



DIRECTOR'S REPORT May 2020

Board Meetings

Once the District closed on March 12, 2020, all Committee meetings have not taken place. The April Board Meeting was held online via Zoom, and public comment was facilitated via email in advance of the meeting, and a recording of the meeting was put online for the public to view the next day.

In May, we have been able to implement similar systems and procedures to that of the Village of Wilmette for the Board meeting. Therefore, the meeting will be shown live on Channel 6 on Comcast locally, as well as streamed on the shared YouTube Channel we have with the Village. What streaming on YouTube affords us is that people can type in comments on the YouTube Live feed and the board can take those comments under consideration during the framework of the meeting. Therefore, at various points in the meeting, the President will halt the meeting and ask staff to read any comments received via YouTube. Emailed comments prior to the meeting are still welcomed. All of the information regarding how the meeting will work is at the bottom of the agenda, as well as on the Park Board page on the District's website, www.wilmettepark.org/park-board.

As it is May, the evening will begin with the Annual Meeting where the President and Vice President will be selected by the Board of Park Commissioners. Also as a part of this meeting, there are various appointments that will take place as well. Immediately following the Annual Meeting, the regular monthly meeting of the board will take place.

OPERATIONAL UPDATE DURING COVID-19

Parks

The parks have remained open during the pandemic to allow for the public to use the parks for respite and for exercise. Social Distancing guidelines are in place and posted at the parks. Park amenities have been closed including grills, playground equipment, workout equipment, tennis courts, batting cages, and basketball courts. As the State of Illinois continues to ease the restrictions, we will continually review the restrictions and adapt our current practices, implement proper safety protocols, and reopen park amenities. We are employing a conservative approach purposefully, and reopening various amenities in stages instead of everything all at once, therefore, we ask for the continued patience of the public.

Along those lines, the finishing touches are being put in place to reopen the outdoor tennis courts, with safety guidelines that we hope the public will closely adhere to. Staff

will be monitoring court usage and will recommend any changes to our initial guidelines for safe usage based upon what they observe.

Golf

On May 1, in accordance with the State of Illinois' guidelines, the Wilmette Golf Club reopened with many restrictions. Players can only play in groups of 2 at most, and there can only be 4 groups per hour. Riding carts and push carts are not available for rent. A player can bring their own push cart if they owned one. The pro shop itself is closed, therefore all tee times are made online and prepaid in advance of the tee time. The first weekend of tee times were fully booked in minutes, and therefore all 306 tee times for Friday through Sunday were booked. Due to some software limitations, staff had to contact tee time holders to get payment, and were successful for all but 7 tee times that were not used, nor paid for. Moving forward, all tee times are paid online at the time of booking, and we are booking 9-hole rounds on the first and tenth tees on Monday through Thursday and 18-hole rounds off the first tee on Friday through Sunday. On course amenities like ball washers and rakes are not available to try and ensure safety.

Lakefront

Tomorrow, May 9, the Gillson Sailing Beach will open as regularly scheduled as boating guidelines have been put in place by the State of Illinois. The staff from various facilities in the District came together to get the beach ready for the season and I commend them and thank them for their efforts. The sailing beach members received information from the staff on Wednesday about the procedures for checking in their equipment with an assigned time slot based on their last name. This is in an effort to reduce the number of people present at one time. Also, they were informed that at the current time, our rental equipment will not be available for rent as we want to limit the shared nature of equipment. Lastly, all guest passes were refunded to the members as no guests will be allowed until further notice as we again want to keep people safe, and therefore, reduce the number of people on the beach at any one time. As with anything, staff will be closely monitoring the use of the beach, reporting issues they see, and further guidelines will be created to address any issues.

School Programming

The Early Childhood Supervisor has continued to meet with our students via the internet, and this has been well received by the parents and children alike. During the shutdown, we held the school based program registration. This is when people sign up for After School Recreation, Kindergarten Enrichment, and After School Clubs. As you are well aware, we have revamped the After School Recreation Program into the new Care program, and the After School Clubs have evolved into Campus Clubs, which District 39 asked us to pilot at Romona School. The enrollment for these programs was very strong despite the shutdown and uncertainty of the pandemic.

Planning

All managers are continuing their efforts to prepare for reopening more programs and facilities. As the guidelines from the State of Illinois come forward for other operations such as golf, it informs what a reopening of other aspects of the District will likely look like. Therefore, managers are continually updating and adapting their plans so we can be ready when the time comes to deliver services to the community.

This planning also includes Summer Camp. Summer Camps fall into phase 3 of the State of Illinois phased reopening of the state. The staff is busy planning how to deliver camps in a safe way using smaller groups as well as other safety guidelines and alterations to the camp format to ensure a safe and fun summer. A part of planning is trying to understand that even when restrictions are lifted, how likely families will be to enroll in camp. Therefore, Superintendent Guynn worked with Marlon Rodas in Marketing and Communications to put together a survey of the community to help gauge where people are on this topic. Attached to this report are the results of the survey.

CAPITAL PROJECTS

Attached to this report is the capital project plan that resulted from the discussion at last month's board meeting. At this time, the staff does not have any recommendations to make any further changes to the plan such as moving projects from one category to another. With that said, I wanted to share more information in regard to a project that garnered a bit of discussion last month.

At the last meeting, there was some discussion regarding the LED lighting upgrades planned at Centennial in the parking lot. Due to the discussion, Superintendent Solberg looked at quotes left for her by her predecessor to do the work with consultants we have used on other projects. She then contacted another consultant to get another price, and the new consultant is proposing a solution that is less than the prior quote. The initial quotes was \$18,819.60 the new quote is \$13,023.45. The budget for the project is \$60,000, and the payback on the new quote is less than 2 years as the estimated cost savings is \$6,707 per year. If the board wishes to have the project implemented, staff can execute the work.

