



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

**AGENDA**

**1.0 BINA HEARING**

**1.1 BOND ISSUE NOTIFICATION ACT (BINA) HEARING CONCERNING THE INTENT OF THE BOARD OF PARK COMMISSIONERS TO SELL \$5,500,000 GENERAL OBLIGATION LIMITED PARK BONDS FOR PARK PURPOSES AND FOR THE PAYMENT OF THE EXPENSES INCIDENT THERETO**

**2.0 REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS CALLED TO ORDER**

**2.1 ROLL CALL**

**3.0 CONSENT AGENDA**

**3.1 APPROVAL OF MINUTES FROM THE FEBRUARY 26, 2024 COMMITTEE OF THE WHOLE MEETING**

**3.2 APPROVAL OF MINUTES FROM THE FEBRUARY 26, 2024 CLOSED SESSION**

**3.3 APPROVAL OF MINUTES FROM THE MARCH 11, 2024 REGULAR BOARD MEETING**

**3.4 APPROVAL OF MINUTES FROM THE MARCH 11, 2024 CLOSED SESSION**

**3.5 APPROVAL OF MINUTES FROM THE MARCH 18, 2024 COMMITTEE OF THE WHOLE MEETING**

**3.6 VOUCHER LIST MARCH 2023**

**4.0 COMMUNICATIONS AND CORRESPONDENCE**

**5.0 PUBLIC COMMENT/RECOGNITION OF VISITORS**

**6.0 STAFF REPORTS**

**6.1 EXECUTIVE DIRECTOR REPORT**

**6.2 PARKS AND PLANNING REPORT**

**6.3 RECREATION REPORT**

**6.4 OPERATIONS REPORT**

**6.5 FINANCE REPORT**

**7.0 UNFINISHED BUSINESS**

**8.0 NEW BUSINESS**

**8.1 CONSIDERATION OF SUSTAINABILITY PLAN - PRESENTATION**

**8.2 CONSIDERATION OF SURPLUS ORDINANCE**

**9.0 ADJOURN TO CLOSED SESSION**

**MOVE TO ADJOURN TO CLOSED SESSION TO REVIEW MINUTES OF PRIOR MEETINGS  
LAWFULLY CLOSED UNDER THE OPEN MEETINGS ACT, FOR THE PURPOSE OF REVIEW,  
APPROVAL OR RELEASE OF SUCH MINUTES, IN ACCORDANCE WITH SECTION 2(C)21 OF  
THE OPEN MEETINGS ACT.**

**10.0 RECONVENE AND ADJOURN REGULAR BOARD MEETING**

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



Calendar of Events: April-May 2024

Date	Time	Event	Location
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 <i>Mean Girls Jr.</i> opening night	CRC
April 12	5 pm	Parent Night Out	Lakeview Center
April 15	All day	<i>Online Registration</i> survey closes	Online
April 15	5 pm	West Park Dog Run meeting & Sit, Stay & Play social	West Park
April 15	6:30 pm	Committee of the Whole Meeting	Mallinckrodt
April 18	2 & 6:30 pm	<i>Online Registration</i> focus groups	TBD
April 18	9:30 am	1 & 2 Art Exploration Workshop	CRC
April 18	4:30 pm	Dance Alliance team performance	Mallinckrodt
April 19	6:30 pm	Family Art Night	CRC
April 20	10 am	Earth Day at Keay	Keay Nature Center
April 23	2 pm	Container Gardening Workshop	Mallinckrodt
April 25	5:30 pm	Magic Workshop	CRC
April 26	6 pm	Ceramics Date Night	CRC
April 27	3 pm	Art Café	CRC
April 28	8 am	GoGreen Wilmette Guided Bird Walk	Gillson Park
May 1	Noon	Soup & Sandwich Days	Mallinckrodt
May 5	8 am	GoGreen Wilmette Guided Bird Walk	Gillson Park
May 5	9 am	GoGreen Wilmette Bird Habitat Workday	Gillson Park
May 7	11 am	Lunch Club	Mallinckrodt
May 10	7 pm	Spring Ice Show opening night	Centennial Ice
May 12	8 am	GoGreen Wilmette Guided Bird Walk	Gillson Park
May 12	9:30 am	Mother's Day Yoga Flow & Mimosas	Lakeview Center
May 13	1 pm	Movie & Popcorn Day	Mallinckrodt
May 15	10:30 am	Guys & Dolls at Drury Lane outing	Mallinckrodt
May 16	9 am	GoGreen Wilmette Mallinckrodt Workday	Mallinckrodt Park
May 16	9:30 am	1 & 2 Art Exploration Workshop	CRC
May 17	5 pm	Parent Night Out	Lakeview Center
May 17	6:30 pm	Family Art Night	CRC
May 18	10 am	Touch A Truck	Centennial Parking Lot
May 19	8 am	GoGreen Wilmette Guided Bird Walk	Gillson Park
May 24	6 pm	Ceramics Date Night	CRC
May 25	3 pm	Art Café	CRC



**WILMETTE PARK DISTRICT**  
**Committee of the Whole**  
**Meeting Minutes**

*Monday, February 26, 2024*  
*6:30 p.m. – Mallinckrodt “Big Room”*

**PRESENT**

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

Absent: Commissioner Mike Murdock [arrived late]

Secretary/Executive Director: Steve Wilson

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

Visitors: Walter Keats, Kathryn Calkins, Tanja Chevalier, Mary Shea, Adam Sars, F. Wilson, Elissa Morgante, Kent Nusekabel

**1.0 MEETING CALLED TO ORDER**

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

**A. ROLL CALL TAKEN**

**2.0 COMMUNICATIONS AND CORRESPONDENCE**

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Vice President Duffy states there were a number of emails regarding camp registration.

Commissioner Clarke states there was an email regarding the sustainability plan that did not make the packet.

**3.0 PUBLIC COMMENT/RECOGNITION OF VISITORS**

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Tanja Chevalier – Ms. Chevalier states that in her communications with Commissioner Murdock, he wrote that too much money has been spent on consultants to consider any changes to Gillson Park. She reminds the board it has asked aQuity Research on two separate occasions over a span of six years for in-depth research on who the Wilmette community is and what it wants. The board, however, doesn't listen to the results. It is a recurring theme. And this is also why it spends too much money on consultants. Both surveys have told you, in no uncertain terms, that the vast majority of residents want trails for hiking, walking and biking. These plans you are about to execute do not speak to the desires of the residents. But an alternative plan which has been proposed, does. This alternative plan can be the safest as well as least costly and protects all the mature trees in the park. It leaves open green space and speaks to Gillson Park's historic heritage. It is not too late to remove your proposed 5ft sidewalk along harbor drive, nor is it too late to leave middle drive alone to accommodate walkers and bikers. Each path into, out of and within this park is wider than the reduction you propose. Gillson Park is a historically significant landscape. The Wilmette Park District Board is sadly not interested in historic

preservation and has chosen firms such as Lakota Group, Gewalt Hamilton and Upland Designs directed to steer clear of this notion. Please reconsider; this is part of your legacy, too.

#### **4.0 NEW BUSINESS**

##### **4.1 PRESENTATION: LANGDON SHORELINE PROTECTION PROJECT UPDATE - SMITHGROUP**

Mark Wagstaff presents the update on Langdon to the board.

When Mark goes over the timelines, Commissioner Murdock states that the board could call a special meeting in order to get bids approved once they have come in. He also asks if Mark thinks we will have a robust bidding process and if he has confidence in the budget for this project, given the higher construction costs we encountered in the recent past. Mark answers that he believes we will have a robust field of bidders and the set budget is fair.

Vice President Duffy asks where the budget number is up to at this point in the process. Director Wilson states that the number was in the original proposal, but was removed by the board at that time, to be determined when we arrived at the actual project; this goes back several years.

Vice President Duffy asks if the staff shelter would be built by staff. Mark answers that it is included in the construction cost and will be built by the contractor.

Vice President Duffy then asks what needs to be done to the path in order to make it ADA accessible. Mark answers that right now, the loose material would not be compliant. Vice President Duffy asks where the ADA compliance comes into the path construction and Director Wilson answers that it is a path through the park and so the entire path needs to be accessible. Mark explains that one part of making a path accessible is the surface – not having loose material, not having gaps bigger than a certain size, etc. And the other part is that when you have a slope, the slope has to meet certain grade percentage requirements over a certain distance. He goes on to say that since we are making alterations to the park, it is required that we make the path through the park accessible.

When talking about the entrance and the possibility of needing to remove the oak tree closest to the pathway, Vice President Duffy asks if the pathway would need to be more permeable [in order to let water through to the tree], but also have ground that could withstand a heavy load. He asks if this is needed due to needing a truck to service the port-o-potties. Mark states that a truck would need to get in for that and other projects. He explains that when staff comes to service the area, empty trash, landscape, etc., they would need an access to the park as well.

Commissioner Frazier states her concern that she does not believe grass will grow between the pavers. Commissioner Clarke points out that there is grass that grows between bricks on the streets. Mark states that it may need to be irrigated from time to time and nothing is maintenance free.

When Mark goes over the option to move the entrance further south, he also highlights that this is the most expensive option due to moving the curb cut & gates, as well as coordination with the Village on infrastructure. Some members of the board express opposition to this plan.

Vice President Duffy asks the board if they feel like the general consensus is to leave the tree alone and leave the gravel in place on this portion of the path. Then, President Kosloskus asks if we could include the entrance renovation as an optional item on the bids so they can see what the cost would be. Therefore, they would like to receive bids on Option 1 and Option 3 on the presentation.

When Mark talks about the foundation for the hut, he states that if we aren't going to use a hut, we won't need that big of a foundation area. Vice President Duffy states that we will go with the foundation, and we have it be an option for our staff or the contractor to build the hut. All commissioners agree that we need a hut but would like to keep the option open.

#### **4.2 PRESENTATION/DISCUSSION: PROJECT PARKS AND PLAY – BERRYDUNN**

Dannielle Wilson presents from BerryDunn.

When Dannielle puts the revised vision statement on the board, Commissioner Goebel states she appreciates the brevity of the statement and thinks it captures what she hopes we can be. Commissioner Frazier agrees. No further changes are asked for at this time.

Vice President Duffy asks if there is, for example, hypothetically, a safety concern that needs to be addressed at the golf course in the next 3-5 years. How and what parts of this project fall into the Comprehensive Plan, as opposed to the Strategic Plan. Dannielle answers that this would be a change in an asset and an improvement to bricks and mortar, which would live in the Comprehensive Plan. If the team needed an expert to come in and evaluate the issue, it could be put under the Strategic Plan under "Vibrant Facilities" and it would fit under an objective there. Vice President Duffy asks how to tell what is Comprehensive and Strategic. Danielle gives an example.

Commissioner Clarke expresses that the plan does not seem to be giving the information the board hoped it would get from this process. She also expresses that she would like to know how BerryDunn came up with the strategic priorities in the plan.

[At this point, Vice President Duffy announces that Commissioner Murdock has joined the meeting at 6:57pm.]

Dannielle explains that from the first survey of the community, they were asked what they were interested in (Phase I); then BerryDunn conducted the community-wide survey; then they did an analysis of the demographics, programs and level of service; and then they provided the Environmental Scan presentation to the board. From there, commissioners had a workshop in late April of 2023, the advisory panel had a workshop and the staff had a workshop to establish strategic priorities.

President Kosloskus expresses that she hopes the presentation by BerryDunn to the community at the end of this process will have the timeline of events shown so the community can follow the development of the story. She would like someone to be able to understand, for example, that we considered the swath of each one of these priorities and we saw what our strengths and weaknesses were, and therefore we have documented these as our priorities/objectives.

President Kosloskus also states that she is also facing some confusion between what is comprehensive and what is strategic, as well as needing to manage 2 plans at once. Dannielle states that there is a database in the end that will merge the two plan ideas.

The Strategic Plan, as explained by Dannielle, is what we are going to do in-house to become better and explain why. For example, for Health and Wellness objectives, one focuses on our role in health and wellness for the community, and one talks about it for our employees. If you look at it from a traditional sense, the employee-based one would be in our strategic plan, and the other would live on the comprehensive side.

Commissioners engage in a conversation with Dannielle to express their confusion regarding the two plans. Dannielle summarizes for what she believes the board is asking.

President Kosloskus reiterates that her desire is for someone in 5 years to be able to pick up this document and understand/follow the plan, without sitting through these meetings and going through the process with BerryDunn. It is explained that staff will receive a database of actions to be taken.

Commissioner Goebel adds that working through strategies, objectives and tactics is complex. She believes we could streamline our strategies more and make them 1:1 with our objectives.

## **5.0 ONGOING DISTRICT PROJECTS**

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### **5.1 WALLACE BOWL RESTORATION**

Director Wilson explains that there is nothing new to report.

### **5.2 GILLSON PARK COMPREHENSIVE PLAN**

Director Wilson explains the plans are still under review by the Village of Wilmette and the MWRD. MWRD provided initial comments back last week. This project is looking like it will begin in the fall.

### **5.4 LANGDON SHORELINE PROTECTION PROJECT – PRESENTATION FROM SMITHGROUP**

There was a presentation by SmithGroup regarding this project.

### **5.5 SOLAR PANEL PROJECT AT CRC**

Director Wilson explains that there is no new update and we still expect a fall 2024 start to the project.

## **6.0 OPERATIONAL REPORTS**

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### **6.1 EXECUTIVE DIRECTOR'S OFFICE**

Director Wilson starts with a summary of summer camp registration. Enrollments after the first day were at 5,500, and that is before non-resident registration. The numbers we have had are overall are significantly higher than what we had pre-pandemic. We used to report overall enrollments of 6,000.

Commissioner Lahey asked if that would help us make some waitlist choices or re-staff, etc. Director Wilson states the waitlist analysis has already begun with Superintendent Merrill and his team. Last year we had a similar number of people signed up at this time, but by the time camps started we had very few people on waitlists. Commissioner Lahey states that a lot of what he is hearing from the public is that they don't know what they are going to do with their kids this summer, and we don't want to put extra stress on people.

Commissioners ask questions about the waitlists and staff takes note of these to be researched and answered at next month's meeting.

Commissioner Frazier highlights the positive things that came from the new registration system. President Kosloskus echoes those sentiments and suggests a social media post regarding same.

Director Wilson then recognizes our fitness manager, Liz Antman, for having an article published in the Parks & Rec magazine. He also recognizes Jason Stanislaw, Centennial General Manager, as he is a recipient of a significant award for USTA for his work on the USTA board.

### **6.2 OPERATIONS DEPARTMENT**

Superintendent Thomas updates the board on the Decennial Committee, Social Equity Committee, HR & Risk Management, Sustainability, and Marketing, and her report is in the packet.

### **6.3 FINANCE DEPARTMENT**

#### **6.3.1 JANUARY 2024 INCOME STATEMENT**

Superintendent Foy states this was the first month she pushed out budget variance reports to all the budgeters in the district. There were a lot of good discussions and she is planning more trainings and meetings with everyone.

Vice President Duffy asks how we are off on property taxes from year to year. Superintendent Foy explains the only thing we have collected in January has been replacement taxes. The state tells Superintendent Foy what their budget is and she allocates the budget based on what they tell her, but that information isn't always accurate. For example, we have only collected is \$48,349, even though they communicated we could expect \$65,232 in January.

### **6.3.2 CAPITAL EXPENDITURE SUMMARY**

Superintendent Foy updates the board on the Capital Expenditure summary. She explains there are already 2 projects finished in the first quarter.

### **6.4 RECREATION DEPARTMENT**

Superintendent Merrill updates the board on the Rec department. He states we are in the second half of our winter season, the staff is performing well and generally things are going really well. Everyone is very excited about getting staff in place. The department is talking about putting some changes in place for the benefit of the community.

Commissioner Murdock asked to have the department put together a presentation on pickleball for this evening. Jason Stanislaw and Robby Ramdhanie put together the information and Jason presents on pickleball: past, present and future.

#### **Pickleball**

Jason Stanislaw states that our approach to pickleball up to this point has been “scatter shot.” There have been vendor-run classes out of the CRC gym and vendor-run classes on Hibbard courts. We started teaching pickleball indoors at tennis and allowed people to reserve pickleball courts, had lines painted over the tennis net at Maple and Hibbard. We also added other lines on rollaway nets at Hibbard. He announces that all pickleball is being moved under the racket sports group. Everything that was being run out of the CRC by a vendor will now be run by the tennis team. The classes will now be run in-house. They have done an analysis of how they want to run pickleball under racquet sports. They will run these programs the same way they run other racquet sports. They will make courts available for rent through the rental system, just like tennis. Anything indoors will be treated like a club activity in order to keep cohesion with our business model.

President Kosloskus asks if we are going to continue to explore indoor options for the pickleball community in the offseason. Superintendent Merrill states they are working with the school district to try and have some indoor options during the winter. Jason also explains there are some hours at the CRC gym where we could program pickleball. President Kosloskus asks Superintendent Merrill and Jason Stanislaw to continue working towards some indoor options before next winter.

#### **Centennial**

Jason Stanislaw gives an update on Centennial.

**Ice** – The Ice show is Mother’s Day weekend and will be bigger than last year.

**Tennis** – We have successfully added a whole class of USTA play on weekend evenings. The drop-in junior team is also still happening.

**Paddle** – Spring league the last two seasons has had no fee. We have decided to staff it and have a fee. There may be some folks who decide not to play, but he thinks it will be run much tighter.

## **CRC**

Tim Johnson updates the board on the CRC.

**Center for the Arts** – Interviews are in progress.

**Gymnastics** – Sara Emory was promoted from within, from a part-time position she has been in for over 10 years. We also filled her position with another internal candidate. Gymnastics did their first ever destination meet in Las Vegas.

**Operations** – Jeannette Hutchinson is our new PT 1, promoted from within. She will be a big part of our process of clearing waitlists. It's so nice to have consistent staff at the front desk.

**Rentals** - Room 106 has been completed with new flooring, new lighting, paint, baseboard replacement, cabinets, and countertops. This is now a more rentable space and we are very excited about it.

**Fitness** – Liz Antman is running her annual Transformation Challenge and this year she has 24 participants.

## **Golf**

Adam Kwiatkoski updates the board on Golf.

Adam tells the board that camp registration is complete and full with all residents, with the exception of Fourth of July week. Golf camp capacity is at its maximum.

The golf course will open for the season on Saturday, March 2<sup>nd</sup>. This will be the earliest date that the golf course has ever opened. Nick Marfise was running water on greens today. The former record for early opening was on March 8, 2012.

This season Golf will be utilizing new waitlist software. With all the demand at the golf course, this will allow people to put their time preferences into our website, and if someone cancels in that tee-time slot you will get a text and be able to book online.

## **Lakefront**

Ben Wozney gives an update on the lakefront.

**Sailing** – Sailing registration ended. We are 90% full on boat spaces and 89% full on partners. We have looked at expanding some of the sub-spots for next year, but we are mostly full.

**Lakeview** – Rentals are back up with the finished flooring. We have people trying to book into 2025. We aren't scheduling that far out yet, but that's how much popularity we are getting.

**Staffing** – We have 126 staff hired for the general staffing. We have an 82% return rate for the staff, which has been really helpful.



Ben points out that lakefront staff, Megan White and Niki Koclanes, have been working really hard on coming up with new ideas for camps, making them better, what we might be missing, behavioral problems namely in our 8-week camps. Niki developed the Pathfinders portion of Great Gillson camp.

Commissioners ask about daytime programming at Lakeview Center and how that is being developed. Ben talks about a few different options being discussed with Tim's team at the CRC. They are looking at classes like sunrise yoga and parent/tot classes.

#### **6.5 PARKS AND PLANNING DEPARTMENT – DEFERRED**

#### **7.0 ADJOURNMENT TO CLOSED SESSION**

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There being no further business to conduct, Commissioner Goebel moves and Commissioner Frazier seconds a motion to adjourn to Closed Session under Section 2(c)1 of the Open Meetings Act.

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

Minutes Approved on **TBD.**



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

*Monday, March 11, 2024*  
*7:30 p.m. – Village Hall Council Chambers*

**PRESENT**

Commissioners: President Kara Kosloskus, Vice President Duffy, Patrick Lahey, Julia Goebel, Mike Murdock and Cecilia Clarke

Absent: Commissioner Allison Frazier

Staff: Executive Director/Secretary Steve Wilson

Visitors: Dustin Burke, Alan Golden

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

The meeting was called to order at 7:31 p.m.

**A. Roll Call**

**2.0 CONSENT AGENDA**

Commissioner Clarke moves to approve the Consent Agenda, Vice President Duffy seconds the motion.

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

**3.0 COMMUNICATIONS AND CORRESPONDENCE**

President Kosloskus confirms Director Wilson replied to the correspondence in the packet. Director Wilson confirms he has.

**4.0 PUBLIC COMMENT/RECOGNITION OF VISITORS**

Dustin Burke – Mr. Burke states he applied for a community garden plot this year and is on the waitlist. He has been in touch with our staff, who he says were very helpful. He had one question staff could not answer, but they recommended he address the board. There is no preference currently for residents versus non-residents. Typically, the plots at Centennial are over-subscribed and the plots at West Park are all or most are usually able to be accommodated, including any overflow of people who have a preference for Centennial. He knows from doing research on our neighboring towns that is different. It's different in neighboring suburbs such as Evanston, where it is not a matter of getting preference, you have to be a resident to get a garden plot in Evanston, for example. So, he is curious as to whether there is a business or policy reason why we don't give precedence to residents to fulfill their location request for a garden plot before we go to non-residents. We are happy to have non-residents near us in the garden plots, but given the plots are Wilmette Park District assets, he would rather see those plots go to residents, when possible.

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

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Director Wilson walks the board through his report.

Director Wilson starts by announcing the promotion of Megan White from Assistant Manager to General Lakefront Manager.

### **PROJECT PARKS AND PLAY**

There is a Town Hall meeting this week on March 14<sup>th</sup> from 6-8pm at the Community Recreation Center. They kicked off another public survey on Friday and we already have 97 responses.

Commissioner Goebel asks if there is a target number of survey responses we are looking for. Director Wilson answers that he doesn't believe we set targets in this sort of thing, we just want as many responses as possible.

### **SUMMER CAMP REGISTRATION**

On February 24<sup>th</sup> we implemented new technology, moved the software out-of-house and put in a virtual lobby. The virtual lobby did exactly what it was intended to do by slowing connections to the server and prevent any system from being overwhelmed. In the first 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. We will be holding focus groups on April 18<sup>th</sup> 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. The bid is an assortment of various vendors 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.

Vice President Duffy asks if we could address Mr. Burke's question about waitlists and the garden plots. Director Wilson states it is similar to other things we do – sailing beach, for instance. We haven't created a priority list for residents versus non-residents, but it is a topic that comes up periodically. As a park district, we have to hold all parks and facilities available to all people in the state of Illinois, per park code, but that doesn't mean we can't create some sort of priority system; that's why people register a week later for our programs if they are non-resident, why the fees are higher for non-residents. These are things that are within our power. We can explore it. Over the last couple of years our waitlists have been shrinking and we are working actively as a park staff to make sure people who are not using their plots, we move it on to someone who is going to use it. Hopefully the demand and the waiting lists have shrunk because of that.

Commissioner Murdock states he believes Evanston has a recreation department, as opposed to a separate taxing body, so he suspects they are not held to the park code. He also states that a few years ago we did look at potentially expanding our garden plots and we found for a variety of reasons it wasn't practical to do. We could potentially prioritize one differently than the other. President Kosloskus notes that the comment about prioritizing residents on the garden plot waitlist has come to the board before and she asks Director Wilson to put this on the committee agenda to be discussed next week.

Commissioner Murdock asks about the summer apparel bid and whether we are buying less or if costs are down. Director Wilson states there are fewer items, but other than that, he does not have that answer at this time.

Commissioner Lahey asks about the summer hiring job fairs. Director Wilson states we have had a couple of job fairs in recent weeks. One was on February 24<sup>th</sup> at the CRC and another at Lakeview Center on a day New Trier had early dismissal. Commissioner Lahey states this will contribute to filling some waitlist spots down the line, which we can talk about that at the Committee of the Whole meeting. Commissioner Kosloskus also asks for stats on summer hiring. Superintendent Thomas to provide an update at the Committee of the Whole meeting next week.

## **6.0 UNFINISHED BUSINESS**

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## **7.0 NEW BUSINESS**

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### **7.1 CONSIDERATION OF SUMMER APPAREL BID**

Vice President Duffy moves and Commissioner Murdock seconds a motion to approve the summer apparel bid. President Kosloskus asks if there is any more discussion on the topic.

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

## **8.0 ADJOURN TO CLOSED SESSION**

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

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

Minutes Approved on: **TBD**



**WILMETTE PARK DISTRICT**  
**Committee of the Whole**  
**Meeting Minutes**

*Monday, March 18, 2024*  
*7:00 p.m. – Community Recreation Center*

**PRESENT**

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

Absent: Vice President Patrick Duffy

Secretary/Executive Director: Steve Wilson

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

Visitors: Walter Keats, Mary Smoley, Mary Shea, Tanja Chevalier, Joel Epstein

**1.0 MEETING CALLED TO ORDER**

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The meeting was called to order at 7:01 p.m.

**A. ROLL CALL TAKEN**

**2.0 COMMUNICATIONS AND CORRESPONDENCE**

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President Kosloskus states there is one correspondence in the packet.

