	25
Section 9	25
Teeny Tiny Tots	47
Section 1	8
Section 2	6
Section 3	8
Section 4	2
Section 5	4
Section 6	6
Section 7	2
Section 8	6
Section 9	5
Tennis & Beach Camp	28
Section 1	28
Tiny Tots	92
Section 1	19
Section 2	14
Section 3	13
Section 4	9
Section 5	8
Section 6	5
Section 7	10
Section 8	9
Section 9	5
Transportation Engineering using LEGO Materials	14
Section 1	14
Transportation Master Engineering using LEGO Materials	14

Section 2	14
Wiggleworms	126
Section 1	56
Section 2	36
Section 3	34
Yoga/Cheer Camp	49
Section 1	10
Section 2	8
Section 3	6
Section 4	25
Young Sportsters Camp	26
Section 1	4
Section 2	1
Section 4	5
Section 5	5
Section 6	2
Section 7	2
Section 8	4
Section 9	3
Grand Total	6115

Waitlist data below is NOT unique users. Unique user waitlist data will be available later in the registration analysis process.

2024 Summer Camp Waitlist Enrollments 3/8

Arts in the Parks Minis	2
Section 3	2
624006	2
Basic Training Baking Bootcamp	9
Section 1	9
625107	9
Basketball Camp	3
Section 3	3
627043	3
Beach Volleyball Camp	47
Section 1	5
628016	5
Section 2	16
628016	16
Section 3	15
628016	15

Section 4	2
628016	2
Section 5	6
628016	6
Section 6	1
628016	1
Section 8	2
628016	2
Camp Innovation	17
Section 2	1
629015	1
Section 3	7
629015	7
Section 4	4
629015	4
Section 5	3
629015	3
Section 6	2
629015	2
City Slickers	21
Section 1	21
628017	21
Counselor in Training	10
Section 1	10
628001	10
ECC Early Bird	4
Section 1	4
629005	4
Excellence Tennis Camp	5
Section 5	5
616007	5
Family Golf Camp	75
Section 2	26
617002	26
Section 3	25
617002	25
Section 4	24
617002	24
Fashion Design & Sewing	19
Section 1	5
631002	5
Section 3	1

631002	1
Section 7	7
631002	7
Section 9	1
631002	1
Section 15	5
631002	5
Golf Camp	67
Section 1	2
617001	2
Section 2	13
617001	13
Section 5	17
617001	17
Section 6	13
617001	13
Section 7	1
617001	1
Section 8	2
617001	2
Section 9	19
617001	19
Gymnastics Camp	15
Section 2	7
626001	7
Section 4	8
626001	8
Jewelry Design Camp	4
Section 4	4
631003	4
Jr. Lifeguard Camp	4
Section 1	3
614002	3
Section 3	1
614002	1
Junior Day	3
Section 5	3
625010	3
Kayak & SUP Camp	26
Section 6	2
614003	2
Section 11	5

614003	5
Section 12	7
614003	7
Section 13	8
614003	8
Section 15	4
614003	4
Minecraft Master Engineering with LEGO Materials	4
Section 1	4
625210	4
Movie Star Camp	2
Section 1	2
613003	2
Pathfinders Camp	40
Section 1	12
625014	12
Section 2	7
625014	7
Section 3	13
625014	13
Section 4	8
625014	8
Pirate Tennis Camp	20
Section 3	20
616001	20
Players Academy Golf	2
Section 1	2
617005	2
Private Sailing Lessons	2
Section 6	2
514002	2
Safety Town	11
Section 1	11
625003	11
Safety Town CIT	12
Section 1	6
625004	6
Section 2	6
625004	6
Sticky Fingers: Kids Cooking Showdown	20
Section 1	10
625373	10

Section 2	10
625373	10
Summer Doves	10
Section 1	10
629025	10
Summer's End Camp	184
Section 1	36
627020	36
Section 2	72
627020	72
Section 3	76
627020	76
Teen Camp	108
Section 1	12
625370	12
Section 2	11
625370	11
Section 3	13
625370	13
Section 4	11
625370	11
Section 5	11
625370	11
Section 6	13
625370	13
Section 7	13
625370	13
Section 8	13
625370	13
Section 9	11
625370	11
Teeny Tiny Tots	15
Section 2	4
629028	4
Section 3	6
629028	6
Section 6	3
629028	3
Section 8	2
629028	2
Tennis & Beach Camp	25
Section 1	25