Attachments

- 1) Community Survey Results
- 2) Capital Project Information

Research Survey April 2020

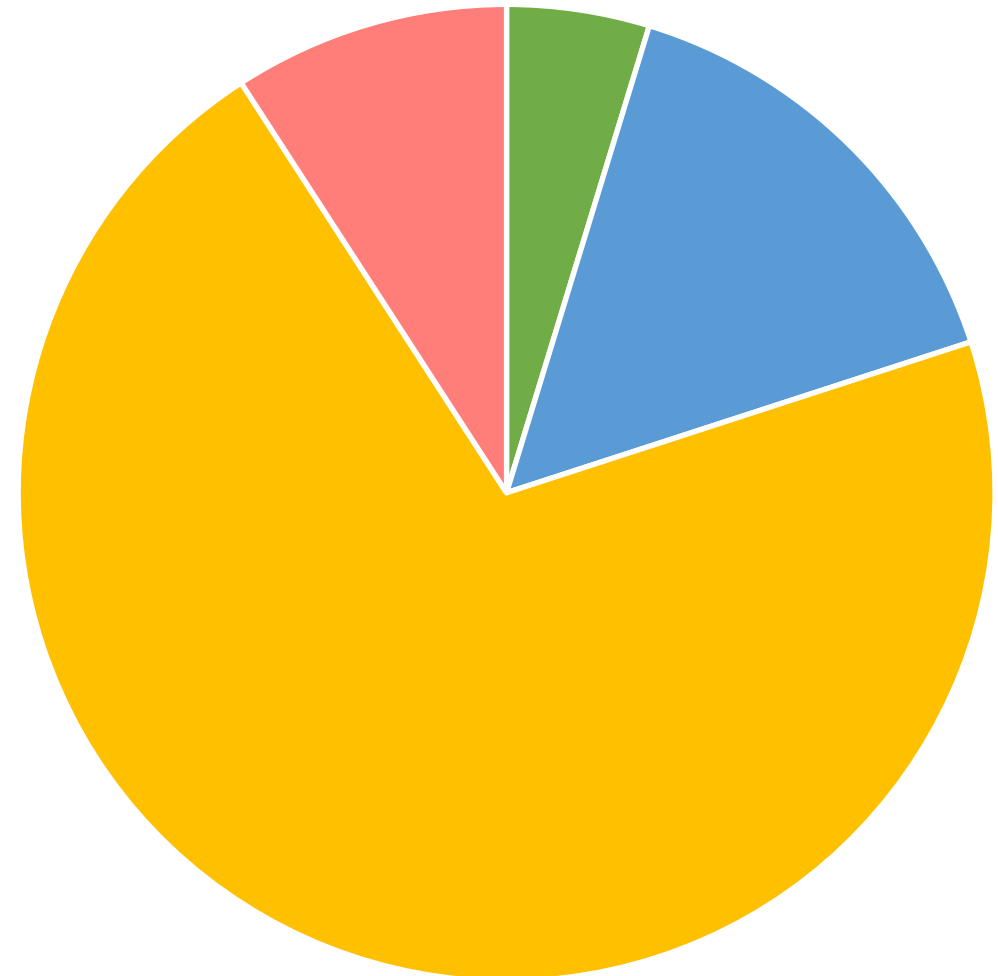
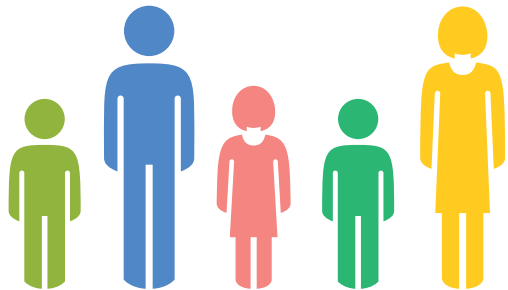
WILMETTE PARK DISTRICT

Date Sent: April 29, 2020

Response Total (as of May 4): 1,554

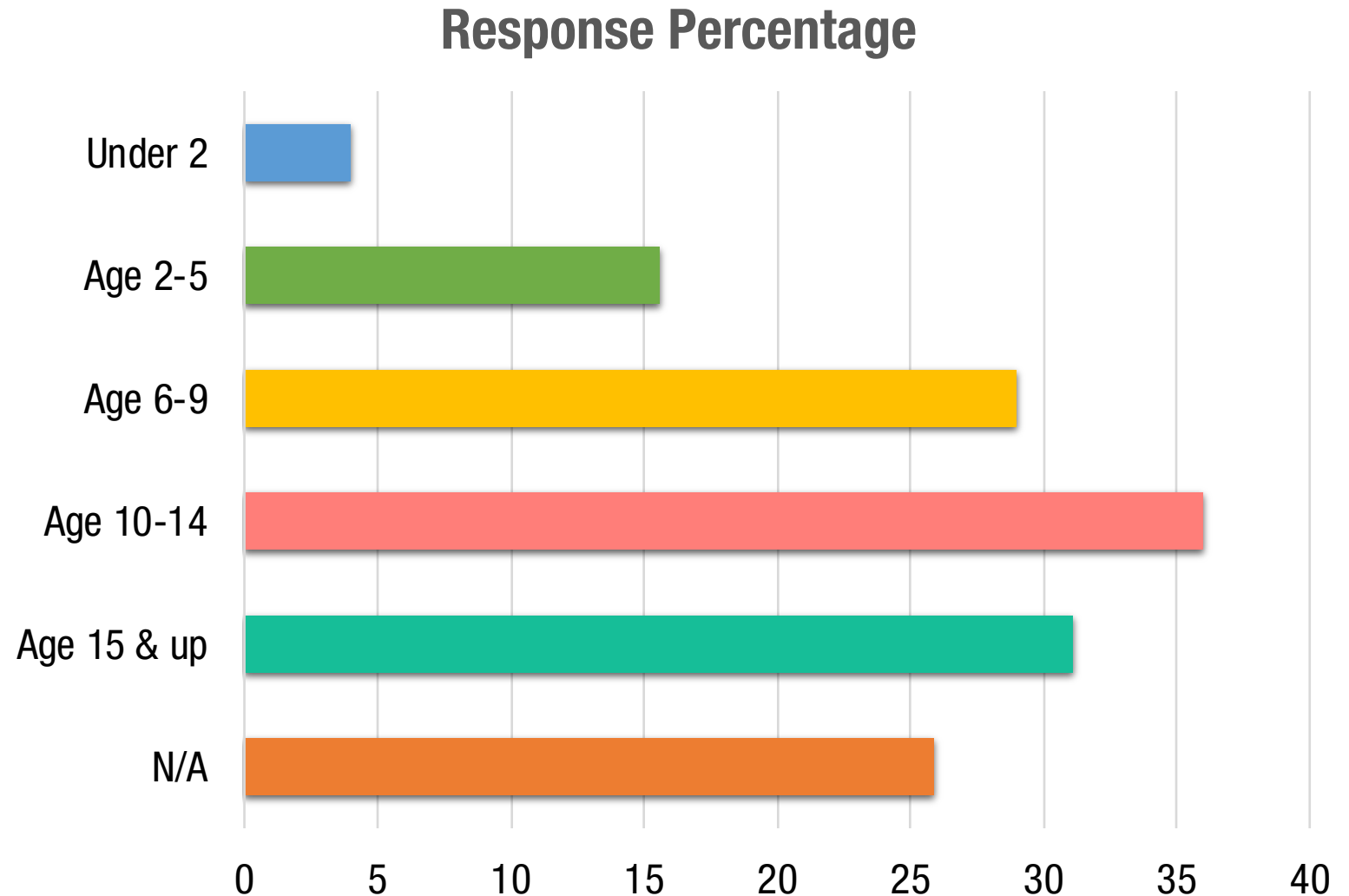
Q1: What category best describes your household?