**3.0 PUBLIC COMMENT/RECOGNITION OF VISITORS**

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Joel Epstein – Mr. Epstein states he is here to talk about the courts [at Hibbard]. He is representing 770 members of the Wilmette Pickleball Association. He states that having the dual courts [at Hibbard Park], both tennis and pickleball, works really well. There was a spirit of cooperation. If someone showed up and wanted to play tennis, they were able to move the pickleball game from one court to the other. If someone had signed up on the website or not, their group did their best to accommodate and continue a family atmosphere, as there were a lot of parents coming out with their kids to play tennis or pickleball. It was a very congenial atmosphere and Mr. Epstein states he was out there a lot. He was able to take responsibility for the courts, making sure everyone got to play their game. He explains that one of the keys to our success for court rental was the court reservation system. He believes that we can continue once the courts at Community Playfields are set up and the system will work well once again for the courts at Hibbard. It's also an opportunity to keep the courts going – dual use courts – for everybody because pickleball is growing exponentially. There are 18 tennis courts in the village and 6 pickleball courts, which will grow to 12 [this spring]. He would suggest, we could have more courts if we were able to put temporary rolling nets and line it for two pickleball courts we would have more. We are trying to have as many courts as possible. He sent a message that it was 50 degrees out on a cloudy Sunday and the tennis and pickleball courts at community playfields were completely packed. And that's the way it's going to

be. So if we were able to keep this as dual and use it for the park district to run their educational pickleball programming, which is going to continue to grow, it gives us more opportunity and it frees up the Community Playfields courts for people who will be packing the courts wanting to play with their friends and children and setting up whatever games they can set up.

Mary Shea – Ms. Shea states she was surprised to read about the beach situation/plan at south beach. It was all new, but the problems aren't new. The problems are because of the very successful marketing of the park for the last 25 years to the wider Metropolitan area. People come here, they come to the July 3<sup>rd</sup> [celebration] and they love it. They come back. And that's a success because that's what's happening. She was interested to know, because of the way we structure these meetings, she won't be able to comment later, but she wanted to know what the plan is for implementing the charge for the beach, and did the board ask Mr. Wozney? Was he a part of the design of the proposal? Because he did a wonderful job managing. But she thinks if people come later in the day, she doesn't know when those problems really occur. At night? With alcohol and drugs that were referenced. Maybe closing the beach before 10pm would be helpful. People can't get in after 9pm. Maybe you could close it earlier if this is a problem. She hopes the board will talk about all these issues when they make the presentation. Thank you.

President Kosloskus states that yes, the board will talk about those issues during the presentation.

#### **4.0 NEW BUSINESS**

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##### **4.1 DEBT ISSUANCE PRESENTATION – PMA SECURITIES**

Andrew Kim, Senior Advisor for PMA Securities, presents to the board on background information on PMA and the Park District's proposed bonds.

Commissioner Murdock asks more about PMA's background, asking about the 8 other park districts they work with and bonds they have issued. He asks specifically about bonds they have issued in the recent past. Andrew answers that they are working on a \$35M bond issue for the Palatine Park District. They issued a bond for the Park District of LaGrange for \$10-15M, and he states they are going to referendum this fall. The Park District of Oak Park had three bond issuances in 2019, 2020 and 2021 in the \$5-10M range each. Commissioner Murdock then asks about examples of debt certificates they have issued in the last few years. Andrew states they have definitely done debt certificates for park districts, including the Park District of Oak Park.

Commissioner Murdock summarizes and simplifies what Mr. Kim is saying: If you estimate the inflation rate to be higher than it actually is, you end up leaving money on the table. But, if you guess too low, you might have to fund some of that out of operations, but we wouldn't be in a situation where either we lose that hypothetical \$10,000 or take out some additional issuance costs to capture that. Andrew states that, yes, the more frequently you access the market, the more fees you will have to pay PMA and the legal team, so the issuance costs are going to go up.

President Kosloskus asks if you are halfway up to the available maximum, like this year, can you issue again? Andrew answers that, yes, you can issue again and incur cost. However, he would recommend capturing it next year, but if you don't, you have left that capacity unused and you don't ever get it back.

President Kosloskus asks, in the Tinley Park scenario where they issue every year, if they are choosing to incur those costs of paying PMA and the legal team, is there a deal for issuing on a rolling basis? Andrew answers that they are selling one year bonds, but they sell them every two years to mitigate the cost. President Kosloskus asks if the rating companies look poorly upon that, or if there are other reasons why their ratings are lower. Andrew answers that there are different reasons and the higher your debt service extension base (DSEB) is, the more favorable your ratings are. Also, the Tinley Park bonds are not public, so they don't get rated anyway.

Commissioner Lahey states that it is important for him to note that 2% is \$20,000; 3% is \$30,000. So, if you can infer what their level of fees are, that is an important part of this conversation. He then asks the size of Tinley Park's two-year issuance. Andrew answers that two one-year bonds is about \$1M each year. Commissioner Lahey states he has a rough idea of their costs, but that it seems very costly to him. Superintendent Foy states that the fees Tinley is getting on a private placement are much cheaper than on a public offering. For Wilmette, we are talking about a public offering. We would get a much more attractive rate in the public view than we could as a private placement. So then the fees would be cheaper but we would be paying a lower interest rate.

Andrew clarifies that for larger bond issues you will benefit more by doing a public offering. Private placements have higher interest rates than public placements.

Commissioner Clarke states that in her conversation with Superintendent Foy, she learned that this gives you a lot of capacity to start other projects, or if an opportunity arises to acquire more land. You could issue additional bonds for more money in subsequent years.

Commissioner Lahey asks if Andrew would speak to economic conditions that lead to .5% CPI the next three years. Andrew answers that those conditions are unlikely.

Superintendent Foy states that the difference between scenario 2 and scenario 3 is that scenario 2 is paid by all tax-supported debt. Scenario 3 has a little piece of operational payment towards it just so we can capture the DSEB.

Commissioner Murdock asks if our last two issuances were public or private. Superintendent Foy answers that the cart path was private, both debt certificates were public, and the debt issued in 2022 was a premium bond issuance.

Andrew states that he does not see any reason not to access your DSEB, and Commissioner Murdock states, unless you want to use your DSEB for something else. He explains that we use our DSEB for playgrounds, for vans, etc. DSEB was created

because when the tax caps were implemented and each park district was given a different amount of DSEB based on their past borrowing, with the theory being that they shouldn't have to go back to capital markets for the stuff they were doing on an annual basis. Past park boards decided to use a whole bunch of our DSEB to go and build the golf course clubhouse, realistically because they thought it would not be approved through referendum. But, we are still paying for that because the board has not since had access to as much DSEB because they captured it. In his personal opinion, Commissioner Murdock states that he believes DSEB should be used for reoccurring stuff, as opposed to something extraordinary. If we take a look, we have used debt certificates for two specific projects recently, which he thinks is the right thing to do for the cart path. They did some analysis and thought they would generate additional revenues to pay that debt without having to cannibalize operations. And then, the same thing, for the paddle courts, although we weren't legally obligated to use that money, and we generated extra revenue through the expanded courts, which is effectively servicing that debt, which preserved our debt extension base for the stuff he believes it is supposed to be used for – playgrounds, trucks and other reoccurring stuff. Commissioner Lahey asks if we can increase our DSEB via referendum. Andrew and Commissioner Murdock both answer yes. Commissioner Lahey goes on to ask if our DSEB is low or high and how it is relative to other park district peers. Superintendent Foy states that would take a little bit of research to determine. Commissioner Lahey states that since we are considering options one and five, did we want to consider a referendum to split the difference.

President Kosloskus asks which of these situations are callable. Andrew states that only the first scenario would be callable, meaning that we could refinance. Superintendent Foy asks if we could do a five year call feature, how much would it cost in interest rate. Andrew states that his guess would be less than 100 base points. Andrew states that once these certificates are sold without a call feature, the payments are what they are, except that you could restructure them. President Kosloskus asks if you could pay it off early. Andrew answers that no, that would not be an option.

Commissioner Goebel asks Superintendent Foy to guide the board in terms of a timeline of when they would be able to discuss and by what date they would need to vote. Superintendent Foy states that the BINA hearing is the disclosure that we are going to do this. Andrew states that there are four things that need to happen: 1) hold the BINA hearing; 2) the board adopts an ordinance of intent, which is currently scheduled for April 8<sup>th</sup>; 3) a notice would be published, which would begin a 30-day petition period; and 4) the board would adopt a bond ordinance. So, the decision to issue the bonds would need to be made at the April board meeting.

Director Wilson asks the board if they wanted to give thoughts on which of the concepts work best in their mind or do they want he and Superintendent Foy to give their opinions. President Kosloskus asks Superintendent Foy to chime in. Superintendent Foy states she is a cash flow positive person. Her suggestion is to go with a scenario that costs us the least (scenario 3), and the reason for that, while some of that money does come out of operations to help us fund this, overall it still costs less over the life of the debt. The other reason why she thinks this is a good choice is because when we talk about kicking off projects, sometimes from concept to execution takes a little longer. There are a lot of



options available to us to help us fund this, but in the end, she is ultimately concerned about the cost. Without a specific project in mind, she states she believes scenario 3 is the best option.

Commissioner Murdock asks where the yield curve is right now. Andrew states that it is currently in the 7-9 year range. President Kosloskus states that scenario 3 is an option without too much extra burden.

Commissioner Lahey states that scenario 5 is one the board would consider because it is an attractive spot in the yield curve. However, he states he kept coming back to scenario 3 with the idea that we are bringing the 2030 line closer. Then we have this option of cost-free DSEB referendum if we wanted to, that does not have any transaction costs. President Kosloskus states that we could also do debt certificates at that time.

#### **4.2 GARDEN PLOT WAITLIST MANAGEMENT & OTHER WAITLISTS**

Superintendent Solberg states that at the board meeting we had a resident come and ask questions about the garden plot waitlist management for residents vs. non-residents. When we put people on the waitlist we don't currently ask if they are resident or non-resident, so we don't have the information for people who are on the waitlist. We have 154 garden plots, 85 at West Park and 69 at Centennial. We have 15 non-residents at West Park and 5 non-residents at Centennial. We are about 23% non-residents right now. If we are looking at changing or updating our policy on how we group people, staff recommends we keep the existing waitlist as-is, and going forward we could ask about residency. Currently we have 59 people on the waitlist for Centennial and 37 on the waitlist for West Park. We moved 14 people off the waitlist this year.

Commissioner Murdock states that worst case scenario, someone who is a resident is on the waitlist an extra year. Commissioner Lahey states that both parks border neighborhoods in Wilmette. He also states that park districts belong to all the people in the state of Illinois.

Commissioner Frazier asks what the policy is for the paddleboard waitlist, if it is prioritized for resident vs. non-resident. Superintendent Solberg states there isn't one. President Kosloskus states there is already a fee difference, and non-residents pay a higher fee than residents.

Commissioner Murdock states that he doesn't think the garden plot waitlist would be the one to make the board make a policy change.

Commissioner Frazier states that whatever the change is, it should be consistent across the different programs. She suggests making the number of garden plots for non-residents 10%. Commissioner Lahey states that he would want to run anything by the park district attorney to make sure it is fair and legal. He reminds other commissioners that the parks are held in trust for the people of the state of Illinois.

Commissioner Lahey asks Director Wilson for his thoughts. Director Wilson details how a resident waitlist policy could be extended and where it possibly gets out of hand.

Commissioner Frazier states that she views garden plots as something more permanent than a class that has a beginning and end date, and therefore would not expect the policy to be encoded for programming. In addition, Commissioner Lahey states that SUP board spaces at the beach would fall under the same category as garden plots, since they [are a rental of space and are rented indefinitely].

Commissioner Goebel asks Superintendent Solberg what the plan is for people who have a plot but may not use it. Superintendent Solberg states there is a plan in place called a “plant by” date, where if someone does not plant anything by June 15<sup>th</sup>, the plot goes to someone on the waitlist. She also states that gardens are walked weekly. Last year, we moved four more people off the waitlist through this process. 14 people have been moved off the waitlist this year and contracts are being finalized.

#### **4.3 SOUTH BEACH OPERATIONAL MANAGEMENT**

Director Wilson states that in the packet there is a memo from staff regarding proposed change to the management of the south beach area of Gillson Beach.

President Kosloskus states that the prior lakefront manager, Ben Wozney, was consulted on the plan and has his full support. Commissioner Clarke states it would be fair to say this plan was Ben’s idea.

President Kosloskus sums up the memo by naming some of the challenges staff have had, which are significant, and we don’t want to be in the business of creating negative patron experiences. She goes on to describe staff being surrounded by angry people and the constant battle of trying to keep people out of the water on south beach. President Kosloskus then asks Director Wilson to talk about the plan for implementing this proposal.

Director Wilson states if the board is in agreement on implementing this plan, it would be an introduction of a fee based swim beach with a designated swim area and lifeguards. The designated swim area would be the same size as the current existing swim area at Gillson. Admission rates would be slightly lower than the daily admission rates of the swim beach at Gillson. \$5 resident and \$10 non-resident rates would cover our operational costs. There would be a continuation of the wooden beach fencing with multiple admission areas. This would allow our staff to search bags upon entry, open coolers, in order to better control the alcohol issue on the beach. People will still have the ability to walk the water’s edge without paying a fee. President Kosloskus asks about the closing time of the beach currently. Megan White, Lakefront General Manager, states the beach closes at 9pm and the property closes at 10:30.

Commissioner Lahey states that his thinking on this has evolved since being on the park board, and the board is trying to solve a problem by implementing a possible solution to see if it fixes the issue. This is a change that is in the best interest of the safety of the beach and our staff.

Commissioner Clarke asks Director Wilson to go over the evolution of Langdon becoming a paid swimming beach. Director Wilson states that his first year as director was the first

year Langdon was a paid, lifeguarded beach. Langdon, the water levels come up and go down, and as the beach was there, it was a quiet place used by those close by who knew it existed. Then, there was an article written about the 'hidden free beaches of Chicagoland' and it became quite a destination. It was similar to south beach – overcrowded, rowdy, people changing diapers in driveways where they parked and leaving the diapers on the street. The neighbors came to the district and asked for the beach to be secured. Once the park district made it a lifeguarded, paid swim beach, the problems almost instantly went away, and it returned very quickly to being a much quieter place.

Commissioner Frazier states she was at the beach one day when there was a group berating a lifeguard. She states that many of the people who work at the beach are very young and she feels a sense of protection for those individuals, and so she supports this change at south beach.

Commissioner Goebel states that since being on the board she has become more aware of the bad behavior we see on our beaches, both seen and heard about. Commissioner Clarke states that if you are on south beach you need only walk a little further to access the amenities of Gillson.

The board directs staff to move forward with the south beach plan.

President Kosloskus asks about the part of the memo that talks about extra maintenance and/or more senior staff during certain months. She asks Director Wilson if that is still being worked out. Director Wilson states that the Lakefront General Manager and Superintendent Merrill are working through staffing concepts.

Commissioner Clarke points out that there may be an additional need for more maintenance when the fencing is broken. Commissioner Lahey adds that, as this is not an economic decision, he would like staff to keep the board informed of cost moving forward so adjustments can be made if necessary.

President Kosloskus opens public comment for those members of the community who are present. Mary Shea asks if there will be a beach house or a stand where the money will be exchanged and tickets dispensed. Superintendent Merrill answers there will be two or three entrances along Overlook Drive, and people who already have a pass to the swim beach would be able to access south beach as well. Mrs. Shea then asks how staff will know if someone is just there to walk the beach or if they are there to spend the day. Superintendent Merrill states that is part of the staff's training and responsibilities, to be able to spot people who are just walking the water's edge versus those who are picnicking.

#### **4.4 HIBBARD TENNIS COURTS RENOVATION PROJECT**

Superintendent Solberg states there are 6 options of what to do with the two tennis courts at Hibbard Park. The courts are scheduled to be resurfaced this year and she is here to start the discussion forward with how we are moving forward with the surfacing project.

We are targeting a mid-August start, so this is a fall project. Option 1: 2 tennis courts; Option 2: tennis on one side and east/west pickleball on the east side of the courts; Option 3: all pickleball east/west, 6 courts; Option 4: all pickleball east/west, 8 courts; Option 5: all pickleball north/south, 6 courts (USPA compliant); Option 6: 2 pickleball, 1 tennis court, north/south orientation (USPA compliant). Superintendent Solberg is looking at options for a cover over the courts so they could be used 9 months out of the year, but she not yet sure there is a good option, given the size of the court area.

Commissioner Murdock states that the pickleball players did not seem bothered by the shared-use courts or the circus of lines that are currently on the Hibbard courts. He suggests the possibility of waiting another year to resurface the courts. President Kosloskus states that there is the option of keeping the rollaway nets and just resurface and color-coat the surface; none of the netting or fencing would need to be redone at the moment. Superintendent Solberg states that because of the cost of the project, the intent of the staff was to reconfigure the courts at the same time in order to save money, if that is what the board wanted. Commissioner Frazier asks if the intent would be to get more data or to save the money. President Kosloskus answers that it would be to have more time to see if the pickleball trend increases or decreases. Commissioner Frazier agrees and then poses the question of how we capture the data. Director Wilson states there is a reservation system in place. Superintendent Solberg states that the play she sees is by people who are just showing up, not reservations, and is mostly pickleball. She also would like to confer with other staff to make sure we have their data and opinions. Commissioner Lahey states he is in favor of moving forward with the project because of the acoustic fence installation and the fact that there are more people playing pickleball than tennis. He thinks it would be a mistake to make it all pickleball, and he is not concerned about having the courts eligible for tournaments, as this is a recreational park. He also believes that August of 2025 is pushing the project too far out. Commissioner Frazier thinks we should move forward and make it pickle because then the cost of resurfacing and fencing will be justified. Commissioner Clarke states she would be okay with leaving the tennis courts and having rollaway nets for pickleball.

As commissioners discuss cost options, Superintendent Solberg tells the board about the process of resurfacing versus color coating. The process we do with the underlayment and the color coating gives the courts an extra 7-10 year life. This is not a full resurfacing, which gives about 15-20 years of life.

All options are left on the table until we get tennis data from the reservation system.

## **5.0 ONGOING DISTRICT PROJECTS**

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### **5.1 WALLACE BOWL RESTORATION**

No update since last month.

### **5.2 GILLSON PARK COMPREHENSIVE PLAN**

Director Wilson states we are in permitting and hoping to bid the project in May.

### **5.3 LANGDON SHORELINE PROTECTION PROJECT**

Director Wilson states we are in permitting and hoping to bid the project in May.

### **5.4 SOLAR PANEL PROJECT AT CRC**

No update since last month.

## **6.0 OPERATIONAL REPORTS**

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### **6.1 OPERATIONS DEPARTMENT**

#### **6.1.1 SUMMER HIRING UPDATE**

Superintendent Thomas states that after some data gathering, we are still looking for about 100 summer camp counselors and 15 directors. We have 223 completed applications in our system.

Commissioner Frazier states that she hopes returning summer camp staff are given priority in our system, as there is value in the child/counselor relationship from year-to-year.

Commissioner Lahey asks Superintendent Merrill if he can tell people that waitlists will not be a function of staffing, but a function of space. Superintendent Merrill answers that in most circumstances that would be a true statement. He also states we are actively pulling people off waitlists.

Commissioner Frazier asks if there are standard limits for waitlists. Superintendent Merrill says some camps were set arbitrarily by the supervisor, where they set their own maximums and waitlist maximums. He recently asked supervisors to pull away the waitlist maximums so we can see, if there are 10 people on a waitlist or 11 or 55 people. This allows us to get the most data.

Commissioner Clarke asks about the one individual who wrote in about having trouble with camp registration. Director Wilson states that our IT department looked into this extensively and it seems like it was browser- or system-specific to this one individual, as they did not have any other issues reported.

### **6.2 FINANCE DEPARTMENT**

#### **6.2.1 FEBRUARY 2024 FINANCIAL REPORTS**

Superintendent Foy explains she has been working on the budget variances. She goes over her process and the specifics she has so far with the board. The budget she has for the first half of the year is about \$3.6M, and through today we have collected \$3.5M. She asks in what form the board would like the information.

### **6.3 RECREATION DEPARTMENT**

#### **6.3.1 SUMMER CAMP WAITLIST UPDATE**

Superintendent Merrill gave a waitlist update during the operations portion of the meeting.

### **6.4 PARKS AND PLANNING DEPARTMENT**

Superintendent Solberg updates the board on the new cleaning company.

An update from the board meeting, we are working with Midwest Grows Green. We received a \$5,000 grant from IDNR to work towards getting rid of the lesser celandine in Gillson. As a part of our efforts to get rid of this plant, we are maintaining good records of what we have done, what works, and Midwest Grows Green is holding a workshop at Lakeview for the education of our staff and locals.

#### **6.4.1 THORNWOOD PARK UPDATE**

Superintendent Solberg tells the board the fence is coming down April 5<sup>th</sup>. A contractor will be coming in to even out the playing field.

#### **6.4.2 COMMUNITY PLAYFIELDS TENNIS COURTS UPDATE**

Superintendent Solberg tells the board we have to have temperatures above 55 degrees around the clock in order to finish the resurfacing project. We will have the green and blue courts with the lighter blue in the middle (identifying the kitchen for pickleball).

### **7.0 ADJOURNMENT**

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There being no further business to conduct, Commissioner Murdock 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.**



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

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

Vendor Name	Amount	Type of Service/Products	Y
Park District Risk Management Agency - PDRMA	150,719.56	02/2024 Insurance	
IL Municipal Retirement Fund	86,908.47	Monthly Contribution	
Vistra Intermediate Company, LLC	48,793.57	Electric Service - Various Facilities and Parks	Y
CDW GOVT #CH2313967	48,476.27	Technology Equipment for various facilities	
Coach Abe's Mini Soccer, LLC	32,065.73	Soccer Classes Winter 2024	Y
IMPERIAL SERVICE SYSTE	28,975.00	Cleaning Services for various facilities	
Grower Equip & Supply Co	27,856.21	Parts and Repairs for Equipment	
Vermont Systems Inc	26,197.50	VSI Cloud Hosting	
Sportskids Inc	23,711.43	2024 Winter Camp	
Brady Industries of Illinois LLC	23,460.40	Building Supplies for various facilities	
Lenny Hoffman	18,769.51	Paddle- Addition to Hut Project	
Door Systems ASSA ABLOY	13,724.00	Door Replacement Project- Lakeview	
Vanguard Energy Services LLC	13,625.17	Gas Service Various Areas	Y
CHUCK WAGON RESTAURANT	13,558.63	Paddle Match Catering	
Halloran Power Equipment	11,726.73	Parts and Repairs for Equipment	
Fambro Management LLC	10,900.68	Professional Services for various programs	
Reinders Inc	10,864.62	Equipment and Repairs for Golf	Y
Amazon	4,319.23	Program Supplies	Y
Amazon	3,271.47	Office Supplies	Y
Amazon	2,883.52	Equipment and Repairs	Y
Amazon	151.37	Coffee Bar Supplies	
Chicago Loves Dance Inc	10,413.75	Professional Services for various programs	
Progressive Tree Service Inc.	10,295.00	Parks- Grounds Maintenance	
Harrell's LLC	10,186.30	Various Fertilizer and Herbicides for Golf	Y
SQ *THE LAWN	9,792.00	Paddle Match Catering	Y
SQ *THE LAWN	107.10	West Park - K. Solberg staff meeting	Y
SQ *THE LAWN	96.48	Aquatics Training luncheon with Winnetka Staff	Y
SQ *THE LAWN	96.17	Welcome Lunch HR Assistant	
Max R	9,955.00	Parks- Trash/Recycling Containers	
Gourmet Gorilla, Inc.	9,575.15	Half/Full Day Catered Lunch- AM/PM Snack	
BHFX, LLC	8,425.00	Parks- Software Imaging/Digital Scanning	
Boller Construction Co., Inc.	8,113.17	Paddle- Addition to Hut Project	
Lauterbach & Amen, LLP	8,000.00	2023 Financial Audit Progress Billing	
Mity-Lite Inc	7,513.60	New Tables for CRC	
Tressler, LLP	7,406.00	Legal Services for WPD	
IL Association of Park Districts	7,291.38	Annual Membership Dues for 2024	Y
WEISSMAN'S THEATRICAL	7,278.44	Ice show costumes	
SFC Chicagoland LLC	7,153.00	Professional Services for various programs	
Trane Chicago	6,830.96	CRC- RTU Parts & Annual BAS Contract	
Smith Group JJR LLC	6,692.25	Langdon Park Shoreline Stabilization	Y
HYATT REGENCY CHICAGO	6,318.73	2024 IPRA Conference lodging & Meals for various attendees	
Nicor Gas	6,277.48	Gas Service for Various Facilities	
BerryDunn	6,127.00	Parks & Play Comprehensive Strategic Plan	
Hot Shots Sports	5,540.00	Professional Services for various programs	Y
WASTE MGMT WM EZPAY	5,357.68	All Buildings - Trash/recycling	
Original Watermen	5,302.85	Staff Uniforms	
Pioneer Athletics	5,153.93	CRC- Athletic Field Paint	
A & J Sewer Service	5,110.00	Golf- Pump Storm Sewer and Sewer Rodding	
Verizon Wireless	5,075.89	Cell Phone Service- Various Areas	Y
NOTEIFY.APP	5,000.00	Tee Time Waitlist Software	Y
<b>Total</b>	<b>791,443.38</b>		
<b>Other Sundry Services/Products</b>	<b>187,129.81</b>	Details on following page	
<b>Total Voucher List</b>	<b>978,573.19</b>		
<b>Payroll Transfers</b>			
	3/8/2024	393,427.47	
	3/22/2024	384,683.64	
<b>Total Payroll Transfers</b>		<b>778,111.11</b>	
<b>Total Vouchers and Transfers</b>		<b>1,756,684.30</b>	