616012	25
Tiny Tots	18
Section 1	6
629001	6
Section 2	3
629001	3
Section 3	1
629001	1
Section 4	2
629001	2
Section 5	1
629001	1
Section 7	1
629001	1
Section 8	4
629001	4
Transportation Engineering using LEGO Materials	8
Section 1	8
625369	8
Wiggleworms	18
Section 2	2
625005	2
Section 3	16
625005	16
Grand Total	830

MEMORANDUM



Date: March 11, 2024

To: Steve Wilson, Executive Director

From: Lindsay Thomas, Superintendent of Operations

Re: March 2024 Board Report – Operations Department

1. District Operations
2. Human Resources and Risk Management
3. Marketing and Communications
4. Sustainability

1. District Operations

BerryDunn attended the February Committee of the Whole meeting where consultant, Dannie Wilson, engaged the Board in further discussions of the draft comprehensive and strategic plan objectives. Initially, BerryDunn had structured these objectives based on time, however after hearing feedback from Commissioners, the consultants have been working to restructure the objectives in a more traditional format.

As the board awaits the reworked objectives, the community is invited to continue to be involved in the process through two upcoming engagement opportunities. The first is sharing opinions and feedback by way of a short survey on the [Project Parks and Play website](#), which was posted on Friday, March 8. This is a follow up to the initial statistically valid community wide survey that was sent out in 2023 and aims to gather more specific details on wellness and fitness, open space, recreational facilities and more. The second opportunity is to attend a Town Hall meeting on Thursday, March 14 from 6-8 pm at the Community Recreation Center, Room 106. Attendees will watch a presentation from BerryDunn which reviews what they have learned so far and upcoming next steps. Additionally, attendees will be able to ask questions and continue to provide feedback.

The Social Equity Committee has released its first District Learning Opportunity, which is a Podcast titled *How to Change Our Mindsets to Improve DEI in the Workplace* with Alex Harris. We invite the Commissioners and community to learn with us – the podcast can be found [here](#).

There has been a change in time for the next Decennial Committee Meeting, which will now begin at 7:30 pm on April 16 at Mallinckrodt Center.

Summer event planning has begun in Wilmette. The Ouilmette Foundation is continuing to discuss options for their annual summer fundraiser which will raise funds to support the preservation and restoration of the Wallace Bowl. The Wilmette Block Party, put on by the Park District, Village of Wilmette and Chamber of Commerce, has started the process of securing entertainment and updating various applications for the event. Be on the lookout for more information on how to become a food vendor, have a booth in the Kids Zone or become a sponsor at this wonderful community and family friendly event.

2. Human Resources and Risk Management

The HR Department has continued to complete interviews for various full-time positions within the District. The Recreation General Manager position was recently filled by Katelynn Putkonen, who starts on Thursday, March 14. There are three full time positions which are still open, at various stages of the interview process:

- Recreation Supervisor – CFA: Final rounds were conducted the week of 3/4/24
- Recreation Supervisor – Sports: Final rounds will be conducted the week of 3/11/24
- Lakefront General Manager: Second rounds began 3/1/24

Current staffing numbers as of 2/29/24:

2024 as of 2-29-24	Number of Staff
<u>Camp Counselors and Directors</u>	
Offer sent	14
Offer signed	7
Completing Onboarding or Rehire Paperwork	57
Total to Date	78
<u>Lakefront - Non-camp Staff</u>	
Offer sent	5
Offer signed	2
Completing Onboarding or Rehire Paperwork	89
Total to Date	96
<u>Pool</u>	
Offer sent	4
Offer signed	5
Completing Onboarding or Rehire Paperwork	42
Total to Date	51

2024 ACTIVE YEAR-ROUND EMPLOYEE DATA	
<u>Classification</u>	<u>Number of Staff</u>
Full Time	73
PT1-ACA	24
PT1	12
PT2 and 3	271
Short Term (Separate from summer)	113

District job fairs have gone smoothly thus far. The first was held on February 24 at the Community Recreation Center, the second on February 28 at New Trier and the third on March 5 at the Lakeview

Center. All have been successful thanks to the planning by our HR and Risk Management Specialist, Paulette Villagran.