- Single – 4.7%
- Couple – 15.2%
- Family – 70.5%
- Active Adult (55+) – 9.1%



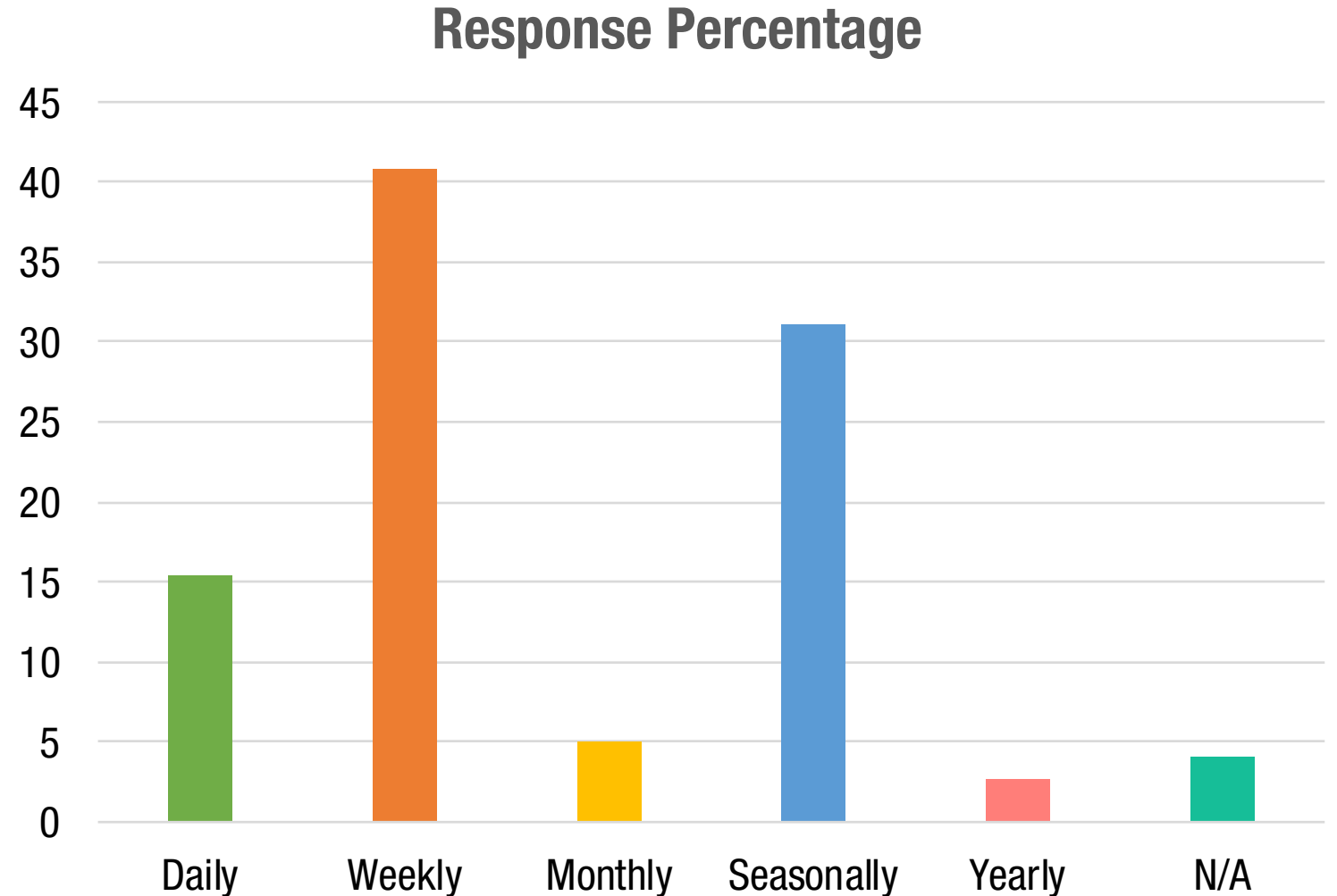
Q2: If a family, what age groups are your children?

- Under 2 years old – 4%
- Age 2-5 – 15.6%
- Age 6-9 – 29%
- Age 10-14 – 36%
- Age 15 & up – 31.1%
- N/A – 25.9%



Q3: On average in the last year, how often has your household participated in a program or service offered by the Wilmette Park District?

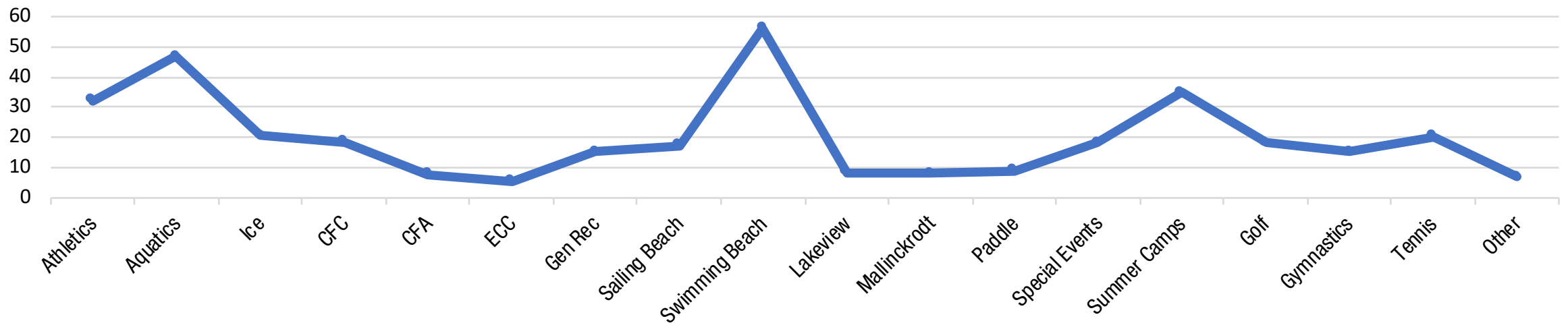
- Daily – 15.4%
- Weekly – 40.8%
- Monthly – 5%
- Seasonally – 31.1%
- Yearly – 2.7%
- N/A – 4.1%



Q4: What Park District amenity does your household regularly engage in?