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 04/08/2024**

Vendor Name	Amount	Type of Service/Products	Y
4IMPRINT, INC	1,753.10	Early Registration Incentives	Y
72821 - GRANT PARK NOR	132.00	2024 IPRA Conference transportation	Y
A WISH COME TRUE	1,193.79	Ice show costumes B1/2	Y
A WISH COME TRUE	178.94	Ice show costumes boy- multi levels	Y
A WISH COME TRUE	174.96	Ice show costumes B4 boys	Y
A-1 Roofing Co	1,482.00	Tennis- Leak/Roof Repairs	
AAA Lock & Key	608.00	Buildings- Keys for all Bldgs for Cleaning Co.	
AAA Lock & Key	101.50	Buildings- Keys for New Cleaning Co.	
AAA Lock & Key	27.50	Parks- Keys	
AAU	58.32	AAU Membership Ubaldo Rodriguez	Y
ACUSHNET BILLTRUST	1,378.34	Custom Golf Shoe Order	Y
ADOBE INC.	29.99	Stock image for website	Y
Aerex Pest Control Services	210.00	CRC Pest Control March 2024	
Aerex Pest Control Services	72.00	Mallinckrodt Pest Control Jan 2024	
Aerex Pest Control Services	72.00	Mallinckrodt Pest Control (February)	
Aerex Pest Control Services	72.00	Mallinckrodt Pest Control (March 2024)	
AFLAC	1,130.26	Employee Contributions	
ALARM DETECTION SYSTEM	760.80	Alarm Golf Maintenance	Y
ALARM DETECTION SYSTEM	323.73	Quarterly Charge Clubhouse	Y
Aliperta, Rosie	242.02	Reimbursement for Royal Ball Expenses	
Amazing Minds	2,016.00	Winter 2024 Classes- CRC	
AMAZON WEB SERVICES	185.99	Website Hosting	Y
AMERICAN 0010275030103	30.00	PGA Merchandise Show travel	Y
American Red Cross	480.00	CPR/AED Course	
APPLE.COM/BILL	2.99	West Park - K. Solberg/phone supply	Y
AQUALAB Water Treatment	245.00	Ice- Water Treatment for Cooling Tower	
ARC TRAINING SERVICES	308.00	CPR/AED Training Class	Y
Arthur Clesen Inc.	1,545.82	Irrigation Parts	
Aspen Outdoors	1,753.70	Greens Fertility Program	
Aspen Outdoors	807.80	Greens Fertility Program	
Associated Property Counselors, Ltd.	75.00	Fee for P.T.A.B. Services	
AT&T	3,448.81	Data & Voice Network Charges for WPD	
AT&T	507.64	Internet for all Facilities	
AT&T	472.93	Phone Charges for Wilmette Park District	
AZTEC SUPPLY CORPORATI	261.24	All Buildings - Urinal screens	Y
BARTLETT MANUFACTURING	187.58	Parks - Grounds repair supplies	Y
BATTERIES PLUS #0286	26.21	12v 7ah battery	Y
BOWLERO BUFFALO GRV	974.35	SDO Field Trip	Y
BRADY LAS VEGAS	72.00	Locker Room Supplies - Hair/Body Shampoo	Y
BTSI	1,322.00	Hole Changer/Range Accessories	
BTSI	1,134.00	Course Aluminum Practice Cups	
BTSI	216.00	Rope for Ski Trails	
BTSI	108.00	Rope for Ski Trails	
BUILDERS ASPHALT LLC	118.80	Parks- Keay Park Cold Patch	
BURRITO BEACH	24.54	2024 IPRA Conference meal	Y
Bushnell Incorporated	155.00	Pool- Chemical Supplies	
Bushnell Incorporated	59.30	Pool- Chemical Line Repairs	
Bushwall, Sally	3,420.00	Dog Training Winter Classes	
CC* BLUEFISHJOBSCOM	225.00	Job Posting Big Blue Recreation Supervisor Sports	Y
CC* NRPA CAREER CENTER	249.00	Job Posting NRPA - Lakefront General Manager	Y
Chess-Ed LLC	3,132.00	Winter 2024 Classes- CRC	
Chess-Ed LLC	1,394.00	Winter Chess ED	
Chew, Krisna A. Morales	198.80	Reimbursement for Travel- Meet in Las Vegas	
CHICAGO ATHLETIC ASSO	33.53	2024 IPRA Conference meal	Y
CHICAGO FOAM COMPANY	149.75	Hummingbirds Supplies	Y
CHICAGO FOAM COMPANY	149.75	Summer Doves Supplies	Y
CHICAGO FOAM COMPANY	149.75	Teeny Tiny Tots Supplies	Y
CHICAGO FOAM COMPANY	149.75	Tiny Tots Supplies	Y
CHICAGO TRIBUNE SUBS	3.00	Fee for monthly online subscription	Y
Chicagoland Sokol BLDG Association	480.00	Boys GJO State Meet	
CHICK-FIL-A #01537	36.28	PGA Merchandise Show meal	Y
CINTAS CORP	38.87	West Park - First Aid Cabinet supplies	Y
CINTAS CORP	26.48	Paddle - First Aid Cabinet supplies	Y
Cintas First Aid & Safety	90.86	First Aid Supplies	
COMCAST CHICAGO	2,393.67	Internet and TV for various facilities	Y
ComEd	25.37	Electric Service- Thornwood	
Conserv Fs Inc	374.91	Parks- Chemicals/Herbicides	
CONSTRUCTION SAFETY CO	150.00	WP - Wiltgen, Iovinelli, Specht Safety Conference	

Converged Digital Networks, LLC	260.95	Phone Hardware and User License	
Councilman-Hunsaker	2,226.00	Centennial Audit Visit- 7.17.2023 & 8.4.2023	
Councilman-Hunsaker	1,113.00	Beach Audit Visit 7.25.2023	
Councilman-Hunsaker	1,113.00	Beach Audit Visits 08.22.2023	
Cummins Inc	1,738.66	Pool- Generator Maintenance/Repair	
CURB CHI TAXI	7.50	2024 IPRA Conference transportation - Zanon	Y
Daniel C. Reamer	1,757.50	2024 Winter Adult Basketball Official Fee 2nd Half	
Daniel C. Reamer	95.00	Adult Volleyball Official Fee	
DAVE & BUSTER'S, INC.	487.50	School Day Off Field Trip	Y
DBC*BLICK ART MATERIAL	102.16	Ceramics paints	Y
DBC*BLICK ART MATERIAL	66.50	Art supplies	Y
DD *HONEYBUTTERFRIED	241.00	Paddle Event Food	Y
DIRECT FITNESS Solutio	570.81	Direct Fitness Equipment Repairs	Y
DMARCLY (NETFLARE)	828.00	Dmarc Reporting Software	Y
DOLLAR TREE	20.00	Royal Ball supplies	Y
DOLLARTREE	7.50	MAL-Bingo Party Supplies	Y
DRAMATIC PUBLISHING EC	29.90	Student directed play scripts	Y
DRAMATISTS PLAY SERV	21.84	Theater scripts	Y
DUNKIN #300826 Q35	119.95	Snow Day pop up event supplies	Y
DUNKIN #300826 Q35	53.97	West Park - Meeting supplies	Y
EIG*CONSTANTCONTACT.CO	429.00	Monthly fee for online enewsletter/eblast tool	Y
Elmwood Supply Company, Inc.	753.32	Plumbing- Beach House/Pool	
Elmwood Supply Company, Inc.	18.00	Beach House- Plumbing	
Emory, Sara	625.00	Level 6, 7, 8 Regionals	
Emory, Sara	580.88	Travel Expenses for Las Vegas Meets	
ENGINEER SUPPLY LLC	429.00	CRC - Room 106 Project	Y
FASTSIGNS 100101	406.33	WCT Spring Production banners postcards	Y
Fastsigns-Morton Grove	1,284.78	CRC- Soccer Field Signs	
Fastsigns-Morton Grove	68.41	Office Supplies- White, Krieger, Aybar	
Fastsigns-Morton Grove	36.41	Office Supplies- K. Robinson	
Faulks Bros Construction Inc	3,135.19	Drainage Sand	
Faulks Bros Construction Inc	1,485.83	Drainage Sand	
Ferincz, Tamas	41.41	February 2024 Mileage for Boys Gymnastics Meet	
FIGURE 53 QLAB	40.00	WCT tech supplies	Y
Filter Services Inc	1,618.61	CRC- HVAC Filters	
Filter Services Inc	768.72	HVAC Filters- Pool/Mallinckrodt/Golf/Ice	
FLOOR CITY	3,480.96	CRC - New Floor 106 Project	Y
Fox Valley Fire & Safety Co	2,892.00	Paddle- Addition to Hut Project	
FS *BRIGHTPOD.COM	99.00	Marketing project sharing software	Y
FSP*AMERICAN OUTFITTER	280.27	Improv troupe t shirts	Y
FSP*ILSTMA	180.00	2024 ILSTMA - John, Sergio, Hugo, training class	Y
FSP*ILSTMA	120.00	2024 ILSTMA - Justin, Jorge training class	Y
FSP*ILSTMA	60.00	ILSTMA winter workshop	Y
GEMPLERS	25.00	Parks - Office supplies	Y
Gewalt Hamilton Assoc., Inc	607.00	Paddle- Addition to Hut Project	
GIBSONS ITALIA	150.00	2024 IPRA Conference meal	Y
GOLF COURSE SUPERINTEN	195.00	Assistant Superintendent Association Dues	Y
Gomez III, David Wycoff	52.13	2024 February Mileage	
GOODE & FRESH PIZZA BA	145.97	WCT refreshments	Y
GOODE & FRESH PIZZA BA	116.98	MAL-Bingo Party Supplies	Y
GOODWILL RETAIL #160	68.37	WCT costumes	Y
GRAINGER	376.24	Pool - Plumbing repairs	Y
GRAINGER	240.48	CRC - Door locks for Buses	Y
GRAINGER	231.72	All Buildings - Plumbing supplies	Y
GRAINGER	144.36	CRC - New Floor 106 Project	Y
GRAINGER	102.48	West Park - Tools for pool locker room floors	Y
GRAINGER	35.74	CRC - Cleaning supplies	Y
GRAINGER	23.64	Golf - Building repairs M. M.	Y
GRAINGER	20.59	Pool - Floor painting supplies	Y
GROOT INDUSTRIES INCOR	46.80	All Buildings - Trash/recycling	Y
Gymnasti Gymnastics	2,880.00	XCEL State Meet 2024	
Gymnastics Etc	660.00	Level 6,7,& 8 State Meet	
Gymnastics X-Calibur	1,000.00	Level 3 State Meet 2024	
Halogen Supply Co Inc	781.01	Pool- Supplies	
Harris Golf Cars	509.55	Club Car Repairs	
Harris Golf Cars	60.89	Club Cars Repair Bolts	
Harris Golf Cars	(268.50)	Credit for Returned Parts	
Heartland Business Systems, LLC	408.00	M365 Monthly User Licensing	
HOLIDAY INN CHICAGO TI	181.42	Gymnastics meet lodging	Y
HOMEDEPOT.COM	593.85	CRC - New Floor 106 Project	Y
HOMEDEPOT.COM	462.57	CRC - Room 106 Project	Y
HOMEDEPOT.COM	279.00	Parks - Equipment supplies/lithium batteries	Y
HOMEDEPOT.COM	155.40	Parks - CPF - Grounds repairs	Y
HOMEDEPOT.COM	83.40	CRC - Clay trap parts	Y
IDLEWOOD ELECTRIC SUPP	248.97	Golf - Electrical repairs	Y
IDLEWOOD ELECTRIC SUPP	121.14	CRC - Electrical repairs	Y
IDLEWOOD ELECTRIC SUPP	32.97	Paddle - Heater timer	Y
IHC Construction Companies, LLC	2,246.64	Paddle- Addition to Hut Project	

ILCA	343.65	2024 ICLA - Workshop B. Maldonado	Y
ILCA	255.00	2024 ILCA - A. Paquette	Y
ILIPRA.ORG	315.00	IPRA Job Posting - Lakefront General Manager	Y
ILIPRA.ORG	315.00	Job Posting IPRA - Recreation Supervisor - Sports	Y
Ill. Dept. of Revenue	727.00	02/24 Sales Tax	Y
ILLINOIS ASSOCIATION O	595.00	2024 IPRA Conference Reg - Zanon	Y
ILLINOIS ASSOCIATION O	470.00	IAPD Conf. Reg. - P. Lahey	Y
ILLINOIS ASSOCIATION O	(120.00)	IAPD Refund - M.Marubio	Y
ILLINOIS ASSOCIATION O	(130.00)	IAPD Refund - M. Parson	Y
Illinois Department of Employment Security	1,263.00	Q1,2024 Unemployment Contribution	Y
ILLINOIS GOVERNMENT FI	500.00	2024 IGFOA Dues (Foy, Phillips)	Y
IN *GNXCOR USA INC	225.00	Maintenance Care Software	Y
IPRA* IL	300.00	2024 IPRA Conference - K. Solberg	Y
IPRA* IL	95.00	CPRP Prep Program - LW	Y
ISA	360.00	2024 ISA Arborist Test - K. Robinson	Y
ISTOCKPHOTO	205.77	Monthly fee for online stock image/video service	Y
JAMF SOFTWARE, LLC	168.00	Apple Mobile Device Management	Y
JERSEY MIKES 9069	31.50	PGA Merchandise Show meal	Y
JEWEL OSCO 3456	73.52	Royal Ball supplies	Y
JEWEL OSCO 3465	64.37	MAL-Bingo Party Supplies	Y
JEWEL OSCO 3465	43.74	Full Day Preschool Supplies	Y
JIMMY JOHNS 1037	74.10	2024 IPRA Conference meal	Y
JIMMY JOHNS 1037	10.32	2024 IPRA Conference meal - Zanon	Y
JOANN STORES #2117	106.30	WCT costumes	Y
JOHN WEISS ACE HDWE	35.00	West Park - Building supplies/P. Specht	Y
JOHN WEISS ACE HDWE	20.99	West Park - Building supplies	Y
JOHN WEISS ACE HDWE	19.12	CRC - Building repairs/door parts	Y
JOHN WEISS ACE HDWE	18.46	West Park - Equipment supplies/N. Price Van	Y
JOHN WEISS ACE HDWE	14.98	Lakeview - Building supplies/floor cleaner	Y
JOHN WEISS ACE HDWE	9.99	West Park - Equipment supplies/tools	Y
Jorson & Carlson Co Inc	72.05	Zamboni Ice Scraper Knives Cleaned Sharpened Honed	Y
Jorson & Carlson Co Inc	72.05	Zamboni Ice Scraper Knives Cleaned Sharpened Honed	Y
Jorson & Carlson Co Inc	64.35	Zamboni Ice Scraper Knives Cleaned Sharpened Honed	Y
JUST SALAD ILLINOIS CT	63.48	2024 IPRA Conference meal	Y
KAVAS TACOS & TEQUILA	112.59	PGA Show meal	Y
Konica Minolta Business Solutions	124.40	Copier Usage- Fitness/Tennis/ Gillson/Lakeview	Y
Konica Minolta Business Solutions	39.05	Copier Usage- Ice	Y
Konica Minolta Business Solutions	14.24	CRC- Early Child	Y
LAZ PARKING ECOMMERCE	195.00	2024 IPRA Conference transportation	Y
LEARN TO SKATE USA	18.50	LTS membership	Y
LEFTYS PIZZA KITCHEN	157.75	Food for board meeting	Y
Leibold Irrigation Inc	1,031.57	Irrigation Repair Supplies	Y
LOU MALNATIS PIZZERIA	79.91	2024 IPRA Conference meal	Y
LOWES #02728*	108.81	Parks - Grounds repair supplies	Y
Lowe's Commercial Account	1,185.41	CRC- Room 204 Project	Y
LPC NBC TOWER T	136.00	2024 IPRA Conference transportation	Y
LYFT 2 RIDES 01-25	43.49	2024 IPRA Conference transportation	Y
M.A.T.I.S. Parts & Equip	1,205.70	Restocking Bolts,Nuts,Hitch Pin, LockWashers	Y
M.A.T.I.S. Parts & Equip	722.00	12V- Booster Pack & Charger	Y
Magic of Gary Kantor	225.40	Magic Class at CRC 3.13.2024	Y
Margolis, Alison	30.00	Zumba Training	Y
Market Access Corp	350.00	January 2024 Liquor Liability	Y
Market Access Corp	175.00	February 2024 Liquor Liability	Y
MASTER ATHLETICS	1,635.64	Goods for Resale	Y
Menard's Inc	85.74	Golf- Window Repairs	Y
Menard's Inc	71.82	Golf- Window Repairs	Y
Menard's Inc	25.62	CRC- Bus Locks	Y
MENARDS LONG GROVE IL	195.76	Set building supplies	Y
MENARDS MORTON GROVE I	290.13	Golf Maintenance - Building repairs	Y
MENARDS MORTON GROVE I	27.46	Parks - Building supplies	Y
MENARDS MORTON GROVE I	(2.55)	REFUND - Parks tax	Y
METRA MOBILE	13.50	2024 IPRA Conference transportation	Y
MICHAELS #9490	43.49	Office Supplies for Admin	Y
MICHAELS STORES 5151	23.23	Ice show scenery	Y
MILLEN HARDWARE	50.70	CRC - Room 106 Project	Y
MILLEN HARDWARE	8.09	Parks - Building supplies/glue	Y
MINNESOTA CLAY CO USA	374.10	Ceramics clay	Y
Mission Square Retirement (ICMA) - 457	2,174.29	Employee Contributions	Y
Mission Square Retirement (ICMA) - 457	2,123.33	Employee Contributions	Y
MOXY PHOENIX DOWNTOWN	3,795.90	PGA Merchandise Show lodging	Y
MYSTIC DUNES RESORT FB	72.50	PGA Show meal	Y
Nadler Golf Car Sales, Inc	122.99	Solenoid	Y
Napa Auto Parts/Genuine Parts Co	77.82	Parks- Truck 10 Brake Pads	Y
NAPA STORE 3018042	234.14	Oil filters	Y
NAPA STORE 3018042	140.87	Mallinckrodt - Electrical repairs	Y
NATIONAL CAR RENTAL	330.80	PGA Show transportation	Y
NCPERS Group Life Insurance	32.00	IMRF Vol Life- Post Tax	Y
NCPERS Group Life Insurance	32.00	IMRF Vol Life - Post Tax 04/2024	Y

NEW GENEVA HOTEL LLC	273.06	Lodging Competition Staff	Y
New York Life Insurance Co	1,526.29	WPD Employee Premium	
New York Life Insurance Co	1,526.29	WPD Employee Premium	
Noble Plumbing & Sewer Contractors Inc	750.00	Golf- Sewer Line Maintenance Repair	
NSC*NORTHERN SAFETY CO	59.94	Full Day Preschool Supplies	Y
NSC*NORTHERN SAFETY CO	59.93	Preschool Supplies	Y
Oehlerking, MaryAnn	276.78	2024-Travel Expenses for Vegas Competition/Meets	
On-The-Go Sports Inc	4,091.50	Non-Contact Football Winter 2024	
ORANGE COUNTY C C CONC	92.97	PGA Merchandise Show meal	Y
Outstanding Graphics	440.00	Finding Nemo Photography (2 nights)	
Paddock Publications, Inc.	124.20	Published Legal Notice- Golf Cart Batteries	
PANERA BREAD #600639 P	58.80	MAL-Senior Event	Y
PANERA BREAD #600721 O	125.26	Registration Day staff refreshments	Y
PARK DISTRICT RISK MAN	210.00	2024 PDRMA - J. Conrad training class	Y
PARK DISTRICT RISK MAN	210.00	2024 PDRMA - J. Williams training class	Y
PARK DISTRICT RISK MAN	175.00	2024 PDRMA - H. Olvera training class	Y
PARK DISTRICT RISK MAN	175.00	2024 PDRMA - J. Ibarra training class	Y
PARK DISTRICT RISK MAN	175.00	2024 PDRMA - S. Alcalá training class	Y
PARK DISTRICT RISK MAN	150.00	IPRA HELP Seminar- E Gonzalez	Y
Parson, Michelle	134.87	2023 Mileage/Lyft from IAPD Conference to Home	
Parson, Michelle	19.16	Mileage 2024 Jan-March	
PARTS TOWN, LLC	1,095.48	Golf - Parts for dishwasher repair	Y
PARTS TOWN, LLC	38.82	Golf - Dishwasher gasket/repairs	Y
PARTSTREE.COM	82.91	Parks - Equipment supplies/blower parts	Y
PARTY CITY 5266	2.00	Royal Ball supplies	Y
PlanSource Benefits Administration, Inc.	2,987.80	03-2024 Insurance Expense - BW	
Play-Well TEKnologies	2,520.00	Lego Classes Winter 2024	
Porter Pipe	778.19	Pool- Boiler Repair	
POTBELLY #10	14.93	2024 IPRA meal	Y
POTBELLY #10	12.88	2024 IPRA Conference meal	Y
Prairie Gymnastics Club	50.00	State Meet 2024 Late Fee	
PUBLIX #1191	10.32	PGA Show meal	Y
Purchase Power	2,111.78	Explore More Newsletter Mailing 2024	
Quill	48.06	Staples, Post-It Notes, Batteries	
Quill	19.59	Pairing Knives	
Quill	15.38	Coffee Supplies	
Quill	5.79	Sink Strainer	
Record-A-Hit Inc	4,155.00	July 3 2024- Centennial Entertainment Deposit	
REVDANCE.TENTH HOUSE	898.60	Ice show costumes Pre-FS-FS1	Y
REVDANCE.TENTH HOUSE	73.95	Team costumes	Y
Revels Turf and Tractor	447.88	Green Roller Parts	
Revels Turf and Tractor	94.50	Green Roller Repairs	
RISEVISION	156.00	CRC TV Schedule Software	Y
Robbins Schwartz	1,119.01	P.T.A.B. Challenge Services	
Rock 'n' Kids, Inc.	790.50	Winter Classes- Session 2	
Rodriguez, Ubaldo	736.33	Reimbursement for Travel- Meet in Las Vegas	
RUSSO POWER EQUIPMENT	547.94	Parks - PPE/tree work safety supplies	Y
RUSSO POWER EQUIPMENT	271.98	Parks - PPE/safety supplies	Y
SANGOMA US INC	151.69	District Fax Solution	Y
SATQUOTE* SATQUOTE SOF	19.66	West Park - Parks satellite monthly charge	Y
SATQUOTE* SATQUOTE SOF	10.00	WP - Parks satellite add-on charge	Y
SERVPRO OF GLENVIEW	3,594.50	PDRMA Claim - Pipe burst Howard Park	Y
SKY HIGH NILES	42.50	SDO Field Trip - Sky High	Y
SOCIETYFORHUMANRESOURC	244.00	SHRM Membership - C Heafey	Y
SOCIETYFORHUMANRESOURC	244.00	SHRM Membership - E Gonzalez	Y
Sors Salt Room, Inc.	180.00	Day Trip- 8 Admissions for Salt Room	
SP EVERYDAYYOGA.COM	357.35	Group Fitness - Replacement Equipment for Yoga	Y
SP POOLWEB COM	321.46	Swim Area Bead Line	Y
SP WINDOWCLEANER.COM 4	201.24	All Buildings - Window washing supplies	Y
SPOTHERO 844-356-8054	290.13	2024 IPRA Conference transportation	Y
SPOTLIGHT DANCE CUP	174.76	Competition fees	Y
SQ *233 MARKET	20.21	2024 IPRA Conference meal	Y
SQ *BOOK BIN	119.95	Parks - Training manuals	Y
SQ *GLENVIEW CAR WASH	30.00	Car wash of district vehicle	Y
STAPLS7626110247000001	175.96	Buildings - Office supplies	Y
STAPLS7626110247000001	75.77	West Park - Office supplies	Y
STATE CHEMIC*STATE CHE	245.77	CRC air care program	Y
Suburban Stump Removal Inc	400.00	Stump Grinding	
SUPPLYHOUSE.COM	2,309.86	CPF - Parts for sink repairs	Y
SUPPLYHOUSE.COM	42.71	CRC - Boiler repairs	Y
Taflove, Sylvia	260.00	Mah Jongg Lessons (8 Students)	
TARGET 00009274	82.00	WCT props	Y
TARGET 00009423	36.59	WCT costumes	Y
Tebon's Gas Service	864.00	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 #1902	402.70	Pickleball Tape	Y
THE HOME DEPOT #1902	362.93	CRC - New Floor 106 Project	Y