On 2/24 there were approximately 40-50 people who attended over the course of the two hours, with about 20-25 participating in in-person interviews. The week following the job fair there were 33 new applications for summer counselor positions, 4 specifically for Lakefront positions and 5 for Aquatics (it's worth noting that some applicants applied for more than one position).

On 2/28 there were 43 students who stopped by the WPD table during their passing period at the New Trier Job Fair. While most did not apply onsite, they went over the information with staff and took information with them on how to apply. The last Wilmette Park District job fair will take place on April 10, once again at the Community Recreation Center.

The HR Department will host three in person WPD Trainings on March 5, 11 and 12 for the 2024 state mandated Sexual Harassment Training. In-person training opportunities are offered as an option for those employees who prefer in person over online training.

The PDRMA Loss Control Review for 2024 will kick off on March 12 with PDRMA Consultant, Vince Manna.

3. Marketing and Communications

February was nearly entirely dedicated to Summer Camp registration. With the cancellation of the originally scheduled registration dates on 2/6 and 2/13, MarCom was occupied with several rounds of mass communication.

- Camp registration suspended
 - 2/6, sent two all-households e-blasts
 - 2/6, posted ongoing updates via website bulletin board & social media
 - 2/6, directly responded to dozens of patron emails and social media DM's
- New camp registration dates/times/location & refund details
 - 2/7, sent all-households e-blast
 - 2/7, Re-Do camp registration marketing campaign (posters, flyers, website events)
- Migration to the cloud with WebTrac offline during the process
 - 2/13, bulletin board post
 - 2/10, 2/14, 2/16, social media posts
- New technology, how it works, virtual lobby details and more
 - 2/20, all-households e-blast
 - 2/20, featured blog post
 - 2/20, Virtual Lobby Q&A download
 - 2/20, 2/21, 2/23, social media posts
- Re-Do registration reminders
 - 2/16, all-households e-blast
 - 2/16, social media post
 - 2/19, social media post

MarCom worked closely alongside IT and the Recreation and Customer Service teams to ensure we had the latest information and communicated everything our community would need to know ahead of time to ease anxiety and set them up for success on registration morning.

Several emails from the community were received, some in direct response to original emails from 2/6, proclaiming a much-improved registration experience and thanking WPD for our efforts to improve our technology and thoroughly communicate the changes to the community.

In addition to Summer Camps, MarCom worked steadily on Spring+Summer Seasonal Programs. The marketing campaign included posters, flyers, go-live and registration e-blasts, ongoing social media and website events. Spring and summer programs went live for browsing on 2/27, and registration is scheduled at 10 am on 3/12 for residents and 3/19 for non-residents.

Other items that the team completed in February include:

- Summer Job Fairs marketing campaign (posters, flyers, e-blasts, social media, website events, day-of posters & info)
- Sustainability Plan Strategies draft document for public review & feedback period (Draft document, *Flipbook* creation, feedback survey questions, website upload, e-blast, social media, website bulletin)
- Bunny Brunch & Egg Hunts marketing campaign (poster, flyer, e-blast, social media, website event, day-of signage, map)
- Designing, editing and sending monthly e-mailings (E-Newsletter, *Board Brief*)
- Completing website work (blog posts, content updates, featured events, bulletin posts, program page maintenance, feature enhancements and more)

Lastly, the team has been working with Public Communication Inc. (PCI) to solidify questions for a survey and discuss information to be gathered at the upcoming Focus Groups which will take place on April 18. Keep an eye out for more information on how to get involved.

4. Sustainability

The Sustainability Steering Committee will meet on Wednesday, April 13th to review the final draft of the Park District's Sustainability Plan. Following the committee's review, staff will work to incorporate any last suggested edits, and the Board will see the final draft plan at their Monday, April 8th board meeting.