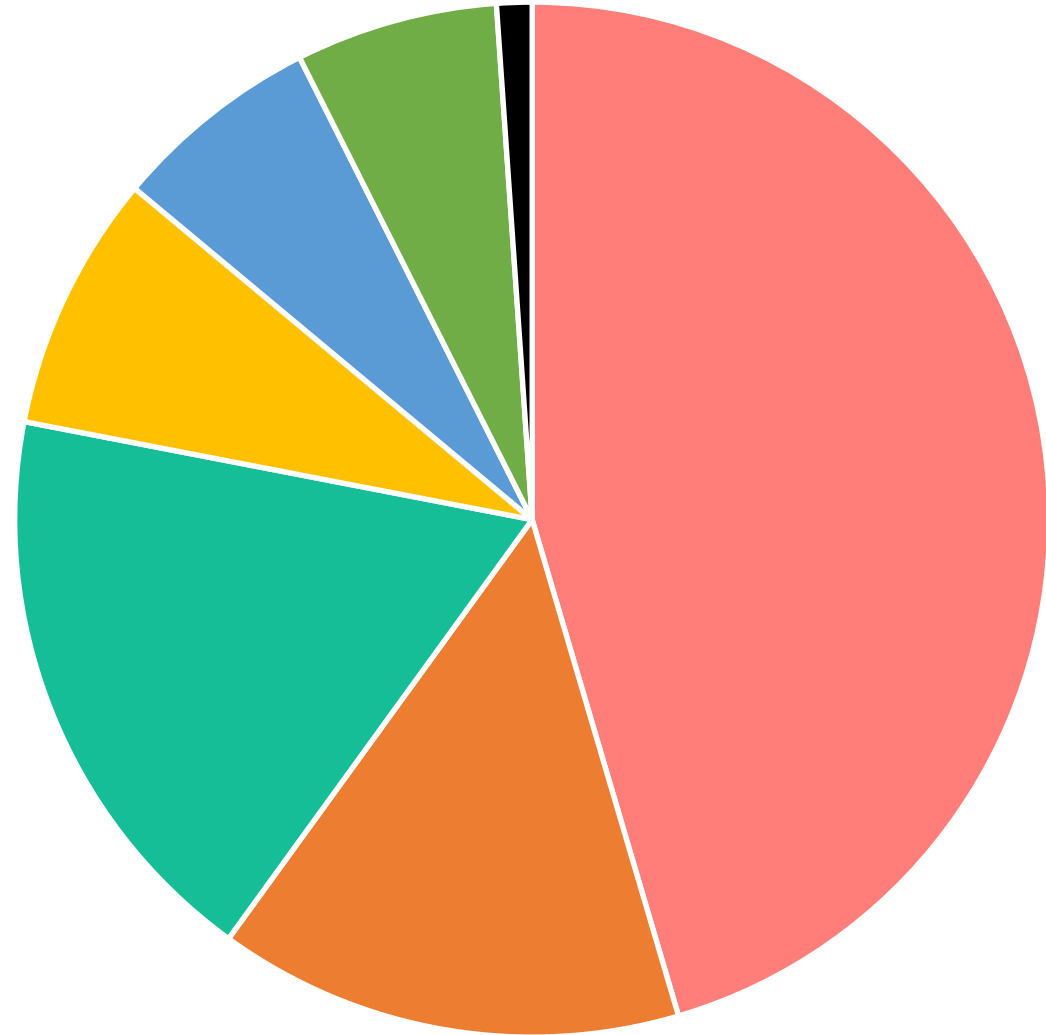
- Athletics (classes & leagues) – 32.2%
- Centennial Aquatics – 46.9%
- Centennial Ice – 20.5%
- Center Fitness Club – 18.6%
- Center for the Arts – 7.9%
- Early Childhood Center – 5.4%
- General Rec. Programming – 15.1%
- Gillson Sailing Beach – 17.4%
- Gillson Swimming Beach – 56.1%
- Lakeview – 8.5%
- Mallinckrodt – 8.1%
- Platform Tennis Club – 9.1%
- Special Events – 18.2%
- Summer Camps – 34.8%
- Wilmette Golf Club – 18.1%
- Wilmette Gymnastics – 15.1%
- Wilmette Tennis Club – 20.3%
- Other – 6.9%

Recorded Percentage



Q5: How soon after the stay-at-home order is lifted, will you feel comfortable returning to your regular WPD programming?

- Immediately – 45.3%
- 2 weeks – 14.5%
- 1 month – 18%
- 2 months – 8%
- 3 months – 6.5%
- 6 months – 6.3%
- No Response - 1.1%



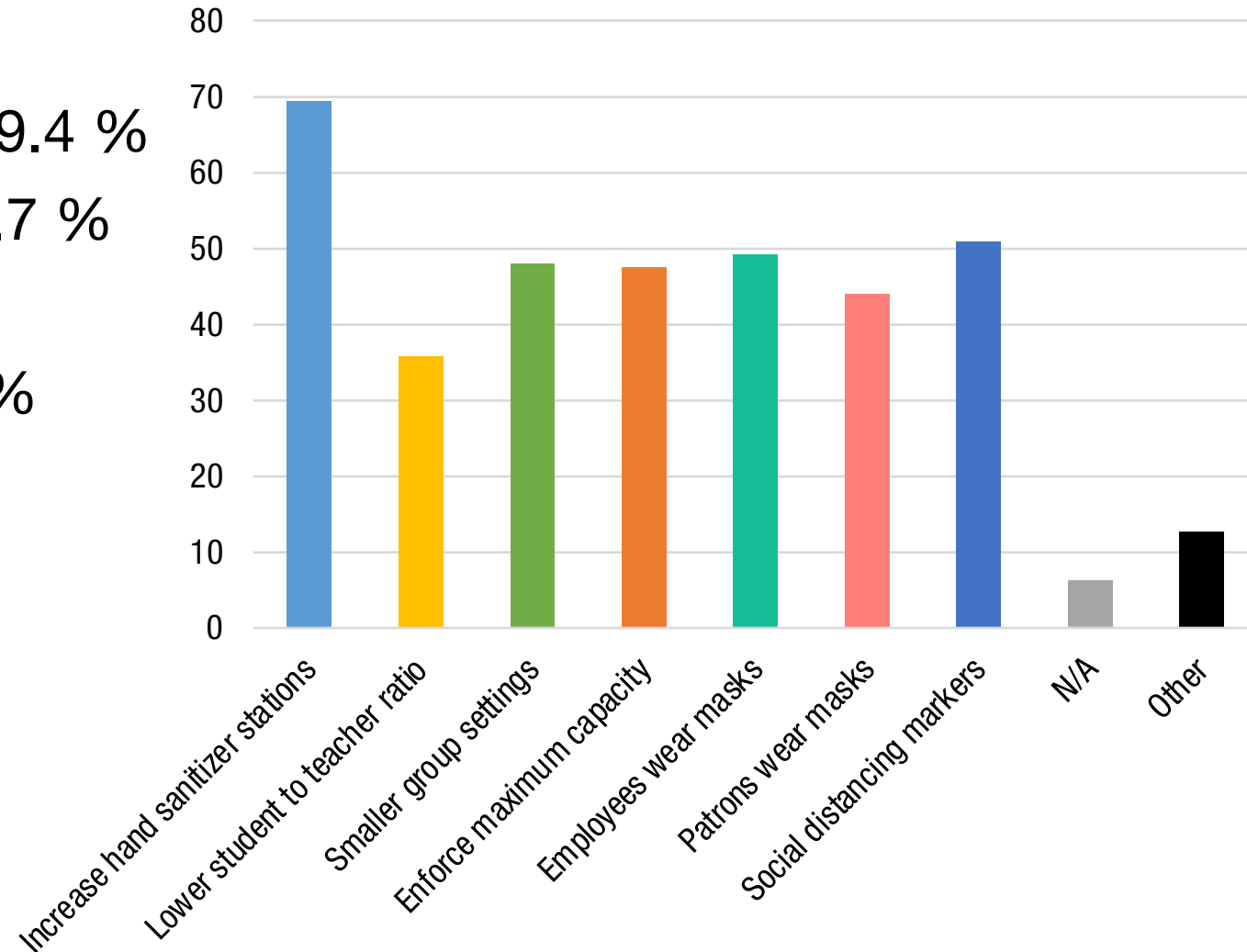
Q6: Would anything prevent you from returning to our facilities and registering for programs?