THE HOME DEPOT #1907	247.88	West Park - Equipment supplies/small tools	Y
THE HOME DEPOT #1907	156.35	Pool - Building supplies/nozzles	Y
THE HOME DEPOT #1907	68.92	Paddle - Furnace filters	Y
THE HOME DEPOT #1907	35.93	Golf - house/building repairs	Y
THE HOME DEPOT #1907	29.00	CRC - Building supplies/Gallon adhesive	Y
THE HOME DEPOT #1987	159.00	Howard Park - Building repairs/faucet fixed	Y
THE HOME DEPOT #1987	125.49	Plywood	Y
THE HOME DEPOT #1987	81.19	Golf - Buildings repairs/elevator parts	Y
THE HOME DEPOT #1987	61.81	CRC - Clay trap replacement parts/repairs	Y
THE HOME DEPOT #1987	57.93	PDRMA - Howard Park pipe repair	Y
THE HOME DEPOT #1987	55.40	CRC - Room 106 Project	Y
THE HOME DEPOT #1987	51.25	Paddle - Coat hooks/repairs	Y
THE HOME DEPOT #1987	46.84	West Park - Equipment supplies/grout blades	Y
THE HOME DEPOT #1987	25.98	Parks - Equipment supplies/tools	Y
THE HOME DEPOT #1987	19.56	Parks - Grounds repair supplies	Y
THE LIFE GUARD STORE, I	223.39	Rescue Tubes	Y
The Northwest Passage	2,970.00	NWP Outdoor Education Class	
The Segal Company(Midwest States), Inc	2,500.00	2023 Actuarial Valuation	
The Sherwin-Williams Co	207.77	Building Repairs- Ice/CRC	
The Sherwin-Williams Co	124.06	Golf- Nick's House Repairs	
The Sherwin-Williams Co	96.81	CRC- Building Repairs	
The Sherwin-Williams Co	71.09	Pool- Repairs	
The Sherwin-Williams Co	68.29	Golf- Nick's House Repairs	
Thelen Materials, LLC	3,228.02	Fairway Topdressing Sand	
Thermostat Acquisition Holdngs, LP	2,175.81	CRC- Boiler Repair	
Thermostat Acquisition Holdngs, LP	2,062.50	Ice- Maintenance Contract	
Tri-State Cut Stone & Brick Co	53.70	Parks- Keay Park Ground Supplies	
TST* BLACKWOOD BBQ - I	34.14	2024 IPRA Conference meal	Y
TST* BOTTLENECK MANAGE	26.33	Training & Education (CRC)	Y
TST* BOTTLENECK MANAGE	26.32	Training & Education (Ice)	Y
TST* BOTTLENECK MANAGE	26.32	Training & Education (Sustainability)	Y
TST* CAFE TU TU TANGO	77.46	PGA Merchandise Show meal	Y
TST* CRESCENT BALLROOM	53.37	PGA Merchandise Show meal	Y
TST* EMERALD LOOP BAR	47.76	2024 IPRA Conference meal	Y
TST* HOGSALT - ARMITAG	72.27	2024 IPRA Conference meal	Y
TST* MARCO ROMA	114.91	Ouilmette Foundation Study Leadership Team Dinner	Y
TST* STACKED AND FOLDE	3,952.50	Paddle Match Catering	Y
TST* STAN'S DONUTS - 1	22.93	2024 IPRA Conference meal	Y
TST* THE EVIE	36.82	2024 IPRA Conference meal	Y
TST* THE EVIE	33.52	IAPD/IPRA Conference Meal	Y
TST* THE GAGE	342.81	2024 IPRA Conference meal	Y
TST* VALLEY LODGE TAVE	73.56	GM candidate lunch (2 WPD employees)	Y
UBER EATS	21.76	2024 IPRA Conference meal	Y
UBER TRIP	790.16	2024 IPRA Conference transportation - Various attendees	Y
UBER TRIP	93.41	PGA Merchandise Show travel	Y
UBER TRIP	92.82	IPRA Conference Transportation	Y
UBER TRIP	56.31	Trip from IPRA Conference back home	Y
UBER TRIP	33.52	IPRA Transportation	Y
UBER TRIP	20.98	Hotel to Tressler event: KK, LT, CC, SW	Y
UBER TRIP	15.58	Tressler to Staff Dinner: KK, LT, CC, SW	Y
UBER TRIP	14.41	Staff Dinner to Hotel: JG, RK, SW	Y
ULINE *SHIP SUPPLIES	581.95	Ice show scenery	Y
ULINE *SHIP SUPPLIES	249.50	Cone cups for water fountain	Y
Unforgettable Edibles Inc.	435.06	Catering for Bunny Brunch	
Unforgettable Edibles Inc.	411.06	Bunny Brunch Seating	
United States Postal Service	320.00	Permit for 2024 USPS Marketing Mail	
United States Postal Service	320.00	Permit for 2024 USPS First Class Presort	
US STANDARD PRODUCTS C	876.48	CRC maintenance towels	Y
VC3, Inc.	1,298.00	Managed Backup Service	
VILLAGE OF WILMETTE	15.38	Sheridan & Central - Water/sewer bill	Y
VILLAGE OF WILMETTE	5.41	Canal Shores Water Consumption	
VILLAGE OF WILMETTE	5.41	Canal Shores Water Consumption	
VILLAGE OF WILMETTE	5.41	Canal Shores Water Consumption	
VILLAGE OF WILMETTE	5.41	Canal Shores Water Consumption	
VILLAGE OF WILMETTE	1.33	Canal Shores Water Consumption	
VILLAGE OF WILMETTE	1.33	Canal Shores Water Consumption	
Wage Works	2,585.42	Flex Spending Account	
WALMART.COM	39.99	Royal Ball supplies	Y
WALSH MARINE PRODUCTS,	883.00	No Boat Buoys Sailing Beach	Y
WALSH MARINE PRODUCTS,	718.94	Swim Area Buoys	Y
Warehouse Direct Office	622.05	Buildings Supply- Biozine/Drain	
Warehouse Direct Office	124.41	Buildings Supply- Biozine/Drain Treatment	
WAYMO	13.84	PGA Merchandise Show travel	Y
WEST MARINE #400	990.87	Radio Equipment Sailing Beach	Y
WEST MARINE #400	792.00	Sailing Beach Supplies Life Jackets	Y
WEST MARINE #400	88.00	AQ Supplies Life Jackets	Y
WHENIWORK.COM	81.25	When I Work Subscription Fee, Centennial	Y
WHENIWORK.COM	81.25	When I Work Subscription Fee, CRC	Y

Wilson Racquet Sports USA  
 WM SUPERCENTER #3725  
 WONDERIDEA - FLIPHTML5  
 WWW.ACEBOUNCE.COM  
 YOUR ANSWERING SERVICE  
 YOUR ANSWERING SERVICE  
 YOURCOURTS SUBSCR  
 ZEFFY-IPM INSTITUTE  
 ZOOM.US 888-799-9666

2,861.58 Clash Ultra Racq's Rplcmnt Grips Strngs Picklbls  
 204.11 Royal Ball supplies  
 35.00 Monthly fee for online flipbook tool  
 2,440.00 Staff Dinner  
 45.91 CRC - Answering service  
 45.91 Golf - Answering service  
 70.00 Tennis Reservation Software  
 344.95 Parks - 6 Parks staff training class  
 111.93 Video Meeting Software

Y
Y
Y
Y
Y
Y
Y
Y

Y - Paid with PCard

187,129.81

**From:** [Kara Kosloskus](#)  
**To:** [Steve Wilson](#); [Public Comment](#)  
**Subject:** Fwd: [External] Tennis Courts at Community Rec Center  
**Date:** Saturday, March 16, 2024 3:22:23 PM

---

---

Kara Kosloskus  
Park Board Commissioner  
Wilmette Park District  
[kkosloskus@wilpark.org](mailto:kkosloskus@wilpark.org)

Begin forwarded message:

**From:** Carolin Huh <[carolinkang@gmail.com](mailto:carolinkang@gmail.com)>  
**Date:** March 15, 2024 at 1:42:57 PM CDT  
**To:** Kara Kosloskus <[kkosloskus@wilpark.org](mailto:kkosloskus@wilpark.org)>, Patrick Duffy <[pduffy@wilpark.org](mailto:pduffy@wilpark.org)>, Cecilia Clarke <[cclarke@wilpark.org](mailto:cclarke@wilpark.org)>, Allison Frazier <[afrazier@wilpark.org](mailto:afrazier@wilpark.org)>, Julia Goebel <[jgoebel@wilpark.org](mailto:jgoebel@wilpark.org)>, Patrick Lahey <[plahey@wilpark.org](mailto:plahey@wilpark.org)>, Mike Murdock <[mmurdock@wilpark.org](mailto:mmurdock@wilpark.org)>  
**Subject:** [External] Tennis Courts at Community Rec Center

Hello.

As a Wilmette resident, I am writing to let you know my desire to have the tennis courts behind the Community Rec Center be used for both tennis and pickleball. The new pickleball courts at the Community Playfield are great but I fear they will not meet the demand. Pickleball is the fastest growing sport in the country. The community playfield courts were full just a couple weeks ago when we had an unseasonably warm day. I imagine they will be fully booked/utilized when they are complete and available to reserve online.

Thank you,  
Carolin Huh

---

**From:** Vicki Carlee <vcarlee@gmail.com>  
**Sent:** Wednesday, April 3, 2024 1:16 PM  
**To:** Public Comment  
**Subject:** [External] Fencing in wading beach

I'd like to let it be known that I am very much opposed to fencing in the wading area of the beach. This seems so unnecessary, we do not need more fencing. Our beaches are beautiful, please don't ruin them. Thank you.

Vicki Carlee  
36 year resident of Wilmette

Sent from my iPhone



---

**From:** Lurene Contento <l.content57@yahoo.com>  
**Sent:** Wednesday, April 3, 2024 9:38 AM  
**To:** Public Comment  
**Subject:** [External] Opening South Beach to swimming

Dear Park Board,

I just read that the Board is considering opening lifeguard-supported swimming on South Beach. I agree that this may reduce some of the conflicts that South Beach has faced from people who ignore the current rules and who sometimes harass the young staff trying to enforce those rules.

But please consider the following:

- Staffing is already a problem with the beaches that currently allow swimming or sailing. It may be difficult to find additional employees to effectively staff South Beach as well.
- South Beach is used by many families who may not have the means to pay for swimming privileges. Those families not only walk along the beach, but settle and picnic there, and allow children to play at the water's edge. Those families would be displaced if South Beach charged a fee for anyone interested in more than walking.
- A disparity in fees between South Beach and the current swimming beach would result in fewer people choosing the current swim beach - resulting in lower revenue for the Park District. It would also, as happens now, incentivize people to enter through South Beach and then walk over and use the current swim beach without paying the appropriate fees.
- 
- Enforcing current rules more rigorously would send a message that swimming really isn't allowed. Too often, swimming, boarding, and other rules are ignored by visitors and by staff.
- Enforcing current rules with a more mature staff would also reduce conflicts. Currently, swimmers at South Beach (or those with dogs off leash, or other "scofflaws") ignore or challenge the teenagers sent to enforce the rules.

I am a long-time resident of Wilmette, a sailing beach member, and someone who walks along the beach nearly every day from May through October. I've seen a lot. I know you'll consider carefully all options before choosing to make South Beach a lifeguard-supported swim beach.

Thanks,  
Lurene Thomas  
2228 Elmwood Ave.

---

**From:** Susan Faurot <ssfaurot@gmail.com>  
**Sent:** Wednesday, April 3, 2024 9:18 AM  
**To:** Public Comment  
**Subject:** [External] Fencing of Gillson Park beach

We have lived near Gillson Park for over 26 years and have walked through the park almost weekly. About 10 years ago I monitored three species of plants in Gillson Park for the Illinois Plants of Concern Program managed by the Chicago Botanic Gardens. During that time I observed the things that had the biggest impact on these precious species. Of course the erosion from storms coming off the lake had the largest impact on the beach grasses. However, the traffic of park staff through the dune grasses had a big impact on the beach grasses. Paths were created and it diminished the consistent ground cover of the dunes with beach grasses. Additionally, the other two species were continually graded over by equipment raking the dunes and beach.

I am curious to know if the size of the current swimming beach is fully utilized. If it is indeed exceeding the capacity limits for guarded swimming areas then it may make sense to add more guarded swimming areas. However, from what I have observed this is not the case.

Closing off the beach for the purpose of charging people to use the beach whether they are swimming or not is not a fair solution for a park, especially when there already exists an opportunity for people to pay and swim with guards.

Our lakefront is precious and should be maintained in ways to protect the physical geography of the space and our park. Please reconsider your decision to fence off and charge for excess to the lakefront.

Thank you,

Susan Faurot

---

**From:** Stephanie Sullivan <thesullivans324@aol.com>  
**Sent:** Wednesday, April 3, 2024 8:50 AM  
**To:** Public Comment  
**Subject:** [External] Fencing in beach

Please don't do that!! It'll be horrible and won't allow residents to walk the beach freely on a given day in summer. It'll be ugly too. Now there's a wonderful area where handicapped people, too, can drive over and enjoy some access to the sounds and breeze of the lake without exiting the vehicle. PLEASE RECONSIDER!!

Thank you

Sent from my iPhone

---

**From:** Bev Pinaire <bevpinaire@gmail.com>  
**Sent:** Tuesday, April 2, 2024 11:47 PM  
**To:** Public Comment  
**Subject:** [External] South Beach

I strongly object to the proposal to open the south beach for swimming. The fencing required will destroy the beauty and change the character of the beach. The south beach lake front is a community treasure it should remain open to the public without charge or fences. If the park district needs to beef up security to keep folks from swimming then do that. Do not destroy the beauty or our easy access to the lakefront.

Bev Pinaire  
336 Central Ave  
Wilmette, IL 60091  
847-420-7948

---

**From:** Barbara Szokarski <basiaszokarski@yahoo.com>  
**Sent:** Tuesday, April 2, 2024 9:39 PM  
**To:** Public Comment  
**Subject:** [External] South Gilson

Hello

As a Wilmette resident, I'm opposed to any entrance fee at South Gilson Beach. Village residents already contributing to the park district through our tax payments are entitled to free access to the beach and should be able to choose to swim/enjoy the water at their own risk.

Thank you

Barbara Szokarski

Sent from my iPhone

---

**From:** Carl Hopman <chopman1@gmail.com>  
**Sent:** Tuesday, April 2, 2024 5:25 PM  
**To:** Public Comment  
**Subject:** [External] Re: Board Brief

Please leave the South Beach freely accessible.

My preference would be to leave it as is, since there is already a swimming beach for those who want to swim. However, if you have to allow swimming, instead of charging for it, I would request that you put large signs that say that swimming is at "YOUR OWN RISK, No lifeguards on duty".

This way you can keep it free since no lifeguards would be needed.

In either case, I strongly urge you to keep it accessible at no charge, so people can enjoy some free time in the sun, playing in the sand or enjoying the view, on the beach.

Thank you very much,

Carl Hopman (Wilmette resident).

On Tue, Apr 2, 2024 at 5:12 PM Wilmette Park District Board of Park Commissioners  
<[parkboard@wilmetteparkdistrict.ccsend.com](mailto:parkboard@wilmetteparkdistrict.ccsend.com)> wrote:



# BoardBrief

*Updates from the Wilmette Park District  
Board of Park Commissioners  
March 2024*

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## PROJECT UPDATES

***Project Phases:***

*Our project work moves through a process that's broken into four phases: Defining, Planning, Execution and Completion. For detailed definitions of each project phase, go [here](#)*



**PLANNING PHASE**

**Gillson Park Infrastructure Improvements**

The plans for Gillson Park are still under review by all the various agencies who must approve them, including the Village of Wilmette and the MWRD. The MWRD provided a second round of review comments in mid-March, and District engineers are working to respond to those quickly. The engineers are also developing the bid documents and plan to bid the work in May.

**PLANNING PHASE**

**Langdon Shoreline Protection Project**

Consultants from SmithGroup are finalizing the plans and developing bid documents per direction provided by the Board at the February Committee of the Whole meeting. The current plan is to release the bid documents in April, with bid opening in May.

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**ADDITIONAL  
UPDATES**

**PROPOSAL TO ADD LIFEGUARDS, ALLOW SWIMMING AT GILLSON PARK'S SOUTH BEACH**

During the March 18 COW meeting, the Board of Park Commissioners discussed a pivotal staff proposal aimed at enhancing safety and making swimming available at Gillson's South Beach.

Currently, the area south of Gillson's main swimming beach is open to the public without charge, however no lifeguards are present and swimming is not allowed.

The proposal transforms South Beach into a lifeguard-stationed swimming beach, accessible by a modest daily fee to cover staff and maintenance costs. The same slat dune fence used for the main swimming beach would surround South Beach. Two or three entrances would allow access.

Beach walkers would still be allowed to walk along the water's edge, and kayak/SUP launches would continue to be available on the north and south sides of the designated swimming area.

Acknowledging the persistent challenges faced by Lakefront staff in enforcing regulations and ensuring the welfare of visitors, the Board expressed concern over escalating reports of conflicts at the beach, many of which surround enforcement of the "no swimming" rule. The solution to allow safe swimming offers a more enjoyable beach experience for everyone. As a result, they directed staff to advance the planning process. More details will be available soon.

**PROJECT PARKS AND PLAY** - Park District Staff and consultants from BerryDunn hosted a community Town Hall meeting on March 14. The consulting team began with a presentation about the District's comprehensive and strategic planning process. Following the presentation, consultants and District staff were available to answer questions and receive feedback from participants. The team also collected input through a new community-wide survey in March. Survey results will be available soon.

---

Doggie Egg Hunt at  
Mallinckrodt Park, March 30

---

**Wilmette Board of Park  
Commissioners:**

**Kara Kosloskus**  
President  
[email](#)

**Patrick Duffy**  
Vice President  
[email](#)

**Cecilia Clarke**  
Commissioner  
[email](#)

**Allison Frazier**  
Commissioner  
[email](#)

**Julia Goebel**  
Commissioner  
[email](#)

**Patrick Lahey**  
Commissioner  
[email](#)

**Mike Murdock**  
Commissioner  
[email](#)

**Send correspondence to the  
entire Board of Park  
Commissioners at:**  
[publiccomment@wilpark.org](mailto:publiccomment@wilpark.org)

*View our Written  
Correspondence and  
Communications Policy [here](#)*

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**Get the Details**

[View Agenda Packets for  
the March 11 and 18  
Meetings](#)

# ACCESS

To view **Agendas and Minutes from past Board meetings**, click [here](#). Minutes are posted after they are approved the following month.

**Next Regular Monthly board meeting:** Monday, April 8 at 7:30 p.m. in the Council Chambers of the Village Hall at 1200 Wilmette Avenue, Wilmette.

**Next Committee of the Whole meeting: NOTE NEW DATE FOR APRIL: Monday, April 15** at 6:30 p.m. at the Mallinckrodt Center, 1041A Ridge Road (side entrance), Wilmette

**All meetings are open to the public.** Details are posted on the [Upcoming Meetings](#) page on our website.

**Regular Monthly Board meetings** are available to view live on Channel 6 locally for Comcast subscribers. View a live meeting online [here](#), or view previous meeting recordings [here](#) (scroll down to "Wilmette Park District"). Please check our website often for updates.

[Watch the March 11 Regular Board Meeting on YouTube](#)

[Read Meeting Minutes](#)  
(Minutes are posted after Board approval, approximately one month after each meeting)

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## Wilmette Park District Administration Office:

1200 Wilmette Ave.  
Wilmette, IL 60091  
847/256-6100  
[www.wilmettepark.org](http://www.wilmettepark.org)

See what's happening on our social sites



Wilmette Park District | 1200 Wilmette Ave, Wilmette, IL 60091

[Unsubscribe chopman1@gmail.com](mailto:unsubscribe_chopman1@gmail.com)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by parkboard@wilmetteparkdistrict.ccsend.com powered by





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**From:** Steph Van Winkle <steph.vanwinkle@comcast.net>  
**Sent:** Monday, April 1, 2024 4:38 PM  
**To:** Public Comment  
**Subject:** [External] Thornwood Park Fencing over new water storage?

Hi, I live near Thornwood Park, and I am really tired of the fencing near the baseball fields. That project concluded around Thanksgiving, I believe. I would love to see little kids playing baseball there like old times. What on earth is the hold up? Surely any settling concerns should be resolved by now.

The fencing is not attractive, and this should be a park for people to mingle and practice ball with their kids.

Thanks for your consideration and service to our community.

Stephanie Van Winkle  
2624 Kenilworth Ave.



## **DIRECTOR'S REPORT**

*April 2024*

### **BOND ISSUE NOTIFICATION ACT (BINA) HEARING**

On Monday evening at 7:30 pm, immediately preceding the regular meeting of the Board of Park Commissioners, the District will conduct a Bond Issue Notification Act (BINA) hearing. This hearing is intended to allow members of the community to comment on the issuance of bonds that ultimately are repaid via property taxes. The District has the legal authority to issue a limited dollar amount of tax supported bonds before conducting a referendum to issue an amount in excess of the current limit. These bonds are within the limit and have historically been used to help the District manage the overall finances of the District in and around ongoing capital needs and/or specific projects. The last time the District issued such bonds were in 2022. The public is invited to provide input and feedback on the proposal to issue \$5,500,000 in bonds during this hearing.

In addition to the hearing, the intent is to issue bonds in May. The board will continue discussing the possible terms and structures of the bonds at the next Committee of the Whole meeting on April 15, 2024.

### **SUSTAINABILITY PLAN**

Attached to this report is the proposed Sustainability Plan for the District. It has been developed over the past year after the hiring of a shared Sustainability Coordinator between the various units of government in Wilmette. Lucy Mellen, Sustainability Coordinator, facilitated public surveys and public engagement events to take input on the plan, as well as worked with an internal staff steering committee. The plan reflects all of this effort by staff, public and the Board of Park Commissioners, and will guide our practices into the future. Lucy will be at the meeting to present the plan for the board's consideration under New Business.

### **AUTONOMOUS MOWERS AT WILMETTE GOLF CLUB**

Starting on Monday, the golf staff, led by Nick Marfise, Golf Course Superintendent, will begin a demonstration period of autonomous mowers. The unmanned cutting units are GPS controlled, run on batteries as compared to gas, and do not require a person to directly operate them. If the demonstration period is successful, the units would provide a more sustainable approach to turf maintenance at the golf course and likely reduce the stress on staffing levels and responsibilities. The units have been thoroughly vetted by staff for safety and will be closely monitored further for safety as well as overall performance during the demonstration period.

**SURPLUS PROPERTY ORDINANCE**

Under New Business is the consideration of a surplus property ordinance for the disposal of very well used tables from the Community Recreation Center and the Lakefront. The attached memos contain pictures to show the current condition of the tables as well as additional information.

**Attachments**

- 1) **Sustainability Plan**
- 2) **Sustainability Plan Presentation**
- 3) **Surplus Ordinance**
- 4) **Parks and Planning Department Report**
- 5) **Recreation/Facilities Department Report**
- 6) **Operations Report**
- 7) **General Administration Operation Report**



# Guide to Green

2024  
Wilmette Park District  
Sustainability Plan



## Note From the Executive Director



It is my pleasure to share the *Wilmette Park District Guide to Green Sustainability Plan*. The development of our Park District's inaugural sustainability plan reflects our dedication to preserving the lasting health and vibrancy of the open spaces and facilities under our stewardship. This document emerged from a year-long planning process marked by collaboration and dedication from our Park District staff, Park Board of Commissioners, and patrons.

The pages in this plan underscore our conviction as local practitioners of land management, recreation, and education. We believe in our unique capacity to integrate environmentally-conscious practices into our operations and contributing to the realization of more sustainable processes and approaches. We also recognize the importance of ensuring the lasting accessibility and enjoyment of the spaces we manage, which are integral to our community's character.

While understanding that the transition to sustainable practices may pose initial difficulties, we remain steadfast in our belief that the benefits derived from these initiatives will far outweigh any adversity we might face. We have the potential to establish a lasting legacy, showcasing our unwavering commitment to environmental responsibility and the well-being of our community.

I extend my deepest gratitude to every contributor involved in the development of the *Wilmette Park District Guide to Green Sustainability Plan*. Your input, support, and dedication have played a crucial role in this initiative. Specifically, I want to thank Lucy Mellen, the District's Sustainability Coordinator, whose hard work and collaboration with the staff and public has led the Wilmette Park District to the development of this important roadmap to a more sustainable District. I look forward to striving towards a more sustainable, resilient, and vibrant future together.

A handwritten signature in dark ink, appearing to read "Steve Wilson". The signature is fluid and cursive.

Steve Wilson, Executive Director, Wilmette Park District

### Acknowledgements

Thank you to the following individuals for their contributions to this plan:

#### Wilmette Park District Board

#### Wilmette Park District Staff

#### Community members who provided feedback throughout the planning process

#### Alison Rodes, Plan Design

#### Wilmette Park District Sustainability Steering Committee:

- Doug Bundy, *Recreation Administrative Specialist*
- Sheila Foy, *Superintendent of Finance*
- Adam Kwiatkoski, *Wilmette Golf Club General Manager*
- Matt Marubio, *Building Services Foreperson*
- Catherine Meeth, *Preschool Supervisor*
- Lucy Mellen, *Sustainability Coordinator*
- Alissa Paquette, *Parks Planner*
- Alison Rodes, *Communications Specialist*
- Kristi Solberg, *Superintendent of Parks and Planning*
- Megan White, *Lakefront General Manager*





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# Executive Summary

This plan encompasses a total of 72 objectives, intentionally organized into five distinct categories: *District Operations, Education Initiatives, Energy and Emissions, Land Stewardship and Waste Management.*

---

This plan does not intend to be an end-all-be-all for sustainable actions within the District; rather, it aims to serve as a guide for Park District staff and patrons as the District places a renewed emphasis on sustainability. Contained in the following pages, you will find an introduction explaining why the District is embarking on this initiative now, information about how climate change has impacted and will continue to impact our region, and the ways in which we hope to assist in the mitigation of anticipated changes caused by climate change and help our patrons in adapting to a changing climate.





### District Operations

This section pertains to the internal practices of the Park District, with a focus on making employee processes more sustainable and enhancing operational sustainability.

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### Education Initiatives

The education section underscores our dedication to raising environmental awareness and education within the community, enhancing visibility, and fostering a deeper understanding of our collective role in sustainable living.

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### Energy and Emissions

The objectives in this category are geared toward reducing emissions, enhancing energy efficiency, and increasing the District's use of electric equipment.

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### Land Stewardship

Emphasizing our commitment to the preservation of the natural environment, this section outlines objectives to protect and nurture local ecosystems, including the diverse plants and animals they support.

---



### Waste Management

Within this segment of the plan, we detail our objectives for minimizing waste generation and promoting responsible and sustainable waste disposal practices.



# Introduction

## Creating the *Guide to Green*

The Wilmette Park District understands their responsibility as stewards of nearly 300 acres of green space and is committed to addressing the impacts of climate change at the local level. By implementing sustainability measures now, the Wilmette Park District can make a meaningful contribution towards mitigating climate change while enhancing its readiness to adapt to future climate-related challenges.