Last month, Wilmette's three Rotary chapters had the opportunity to watch a presentation on sustainability in Wilmette given by our Sustainability Coordinator. Lucy provided an overview of what sustainability is, what the Park District and the Village are currently doing regarding sustainability, and what residents can do at home to be more environmentally conscious.

In November, Lucy submitted a conference proposal for the 2024 National Recreation and Park Association (NRPA) conference. This week, NRPA's Learning Coordinator reached out and asked her to collaborate with NRPA in recording her proposed presentation, "*Sustainability Planning for Park Districts and Their Broader Communities*." This presentation will be available to all NRPA members through their 2024/2025 online catalog of asynchronous learning opportunities. This is an exciting opportunity for Lucy, and the District!

Planning has begun for the Park District's Earth Day at Keay event, which is scheduled for Saturday, April 20 at Keay Nature Center from 10:00 am – 12:00 pm. Similar to last year's events, there will be crafts, snacks, and informational resources. We hope to see many community members in attendance.



To: Steve Wilson, Executive Director
From: Sheila Foy, Superintendent of Finance
Date: March 8, 2024
Re: March 2024 Finance Superintendent Report:
1. District Revenue and Expense Statement through January 2024 (Appendix 1)
2. Capital Expense Summary through January 2024 (Appendix 2)
3. Finance, Customer Service and Technology Department Updates

1. District Revenue and Expense Statement Results through January 2024 (preliminary) (Appendix 1)

The results of the District through January is almost a \$2.5m surplus. The budgeted surplus is a little over \$1.2m resulting in a \$1.2m positive variance. The largest contributor to that variance is the 2023 year end deferred revenue accrual. Each year, the District receives revenue in the current year that will not be earned until the next year. This results in income being deducted from the current year (2023) and added to the next year (2024) to match revenue in the year it's earned. For example, patrons will pay for both fall and spring soccer in the fall of 2023 but the District will not earn the spring soccer revenue until 2024. The revenue deferral for 2023 was over \$1.1m higher than in previous years resulting in more revenue being recognized in 2024 than had been anticipated when the budget was completed during Q4, 2023. Operating expenses are very close to budget although there are variances in each category. Budget variance discussions are occurring monthly beginning in 2024 so permanent differences can be identified earlier in the year.

2. Capital Expense Results through January 2024 (Appendix 2, Pages 1 - 2)

2024 capital spending through the end of January is a little over \$40k and that is in line with budget. The District has 44 projects identified for 2024. 34 are in process and 2 are complete. The status of each project is detailed on the capital expenditure report.

3. Finance, Customer Service and Technology Updates

Finance spent most of February getting ready for the auditors arrival on March 4th. In addition to all the year-end closing activities, budget variance reporting was created and distributed to all staff who manage budgets. Productive conversations resulted as those reports were reviewed and variances identified. Together, we identified timing differences (where budget and actuals are in different months) and permanent differences. Finance will continue to work with staff to identify ways to make the budgets more accurate and meaningful. In February, the District hired a new municipal advisor firm PMA Securities, LLC. Our previous advisor retired at the end of 2023. The Village of Wilmette uses this firm also.

Customer Service reports that February was an interesting month. Our annual Snowfolk contest drew to a close with a few entries even though the weather did not cooperate. A winner was announced February 9th with a giant snowman from what little snow they had and created a masterpiece. Finding Nemo premiered at our CRC Children's Theater. There were many great reviews of the performances! The Fitness Center started its Transformation Challenge that continues through April with small group training, gym access and motivation from staff. Here's to a new you for the summer months!! Our own transformation occurred with our technology. The District moved to a cloud version of our registration software from Vermont Systems. Camp registration moved to Saturday, February 24th for Residents and Saturday, March 2nd for Non-Residents. One of the new features is for Residents to be placed in a virtual lobby prior to registration opening. We received a lot of positive feedback about the new feature. The process will continue for other seasonal registrations. The Village's sustainability movement continues with education, waste management and land stewardship. The Golf Course is anticipating a March 2nd opening so they were busy with memberships and getting the course ready for a new year. A summer job fair was also held at the CRC on the 24th. Can't believe summer is just around the corner! Finally, on the 27th the Spring/Summer Explore Guide was released with registration in March. It is getting busy here at the Park District but we are ready for the greatest season ever, Summer!!!