1,449 response received. Provided below is a selection of various responses:

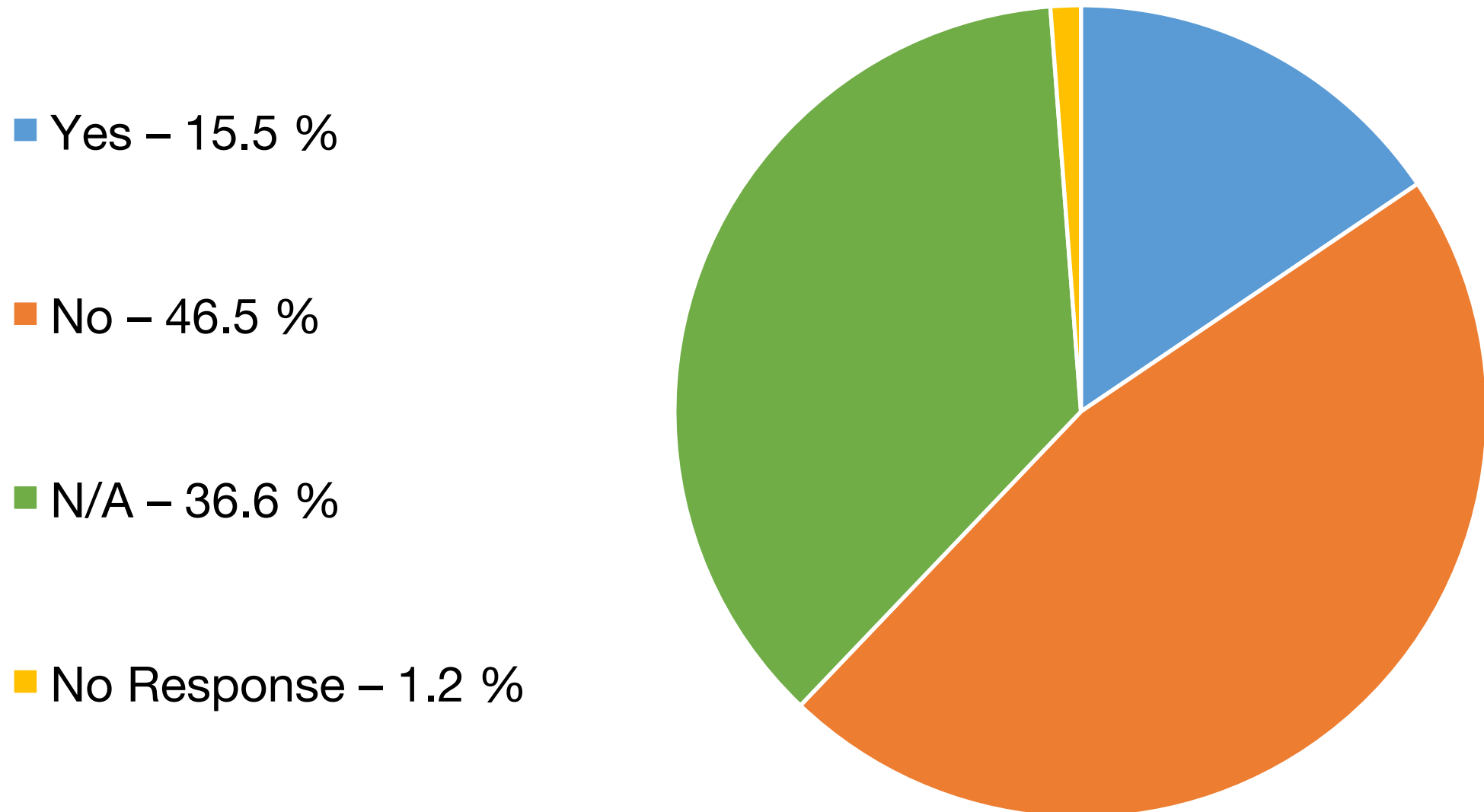
- Yes, I would need smaller classes, and lots of precautions: cleaning, making sure no one is sick (staff and students), so better sick policies and scanning. PPE when needed. - sarah.m.rose.1@gmail.com
- Waiting to see what happens with the virus as the stay at home orders are lifted - tlam09@gmail.com
- Nope. PLEASE run camps, and PLEASE open the pool. - cassie.sparkman@gmail.com
- if social distancing is not enforced in classes and parks/beaches - maurajo57@gmail.com
- As long as there are sufficient wipes at fitness center and some way to make sure that there are not too many people at once (online sign up slots?) we will return to fitness center. Processes would need to be developed for the summer camp at rink (particularly in locker rooms, maybe no locker rooms?). - carolyn.sennett@sbcglobal.net
- Nope. As long as it is not ridiculously crowded. My kids swim in the summer and do laps in the pool. Offering more hours so you can monitor intake of patrons. We need outside space. Our family is going crazy inside and e.learning and online resources. - turner2nyc@mac.com
- I feel strongly that our lives need to get back to normal as soon as possible we still need to be careful and exercise common sense and good hygiene. But the damages to our kidsâ€™ psychologically & mental health outweigh the fear for this virus - hcherz@gmail.com
- As I use the Fitness Center, I would feel safe to return when social distancing can be effective and sanitation is ensured. Through no fault of the Park District, these are difficult to achieve in the near term. Believe me, I miss my weight lifting routine. - steven.rasher@gmail.com
- WPD and WPS need to coordinate. We are registered for summer school and afternoon adventure, after camp rec and extension camp. I need full day coverage for the summer while at work. If WPS doesn't hold summer school or goes remote, I may need to switch to another full day camp or find a sitter. - jackie.moore@rbc.com

Q7: What can the Wilmette Park District do to make you feel more comfortable returning for programming and services?