The Wilmette Park District's **Guide to Green** Sustainability Plan will allow the District to continue to grow in a variety of sectors, including internal operations, community and patron education, energy efficiency, and land and waste management. This plan aims to address both adaptation and mitigation strategies relating to climate change, allowing the District to both adapt to the impacts of a changing climate and lessen the environmental impacts of its own actions. The District acknowledges that their central goal of inclusively getting patrons outside, active, and enjoying park amenities is at risk when faced with a changing climate. Therefore, they hope to address this concern and move forward with climate goals that address local environmental hazards.

Following the creation of a Sustainability Coordinator position in 2023, the Wilmette Park District began assessing



*"What is Sustainability?"  
Table Talk, 2023*



*Nature play area at Keay  
Nature Center*



*Earth Day at  
Keay Nature Center, 2023*

and documenting current sustainability-related practices to establish a benchmark for the future sustainability plan development. The Wilmette Park District started development of the **Guide to Green** Sustainability Plan in June of 2023. Initial research for the plan involved the analysis of other municipal agency sustainability plans and interviews with the individuals that developed these plans. This research allowed Park District staff to develop a baseline for what the plan might look like, and what direction they should take.

In July 2023, an internal staff Sustainability Steering Committee was formed and comprised 10 Park District staff, representing unique specialties and all departments. The Committee met monthly throughout the plan’s development to review drafts, brainstorm, and elicit community and staff feedback. From July through October, the Steering Committee facilitated two external community surveys and two internal staff surveys, engaging both staff and residents on topics relating to how sustainable they perceive the Park District to be, how important they thought climate change was, and what topics they thought were most crucial to address in the plan. During this time, the committee also hosted five “table talks” to engage with patrons and residents in person and give them a chance to ask questions about the planning process. The final **Guide to Green** Sustainability Plan was presented to the Wilmette Park District Board of Park Commissioners at their April 8, 2024 meeting.



*Electric vehicle charging station at Wilmette Golf Club*

# What is Climate Change?

**Climate change is a long-term change in the average weather patterns that have come to define Earth's local, regional and global climates.<sup>1</sup>**

Climate change is different from weather, as weather is the atmospheric condition over a much shorter period of time: day-to-day, rather than long-term periods of climatic change. While it is true that the climate has changed in the past, modern climate change is dominated by the impact that humans have had on the world around them. Additionally, past climatic changes responsible for extinctions, population shifts, and land and ocean changes occurred at a much slower pace than the speed of climate change in the 20th century.<sup>2</sup>

It is imperative that we focus on addressing climate change as it is impacting our world in myriad ways. Climate change is impacting health through mortality and illness from extreme weather events, food system disruption, increased food-water-and vector-borne diseases, and mental health issues.<sup>3</sup>

Additionally, climate change is impacting our natural world through more frequent and intense drought, storms, and heat waves; it is contributing to rising sea levels, melting glaciers, and warming oceans; and is harming animals and the locations in which they inhabit.

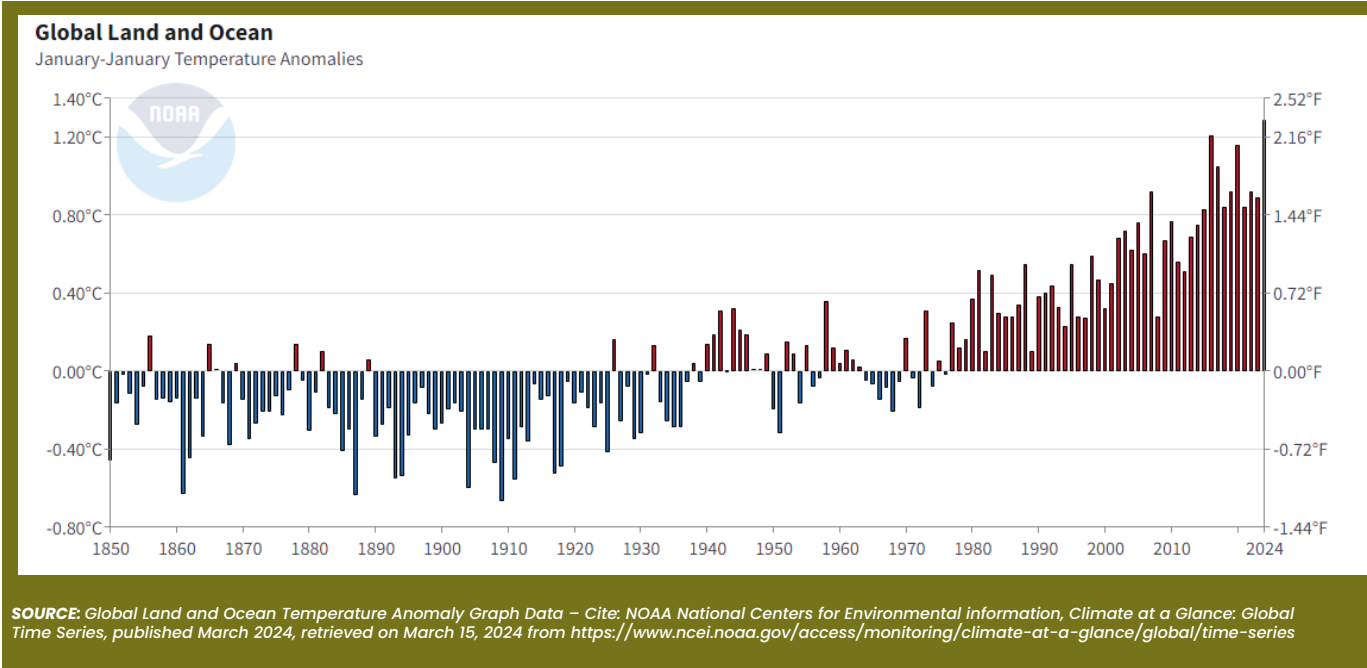
## Climate Change in Wilmette

While the Midwest has been touted as a region anticipated to experience fewer climate change impacts than its coastal community counterparts, Wilmette will not be spared from the impacts of climate change. The Great Lakes region has seen precipitation increase 14% between 1951 and 2017, with heavy precipitation events increasing 35% in the same timeframe.<sup>4</sup> The National Resource Defense Center cites that rainfall records were broken three times between 2018 and 2020, indicating that the worst is yet to come for flooding in the region.<sup>5</sup>

<sup>1</sup> NASA. (2023, September 27). *What is Climate Change?*. NASA. <https://climate.nasa.gov/what-is-climate-change/>

<sup>2</sup> 6. *Climate is Always Changing. Why is Climate Change of Concern Now?*. The Royal Society. (2020, March). <https://royalsociety.org/news-resources/projects/climate-change-evidence-causes/question-6/>

<sup>3</sup> World Health Organization. (2023, October 12). *Climate Change*. World Health Organization. <https://www.who.int/news-room/fact-sheets/detail/climate-change-and-health#:~:text=Climate%20change%20is%20impacting%20health,diseases%2C%20and%20mental%20health%20issues>



Additionally, Wilmette is anticipated to see a doubling in high heat days over 98 degrees by the year 2030. The likelihood of a three-day or more heat wave will increase from 54% to 77% in the next seven-year period.<sup>6</sup>

**Addressing the Impacts of Climate Change**

It is crucial that communities work to address the impacts of a changing climate, and there are multiple factors to consider. This plan aims to address climate impacts through both adaptation and mitigation. Adaptation involves the process of adjusting to the impacts of the actual or anticipated climate. Adaptation objectives include those that make

life safer and more comfortable for individuals in a changed world. Mitigation is the process of reducing climatic changes through the reduction of greenhouse gasses. The primary goal of mitigating climate change is to halt harmful human interference with the earth’s climate.<sup>7</sup> The Wilmette Park District strives to address the cause of climate change while also addressing the impacts that a changing climate will have on its patrons, as both are equally important and time sensitive.

<sup>4</sup> *Climate change in Great Lakes Region* References. GLISA. (n.d.). <https://glisa.umich.edu/climate-change-in-the-great-lakes-region-references/>

<sup>5</sup> Kibbey, J. C. (2021, July 16). *Climate change is Already Hurting Illinois. We Need to Act*. Natural Resources Defense Council. <https://www.nrdc.org/bio/jc-kibbey/climate-change-already-hurting-illinois-we-need-act#:~:text=Storms%2C%20worsened%20by%20climate%20change,2018%2C%202019%2C%20and%202020.&text=We%27re%20getting%20hotter%20summers%20and%20more%20droughts>

<sup>6</sup> *Does Wilmette have Heat Risk?* RiskFactor.com. (n.d.).

<sup>7</sup> NASA. (2022, July 18). *Responding to Climate Change*. NASA. <https://climate.nasa.gov/solutions/adaptation-mitigation/>







# Objectives



Objective:

## District Operations

The Wilmette Park District aspires to set an example by taking action on climate and sustainability initiatives. The heart of this commitment is the **District Operations** section of our sustainability plan, which serves as our pledge to act as environmental stewards and champions for a greener future in the District.

DISTRICT OPERATIONS

Employee Participation Objectives

**1.** Provide employees with training and professional development opportunities related to sustainability to increase general sustainability knowledge in the District.

---

**2.** Increase staff carpooling and the utilization of alternative transit methods through staff incentivization.

---

**3.** Incorporate department-specific sustainability plan goals into employee onboarding to increase staff awareness of District sustainability goals.

---

**4.** Reference the Park District’s sustainability plan in employee reviews to remind employees of the plan and ensure it is being utilized.

---

**5.** Host an annual “green work day” where employees assist with sustainability initiatives and projects to increase hands-on staff knowledge about sustainability.

---

**6.** Incorporate sustainability expectations into all job descriptions to encourage employees to keep sustainability top of mind.

---

**7.** Create an internal sustainability grant to award departments for sustainability projects or endeavours.

---

**8.** Establish an internal green team to help implement sustainability plan strategies.

---

**9.** Establish an external green team with members from D39 School District, the Wilmette Public Library, and large businesses that use a lot of electricity to collaborate on local sustainability issues and practices that impact each agency.

---





## DISTRICT OPERATIONS

## Employee Participation Objectives

**10.** Stay up to date on state and federal legislation impacting Lake Michigan to ensure the district is aware of and able to support potential conservation measures.

---

**11.** Continually research aquatics industry upgrades and identify opportunities for sustainable improvements to keep staff aware of new conservation and management technology.

---

## DISTRICT OPERATIONS

## Green Purchasing Objectives

**1.** Compile a reference list of green vendors to help staff more easily purchase products aligned with sustainability goals.

---

**2.** Prioritize the purchase of low emission, biodegradable, and low-toxicity products to further support our commitment of sustainability.

---

**3.** Designate a bulk buy policy to prioritize streamlining and reducing deliveries.

---

**4.** Consider green options for all purchases over \$3,000 to ensure the District is proactively researching alternatives as they become available.

---

**5.** Prioritize the purchasing of low-VOC products to help improve indoor air quality.

---



DISTRICT OPERATIONS

**Supplies and Resources Objectives**

**1.** Reduce the amount of paper generated through marketing or customer service initiatives by transitioning to digital communications and promoting paperless practice when possible.

---

**2.** Continue to recycle broken technology by utilizing a technology donation program to allow for the reuse of functioning technology.

---

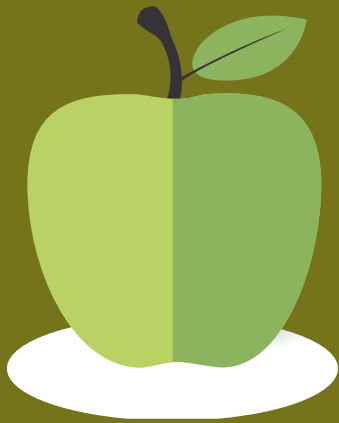
**3.** Ensure staff are aware of appropriate disposal means for unique products by providing information as it becomes available.

---

**4.** Increase the number of water bottle refill stations to encourage reusable water bottles.

---





Objective:

## Education Initiatives

Education plays a pivotal role in fostering a greener and more informed community. This section encapsulates our dedication and desire to raise awareness, promote environmental literacy, and inspire responsible action among our patrons.

EDUCATION INITIATIVES

Signage Objectives

- 1.** Highlight the importance of native habitat and pollinator areas through interpretive educational signage.
- 2.** Provide educational signage around sustainable features in the District to set an example and inspire residents to utilize similar practices/installations in their residences.
- 3.** Increase residents' understanding of recycling through education to improve sorting at all facilities.

EDUCATION INITIATIVES

Programming Objectives

- 1.** Offer educational opportunities and materials on sustainable landscape management practices to encourage water conservation, native species planting, and composting.
- 2.** Collaborate with community organizations, agencies, and volunteer groups to host environmental education opportunities and encourage sustainable actions in the community.
- 3.** Continue to celebrate Earth Day annually with a public event.
- 4.** Incorporate sustainability into summer camp and early childhood education curriculum to build environmental knowledge at a young age.
- 5.** Increase parent participation in sustainable activities in the early childhood classrooms to build home/school connection and conversations about sustainability.
- 6.** Incorporate sustainability and environmental education into Park District events through sustainability tabling and message/material distribution.

## EDUCATION INITIATIVES

## Visibility Objectives

**1.** Continually incorporate sustainability information and action items in patron communications to remind residents of the importance of sustainability and promote sustainable actions.

---

**2.** Include sustainability-related information in facility rental materials and offer a discount for zero waste events to encourage renters to adopt sustainable practices during their events.

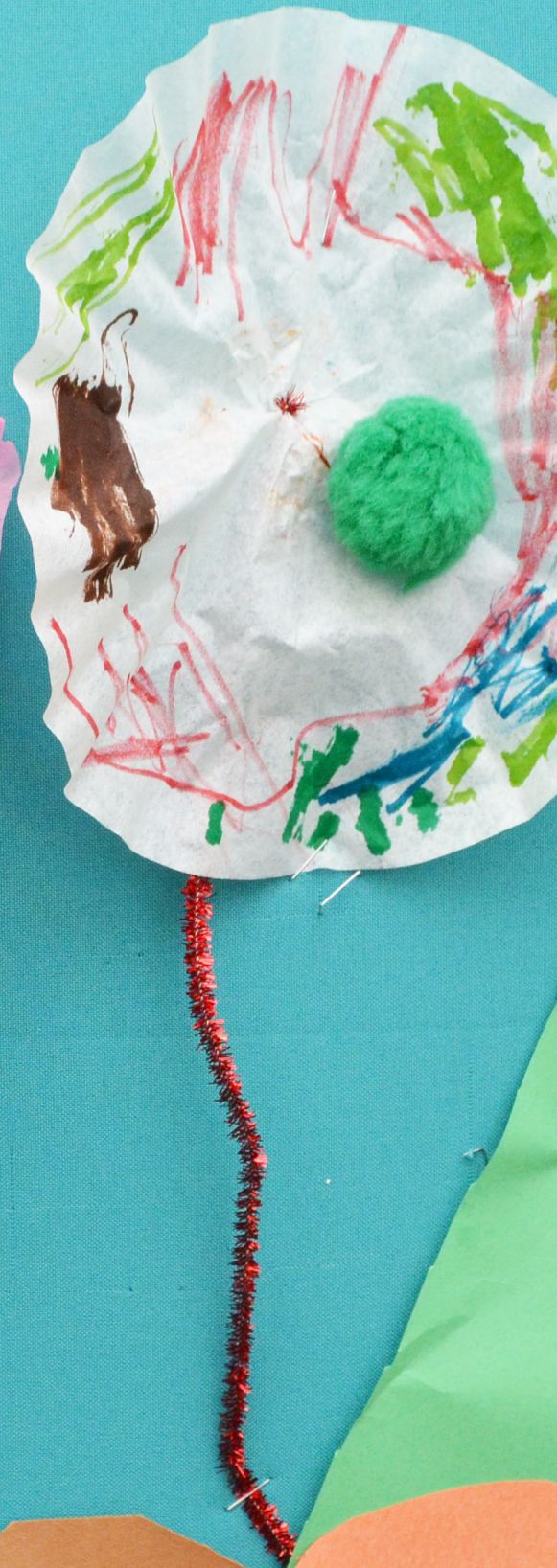
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**3.** Maintain a dedicated page on the Park District website to share information about District sustainability initiatives, achievements, and upcoming events.

---











Objective:

## Energy and Emissions

Energy and emissions constitute a substantial part of the Park District's daily operations. The following objectives are designed to increase the utilization of renewable energy sources and reduce emissions associated with our operations.

ENERGY AND EMISSIONS

Evaluation Objectives

**1.** Conduct comprehensive District-wide energy audits to identify areas for improvement.

---

**2.** Develop a schedule for energy efficiency upgrades and upgrade equipment to improve efficiency throughout the District while adhering to budget parameters.

---

**3.** Conduct a District-wide Greenhouse Gas Emissions inventory to track and reduce emissions.

---

ENERGY AND EMISSIONS

Efficiency Objectives

**1.** Gain a better understanding of the amount of LED lighting currently installed in the Park District and identify areas with LED potential for necessary fixture replacement.

---

**2.** Explore energy-efficient products in all new construction and remodels by including preference for sustainable products in all RFPs to encourage consideration of energy efficient products.

---

**3.** Strategically place vegetation around buildings to reduce heating and cooling costs and decrease energy consumption.

---

**4.** Include low flow or aeration installations, when possible, to decrease water usage.

---

**5.** Utilize moisture meter to reduce water use in irrigation.

---





## ENERGY AND EMISSIONS

## Clean Energy Objectives

- 1.** Identify potential locations for renewable energy installations and consider renewable energy during all new constructions to reduce reliance on the external energy grid and increase energy efficiency.  
\_\_\_\_\_
- 2.** Consider all electric buildings and sustainability certifications (LEED, Green Globes, SITES) during new construction to minimize the environmental footprint of buildings.  
\_\_\_\_\_
- 3.** Increase patron access to EV charging stations to encourage the use of electric vehicles, thus reducing the environmental impact of our patrons.  
\_\_\_\_\_

## ENERGY AND EMISSIONS

## Emissions Reduction Objectives

- 1.** Continue to phase out the use of high greenhouse gas emitting small engine equipment to reduce maintenance-related emissions.  
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- 2.** Increase the District's use of electric vehicles to minimize the district's environmental impact.  
\_\_\_\_\_
- 3.** Create an anti-idling policy to reduce emissions from staff and patron vehicles.  
\_\_\_\_\_
- 4.** Promote carpooling and alternative fuel vehicles by offering preferred parking for these vehicles.  
\_\_\_\_\_
- 5.** Consider and place high importance on the purchase of Renewable Energy Credits when District electric accounts are up for bid.  
\_\_\_\_\_







Objective:

## Land Stewardship

As stewards of the majority of greenspace in Wilmette, the District acknowledges the significant impact it can make through responsible land management. This section focuses on actions that promote and maintain native plants while nurturing healthy, diverse ecosystems.





**Sustainable Land Management Objectives**

**1.** Increase species diversity to limit the impact of invasive infestations and continue to remove invasive species whenever possible.

---

**2.** Consider green infrastructure installations during all park district facilities and park improvements to efficiently improve watershed health.

---

**3.** Consider dark sky lighting practices per the International Dark Sky Association during all lighting replacements and new installations, to maintain the health of Wilmette's ecosystem.

---

**4.** Expand and maintain nature play areas when space and material allows to improve children's connection to nature and to use more sustainable materials.

---

**5.** Explore green de-icing opportunities for appropriate locations to decrease stormwater contamination and runoff.

---

**6.** Maintain the number of trees on Park District land and increase tree canopy, when possible, to mitigate the heat island effect, provide more shade, improve aesthetics, and provide habitat.

---

**7.** Continue to utilize ADA compliant alternative surfacing options, such as wood chips, on playgrounds, and in play spaces to utilize natural materials that are healthier for the environment.

---

**8.** Minimize the use of fertilizer and pesticides on Park District property, when possible, to reduce the impact on nearby ecosystems.

---

**9.** Improve dune and shoreline management at Gillson and Langdon to protect it for ecology, education, and enjoyment.

---



## LAND STEWARDSHIP

## Sustainable Land Management Objectives

**10.** Provide support and guidance to volunteers who assist in the maintenance of native habitat areas.

---

**11.** Collaborate with the Village of Wilmette Foresters to ensure all maintenance staff understand proper tree maintenance and actions, and to discuss Village parkway trees when needed.

---

**12.** Increase water capture and reuse to reduce the amount of water used for landscaping operations.

---

## LAND STEWARDSHIP

## Community Engagement Objectives

**1.** Continually evaluate the potential to expand patron access to nature-based recreation spaces.

---

**2.** Hold volunteer or school events, such as invasive species removal, building bat houses, planting natives and tree saplings.

---

**3.** Continue to foster a relationship with existing volunteers that help maintain native plantings to ensure the longevity of the partnership.

---









Objective:

## Waste Management



Through enhanced education and strategic implementation, the District is committed to increasing waste diversion and providing additional opportunities for sustainable product usage and disposal.

WASTE MANAGEMENT

Reduction Objectives

**1.** Increase the use of compostable and recyclable materials in District operations to reduce waste generation.

---

**2.** Develop environmental standards relating to handouts and freebies for park district events to eliminate unnecessary materials.

---

**3.** Establish an internal Polystyrene purchasing ban.

---

**4.** Promote a carry-in/ carry-out program during summer camp to eliminate litter and reduce camps' overall trash output.

---

WASTE MANAGEMENT

Sustainable Disposal Objectives

**1.** Increase composting availability at events to increase waste diversion.

---

**2.** Educate staff on the appropriate disposal means of hard-to-dispose of items and continually seek out additional donation and recycling programs.

---

**3.** Have recycling bins available next to all trash cans to incentivize waste diversion.

---



## WASTE MANAGEMENT

## Sustainable Disposal Objectives

**4.** Continue to standardize waste disposal containers for ease of use and recognition.

---

**5.** Create a pilot program for composting at the staff level to reduce food waste and promote composting among employees.

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# Implementation

The Wilmette Park District **Guide to Green** Sustainability Plan is a four-year initiative. Therefore, staff plan to implement the objectives in this plan by 2029. In 2029, staff will conduct a comprehensive assessment of the progress made over the previous four years and use this evaluation to develop an updated plan.

The objectives outlined in this plan are elaborated on in the next section, providing additional insight into the intended implementation of each objective. This section introduces additional categories, namely performance measures, implementation, and target start date.

The goal of the performance measure section is to delineate specific actions that will lead to the accomplishment of the designated strategy. The implementation section signifies the projected start date of a project.

*The implementation classifications are as follows:*

**Short:** Under 2 years

**Medium:** 2 - 3 years

**Long:** 3 + years












**Ongoing:** implementation will occur over the next 4 years

The timeline start date section acts as a roadmap for initiating the implementation of objectives. This proposed timeline is adaptable and may undergo adjustments due to factors such as staffing changes, unforeseen projects, budget constraints and unexpected interruptions. To ensure ongoing commitment and awareness, sustainability plan progress will be assessed annually. This evaluation will be presented through a progress report and presentation to the Wilmette Park Board. These annual assessments will help keep the sustainability plan at the forefront of staff's priorities, ensuring its continued utilization and frequent reference.