Information Technology spent February upgrading the registration software and working with the software vendor to move it to their hosted (cloud) environment where high traffic registration events can be better managed. Saturday, February 24 at 10 am was resident registration where a virtual lobby was successfully implemented and utilized to spread out the high-

traffic event. The virtual lobby was empty after 10:13 am. With the move to the new environment for the registration software, IT worked with the District website vendor to figure out and fix API access in the hosted environment so activities could continue to be pulled into the park district website as designed. New copiers were installed and configured throughout the District and desktops and laptops were reconfigured to use the new copiers. Finally, IT has also started to roll out new desktop computers to the ice and tennis locations. Electronics identified as surplus equipment at the February Board meeting were sent off for recycling.

Appendix 1



Wilmette Park District
Revenue and Expense Statement
For the Month Ending January 31, 2024

Total District	Through January 31			YTD Variance		Total Year Budget 2024
	Actual 2023	Actual 2024	Budget 2024	Actual to Budget		
				\$	%	
Revenue						
Property Taxes	\$82,335	\$48,349	\$65,232	(\$16,883)	-25.9%	\$7,629,884
Daily Fees	27,797	35,541	45,051	(9,510)	-21.1%	2,518,368
Fee Revenue	1,611,967	2,264,748	1,584,231	680,517	43.0%	13,095,827
Membership Fees	349,143	886,577	273,306	613,272	224.4%	3,036,170
Rental Revenue	457,928	442,451	585,497	(143,046)	-24.4%	2,575,865
Retail Sales	8,029	6,843	8,430	(1,588)	-18.8%	230,200
Miscellaneous Revenue	<u>66,442</u>	<u>86,017</u>	<u>21,806</u>	<u>64,211</u>	294.5%	<u>658,623</u>
Total Revenue	\$2,603,642	\$3,770,526	\$2,583,553	\$1,186,973	45.9%	\$29,744,936
Expenses						
Salaries & Wages	\$518,130	\$680,522	\$765,698	(85,176)	-11.1%	\$12,337,253
Employee Benefits	123,915	129,053	117,733	11,320	9.6%	3,234,448
Contract Services	122,710	336,780	283,149	53,630	18.9%	4,839,540
Utilities	10,653	2,820	12,104	(9,284)	-76.7%	1,153,228
Supplies	31,302	76,834	82,703	(5,869)	-7.1%	1,612,343
Equipment and Repairs	<u>19,185</u>	<u>18,066</u>	<u>29,868</u>	<u>(11,802)</u>	-39.5%	<u>412,806</u>
Operating Expenses	\$825,894	\$1,244,075	\$1,291,255	(\$47,180)	-3.7%	\$23,589,618
Operating Surplus (Deficit)	\$1,777,748	\$2,526,451	\$1,292,299	\$1,234,152	95.5%	\$6,155,318
Non-Operating Revenue						
Bond Proceeds	\$0	\$0	\$0	\$0	N/A	\$0
Capital Reimbursement	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	N/A	<u>0</u>
Total Non-Operating Revenue	\$0	\$0	\$0	\$0	N/A	\$0
Non-Operating Expenses						
Capital	63,417	40,263	39,681	582	1.5%	9,121,921
Capital - Special Recreation	657	0	8,330	(8,330)	-100.0%	100,000
Debt Service	0	0	0	0	N/A	1,512,011
Capital Transfer	0	0	0	0		0
Overhead Transfer	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Total Non-Operating Expenses	\$64,074	\$40,264	\$48,011	(\$7,747)	-16.1%	\$10,733,932
Net Non-Operating Surplus (Deficit)	(\$64,074)	(\$40,264)	(\$48,011)	\$7,747	-16.1%	(\$10,733,932)
Total Expenses	<u>\$889,968</u>	<u>\$1,284,339</u>	<u>\$1,339,266</u>	<u>(\$54,927)</u>	-4.1%	<u>\$34,323,550</u>
Net Surplus (Deficit)	\$1,713,674	\$2,486,187	\$1,244,288	\$1,241,900	99.81%	(\$4,578,614)