- Increase hand sanitizer stations – 69.4 %
- Lower student to teacher ratio – 35.7 %
- Smaller group settings – 48 %
- Enforce maximum capacity – 47.4 %
- Employees wear masks – 49.1 %
- Patrons wear masks – 44 %
- Social distancing markers – 50.8 %
- N/A – 6.2 %
- Other – 12.6 %

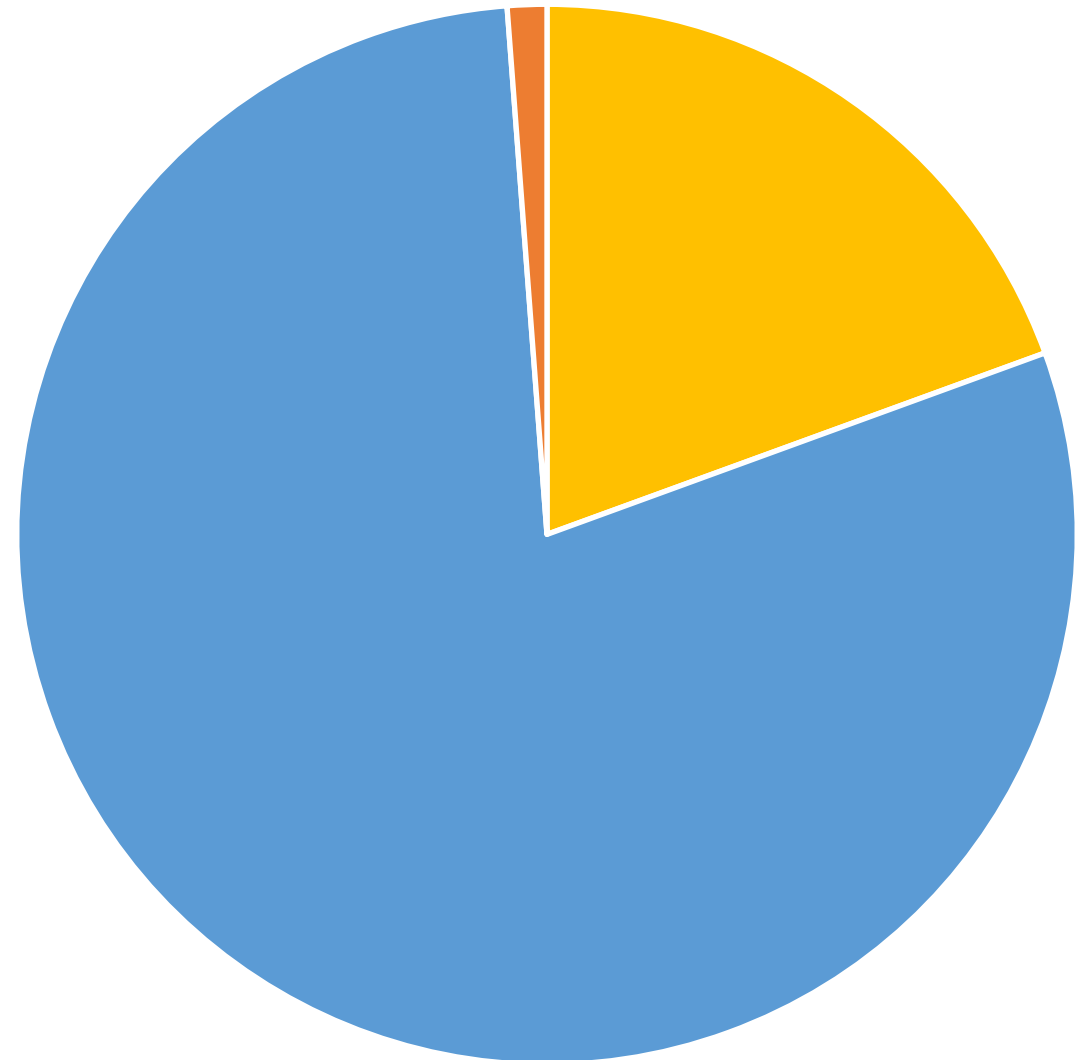


Q8: Would you be interested in enrolling your child in online programming?



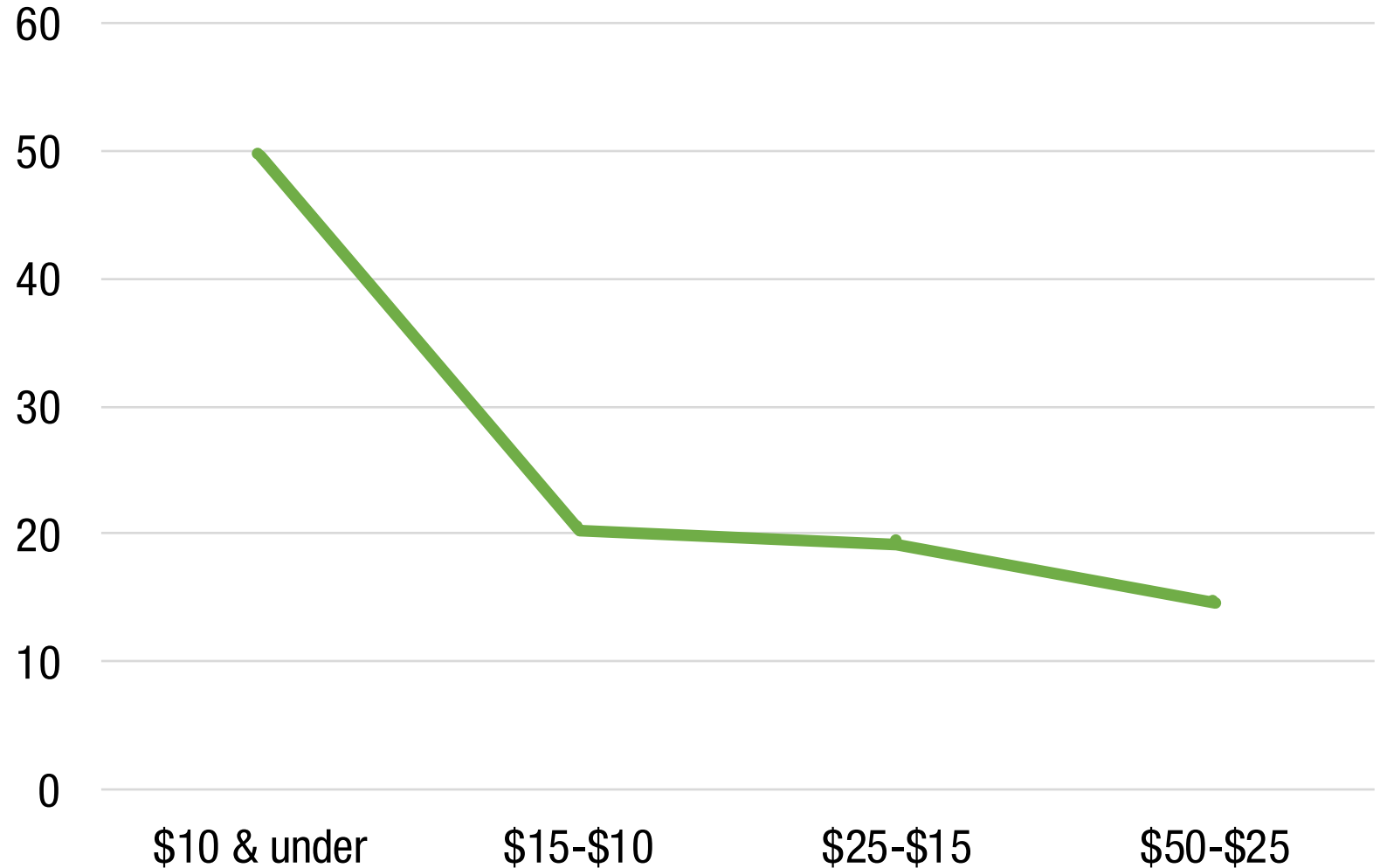
Q9: Would you be interested in enrolling in adult online programming?