## Strategies: District Operations








Category	Subcategory	Objective	Performance Measure	Implementation	Target Start Date
	Employee Participation	Establish an internal green team to help implement sustainability plan strategies.	Create the internal Sustainability Committee.	Short	2024, Q2
	Employee Participation	Incorporate sustainability expectations into all job descriptions to encourage employees to keep sustainability top of mind.	Incorporate a sustainability component into all job descriptions.	Short	2024, Q4
	Employee Participation	Reference the Park District's sustainability plan in employee reviews to remind employees of the plan and ensure it is being utilized.	Update the employee performance review and inform existing staff of the change	Short	2024, Q4
	Employee Participation	Incorporate department-specific sustainability plan goals into employee onboarding to increase staff awareness of District sustainability goals.	Create a document to be included in the Orientation 101 section of the onboarding binder which references the Sustainability Plan and highlights areas relevant to the specific employee.	Medium	2025, Q4
	Employee Participation	Create an internal sustainability grant to award departments for sustainability projects or endeavors.	Create the grant and make it available bi-annually	Medium	2026, Q1
	Employee Participation	Establish an external green team with members from D39 School District, the Wilmette Public Library, and large businesses that use a lot of electricity to collaborate on local sustainability issues and practices that impact each agency.	Create the external Sustainability Green Team.	Medium	2026, Q2
	Employee Participation	Provide employees with training and professional development opportunities related to sustainability to increase general sustainability knowledge in the District.	Make two trainings available annually	Ongoing	2024, Q2
	Employee Participation	Host an annual "green work day" where employees assist with sustainability initiatives and projects to increase hands-on staff knowledge about sustainability.	Host one "green work day" annually.	Ongoing	2024, Q3
	Employee Participation	Increase staff carpooling and the utilization of alternative transit methods through staff incentivization.	Create a quarterly drawing for employees who carpool, bike, utilize low/no-emission vehicles, or use the transit FSA to commute to work.	Ongoing	2024, Q4

Category	Subcategory	Objective	Performance Measure	Implementation	Target Start Date
	Employee Participation	Stay up-to-date on state and federal legislation impacting Lake Michigan to ensure the District is aware of and able to support potential conservation measures.	Lakefront staff will attend one training or webinar annually relating to the conservation of Lake Michigan.	Ongoing	2025, Q1
	Employee Participation	Continually research aquatics industry upgrades and identify opportunities for sustainable improvements to keep staff aware of new conservation and management technology.	Aquatics and Aquatics maintenance staff will attend one training or webinar annually related to sustainability in the field.	Ongoing	2025, Q1
	Green Purchasing	Prioritize the purchase of low emission, biodegradable, and low-toxicity products to further support our commitment of sustainability.	Update the Procurement Policy.	Short	2024, Q3
	Green Purchasing	Designate a bulk buy policy to prioritize streamlining and reducing deliveries.	Update the Procurement Policy.	Short	2024, Q3
	Green Purchasing	Consider green options for all purchases over \$3,000 to ensure the District is proactively researching alternatives as they become available.	Update the Procurement Policy.	Short	2024, Q3
	Green Purchasing	Prioritize the purchasing of low-VOC products to help improve indoor air quality.	Create and continually update a list of commonly used products to ensure staff are aware and informed of available options.	Short	2024, Q4
	Green Purchasing	Compile a reference list of green vendors to help staff more easily purchase products aligned with sustainability goals.	Create and continually update a sharable and accessible document that all staff can reference.	Short	2025, Q1
	Supplies and Resources	Ensure staff are aware of appropriate disposal means for unique products by providing information as it becomes available.	Create a centralized location to find updated information and report out any updates at monthly staff meetings.	Short	2025, Q2
	Supplies and Resources	Reduce the amount of paper generated through marketing or customer service initiatives by transitioning to digital communications and promoting paperless practice when possible.	Include information about reducing paper usage in the Marketing and Communications Branding Guidelines.	Medium	2026, Q2
	Supplies and Resources	Continue to recycle broken technology by utilizing a technology donation program to allow for the reuse of functioning technology.	Ensure technology is donated or recycled on an annual basis.	Ongoing	2024, Q2
	Supplies and Resources	Increase the number of water bottle refill stations to encourage reusable water bottles.	Attempt to have the ISAWWA water trailer present at all major events and replace all water fountains with refill attachments as needed.	Ongoing	2024, Q3

## Strategies: Education Initiatives

Category	Subcategory	Objective	Performance Measure	Implementation	Target Start Date
	Signage	Highlight the importance of native habitat and pollinator areas through interpretive educational signage.	Design interpretive educational signage in conjunction with landscape plans. Installation will be determined through the annual budgeting process.	Ongoing	2024, Q3
	Signage	Increase residents' understanding of recycling through education to improve sorting at all facilities.	Increase signage on trash and recycling bins, incorporate education into early childhood programs, and make recycling a recurring topic in District communications.	Ongoing	2025, Q1
	Signage	Provide educational signage around sustainable features in the district to set an example and inspire residents to utilize similar practices/installations in their residences.	Install two new signs annually.	Ongoing	2025, Q3
	Programming	Continue to celebrate Earth Day annually with a public event.	Host the annual Earth Day celebration in April, which started in 2023.	Ongoing	2024, Q2
	Programming	Collaborate with community organizations, agencies, and volunteer groups to host environmental education opportunities and encourage sustainable actions in the community.	Identify partner organizations and nurture partnerships by collaborating in events and initiatives annually.	Ongoing	2024, Q3
	Programming	Incorporate sustainability and environmental education into Park District events through sustainability tabling and message/material distribution.	Integrate sustainability tabling into large community events	Ongoing	2024, Q3
	Programming	Offer educational opportunities and materials on sustainable landscape management practices to encourage water conservation, native species planting, and composting.	The Park District Horticulturist and Parks Planner will host a bi-annual workshop about planning, planting and sustainable practices.	Ongoing	2025, Q2






Category	Subcategory	Objective	Performance Measure	Implementation	Target Start Date
	Programming	Incorporate sustainability into summer camp and early childhood education curriculum to build environmental knowledge at a young age.	Make April's monthly "theme" in the Early Childhood Center around sustainability yearly and incorporate sustainability themes into summer camp programming when possible.	Ongoing	2025, Q2
	Programming	Increase parent participation in sustainable activities in the early childhood classrooms to build home/school connection and conversations about sustainability.	Host an event annually in April to engage families in a sustainable activity by leveraging current events.	Ongoing	2025, Q2
	Visibility	Include sustainability-related materials in facility rental information and offer a discount for zero waste events to encourage renters to adopt sustainable practices during their events.	Identify specific items and clear instructions for how residents can make their events zero-waste and develop a way to incorporate discounts and incentives for those that do so.	Medium	2026, Q1
	Visibility	Continually incorporate sustainability information and action items in patron communications to remind residents of the importance of sustainability and promote sustainable actions.	Add "Sustainability Corner" feature to each marketing newsletter.	Ongoing	2024, Q2
	Visibility	Maintain a dedicated page on the Park District website to share information about District sustainability initiatives, achievements, and upcoming events.	Update page quarterly following its creation	Ongoing	2024, Q3

## Strategies: Energy and Emissions









Category	Subcategory	Objective	Performance Measure	Implementation	Target Start Date
	Evaluation	Develop a schedule for energy efficiency upgrades and upgrade equipment to improve efficiency throughout the district while adhering to budget parameters.	Create an energy efficiency upgrade schedule.	Short	2025, Q2
	Evaluation	Conduct comprehensive district-wide energy audits to identify areas for improvement.	Conduct energy audits of all buildings every three years.	Medium	2026, Q1
	Evaluation	Conduct a district-wide Greenhouse Gas Emissions inventory to track and reduce emissions.	Conduct a greenhouse gas inventory every three years.	Medium	2026, Q1
	Efficiency	Gain a better understanding of the amount of LED lighting currently installed in the Park District and identify areas with LED potential or necessary fixture replacement.	Conduct an inventory of currently installed LED lights, fixtures with LED potential, and fixtures in need of replacement.	Medium	2027, Q1
	Efficiency	Strategically place vegetation around buildings to reduce heating and cooling costs and decrease energy consumption.	Consider strategic vegetation locations for all landscape plans.	Ongoing	2024, Q2
	Efficiency	Explore energy efficient products in all new construction and remodels by including preference for sustainable products in all RFPs to encourage consideration of energy efficient products.	Place higher consideration on energy efficient products during all upgrades and replacements.	Ongoing	2024, Q3
	Efficiency	Include low flow or aeration installations, when possible, to decrease water usage.	Purchase low flow products during all upgrades and replacements.	Ongoing	2024, Q3
	Efficiency	Utilize moisture meter to reduce water use in irrigation.	Utilize moisture meter before any irrigation activity.	Ongoing	2025, Q1
	Clean Energy	Identify potential locations for renewable energy installations and consider renewable energy during all new constructions to reduce reliance on external energy grid and increase energy efficiency.	Conduct a feasibility study to determine the best locations for potential renewable energy installations on Park District property.	Medium	2027, Q2
	Clean Energy	Consider all electric buildings and sustainability certifications (LEED, Green Globes, SITES) during new construction to minimize environmental footprint of buildings.	Include electric building consideration in all RFPs for new construction.	Ongoing	2024, Q3
	Clean Energy	Increase patron access to EV charging stations to encourage the use of electric vehicles, thus reducing the environmental impact of our patrons.	Annually review the usage of each current EV chargers and add locations as needed.	Ongoing	2025, Q1












Category	Subcategory	Objective	Performance Measure	Implementation	Target Start Date
	Emissions Reductions	Create an anti-idling policy to reduce emissions from staff and patron vehicles.	Create an anti-idling policy and post signage at all major facilities.	Short	2025, Q2
	Emissions Reductions	Promote carpooling and alternative fuel vehicles by offering preferred parking for these vehicles.	Post signage at all major facilities.	Short	2025, Q3
	Emissions Reductions	Continue to phase out the use of high greenhouse gas emitting small engine equipment to reduce maintenance-related emissions.	As technology allows, replace all gas equipment with electric.	Ongoing	2024, Q2
	Emissions Reductions	Increase the District's use of electric vehicles to minimize the district's environmental impact.	Evaluate feasibility of purchasing an electric or hybrid vehicle during every new vehicle purchase.	Ongoing	2024, Q2
	Emissions Reductions	Consider and place high importance on the purchase of Renewable Energy Credits when District electric accounts are up for bid.	Request quotes for green energy/ Renewable Energy Credits during all electric bids.	Ongoing	2024, Q2

## Strategies: Land Stewardship



Category	Subcategory	Objective	Performance Measure	Implementation	Target Start Date
	Sustainable Land Management	Provide support and guidance to volunteers who assist in the maintenance of native habitat areas.	Have staff present and able to assist at native habitat volunteer events and provide greater direction to volunteers regarding long-term necessary maintenance.	Short	2025, Q1
	Sustainable Land Management	Improve dune and shoreline management at Gillson and Langdon to protect it for ecology, education, and enjoyment.	Create a landscape plan for both beaches and consider the possibility of increasing the use of sand fences, native dune grass plantings, and added dune signage.	Medium	2027, Q1
	Sustainable Land Management	Increase species diversity to limit the impact of invasive infestations and continue to remove invasive species whenever possible.	Native species will make up 85% of all new plantings.	Ongoing	2024, Q2
	Sustainable Land Management	Minimize the use of fertilizer and pesticides on Park District property, when possible, to reduce the impact on nearby ecosystems.	Continue to utilize all organic fertilizers and only use pesticides when necessary.	Ongoing	2024, Q2
	Sustainable Land Management	Consider dark sky lighting practices per the International Dark Sky Association during all lighting replacements and new installations, to maintain the health of Wilmette's ecosystem.	Begin consideration for use of dark sky lighting.	Ongoing	2024, Q3
	Sustainable Land Management	Expand and maintain nature play areas when space and material allows to improve children's connection to nature and to use more sustainable materials.	When replacing or adding play structures, nature play areas will take priority and be considered for every project.	Ongoing	2024, Q3

Category	Subcategory	Objective	Performance Measure	Implementation	Target Start Date
	Sustainable Land Management	Continue to utilize ADA-compliant alternative surfacing options, such as wood chips, on playgrounds, and in play spaces to utilize natural materials that are healthier for the environment.	Natural surface materials will take priority during park renovations or installations and synthetic materials will be considered with resident request or special circumstance.	Ongoing	2024, Q3
	Sustainable Land Management	Collaborate with the Village of Wilmette Foresters to ensure all maintenance staff understand proper tree maintenance and actions, and to discuss Village parkway trees when needed.	Have a meeting annually with Village and WPD staff who maintain or work close to trees (such as with weed whackers and mowers) to discuss tree health and maintenance.	Ongoing	2024, Q3
	Sustainable Land Management	Consider green infrastructure installations during all park district facilities and park improvements to efficiently improve watershed health.	Install at least one green infrastructure installation annually.	Ongoing	2025, Q1
	Sustainable Land Management	Explore green de-icing opportunities for appropriate locations to decrease stormwater contamination and runoff. Create a plan for potential green de-icing locations.	Staff will attend one green de-icing training annually.	Ongoing	2025, Q1
	Sustainable Land Management	Maintain the number of trees on Park District land and increase tree canopy, when possible, to mitigate the heat island effect, provide more shade, improve aesthetics, and provide habitat.	Plant 50 new trees per year in conjunction with maintaining the existing tree canopy.	Ongoing	2025, Q2
	Sustainable Land Management	Increase water capture and reuse to reduce the amount of water used for landscaping operations.	Install at least one water cistern annually.	Ongoing	2025, Q2
	Community Engagement	Continually evaluate the potential to expand patron access to nature-based recreation spaces.	Consider nature-based recreational installations during all remodels, new builds, and land acquisitions.	Ongoing	2024, Q3
	Community Engagement	Continue to foster a relationship with existing volunteers that help maintain native plantings to ensure the longevity of the partnership.	Maintain the existing number of volunteers and planting beds for the next five years, increasing both when possible.	Ongoing	2024, Q3
	Community Engagement	Hold volunteer or school events such as invasive species removal, building bat houses, planting natives and tree saplings.	Host volunteer events quarterly.	Ongoing	2025, Q2

## Strategies: Waste Management



Category	Subcategory	Objective	Performance Measure	Implementation	Target Start Date
	Reduction	Promote a carry-in/carry-out program during summer camp to eliminate litter and reduce the camps overall trash output.	Create and begin to enforce a carry-in/carry-out procedure.	Short	2024, Q2
	Reduction	Increase the use of compostable and recyclable materials in District operations to reduce waste generation.	Create an expansive list with product alternatives and expand opportunities for patrons to utilize composting.	Short	2024, Q3
	Reduction	Establish an internal Polystyrene purchasing ban.	Establish a Polystyrene purchasing ban and communicate the ban to vendors in contracts.	Short	2024, Q3
	Reduction	Develop environmental standards relating to handouts and freebies for park district events to eliminate unnecessary materials.	Create an event policy for staff to continually reference.	Short	2024, Q4
	Sustainable Disposal	Educate Staff on the appropriate disposal means of hard to dispose of items and continually seek out additional donation and recycling programs.	Create a reference document to guide staff towards appropriate disposal avenues.	Short	2024, Q3
	Sustainable Disposal	Create a pilot program for composting at the staff level to reduce food waste and promote composting among employees.	Provide employee education relating to proper composting disposal and pilot a staff composting program.	Short	2024, Q3
	Sustainable Disposal	Have recycling bins available next to all trash cans to incentivize waste diversion.	Have recycling bins available next to all trash cans.	Long	2028, Q1
	Sustainable Disposal	Continue to standardize waste disposal containers for ease of use and recognition.	Staff will purchase consistent waste disposal containers	Ongoing	2024, Q2
	Sustainable Disposal	Increase composting availability at events to increase waste diversion.	Add composting to District events that have the highest potential for waste diversion.	Ongoing	2025, Q1







## Glossary

All definitions courtesy of the United States Environmental Protection Agency's *Glossary of Climate Change Terms unless noted otherwise*<sup>1</sup>

### Adaptation

Adjustment or preparation of natural or human systems to a new or changing environment which moderates harm or exploits beneficial opportunities.

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### Climate Change

Any significant change in the measures of climate lasting for an extended period of time. In other words, climate change includes major changes in temperature, precipitation, or wind patterns, among others, that occur over several decades or longer.

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### Conservation

The protection, preservation, management, or restoration of natural environments and the ecological communities that inhabit them.<sup>2</sup>

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### Dark Sky Lighting

The Dark Sky Approved program provides objective, third-party certification for products, designs, and completed projects that minimize glare, reduce light trespass, and don't pollute the night sky.<sup>3</sup>

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### Emissions

The release of a substance (usually a gas when referring to the subject of climate change) into the atmosphere.

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<sup>1</sup> Environmental Protection Agency. (2016, September 29). Glossary of Climate Change Terms. EPA. [https://19january2017snapshot.epa.gov/climatechange/glossary-climate-change-terms\\_.html](https://19january2017snapshot.epa.gov/climatechange/glossary-climate-change-terms_.html)

<sup>2</sup> USDA. (n.d.). What Does Conservation Mean?. USDA. [https://www.nrcs.usda.gov/sites/default/files/2022-09/English%20Whats%20CONSERVATION%20Mean\\_4.pdf](https://www.nrcs.usda.gov/sites/default/files/2022-09/English%20Whats%20CONSERVATION%20Mean_4.pdf)

<sup>3</sup> What We Do: Dark Sky Approved. DarkSky International. (n.d.). <https://darksky.org/what-we-do/darksky-approved/>

## Energy Efficiency

Using less energy to provide the same service.

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## Fossil Fuels

A general term for organic materials formed from decayed plants and animals that have been converted to crude oil, coal, natural gas, or heavy oils by exposure to heat and pressure in the earth's crust over hundreds of millions of years.

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## Greenhouse Gasses

Any gas that absorbs infrared radiation in the atmosphere. Greenhouse gasses include, carbon dioxide, methane, nitrous oxide, ozone, chlorofluorocarbons, hydrochlorofluorocarbons, hydrofluorocarbons, perfluorocarbons, sulfur hexafluoride.

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## Greenhouse Gas (GHG) Inventory

A list of emission sources and the associated emissions quantified using standardized methods. <sup>4</sup>

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## Green Infrastructure

A strategically planned network of natural and semi-natural areas with other environmental features, designed and managed to deliver a wide range of ecosystem services, while also enhancing biodiversity.<sup>5</sup>

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<sup>4</sup> Environmental Protection Agency. (2024, March 8). Scopes 1, 2 and 3 Emissions Inventorying and Guidance. EPA Center for Corporate Climate Leadership. <https://www.epa.gov/climateleadership/scopes-1-2-and-3-emissions-inventorying-and-guidance>

<sup>5</sup> European Commission. (n.d.). Green Infrastructure. Environment. [https://environment.ec.europa.eu/topics/nature-and-biodiversity/green-infrastructure\\_en](https://environment.ec.europa.eu/topics/nature-and-biodiversity/green-infrastructure_en)



## Glossary, *continued*

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### Heat Island

An urban area characterized by temperatures higher than those of the surrounding non-urban area. As urban areas develop, buildings, roads, and other infrastructure replace open land and vegetation. These surfaces absorb more solar energy, which can create higher temperatures in urban areas.

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### Invasive Species

Non-native to the ecosystem under consideration and whose introduction causes or is likely to cause economic or environmental harm or harm to human health.<sup>6</sup>

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### Native Plants

A plant is considered native if it has occurred naturally in a particular region, ecosystem, or habitat without human introduction.

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### Polystyrene

Commonly referred to as Styrofoam. A polymer made from the monomer styrene, a liquid hydrocarbon that is commercially manufactured from petroleum.<sup>7</sup>

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<sup>6</sup> *What are invasive species?. What are Invasive Species?* | National Invasive Species Information Center. (n.d.-b). <https://www.invasivespeciesinfo.gov/what-are-invasive-species>

<sup>7</sup> Koerner, G.R. & Hsuan, Grace & Koerner, Robert. (2007). *The durability of geosynthetics*. 10.1533/9781845692490.1.36

## Glossary, *continued*

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### **Renewable Energy**

Energy resources that are naturally replenishing such as biomass, hydro, geothermal, solar, wind, ocean thermal, wave action, and tidal action.

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### **Sustainability**

Meeting the needs of the present without compromising the ability of future generations to meet their own needs.

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### **VOC** (Volatile Organic Compounds)

Any compound of carbon, excluding carbon monoxide, carbon dioxide, carbonic acid, metallic carbides or carbonates, and ammonium carbonate, which participates in atmospheric photochemical reactions.<sup>8</sup>

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<sup>8</sup> Environmental Protection Agency. (n.d.). *Air Emissions Inventories*. EPA. <https://www.epa.gov/air-emissions-inventories/what-definition-voc>

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6. *Climate is Always Changing. Why is Climate Change of Concern Now?*. The Royal Society. (2020, March). <https://royalsociety.org/news-resources/projects/climate-change-evidence-causes/question-6/>

# Appendices

Community and Staff Survey Results Round 1

Community and Staff Survey Results Round 2

# Wilmette Community Sustainability Survey One Results

## Constant Contact Survey Results

**Campaign Name:** Sustainability Plan FIRST ROUND SURVEY

**Survey Starts:** 2862

**Survey Submits:** 779

How familiar do you feel you are with sustainability?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Very familiar			322	41%
Somewhat familiar			377	48%
A little familiar			65	8%
Not familiar at all			15	1%
<b>Total Responses</b>			<b>779</b>	<b>100%</b>

How serious do you think the threat of climate change is?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Very serious			633	81%
Somewhat serious			75	9%
A little serious			44	5%
Not serious at all			27	3%
<b>Total Responses</b>			<b>779</b>	<b>100%</b>

How sustainable/environmentally friendly do you think the Wilmette Park District is currently?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Very sustainable			85	10%
Somewhat sustainable			430	55%
A little sustainable			239	30%
Not sustainable at all			25	3%
<b>Total Responses</b>			<b>779</b>	<b>100%</b>

Please indicate your TOP FOUR priorities relating to the sustainability for the Park District.

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Community education and engagement			337	43%
Conserving resources			498	63%
Efficiency and fiscal responsibility			294	37%
External community partnerships (e.g., collaborating with organizations in Wilmette) to tackle community-wide issues			249	31%
Having a wide range of plants and animals			310	39%
Human health and wellness			327	41%
Supporting/providing opportunities for others to act			118	15%
The ability to adapt to change			216	27%
The benefits that parks and natural areas provide (such as filtration of water and air, pollinator habitat, and nutrient cycling)			611	78%
Other			35	4%
<b>Total Responses</b>			<b>779</b>	<b>100%</b>

Please indicate your TOP FOUR strategies based on their importance to you.

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Clean water and air			585	75%
Composting and Waste Reduction			400	51%
Electric fleet vehicles and equipment (Vehicles, Mowers, etc.)			249	31%
Fiscally responsible sustainable initiatives			286	36%
Internal Park District Staff Education on Sustainability			71	9%
Public Education on Sustainable Practices			236	30%
Renewable Energy (wind, solar, etc.)			392	50%
Sustainable Land Management/Landscaping			468	60%
The use of less energy to perform the same task (energy efficiency)			316	40%
Other			23	2%
<b>Total Responses</b>			<b>779</b>	<b>100%</b>

OPEN QUESTION

Do you have additional thoughts to share?

*184 written responses available upon request*

OPEN QUESTION

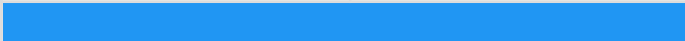
What is your zip code?

60091 697

Other 82

**Total Responses 779**

Do you utilize Wilmette Park District services or visit our parks/facilities?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Yes			771	98%
No			5	0%
Other			3	0%
<b>Total Responses</b>			<b>779</b>	<b>100%</b>



# Wilmette Park District Staff Sustainability Survey One Results

## Constant Contact Survey Results

**Campaign Name:** STAFF Sustainability Plan FIRST ROUND SURVEY

**Survey Starts:** 482

**Survey Submits:** 213

How familiar do you feel you are with sustainability?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Very familiar			69	32%
Somewhat familiar			101	47%
A little familiar			37	17%
Not familiar at all			6	2%
<b>Total Responses</b>			<b>213</b>	<b>100%</b>

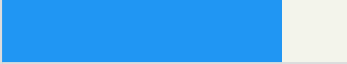



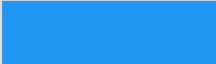
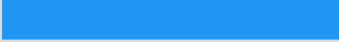

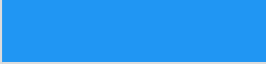

How serious do you think the threat of climate change is?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Very serious			159	74%
Somewhat serious			39	18%
A little serious			11	5%
Not serious at all			4	1%
<b>Total Responses</b>			<b>213</b>	<b>100%</b>

How sustainable/environmentally friendly do you think the Wilmette Park District is currently?

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Very sustainable			21	9%
Somewhat sustainable			102	47%
A little sustainable			80	37%
Not sustainable at all			10	4%
<b>Total Responses</b>			<b>213</b>	<b>100%</b>

Please indicate your TOP FOUR priorities relating to the sustainability for the Park District.

Answer Choice	0%	100%	Number of Responses	Responses Ratio
Community education and engagement			52	40%
Conserving resources			82	63%
Efficiency and fiscal responsibility			54	41%
External community partnerships (e.g., collaborating with organizations in Wilmette) to tackle community-wide issues			42	32%
Having a wide range of plants and animals			41	31%
Human health and wellness			64	49%
Supporting/providing opportunities for others to act			38	29%
The ability to adapt to change			50	38%
The benefits that parks and natural areas provide (such as filtration of water and air, pollinator habitat, and nutrient cycling)			83	64%
Other			1	0%
<b>Total Responses</b>			<b>129</b>	<b>100%</b>

OPEN QUESTION

Do you have additional thoughts to share?

*25 written responses available upon request*

# Wilmette Community Sustainability Survey Two Results

## Constant Contact Survey Results

**Campaign Name:** Sustainability Plan SECOND ROUND SURVEY

**Survey Starts:** 1345

**Survey Submits:** 273

How would you rank the following concepts relating to WASTE?

Answer Choice	Average Rank	Ranked 1	Ranked 2	Ranked 3	Ranked 4	Ranked 5
Composting and the use of compostable materials	3.09	51 (18%)	50 (18%)	53 (19%)	61 (22%)	58 (21%)
Increasing opportunities to use reusables	3.21	25 (9%)	61 (22%)	66 (24%)	74 (27%)	47 (17%)
General waste reduction and education	2.79	74 (27%)	54 (19%)	51 (18%)	42 (15%)	52 (19%)
Sustainable food and packaging sourcing	3.11	34 (12%)	60 (21%)	71 (26%)	57 (20%)	51 (18%)
Recycling availability and ease	2.79	89 (32%)	48 (17%)	32 (11%)	39 (14%)	65 (23%)
<b>Total Responses</b>	<b>273</b>					

How would you rank the following concepts relating to LAND?

Answer Choice	Average Rank	Ranked 1	Ranked 2	Ranked 3	Ranked 4	Ranked 5
Native plantings and invasive species removal	2.21	103 (37%)	84 (30%)	32 (11%)	35 (12%)	19 (6%)
Green infrastructure installations (rain gardens, permeable pavers, trees, etc.)	2.21	91 (33%)	86 (31%)	57 (20%)	27 (9%)	12 (4%)
Dark sky lighting compliance (reduced light pollution)	3.64	26 (9%)	32 (11%)	60 (21%)	51 (18%)	104 (38%)
Nature play areas	3.37	32 (11%)	33 (12%)	71 (26%)	77 (28%)	60 (21%)
Community gardens	3.58	21 (7%)	38 (13%)	53 (19%)	83 (30%)	78 (28%)
<b>Total Responses</b>	<b>273</b>					

How would you rank the following concepts relating to WATER?

Answer Choice	Average Rank	Ranked 1	Ranked 2	Ranked 3
Water conservation	1.60	157 (57%)	68 (24%)	48 (17%)
Sustainable aquatic industry practices	2.11	63 (23%)	116 (42%)	94 (34%)
Bioswales and rain gardens	2.29	53 (19%)	89 (32%)	131 (47%)
<b>Total Responses</b>	<b>273</b>			

How would you rank the following concepts relating to EMISSIONS AND ENERGY?