WILMETTE PARK DISTRICT
SUMMARY OF CAPITAL SPENDING
THROUGH JANUARY 31, 2024

Location		Project Name	Project Description	2024 Budget	2024 Unbudgeted Spending	YTD Spending	Projected Remaining Spend	Projected Completion Date	Updates for February
ADMINISTRATION OFFICE	Administration	Computer Hardware	Computer hardware (Laptops, Desktops, Servers and etc.)	87,771		275	87,496	ongoing	ongoing
ADMINISTRATION OFFICE	Administration	Computer Software	Computer software (MS Office and etc.)	236,400		30,889	205,511	ongoing	ongoing
ADMINISTRATION OFFICE	Administration	Comprehensive Plan	Includes Facility Condition Assessment	52,000			52,000	ongoing until June	Targeting June completion
GILLSON PARK	Lakeview	Lakeview Security Camera Recorder	Upgraded security camera recorder to handle additional cameras	5,500			5,500	February	Delivered in February. Should be programmed and installed by end of April
WILMETTE GOLF CLUB	Equipment	Golf Cart Batteries		75,000			75,000	February	
PARKS DEPARTMENT	Equipment	Aerator	aerator for all parks	-	15,000		15,000	March	Ordered, eta March
PLATFORM TENNIS	Paddle	Furniture		12,000			12,000	March	
ADMINISTRATION OFFICE	Administration	Copier Project	Purchase of copiers for the District	50,000			50,000	Q1	Complete - Delivered in February
COMMUNITY REC CENTER	General Building	New Floor and Cabinets in Room 204	Replace floor and Cabinets in Room 204	8,500			8,500	Q1	Targeting March completion
COMMUNITY REC CENTER	General Building	New Floor in Room 106	Replace floor in Room 106	10,000			10,000	Q1	Complete and cabinets were completed also
GILLSON PARK	Lakeview	Door Replacements	Add two single doors, one north and one south	15,000			15,000	Q1	Ordered in Jan eta May
PARKS DEPARTMENT	Equipment	Electric Mower and Batteries		50,000			50,000	Q1	Gathering proposals
COMMUNITY REC CENTER	Auditorium	Projector replacement	Replace old existing projector	16,750			16,750	April	Gathering quotes - targeting May completion
CENTENNIAL COMPLEX	Aquatics	Pace Clock	Replace two old, unrepairable pace clocks in the main pool	5,000			5,000	May	Targeting May installation
GILLSON PARK	Sailing	Aquatics and Sailing Camp Equipment	Repairs and replacement of aquatics and sailing camp equipment	6,000			6,000	May	
GILLSON PARK	Sailing	Sailboats, Kayaks & Paddle Boards	Replacement of older vessels used on sailing beach	12,000			12,000	May	
CENTENNIAL COMPLEX	Aquatics	Competition Pool Gutter grates	Replace grates	14,000			14,000	Q2	Ordered January eta March
CENTENNIAL COMPLEX	Aquatics	Diving Boards	New Diving Boards	20,000			20,000	Q2	Ordered January eta March
CENTENNIAL COMPLEX	Aquatics	Drain Grates	Replace drain grates per VGBA	60,000	(11,368)		48,632	Q2	Ordered February eta March
CENTENNIAL COMPLEX	Aquatics	Fall surface replacement	Replace fall surface around diving board	14,000			14,000	Q2	Working on proposals
COMMUNITY REC CENTER	General Building	Soffit Work	Repair and Paint Soffit	29,000			29,000	Q2	Targeting Q2
PARKS DEPARTMENT	Equipment	Electric Leaf Blowers		10,000			10,000	Q2	Gathering proposals
PARKS DEPARTMENT	Vehicles	C-Max replaced with Escape	Replacement of C-Max	40,000			40,000	Q2	Looking at options - not yet ordered
PARKS DEPARTMENT	Vehicles	Lift Truck	Lift Truck Replacement	185,000			185,000	Q2	Ordered expected in April
PARKS DEPARTMENT	Vehicles	Salt Truck	Salt Truck Replacement	85,000			85,000	Q2	Ordered expecting in Q3
COMMUNITY REC CENTER	Gymnastics	Facility Improvements and Equipment Replacement	Ongoing replacement of equipment and updates	15,000			15,000	April - August	
COMMUNITY REC CENTER	Center Fitness Club	Facility Improvements and Equipment Replacement	Ongoing replacement of equipment and updates	30,000			30,000	March - August	
COMMUNITY REC CENTER	Center Fitness Club	Studio Equipment Replacement	Ongoing replacement of group exercise studio equipment	5,000			5,000	March - August	
CENTENNIAL COMPLEX	General Building	Car Charging Station	Add an electric car charging station	15,000			15,000	Q3	All four of these projects are connected. We are in the process of finding a contractor to complete this project.
CENTENNIAL COMPLEX	Ice	Cooling Tower Move	Move the cooling tower to the ground level	125,000			125,000	Q3	
CENTENNIAL COMPLEX	Ice	Emergency Light Generator	Replace emergency light generator	135,000			135,000	Q3	
CENTENNIAL COMPLEX	Tennis	LED Court Lights	Replace lights and fixtures in courts 1-8 with LED's	125,000			125,000	Q3	
CENTENNIAL COMPLEX	Ice	Roof Replacement (partial)	Partial Roof Replacement after Cooling Tower Move	115,000			115,000	Q3	
GILLSON PARK	Lakeview	Furnace and AC	Replace twin furnace and AC	85,000			85,000	Q3	Targeting Q3
MALLINCKRODT CENTER	Big Room	Carpet Replacement	Carpet needs to be replace in the big and card table rooms	25,000			25,000	Q3	Floor replacement - Q3
MALLINCKRODT CENTER	Building	RTU replacement	RTU at the Wood Shop	35,000			35,000	Q3	Targeting Q3 installation
PARKS DEPARTMENT	Parking Lot - Various	Parking Lot	Seal coat parking lot	50,000			50,000	Q3	Submitted permits 2/13
WILMETTE GOLF CLUB	Clubhouse	Replace RTU #6	Replace rooftop unit #4 & #6	125,000			125,000	Q3	This is for two units
WILMETTE GOLF CLUB	Driving Range	Driving Range Upgrade	Rebuild Driving Range	100,000			100,000	November	
GILLSON PARK	Park	Lakefront Infrastructure Design Work	Comprehensive Plan Development	100,000			100,000	Q4	Waiting on permits and working on bids
GILLSON PARK	Park	Lakefront Infrastructure Implementation	Roads, sewers and sidewalks	5,000,000			5,000,000	Q4	Waiting on permits and working on bids