- Yes – 19.4 %
- No – 79.2 %
- No Response – 1.2 %



Q10: What fee range would you be willing to pay for online group programming per class?

- \$75-\$50 – 8.2 %
- \$50-\$25 – 14.6 %
- \$25-\$15 – 19.2 %
- \$15-\$10 – 20.3 %
- \$10 & under – 49.6 %



WILMETTE PARK DISTRICT
COVID-19 Capital Deferral Worksheet
as of April 20, 2020

Location	Project Name	Project Description	Priorit	Amount	Status	Complete	On Going	Deferred	Comments
GILLSON PARK	Air Conditioning-Beach House	Add air conditioning to concession area	S	18,000	Complete	18,000	0	0	Completed
PARKS DEPARTMENT	Mowing Equipment Replacement	Replacement of 4 Zero Turn and 2 walk behind mowers	S	58,000	Complete	58,000	0	0	Completed
PARKS DEPARTMENT	Utility Vehicles	Replacement of Toro Workman utility vehicle	S	13,000	Complete	13,000	0	0	Completed
PARKS DEPARTMENT	Utility Vehicles	Replacement of Parks Gator	N	14,000	Complete	14,000	0	0	Completed
WILMETTE GOLF CLUB	Approach/Tee Mowers	Replacement - (3) 14 Year Old Machines	L	44,000	Complete	44,000	0	0	Completed
WILMETTE GOLF CLUB	Bank Mower	Replacement - Current Machine is 17 years old	L	12,000	Complete	12,000	0	0	Completed
WILMETTE GOLF CLUB	Fairway Mowers (3)	Replacement - (3) 10 Year Old Machines	L	58,000	Complete	58,000	0	0	Completed
WILMETTE GOLF CLUB	Rough Mower	Replacement - 11 year old machine	L	22,600	Complete	22,600	0	0	Completed
WILMETTE GOLF CLUB	Sand Pro	Replacement - Bunker Rake Machine - 13 Years Old	L	8,000	Complete	8,000	0	0	Completed
WILMETTE GOLF CLUB	Utility Vehicles	Heavy duty utility car replacement	L	8,333	Complete	8,333	0	0	Completed
WILMETTE GOLF CLUB	Walking Green Mowers	Cleanup and Collar Mower for Greens	L	9,333	Complete	9,333	0	0	Completed
ADMINISTRATION OFFICE	Administration Vehicle	Executive Director Vehicle	S	35,000	On Going	0	35,000	0	Ordered and working with Ford and Dealer to try and stop
CENTENNIAL AQUATICS	Security Cameras	Security Cameras for Pools	S	8,511	On Going	0	8,511	0	Pursuing per direction from board during 4/13/20 board meeting
CENTENNIAL ICE	Roof Replacement	Roof replacement at Centennial	S	150,000	On Going	0	150,000	0	Current leaks, so work to progress
CENTENNIAL ICE	Security Cameras	Security Cameras for Ice	S	10,011	On Going	0	10,011	0	Pursuing per direction from board during 4/13/20 board meeting
CENTENNIAL TENNIS	Security Cameras	Security Cameras for Tennis	S	8,255	On Going	0	8,255	0	Pursuing per direction from board during 4/13/20 board meeting
COMMUNITY REC CENTER	Auditorium RTU	New RTU Over Auditorium	C	30,000	On Going	0	30,000	0	Pending outside consultant evaluation
COMMUNITY REC CENTER	Roof Replacement	Replacement of roof on B Building	C	420,000	On Going	0	420,000	0	Work underway
COMMUNITY REC CENTER	Security Cameras	Security Cameras for CRC	S	13,339	On Going	0	13,339	0	Pursuing per direction from board during 4/13/20 board meeting
GILLSON PARK	Lakefront Infrastructure	Related to sewers, curbs and others	C	300,000	On Going	0	300,000	0	Shoreline underway, and files sent to two firms for comprehensive plan to revise proposals
GILLSON PARK	Sailing Boat Racks	Replace and repair old and damaged sailing racks	C	8,000	On Going	0	8,000	0	All materials purchased and some produced
GILLSON PARK	Security Cameras	Security Cameras for Lakeview	S	7,451	On Going	0	7,451	0	Pursuing per direction from board during 4/13/20 board meeting
GILLSON PARK	Security Cameras	Security Cameras for Gillson Beach	S	7,963	On Going	0	7,963	0	Pursuing per direction from board during 4/13/20 board meeting
MALLINCKRODT CENTER	Security Cameras	Security Cameras for Mallinckrodt	S	6,463	On Going	0	6,463	0	Pursuing per direction from board during 4/13/20 board meeting
PARKS DEPARTMENT	ADA Accessibility (5.8 Levy)	ADA improvements	C	150,000	On Going	0	150,000	0	Likely won't be a productive year but as time allows we will pursue
PARKS DEPARTMENT	Cargo Van (#22)	Replacement of Cargo van	N	33,000	On Going	0	33,000	0	Ordered and working with Ford and Dealer to try and stop
PLATFORM TENNIS	Security Cameras	Security Cameras for Platform Tennis	S	7,487	On Going	0	7,487	0	Pursuing per direction from board during 4/13/20 board meeting
WILMETTE GOLF CLUB	Drainage Improvements	Materials for subsurface golf course drainage installs	C	10,000	On Going	0	10,000	0	Pursuing per direction from board during 4/13/20 board meeting
WILMETTE GOLF CLUB	Security Cameras	Security Cameras for Golf	S	8,511	On Going	0	8,511	0	Pursuing per direction from board during 4/13/20 board meeting
ADMINISTRATION OFFICE	Computer Hardware	Computer hardware (Laptops, Desktops, Servers and etc.)	N	40,000	On Going	0	40,000	0	Will use only on basic needs currently while deferring more major projects
ADMINISTRATION OFFICE	Computer Software	Computer software (IMS Office and etc.)	N	20,000	On Going	0	20,000	0	Will use only on basic needs currently while deferring more major projects
GILLSON PARK	Tennis Court Resurface/Renovation	Resurface/improve outdoor courts	S	40,000	On Going	0	40,000	0	Cracks are bad and in playing surface, therefore a safety concern and will pursue
MAPLE PARK	Tennis Court Renovation	Renovate outdoor court	S	11,000	On Going	0	11,000	0	Cracks are bad and in playing surface, therefore a safety concern and will pursue
WILMETTE GOLF CLUB	Range Netting Pole and Fence Maintenance	Net and Cable Maintenance / High lift work	S	10,000	On Going	0	10,000	0	Due to safety nature of nets, keeping pending a reopening of the course