Answer Choice	Average Rank	Ranked 1	Ranked 2	Ranked 3	Ranked 4	Ranked 5
Energy efficiency upgrades	2.22	91 (33%)	91 (33%)	45 (16%)	32 (11%)	14 (5%)
Greenhouse gas inventory	3.93	11 (4%)	20 (7%)	58 (21%)	72 (26%)	112 (41%)
Renewable energy usage	2.37	82 (30%)	72 (26%)	68 (24%)	37 (13%)	14 (5%)
Electric vehicles and equipment	3.10	41 (15%)	52 (19%)	65 (23%)	68 (24%)	47 (17%)
Anti-idling policies and practices	3.37	48 (17%)	38 (13%)	37 (13%)	64 (23%)	86 (31%)
<b>Total Responses</b>	<b>273</b>					

How would you rank the following concepts relating to EDUCATION?

Answer Choice	Average Rank	Ranked 1	Ranked 2	Ranked 3	Ranked 4
Educational signage (ex: native plants, sustainable installations, proper trash disposal)	2.24	109 (39%)	54 (19%)	46 (16%)	64 (23%)
Programming and classroom education about sustainability	2.73	55 (20%)	56 (20%)	71 (26%)	91 (33%)
Collaboration with external organizations and volunteer groups	2.45	59 (21%)	82 (30%)	83 (30%)	49 (17%)
Sustainability education through Park District communication channels	2.59	50 (18%)	81 (29%)	73 (26%)	69 (25%)
<b>Total Responses</b>	<b>273</b>				

How would you rank the following concepts relating to the Park District's INTERNAL PRACTICES?

Answer Choice	Average Rank	Ranked 1	Ranked 2	Ranked 3	Ranked 4	Ranked 5
Staff training on sustainability	2.38	73 (26%)	88 (32%)	61 (22%)	37 (13%)	14 (5%)
Incentives for employees to carpool and utilize alternative transit	3.97	17 (6%)	27 (9%)	34 (12%)	65 (23%)	130 (47%)
Incorporating sustainability concepts into evaluations, job descriptions and onboarding	3.35	26 (9%)	45 (16%)	67 (24%)	78 (28%)	57 (20%)
Creation of an internal green team	2.94	54 (19%)	55 (20%)	61 (22%)	59 (21%)	44 (16%)
Green purchasing policies	2.36	103 (37%)	58 (21%)	50 (18%)	34 (12%)	28 (10%)
<b>Total Responses</b>	<b>273</b>					

OPEN QUESTION

Would you like more detail about any of the above concepts? If so, which ones?

*39 written responses available upon request*

OPEN QUESTION

What is your zip code?

60091 253

Other 20

**Total Responses 273**

OPEN QUESTION

Do you have any additional comments or think something was missing from the lists above?

*91 written responses available upon request*

# Wilmette Park District Staff Sustainability Survey Two Results

## Constant Contact Survey Results

**Campaign Name:** Internal Sustainability Plan SECOND ROUND SURVEY

**Survey Starts:** 273

**Survey Submits:** 60

How would you rank the following concepts relating to WASTE?

Answer Choice	Average Rank	Ranked 1	Ranked 2	Ranked 3	Ranked 4	Ranked 5
Composting and the use of compostable materials	3.68	5 (8%)	7 (11%)	11 (18%)	16 (26%)	21 (35%)
Increasing opportunities to use reusables	3.13	5 (8%)	16 (26%)	16 (26%)	12 (20%)	11 (18%)
General waste reduction and education	2.37	24 (40%)	12 (20%)	10 (16%)	6 (10%)	8 (13%)
Sustainable food and packaging sourcing	3.28	5 (8%)	13 (21%)	15 (25%)	14 (23%)	13 (21%)
Recycling availability and ease	2.53	21 (35%)	12 (20%)	8 (13%)	12 (20%)	7 (11%)
<b>Total Responses</b>	<b>60</b>					

How would you rank the following concepts relating to LAND?

Answer Choice	Average Rank	Ranked 1	Ranked 2	Ranked 3	Ranked 4	Ranked 5
Native plantings and invasive species removal	2.77	14 (23%)	14 (23%)	13 (21%)	10 (16%)	9 (15%)
Green infrastructure installations (rain gardens, permeable pavers, trees, etc.)	2.35	23 (38%)	12 (20%)	10 (16%)	11 (18%)	4 (6%)
Dark sky lighting compliance (reduced light pollution)	4.00	5 (8%)	5 (8%)	10 (16%)	5 (8%)	35 (58%)
Nature play areas	2.90	10 (16%)	14 (23%)	14 (23%)	16 (26%)	6 (10%)
Community gardens	2.98	8 (13%)	15 (25%)	13 (21%)	18 (30%)	6 (10%)
<b>Total Responses</b>	<b>60</b>					



How would you rank the following concepts relating to WATER?

Answer Choice	Average Rank	Ranked 1	Ranked 2	Ranked 3
Water conservation	1.73	34 (56%)	8 (13%)	18 (30%)
Sustainable aquatic industry practices	1.92	14 (23%)	37 (61%)	9 (15%)
Bioswales and rain gardens	2.35	12 (20%)	15 (25%)	33 (55%)
<b>Total Responses</b>	<b>60</b>			

How would you rank the following concepts relating to EMISSIONS AND ENERGY?

Answer Choice	Average Rank	Ranked 1	Ranked 2	Ranked 3	Ranked 4	Ranked 5
Energy efficiency upgrades	2.43	18 (30%)	14 (23%)	14 (23%)	12 (20%)	2 (3%)
Greenhouse gas inventory	3.43	5 (8%)	10 (16%)	14 (23%)	16 (26%)	15 (25%)
Renewable energy usage	2.52	17 (28%)	15 (25%)	13 (21%)	10 (16%)	5 (8%)
Electric vehicles and equipment	2.95	11 (18%)	16 (26%)	10 (16%)	11 (18%)	12 (20%)
Anti-idling policies and practices	3.67	9 (15%)	5 (8%)	9 (15%)	11 (18%)	26 (43%)
<b>Total Responses</b>	<b>60</b>					

How would you rank the following concepts relating to EDUCATION?

Answer Choice	Average Rank	Ranked 1	Ranked 2	Ranked 3	Ranked 4
Educational signage (ex: native plants, sustainable installations, proper trash disposal)	2.30	23 (38%)	12 (20%)	9 (15%)	16 (26%)
Programming and classroom education about sustainability	2.45	12 (20%)	22 (36%)	13 (21%)	13 (21%)
Collaboration with external organizations and volunteer groups	2.72	10 (16%)	13 (21%)	21 (35%)	16 (26%)
Sustainability education through Park District communication channels	2.53	15 (25%)	13 (21%)	17 (28%)	15 (25%)
<b>Total Responses</b>	<b>60</b>				

How would you rank the following concepts relating to the Park District's INTERNAL PRACTICES?

Answer Choice	Average Rank	Ranked 1	Ranked 2	Ranked 3	Ranked 4	Ranked 5
Staff training on sustainability	2.57	18 (30%)	15 (25%)	10 (16%)	9 (15%)	8 (13%)
Incentives for employees to carpool and utilize alternative transit	3.35	10 (16%)	7 (11%)	15 (25%)	8 (13%)	20 (33%)
Incorporating sustainability concepts into evaluations, job descriptions and onboarding	3.42	8 (13%)	7 (11%)	10 (16%)	22 (36%)	13 (21%)
Creation of an internal green team	3.13	9 (15%)	9 (15%)	16 (26%)	17 (28%)	9 (15%)
Green purchasing policies	2.53	15 (25%)	22 (36%)	9 (15%)	4 (6%)	10 (16%)
<b>Total Responses</b>	<b>60</b>					

OPEN QUESTION

Would you like more detail about any of the above concepts? If so, which ones?

*11 written responses available upon request*

OPEN QUESTION

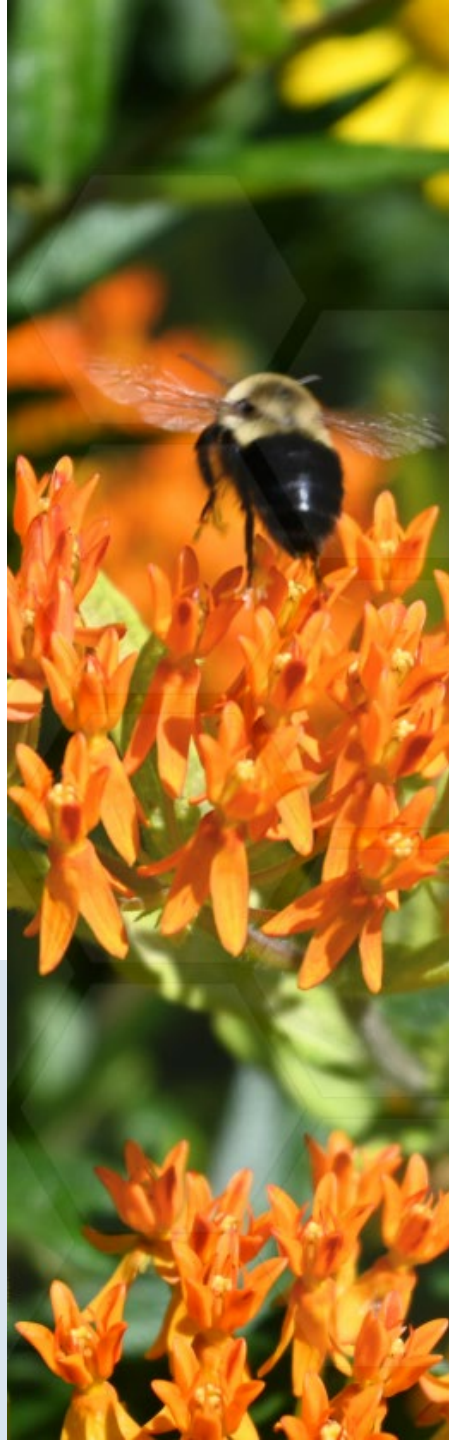
Do you have any additional comments or think something was missing from the lists above?

*11 written responses available upon request*



# Guide to Green: The Wilmette Park District Sustainability Plan

April 2024



## Guide to Green

2024  
Wilmette Park District  
Sustainability Plan



# Agenda

Planning Process

Plan Makeup

Sustainability Plan Objectives

Implementation



# Sustainability Plan Development Timeline





# Internal Planning Process

## Internal Assessment

- Land
- Energy
- Waste and recycling
- Water
- Transportation
- Education and outreach

## External Assessment

- Village of Wilmette
- Urbana Park District
- Glenview Park District
- Park District of Oak Park
- Forest Preserves of Cook County
- Five Rivers Metro Parks (Dayton, OH)

## Internal Steering Committee

- 10 staff members
- Monthly meetings
- **Objective:** brainstorm sustainability plan strategies, review sustainability plan materials, and help elicit community feedback



# External Planning Process

## Table Talks

- Community Recreation Center x 2
- Village Hall
- The Chalet Nursery
- Central Station Coffee

## Surveys

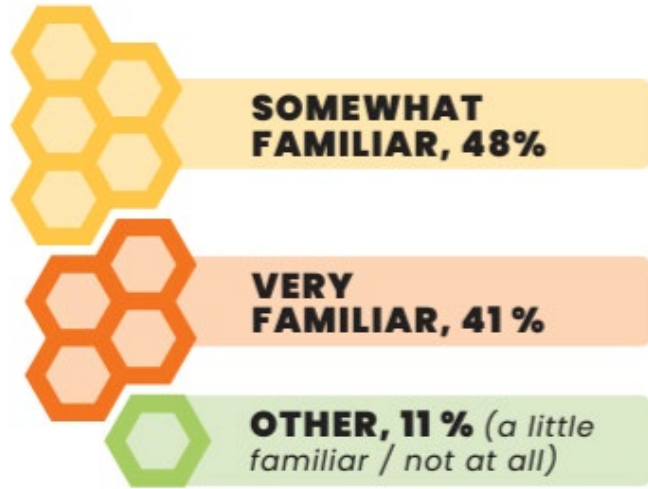
- Two external
  - 1: 779 responses
  - 2: 273 responses
- Two internal
  - 1: 213 responses
  - 2: 60 responses

## Draft Strategy Feedback

- 529 visits to the feedback document
- 20 comments/suggestions



**HOW FAMILIAR** do you feel you are with sustainability?



Please indicate your **TOP FOUR PRIORITIES** relating to the sustainability of the Park District.

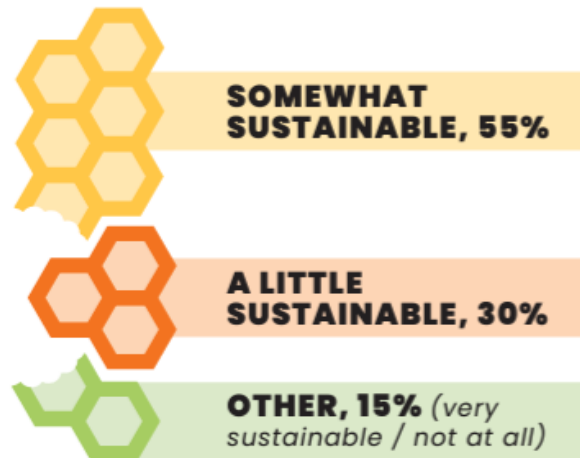
- 1 **THE BENEFITS THAT PARKS AND NATURAL AREAS PROVIDE** (such as filtration of water and air, pollinator habitat, and nutrient cycling)
- 2 **CONSERVING RESOURCES**
- 3 **COMMUNITY EDUCATION AND ENGAGEMENT**
- 4 **HUMAN HEALTH AND WELLNESS**

Please indicate your **TOP FOUR STRATEGIES** based on their importance to you.

- 1 **CLEAN WATER AND AIR**
- 2 **SUSTAINABLE LAND MANAGEMENT/LANDSCAPING**
- 3 **COMPOSTING AND WASTE REDUCTION**
- 4 **RENEWABLE ENERGY** (wind, solar, etc.)

Of 779 respondents, 771 utilize Wilmette Park District **SERVICES, PARKS AND/OR FACILITIES.**

**HOW SUSTAINABLE**/environmentally friendly do you think the Wilmette Park District is currently?



**HOW SERIOUS** do you think the threat of climate change is?



## Topic: Education

1st: Educational Signage

2nd: Collaboration with external organizations and volunteer groups

3rd: Sustainability education through WPD communication channels

4th: Programming and classroom education about sustainability

## Topic: Land

1st: Native plantings and invasive species removal

2nd: Green infrastructure installations

3rd: Nature play areas

4th: Community gardens

5th: Dark sky lighting compliance

## Topic: Emissions and Energy

1st: Energy efficiency upgrades

2nd: Renewable energy usage

3rd: Electric vehicles and equipment

4th: Anti-idling policies and practices

5th: Greenhouse gas inventory

## Topic: Water

1st: Water conservation

2nd: Sustainable aquatic industry practices

3rd: Bioswales and rain gardens

## Topic: Internal Practices

1st: Green purchasing policies

2nd: Staff training on sustainability

3rd: Creation of an internal green team

4th: Incorporating sustainability concepts into evaluations, job descriptions and onboarding

5th: Incentives for employees to carpool and utilize alternative transit

## Topic: Waste

1st: Recycling availability and ease

2nd: General waste reduction and education

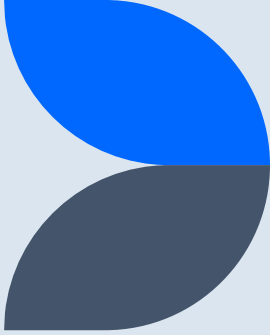
3rd: Composting and the use of compostable materials

4th: Sustainable food and packaging sourcing

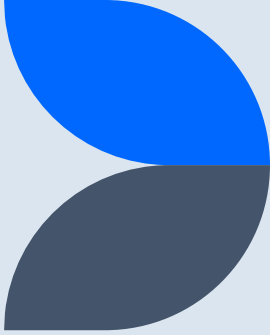
5th: Increasing opportunities to use reusables



# Plan Makeup



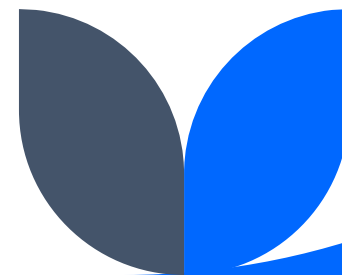
# Plan Makeup





# Objective Subcategories

1. District Operations
2. Education
3. Energy and Emissions
4. Land Stewardship
5. Waste Management



# District Operations

This section pertains to the internal practices of the Park District, with a focus on making employee processes more sustainable and enhancing operational sustainability.

Employee  
Participation  
*11 Strategies*

Green Purchasing  
*5 Strategies*

Supplies and  
Resources  
*4 Strategies*



# Education Initiatives

The education section underscores our dedication to raising environmental awareness and education within the community, enhancing visibility, and fostering a deeper understanding of our collective role in sustainable living.

Signage  
*3 Strategies*

Programming  
*6 Strategies*

Visibility  
*3 Strategies*



# Energy and Emissions

The objectives in this category are geared toward reducing emissions, enhancing energy efficiency, and increasing the District's use of electric equipment.



Evaluation  
*3 Strategies*

Efficiency  
*5 Strategies*

Clean Energy  
*3 Strategies*

Emissions  
Reductions  
*5 Strategies*



# Land Stewardship

Emphasizing our commitment to the preservation of the natural environment, this section outlines objectives to protect and nurture local ecosystems, including the diverse plants and animals they support.

Sustainable Land  
Management  
*12 Strategies*

Community  
Engagement  
*3 Strategies*



# Waste Management

Within this segment of the plan, we detail our objectives for minimizing waste generation and promoting responsible and sustainable waste disposal practices.

Reduction  
*4 Strategies*

Sustainable  
Disposal  
*5 Strategies*



# Implementation Timeframes




## Short/Medium/Long

- Short – Under 2 years
- Medium – 2 -3 years
- Long – 3 + years

## Ongoing

- Implementation will occur over the next 4 years

## “Ongoing” Examples

Category	Subcategory	Objective	Performance Measure	Implementation	Target Start Date
	Sustainable Land Management	Consider dark sky lighting practices per the International Dark Sky Association during all lighting replacements and new installations, to maintain the health of Wilmette’s ecosystem.	Begin consideration for use of dark sky lighting.	Ongoing	2024, Q3
	Emissions Reductions	Continue to phase out the use of high greenhouse gas emitting small engine equipment to reduce maintenance-related emissions.	As technology allows, replace all gas equipment with electric.	Ongoing	2024, Q2
	Sustainable Disposal	Increase composting availability at events to increase waste diversion.	Add composting to District events that have the highest potential for waste diversion.	Ongoing	2025, Q1

Continually considering during changes or purchases

Cementing existing practices

Continually implementing



# Implementation

## Timeline

- Four-year initiative (by 2029)
- In 2028 - Comprehensive assessment of the progress made over the previous four years
  - Use this evaluation to develop an updated plan concurrent with the end of the existing plan.

## Tracking

- The Sustainability Coordinator will work with each implementing department to receive progress on sustainability plan objectives and will track updates via comprehensive spreadsheet

## Reporting

- Sustainability Plan progress will be assessed annually
- Evaluation will be presented annually via progress report and presentation to the Park District Board of Commissioners







# Thank You

Wilmette Park District Sustainability  
Steering Committee

Patrons engaged in the planning process

Board of Park District Commissioners

Wilmette Park District Staff

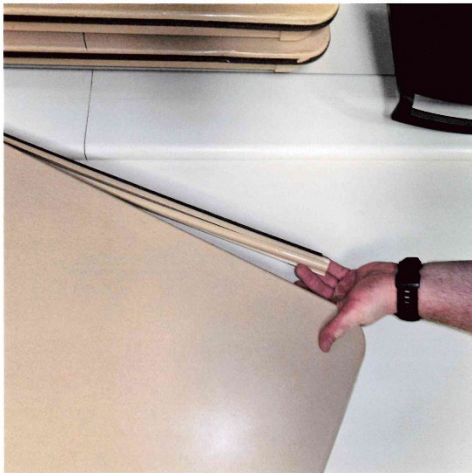


# Memorandum

Date: March 11<sup>th</sup>, 2024  
To: Board Members  
From: Tim Johnson  
cc: Steve Wilson  
Re: Surplus Property Ordinance – Tables

---

The Recreation Department is requesting to surplus property. The property is 24 tables previously used at the Community Recreation Center, which are no longer usable because they are broken.





# Memorandum

Date: April 5, 2024  
To: Board Members  
From: Megan White  
Cc: Steve Wilson  
Re: Surplus Property Ordinance

---

The Recreation Department, Lakefront Division, is requesting to surplus 18 metal patio tables. The equipment was replaced in 2023.



**WILMETTE PARK DISTRICT  
ORDINANCE 2024-O-4**

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

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

Twenty Four (24) Tables; and  
Eighteen (18) Metal Patio Tables

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

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

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

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

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

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

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

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

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

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

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

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

ATTEST:

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

STATE OF ILLINOIS    )  
                                  )  
COUNTY OF COOK    )

**SECRETARY'S CERTIFICATE**

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

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance 2024-O-4:

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

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

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

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

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

[SEAL]





# Memorandum

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

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## **Parks and Planning**

**Gillson**-Parks staff and an outside contractor have been onsite during the month of March performing chemical applications and flaming treatments throughout Gillson Park to control an invasive weed, lesser celandine.





**Langdon**-The temporary office was delivered the week of March 25<sup>th</sup>. A request to get internet installed in the office has been submitted and staff will be hooking up temporary power to the office.



**Building staff**

**Community Recreation Center-Painted, replaced the flooring and cabinets in room 204.**





Golf-Installed flooring in the clubhouse.





**Sailing Beach**-Added 2 more SUP racks.



**Parks staff**

Staff completed tree work (pruning, invasive removals, and mulching), restoration work at Keay Park, removed the turf covers, applied Biosolids to Hibbard, Community Playfields and Thornwood, set up for the spring sport season and adding crushed granite to the walking path at Community Playfields.

















# Memorandum



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

---

March is a transition month when our Winter Programs end, we enjoy Spring Break and the Spring Session begins. Winter programming ended March 24. Spring programming began April 1. Spring Break around the district was fairly quiet. The registration process for Spring & Summer took place in mid-March and went fairly smoothly and has yielded expected registration numbers for both to this point. Our experience of combining the registration experience for two separate seasons has given us reason to separate the seasonal registration in the Fall into two registration periods.

Our full and part time staff are working diligently to move participants off of waitlist through a variety of means. We are expanding some camps to accommodate more participants. Examples of this include adding sections of City Slickers, Gymnastics and Summers End. The process of contacting waitlist clients, waiting for their reply and adjusting for the next move is time-consuming but fruitful and necessary. We continue to be very positive about the progress we are making to better serve the community needs.

We are very excited to have new programmers on staff that bring a wealth of experience and new ideas for our camp delivery. Expect to see great things!

## *Personnel status*

General Manager-Recreation:	Katelynn Putkonen started 3/14
General Manager-Ice/Pool:	Rochelle Kruse effective 4/1
Sports Supervisor:	Kathy Chukas started 4/1
CFA Supervisor:	Laura Grunschel started 4/3
Lakefront Supervisor:	Niki Koclanes has resigned effective 4/5
General Manager-Racquet Sports:	Jason Stanislaw effective 4/8
Lakefront Supervisor-Beach	Job has been posted
Lakefront Supervisor-Park	Job has been posted

## **Community Recreation Center**

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

#### **Beyond the Bell, School Year 2023-2024**

<b>Program</b>	<b>Enrollment</b>
CARE – AM	87
CARE – PM	105
Spring Break Camp Full Week	43
Spring Break Camp Monday	13
Spring Break Camp Tuesday	10
Spring Break Camp Wednesday	11
Spring Break Camp Thursday	10
Spring Break Camp Friday	11
School Day Off (4/22/24)	49

- Spring Break Camp took place March 3/25-3/29, participants went on a different trip each day. These trips included Haunted Trails, Canlan Sports Complex, Main Event, Marriott Theater, and Lambs Farm.
- Spring After School Clubs are currently in session with a total of 83 enrollees at Harper and 78 enrollees at Central Elementary Schools.

#### **Early Childhood Center**

- March 14 & 15 Pediatric Dentistry Specialists of Wilmette visited all preschool classrooms and taught dental health and hygiene.
- March 12 All Staff Training: Stress Management and Self-Care in the Classroom taught by Molly Pope. Molly Pope is a Coaching and Consulting Professional and specializes in inclusion, equity and diversity.
- Spring Break Camp took place on March 3/25-3/29 and had 13 participants.

#### **Athletics**

- New Recreation Supervisor-Sports, Kathy Chuckas, was hired and started on April 1, 2024.
- Spring Soccer League has an enrollment of 1,112 participants. The coach's meeting and staff training took place in March. Practice was scheduled to start on April 1 and games start April 6 however due to inclement weather soccer will start the week of April 8.
- Additional spring athletic programs include; Fencing, Taekwondo, Basketball, Baseball, Softball, Archery, Pickleball, Karate, Soccer, Non-Contact Football, Lacrosse, Track and Field, and Volleyball.

### Special Events

- The 2024 Children’s and Doggie Egg Hunts took place on Saturday, March 30<sup>th</sup> at Mallinckrodt Park with a total of 415 participants and 35 dogs. Participants were able hunt for eggs and get a photo with the Bunny.
- The Bunny Brunch event took place in conjunction with the egg hunts, serving a total of 122 guests between the 9 am and 11 am seatings at Mallinckrodt.

### Center for the Arts

- We are in the final stages of recruiting, interviewing, and on boarding for all of our Summer Camp positions. Many offer letters have been sent and received back. We anticipate being fully staffed with in the next two weeks.
- Super excited to wrap up the interviewing process for our CFA Supervisor position. We look forward to welcoming Laura Grunschel to our Team in April.