WILMETTE PARK DISTRICT
SUMMARY OF CAPITAL SPENDING
THROUGH JANUARY 31, 2024

Location		Project Name	Project Description	2024 Budget	2024 Unbudgeted Spending	YTD Spending	Projected Remaining Spend	Projected Completion Date	Updates for February
LANGDON PARK	Bluff and Beach	Shoreline Protection - Langdon	Material and Installation	1,500,000		7,056	1,492,944	Q4	Waiting on permits and working on bids
PARKS DEPARTMENT	Facilities	LED Light Upgrades	For various facilities	20,000		2,043	17,957	Q4	Ongoing
PARKS DEPARTMENT	Facilities	Lock Changing	Lock changing at CRC, Golf and Howard	28,000			28,000	Q4	Ordered but has a long lead time
PARKS DEPARTMENT	Hibbard Park	Tennis and Pickleball Courts		250,000			250,000	Q4	Targeting Q3
PARKS DEPARTMENT	Parks	Landscape Work	Trees	25,000			25,000	Q4	May and September
PARKS DEPARTMENT	West Park	Dog Park Fencing	Install dog park fencing on ComEd leased property	100,000			100,000	Q4	Targeting Q3
WILMETTE GOLF CLUB	Restaurant	Flooring	Replace golf flooring	15,000			15,000	Q4	In the process of reviewing samples
			Totals	9,121,921	3,632	40,263	9,085,290		

PARKS DEPARTMENT**	Various Locations	ADA Accessibility (5.8 Levy)	ADA improvements	100,000	-	-	100,000	ongoing	
			Totals	9,221,921	3,632	40,263	9,185,290		