CENTENNIAL AQUATICS	Anti-Slip Epoxy Floor	Update locker room flooring	N	35,000	Deferred	0	0	35,000	Waiting until Fall to evaluate the situation
CENTENNIAL AQUATICS	Chlorine Controllers	New Chlorine Controllers (\$6600 each)	C	26,400	Deferred	0	0	26,400	Will address later in year if needed
CENTENNIAL AQUATICS	Diving Well Cover	New Diving Well Cover	C	7,551	Deferred	0	0	7,551	Waiting until Fall to evaluate the situation
CENTENNIAL AQUATICS	Pool Vacuums	2 New Pool Vacuums (\$4999 each)	S	9,998	Deferred	0	0	9,998	Will consider ordering if and when the pool opens
CENTENNIAL ICE	Parking Lot Lighting Replacement	New lighting at Centennial	S	30,000	Deferred	0	0	30,000	Waiting until Fall to evaluate the situation
CENTENNIAL TENNIS	Parking Lot Lighting Replacement	New lighting at Centennial	S	30,000	Deferred	0	0	30,000	Waiting until Fall to evaluate the situation
CENTER FITNESS CLUB	Fitness Equipment Replacement	Ongoing replacement of strength and cardio equipment	S	58,000	Deferred	0	0	58,000	Waiting until Fall to evaluate the situation
CENTER FITNESS CLUB	Studio Equipment Replacement	Ongoing replacement of group exercise studio equipment	S	8,000	Deferred	0	0	8,000	Waiting until Fall to evaluate the situation
COMMUNITY REC CENTER	Auditorium LED Strip Lights	6 strip lights over theater stage, LED lights	N	11,000	Deferred	0	0	11,000	Waiting until Fall to evaluate the situation
COMMUNITY REC CENTER	Car Charging Station	Electric Car Charging Station at the CRC	N	12,000	Deferred	0	0	12,000	Waiting until Fall to evaluate the situation
COMMUNITY REC CENTER	Comp Plan	Comprehensive Plan for Remodel/Interior Upgrades	C	90,000	Deferred	0	0	90,000	Waiting to begin for now
COMMUNITY REC CENTER	Gymnastics Equipment	Updating and Replacing Equipment	N	16,500	Deferred	0	0	16,500	Waiting until Fall to evaluate the situation
GILLSON PARK	Lakeview Design	Full Building Design Plan	S	50,000	Deferred	0	0	50,000	Waiting to begin for now
GILLSON PARK	Shoreline Protection - Gillson	Material and Installation	C	30,000	Deferred	0	0	30,000	Materials pending outcome of shoreline study
GILLSON PARK	Shoreline Protection - Langdon	Material and Installation	C	70,000	Deferred	0	0	70,000	Materials pending outcome of shoreline study
HIBBARD PARK	Fabric Shade Structure	Adding a shade structure in Hibbard Park	N	20,000	Deferred	0	0	20,000	Waiting until Fall to evaluate the situation
HOWARD PARK	Concrete Bleacher and Bench Pads	Installation of concrete pads for bleachers & bench	N	25,000	Deferred	0	0	25,000	Waiting until Fall to evaluate the situation
HOWARD PARK	Parking Lot Pavement	Repaving the parking lot on 17th Street	S	100,000	Deferred	0	0	100,000	Waiting until Fall to evaluate the situation
KEY NATURE CENTER	Pave Pathways	Create accessible path at Keay Park	S	107,000	Deferred	0	0	107,000	Waiting until Fall to evaluate the situation
MALLINCKRODT CENTER	Carpeting Replacement	Hallway, entrance to exit	S	8,000	Deferred	0	0	8,000	Waiting until Fall to evaluate the situation
MALLINCKRODT CENTER	Replace Building Automation	Heating and cooling control system	C	18,000	Deferred	0	0	18,000	Waiting until Fall to evaluate the situation
MAPLE PARK	Playground Renovation (2015)	Scheduled replacement and ADA update	S	249,700	Deferred	0	0	249,700	Major project deferred but some money may be spent to reinstall swings later in year
PARKS DEPARTMENT	Combination Trash/Recycling Containers (Various)	Ongoing standardization of trash/recycling containers	N	10,000	Deferred	0	0	10,000	Waiting until Fall to evaluate the situation
PARKS DEPARTMENT	Pickle Ball Courts	Location TBD	N	40,000	Deferred	0	0	40,000	Waiting until Fall to evaluate the situation
PLATFORM TENNIS	Decking Extension	Extend decking to new courts	N	20,000	Deferred	0	0	20,000	Waiting until Fall to evaluate the situation
THORNWOOD PARK	Tennis Court Color Coating	Resurface outdoor courts	S	18,000	Deferred	0	0	18,000	Crack at net line and therefore can wait
WILMETTE GOLF CLUB	Cart Path Installation	Fully Connected Cart Paths/ Curbing / Drainage	S	850,000	Deferred	0	0	850,000	Engineering and planning ongoing, but waiting until a later date to determine if project proceeds
WILMETTE GOLF CLUB	Maintenance Fire Alarm	Installation of a fire prevention system	N	10,000	Deferred	0	0	10,000	Waiting until Fall to evaluate the situation
WILMETTE GOLF CLUB	Replace Driveway (House) Sewer Repair	Driveway cracked and in need of repair	N	22,000	Deferred	0	0	22,000	Was intended to be done with cart paths, so will be determined when paths are determined
WILMETTE GOLF CLUB	Resurface Driveway (Maintenance Facility)	Scheduled maintenance on driveway	N	62,100	Deferred	0	0	62,100	Was intended to be done with cart paths, so will be determined when paths are determined
WILMETTE GOLF CLUB	Signage	Monument sign or electronic sign	S	37,500	Deferred	0	0	37,500	Waiting until Fall to evaluate the situation
COMMUNITY PLAYFIELD	Bathrooms	Freestanding park bathroom	S	200,000	Removed	0	0	0	Removed completely as it is addressed in the IGA with Village
				Totals	3,882,006		265,266	1,334,991	2,081,749

WILMETTE PARK DISTRICT
 COVID-19 Capital Deferral Worksheet
 as of April 20, 2020

RECONCILIATION OF ORIGINAL BUDGET	Original Budget	3,882,006
	Less "Removed" Items	(200,000)
	Less "Deferred" Items	(2,081,749)
	Possible New "Budget"	1,600,257
	Less "Complete" Items	(265,266)
	Less "On Going" Items	(1,334,991)
	Should be Zero ==>	-