### Gymnastics:

- Our Competitive team level 3-8 had state championships all month and the girls did amazing! All Wilmette gymnastics girls that had an opportunity to qualify for regionals, qualified and scored well enough to be chosen to be on team Illinois. They will be competing at the end of April in Ohio. Go team Illinois!!
- The Xcel team has State Championship April 5-7, we wish them the best of luck!
- We offered a spring break camp that was very successful. Patrons got to get out and enjoy gymnastics for a few hours a day.

### Center Fitness Club

- Spring Equinox 108 Sun Salutations Event
  - Special Yoga class in recognition of the Spring Equinox
  - March 16<sup>th</sup> 12:15-1:45pm
  - 22 participants
- Spring Break Student Pass
  - 8 sold - \$370 in revenue

	<b>February 2024</b>	<b>March 2024</b>
Monthly Visits	7,284	7,053
Total Active Memberships	1,732	1,741
Group Fitness Attendance	1,263	1,316
Personal Training Sessions	151	140

***Mallinckrodt Center***

<b>General Info:</b>	
Fitness Room Visits	76 Visits (March)
Group Fitness Class Participants	112 Enrolled in 13 different weekly classes
Rentals	9 (March)
Memberships	250
Walking Track Memberships	134
Continuing to run a promotion to “Bring a Friend” to class	

<b>Recent Special Interest Programming:</b>	
Mah Jongg Lessons	3 Participants
Watercolors Class	10 Participants
Intro To Drawing Class	3 Participants
Canasta Lessons	8 Participants
Breakfast with Bunny and Egg Hunt at Mallinckrodt Center and Park	400 plus

<b>Upcoming April Events &amp; Activities:</b>
7 Scheduled Rentals
Mah Jongg and Canasta Lessons
Movie Day
Soup and Sandwich Day
Spring Fling
Container Gardening Workshop
Wilmette Dance Team-Dance Alliance-Performance at Mallinckrodt

***CRC Operations***

**2024 Capital Update**

Fitness

We have requested quotes for several pieces of strength equipment. Final selection of pieces and possible trade in pieces will be finalized in the next week. We anticipate delivery in early Q3

CFA

We have confirmed 2024 pricing and possible delivery for our Theatre projector project. Some additional analysis will be done on this project this week and a FINAL plan of action will be scheduled

## CRC

Room 204 has been finished. The final punch list item is wall laminate which will be added installed on two of the walls. Product will be ordered next week and installed immediately upon delivery. We anticipate three weeks maximum.

## **Centennial Recreation Complex**

### Ice

- Ice show planning is well underway. Costumes are in. Rehearsals begin April 6. Set construction has begun. Tickets go on sale April 8.
- Intensive figure skating and hockey spring break camps took place with 18 enrolled in figure skating and 15 in hockey.

### Pool

- Staff hiring is almost complete. Lifeguard training will begin the weekend of May 10 with head guard training starting the following week. No new staff will be needed for admissions as 12 of the 14 staff from 2023 will be returning for the 2024 season.

### Special Events

- Star Spangled Splash will be returning for the July 3 celebration in 2024. The time has changed from 11-1 to 1-3 in order to line up with public swim and not interfere with camp swim. Attractions have been secured and supplies will be ordered soon.

### Tennis

- Pirate camp preparation is underway.
  - Staff is hired.
  - Supplies are being secured. These supplies are primarily toys and equipment that are integrated into new Pirate Camp games.
- Staff is establishing match and practice times for Wilmette Women's Tennis Association based summer league play.

### Paddle

- Spring in house league started April 1.
  - League is utilizing a new staff driven format.
  - 326 players are participating in spring leagues.

## Capital

- Linked pace clocks are ordered for main pool. Waiting for delivery in mid-April.
- Paddle Furniture
  - Planning additional tall tables in the viewing areas.
  - Likely adding some couch and lower chairs to warm up the space.
- Indoor Tennis LED Lighting
  - Staff met to review proposals.
  - Staff discussed windows in the calendar to execute the project.

## Lakefront

- Sailing beach move lottery will be held on April 6<sup>th</sup>. This allows current boat owners to move into relinquished spaces before the new sailors off the waitlist get added into spots.
- Beach grading is planned to begin mid-April before boats get moved out of their winter storage locations and the sailing beach opens May 4<sup>th</sup>.
- 2 full time Supervisor positions have been posted and 1<sup>st</sup> round interviews will begin the week of the 8<sup>th</sup>.
- Bunny Brunch was a success with 118 participants in seatings before and after the egg hunt.
- Almost all staff has been hired with the exception of a few security positions and additional lifeguard for South Beach.





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

---

### **1. District Revenue and Expense Statement Results through February 2024 (Appendix 1)**

The results of the District through February is a \$4.4m surplus. The budgeted surplus is almost \$1.6m resulting in a \$2.8m positive variance. Almost \$1.1m of that variance is related to Property Taxes. The District budgeted for Property Tax receipts in March and April and we received those amounts in February and March. This is a timing difference that will clear up at the end of April. The remaining \$1.7m is in Daily Fees, Fee Revenue and Miscellaneous Revenue. The majority of the Miscellaneous Revenue is related to Interest Income. At this time, we cannot tell if this will be a permanent positive variance as the rates we are receiving for current investments are dropping (a bit) from where we budgeted. There is a permanent positive variance in 2024 revenue attributed to 2023 deferred revenue of about \$1m. After discussions in March and early April with facility managers, the variance(s) in Daily Fees and Fee Revenue appear to be timing related. Overall, operating expenses are very close to budget although there continue to be variances within each category. A monthly budget summary memo and spreadsheet analysis is being created. We are targeting the April COW for distribution.

### **2. Capital Expense Results through February 2024 (Appendix 2, Pages 1 - 2)**

2024 capital spending through the end of February is a little over \$256k and that is a little ahead of budget. The District has 50 projects identified for 2024. 47 are in process and 4 are complete. The status of each project is detailed in the capital expenditure report.

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

The Auditors came to visit us during the first week of March. Finance met with them, provided all requested information to them so they could complete their testing of the GL account balances. Much of their review focused on the proper treatment of Accounts Payable on both the operations side as well as the Capital project side. I believe the first draft of our financials will be ready for our review at the end of next week. The remainder of March was spent in discussions of the various ways we can structure the debt we plan to sell in May. Those discussions continue and should be completed by the middle of April. At the end of 2023, we signed a contract with NIMEC (Northern Illinois Municipal Electric Collaborative) to provide the electricity commodity to the District. The NIMEC group bids came in on March 27<sup>th</sup> and we signed a 1-year contract. The quotes were not as favorable as I would have liked in the longer terms. The gas contract will expire at the end of May and we are in negotiations with three brokers for those rates. The gas commodity pricing looks more favorable currently.

Customer Service reports that March came in like a lion with its normal cold temperatures. We were spoiled with wonderfully warm weather at the end of February. Spring registration for residents began on the 12<sup>th</sup> and non-residents on the 19<sup>th</sup>. The Spring and Summer programs were a combined registration so everyone could continue their classes through August. There was lots of interest in swimming and diving classes as has been in years past. March is Woman's History month and the community celebrated with an event at the Women's Club of Wilmette. Our own District president, Kara Kosloskus, presented. A new survey for Project Parks and Play was released to the public in March. We are anxiously waiting to hear from the community regarding their ideas for a better Park District. The Illinois Baseball Academy is back again with us this year. They are in their 19<sup>th</sup> year!!! Play ball! The next production of the Wilmette Children's Theater, Mean Girls, is selling tickets for April performances. The month ended with Spring Break for the community with many classes and field trips for children. Our Bunny Brunch, Easter Egg and Dog hunts occurred on the 30<sup>th</sup>. Over a hundred people attended the brunch, 400 attended the Egg Hunt even though the ground was quite soggy and 35 dogs participated in their hunt. It is quite a sight to see so many dogs looking for eggs! The beginning of April may

not always have the greatest weather (Snow on tulips!!), but we are looking forward to the hot, hot days of summer.

Information Technology spent March updating the firmware for the firewall and researching internet connectivity options for Langdon and South Beach. IT also spent time researching and checking references for a new on-prem server solution to replace our soon-to-be end-of-life server solution. A new phone was configured and installed in the golf starter shack to support a more reliable communication between the starter shack and the pro shop and the SSL certificate for the District's email relay was renewed. Tickets for a magic show, ice shows and theater shows were also created and configured for selling on the web. Finally, IT rolled out new desktop computers to the Admin location.

# Appendix 1



**Wilmette Park District**  
**Revenue and Expense Statement**  
**For the Month Ending February 29, 2024**

<b>Total District</b>	Through February 28		February 29	YTD Variance		Total Year Budget 2024
	Actual	Actual	Budget	Actual to Budget		
	2023	2024	2024	\$	%	
<b>Revenue</b>						
Property Taxes	\$82,335	\$1,128,870	\$65,232	\$1,063,638	1630.5%	\$7,629,884
Daily Fees	71,701	76,204	83,062	(6,858)	-8.3%	2,518,368
Fee Revenue	2,998,919	4,134,697	3,135,631	999,065	31.9%	13,095,827
Membership Fees	510,488	1,110,672	398,530	712,143	178.7%	3,036,170
Rental Revenue	775,698	783,427	824,750	(41,323)	-5.0%	2,575,865
Retail Sales	15,218	15,353	17,410	(2,057)	-11.8%	230,200
Miscellaneous Revenue	<u>97,623</u>	<u>123,182</u>	<u>38,804</u>	<u>84,378</u>	217.4%	<u>658,623</u>
<b>Total Revenue</b>	<b>\$4,551,982</b>	<b>\$7,372,405</b>	<b>\$4,563,419</b>	<b>\$2,808,986</b>	<b>61.6%</b>	<b>\$29,744,936</b>
<b>Expenses</b>						
Salaries & Wages	\$1,267,600	\$1,468,388	\$1,588,659	(120,272)	-7.6%	\$12,337,253
Employee Benefits	328,202	384,762	367,045	17,718	4.8%	3,234,448
Contract Services	479,095	591,393	521,223	70,170	13.5%	4,839,540
Utilities	70,882	90,504	81,108	9,395	11.6%	1,153,228
Supplies	78,498	135,152	174,764	(39,612)	-22.7%	1,612,343
Equipment and Repairs	<u>35,460</u>	<u>41,362</u>	<u>65,325</u>	<u>(23,963)</u>	-36.7%	<u>412,806</u>
Operating Expenses	\$2,259,739	\$2,711,561	\$2,798,125	(\$86,564)	-3.1%	\$23,589,618
<b>Operating Surplus (Deficit)</b>	<b>\$2,292,243</b>	<b>\$4,660,844</b>	<b>\$1,765,294</b>	<b>\$2,895,550</b>	<b>164.0%</b>	<b>\$6,155,318</b>
<b>Non-Operating Revenue</b>						
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
<b>Non-Operating Expenses</b>						
Capital	275,474	232,607	159,862	72,745	45.5%	9,121,921
Capital - Special Recreation	657	24,279	16,660	7,619	45.7%	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	\$276,131	\$256,887	\$176,522	\$80,365	45.5%	\$10,733,932
Net Non-Operating Surplus (Deficit)	(\$276,131)	(\$256,887)	(\$176,522)	(\$80,365)	45.5%	(\$10,733,932)
<b>Total Expenses</b>	<b>\$2,535,870</b>	<b>\$2,968,448</b>	<b>\$2,974,647</b>	<b>(\$6,199)</b>	<b>-0.2%</b>	<b>\$34,323,550</b>
<b>Net Surplus (Deficit)</b>	<b>\$2,016,112</b>	<b>\$4,403,957</b>	<b>\$1,588,772</b>	<b>\$2,815,185</b>	<b>177.19%</b>	<b>(\$4,578,614)</b>

**WILMETTE PARK DISTRICT  
SUMMARY OF CAPITAL SPENDING  
THROUGH FEBRUARY 29, 2024**

Location	Project Name	Project Description	2024 Budget	2024 Unbudgeted Spending	YTD Spending	Projected Remaining Spend	Projected Completion Date	Updates for March
ADMINISTRATION OFFICE	Administration	Computer Hardware	87,771		443	87,328	Ongoing	Ongoing
ADMINISTRATION OFFICE	Administration	Computer Software	236,400		64,180	172,220	Ongoing	Ongoing
ADMINISTRATION OFFICE	Administration	Comprehensive Plan	52,000		6,127	45,873	Ongoing until June	Targeting June completion
GILLSON PARK	Lakeview	Lakeview Security Camera Recorder	5,500		4,845	655	February	Delivered, s/b installed by end of April
PLATFORM TENNIS	Paddle	Furniture	12,000		-	12,000	March	Partial order was placed in March
COMMUNITY REC CENTER	General Building	New Floor and Cabinets in Room 204	8,500		-	8,500	Q1	Targeting March completion
GILLSON PARK	Lakeview	Door Replacements	15,000		-	15,000	Q1	Ordered in Jan eta May
PARKS DEPARTMENT	Equipment	Electric Mower and Batteries	50,000		-	50,000	Q1	Received mower, waiting on batteries and charging station
COMMUNITY REC CENTER	Auditorium	Projector replacement	16,750		-	16,750	April	Waiting on final quote
CENTENNIAL COMPLEX	Aquatics	Pace Clock	5,000		-	5,000	May	Ordered in March, targeting May installation
GILLSON PARK	Sailing	Aquatics and Sailing Camp Equipment	6,000		-	6,000	May	Items ordered
GILLSON PARK	Sailing	Sailboats, Kayaks & Paddle Boards	12,000		-	12,000	May	Items ordered
CENTENNIAL COMPLEX	Aquatics	Competition Pool Gutter grates	14,000		-	14,000	Q2	Ordered January eta March
CENTENNIAL COMPLEX	Aquatics	Diving Boards	20,000		-	20,000	Q2	Ordered January eta March
CENTENNIAL COMPLEX	Aquatics	Drain Grates	60,000	(11,368)	-	48,632	Q2	Ordered February eta March
CENTENNIAL COMPLEX	Aquatics	Fall surface replacement	14,000		-	14,000	Q2	Working on proposals
COMMUNITY REC CENTER	General Building	Soffit Work	29,000		-	29,000	Q2	Targeting Q2 completion
PARKS DEPARTMENT	Equipment	Electric Leaf Blowers	10,000		-	10,000	Q2	Purchased in March
PARKS DEPARTMENT	Vehicles	C-Max replaced with Escape	40,000		-	40,000	Q2	Looking at options - not yet ordered
PARKS DEPARTMENT	Vehicles	Lift Truck	185,000		-	185,000	Q2	Ordered expected in April
PARKS DEPARTMENT	Vehicles	Salt Truck	85,000		-	85,000	Q2	Ordered expecting in Q3
PLATFORM TENNIS		Addition to the Hut		32,021	32,021	-	Q2	
COMMUNITY REC CENTER	Gymnastics	Facility Improvements and Equipment Replacement	15,000		-	15,000	April - August	
COMMUNITY REC CENTER	Center Fitness Club	Facility Improvements and Equipment Replacement	30,000		-	30,000	March - August	Will be ordered in 2 phases (summer and fall)
COMMUNITY REC CENTER	Center Fitness Club	Studio Equipment Replacement	5,000		-	5,000	March - August	Will be ordered in 2 phases (summer and fall)
CENTENNIAL COMPLEX	General Building	Car Charging Station	15,000		-	15,000	Q3	All five of these projects are connected. We are in the process of finding a contractor to complete this project.
CENTENNIAL COMPLEX	Ice	Cooling Tower Move	125,000		-	125,000	Q3	
CENTENNIAL COMPLEX	Ice	Emergency Light Generator	135,000		-	135,000	Q3	
CENTENNIAL COMPLEX	Tennis	LED Court Lights	125,000		-	125,000	Q3	
CENTENNIAL COMPLEX	Ice	Roof Replacement (partial)	115,000		-	115,000	Q3	
GILLSON PARK	Lakeview	Furnace and AC	85,000		-	85,000	Q3	Targeting Q3
MALLINCKRODT CENTER	Big Room	Carpet Replacement	25,000		-	25,000	Q3	Floor replacement - Q3
MALLINCKRODT CENTER	Building	RTU replacement	35,000		-	35,000	Q3	Targeting Q3 installation
PARKS DEPARTMENT	Parking Lot - Various	Parking Lot	50,000		-	50,000	Q3	Received permit, scheduling work to be completed
WILMETTE GOLF CLUB	Clubhouse	Replace RTU #6	125,000		-	125,000	Q3	This is for two units
WILMETTE GOLF CLUB	Driving Range	Driving Range Upgrade	100,000		-	100,000	November	
GILLSON PARK	Park	Lakefront Infrastructure Design Work	100,000		-	100,000	Q4	Waiting on permits and working on bids

**WILMETTE PARK DISTRICT  
SUMMARY OF CAPITAL SPENDING  
THROUGH FEBRUARY 29, 2024**

Location		Project Name	Project Description	2024 Budget	2024 Unbudgeted Spending	YTD Spending	Projected Remaining Spend	Projected Completion Date	Updates for March
GILLSON PARK	Park	Lakefront Infrastructure Implementation	Roads, sewers and sidewalks	5,000,000		2,293	4,997,707	Q4	Waiting on permits and working on bids
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	Public meeting scheduled for April, targeting Q3
WILMETTE GOLF CLUB	Restaurant	Flooring	Replace golf flooring	15,000		-	15,000	Q4	In process
WILMETTE GOLF CLUB	Equipment	Golf Cart Batteries		75,000		57,750	17,250	February	Complete - waiting on invoice
PARKS DEPARTMENT	Equipment	Aerator	aerator for all parks	-	15,000	-	15,000	March	Complete - waiting on invoice
COMMUNITY REC CENTER	General Building	New Floor in Room 106	Replace floor in Room 106	10,000		6,668	3,332	Q1	Complete and cabinets were completed also
ADMINISTRATION OFFICE	Administration	Copier Project	Purchase of copiers for the District	50,000	(819)	49,181	-	Q1	Complete
Totals				9,121,921	34,834	232,607	8,924,148		

PARKS DEPARTMENT**	Various Locations	ADA Accessibility (5.8 Levy)	ADA improvements	100,000	-	24,279	75,721	Ongoing	Ongoing
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Totals	9,221,921	34,834	256,886.42	8,999,869
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# MEMORANDUM



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

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## 1. District Operations

The Phase 2 Project Parks and Play survey, which aimed to gather more specific details on wellness and fitness, open space, recreational facilities and more, closed on March 24. A total of 402 responses were recorded, which BerryDunn comments is a fantastic response rate. The Town Hall meeting on Thursday, March 14 had 5 attendees, which was also a great turnout. Thank you to those who took the time to contribute to each of these efforts. BerryDunn is processing the survey results and will have additional feedback for the District soon. Additionally, the objectives will be provided back to the District for another round of review the first week of April.

The Q2 District Learning Opportunity recommendation from the Social Equity Committee was released on April 1 which invites staff to read the book, *What If?*, by Steve L. Robbins and then get together for a book club discussion. This 10<sup>th</sup> anniversary edition of the beloved classic features new stories written by Dr. Robbins that help readers gain deeper insight into the role our brains play in shaping our thoughts and actions, and what we can do to be more curious and open-minded in our diverse world. We welcome the Board and the public to join us in reading.

The Quilmette Foundation's annual WOW Swim event is coming up on Saturday, June 15 at 7 am at Gillson Beach. This is a timed, fully supported, one mile race in Lake Michigan. Registration includes an official WOW swim beach towel and swim cap, plus total bragging rights. Register [HERE](#) today! The following weekend, the Foundation will hold the first Back the Bowl Bash on Saturday, June 22. This will be the Foundation's fifth summer beachfront fundraiser and the first in Wallace Bowl. The Back the Bowl Bash (formerly the Beach Bash) will feature six local bands, cold drinks, dancing, local food and plenty of fun. Proceeds from this event will support the Wallace Bowl. Tickets will be available soon.

An internal policy manual is in the process of being created. This manual is intended to outline the existing policies of the District in one location. The manual will be split up into sections or chapters including but not limited to recreation, finance and general administration. It will be reviewed on an annual basis and updated and approved by the Board as needed. Anticipated completion date is set for November 2024.



**2. Human Resources and Risk Management**

There are currently two full time positions open:

- Lakefront Beach Supervisor – posted March 28
- Lakefront Park Supervisor - posted March 28

New staff or new positions for current staff include:

- Megan White accepted the position of Lakefront General Manager, effective March 11
- Kathy Chuckas, Recreation Supervisor, Sports started on April 1
- Laura Grunschel, Recreation Supervisor, Center for the Arts started on April 3

Current staffing numbers as of 3/27/24:

2024 as of 3-27-24	Number of Staff
<b>Camp Counselors and Directors</b>	
Offer sent	20
Offer signed	4
Completing Onboarding or Rehire Paperwork	119
Staff still needed	61
<b>Total to Date</b>	<b>143</b>
<b>Lakefront - Non-camp staff</b>	
Offer sent	4
Offer signed	1
Completing Onboarding or Rehire Paperwork	148
Staff still needed (including South Beach)	23
<b>Total to Date</b>	<b>153</b>
<b>Pool</b>	
Offer sent	9
Offer signed	3
Completing Onboarding or Rehire Paperwork	49
Staff still needed	50
<b>Total to Date</b>	<b>61</b>

<b>2024 ACTIVE YEAR-ROUND EMPLOYEE DATA</b>	
Classification	Number of Staff
Full Time	75
PT1-ACA	24
PT1	12
PT2 and 3	267
Short Term (Separate from summer)	116

The final Wilmette Park District in house job fair will take place on April 10 from 4-6 pm at the Community Recreation Center.

Paulette Villagran, HR & Risk Management Specialist, and Carol Heafey, HR and Risk Manager, met with PDRMA to kick off the District's Loss Control for 2024. Items that will be focused on are:

- Completing our SMART Goal - Facilitating Lawn Mower Safety and Training
- Follow-up on Slip, Trip and Fall Assessments
- Updated Emergency Action Plan
- Onsite visits of Aquatics and Sports areas

The HR and Risk Team met to plan out department goals for the remainder of 2024, which includes but is not limited to Employee Engagement and Recognition, updating our Onboarding for PT and FT staff, Employee Benefit Fair and updating the Personnel Policy Manual.

### **3. Marketing and Communications**

March flew by as MarCom tackled a number of different projects. The WPD Sustainability Plan is nearing completion, and MarCom is finishing layout and design work for the document. Following the Cloud migration in February, MarCom went through the Summer Camp Flipbook and updated the nearly 100 hyperlinks to the new URL. MarCom also finalized our 2024 website maintenance contract after some back and forth with the developers.

Following the combined release and registration period for Spring+Summer 2024 programs, the District is evaluating the decision to merge Early Fall and Late Fall in 2024. In addition, registration for these two seasons could potentially be held separately to help ease the burden on families registering a full household at once. Before that decision is made, data and feedback will be collected at the upcoming focus groups and from the community survey. [Click here](#) to take the survey or [here](#) to sign up to attend a focus group on April 16.

MarCom planned for the summer edition of the *Explore More* newsletter, preparing the content plan and assigning responsibilities for writing and production. The second edition is scheduled to arrive in resident mailboxes the week of May 20.

With Earth Day around the corner, MarCom teamed up with our Sustainability Coordinator to plan and organize the return of Earth Day at Keay. Recycled crafts, a planting activity, make-your-own trail mix, a nature walk and more will be available at this free community event on April 20 from 10 am-Noon. Come celebrate our beautiful planet!

A public input meeting for the West Park Dog Run Project is scheduled for April 15 from 5-6 pm, and MarCom assisted Parks and Planning by creating a fun dog photo campaign, running on social media, to promote the meeting and a *Sit, Stay and Play Social* to be held in the park afterward. Come learn details about the new Dog Run Project, and bring your dog to meet & greet other pups while enjoying treats and tennis balls. More details can be found [here](#).

Over the course of March, MarCom completed a variety of additional tasks:

- Designed and ordered new Lakefront signage
- Posted website events for Go Green Wilmette's upcoming summer activities

- Announced and promoted Project Parks and Play's Phase 2 Town Hall and community survey (launch of social media, bulletin posts, press release, village newsletter release, community e-blast, flyers, banners)
- Prepared the 2024 Sounds of Summer campaign (web events, schedule page, poster, banner, social media)
- Created new poster designs for the Ouilmette Foundation's summer event, Back the Bowl Bash
- Easter Holiday hours communications (individual facility signs, bulletin post)
- Mother's Day Yoga Flow & Mimosa's event campaign (flyer, social media, website event)
- Designed, edited and sent monthly e-mailings (E-Newsletter, *Board Brief*)
- Completed website work (blog posts, content updates, featured events, bulletin posts, program page maintenance, feature enhancements and more)
- Created art for Centennial summer staff t-shirt sleeves
- Created Golf Program one-pager for Wilmette Golf Club

#### 4. Sustainability

The Sustainability Steering Committee reviewed the first draft of the Sustainability Plan at their Wednesday, March 13 meeting. Following staff feedback of the initial document, Marketing and Communications staff refined the document and sent a final draft to the Steering Committee on Thursday, March 28. Staff worked to incorporate additional feedback and the board will receive a presentation on the plan and review the final draft at the April 8 meeting.

Sustainability Coordinator, Lucy Mellen, attended the first meeting of the Equity Foundations Cohort, a cohort of municipal sustainability staff created by the Urban Sustainability Directors Network. This cohort aims to engage municipal sustainability staff about racial equity considerations in the sustainability field.

Planning for the Earth Day at Keay event with the MarCom team is ongoing. The event will be held at Keay Nature Center on April 20 from 10:00 am – 12:00 pm. Click [here](#) for more details and to subscribe to updates about the event from the rainout line.