



WINNETKA PARK DISTRICT
REGULAR BOARD MEETING
THURSDAY, NOVEMBER 20, 2025 | 6:00PM
540 HIBBARD ROAD, COMMUNITY ROOM
WINNETKA, ILLINOIS

AGENDA

Page

1. Opening

- 1.1 Roll Call
- 1.2 Pledge of Allegiance
- 1.3 Public Announcements
- 1.4 Approval of November 20, 2025 Regular Meeting Agenda

2. Public Comment

Click [HERE](#) to view the Public Comment Policy

3. Consent Agenda

- 3.1 Special Meeting Minutes October 9, 2025
- 3.2 Regular Meeting Minutes October 23, 2025
- 3.3 Special Meeting Minutes November 6, 2025
- 3.4 October 2025 Financial Report 4 - 25
 - [Memo from James Crocker, Superintendent of Finance](#)
 - [Financial Report](#)
 - [Voucher Summary](#)
 - [Voucher Listing](#)
- 3.5 Board of Commissioners Meeting Dates for 2026 26 - 27
 - [Memo from Saba Koya, Admin. Operations Coordinator](#)
 - [Board of Commissioners Meeting Dates for 2026.docx](#)
- 3.6 Resolution Designating Freedom of Information Officer for 28 - 30

WPD

- [Memo from Shannon Nazzal, Executive Director](#) 
- [Resolution 2025-11-20-01](#) 

3.7 Joint Agreement for Tree Lighting at Dwyer Park 31 - 42

- [Memo from Shannon Q. Nazzal, Executive Director](#) 
- [Non-Exclusive License Agreement](#) 

4. Unfinished Business

4.1 Elder Lane and Centennial Park and Beach Project Update 43 - 44

- [Memo from Costa Kutulas, Director of Parks & Maintenance](#) 
- [2025 Project Cost Analysis](#) 

4.2 Elder Lane and Centennial Park and Beach Project Request for Qualifications Update - GZA Engineering Proposal (Continued) 45 - 133

- [Memo from Costa Kutulas, Director of Parks & Maintenance](#) 
- [GZA GeoEnvironmental, Inc. Submittal for Professional Lead Engineering Services](#) 
- [GZA GeoEnvironmental, Inc. Scope of Work Proposal](#) 

4.3 Amendment of Full-time Wage Scale 134 - 137

- [Memo from Beth Dostert, Human Resources Director](#) 
- [Resolution 2025-11-20-02](#) 

4.4 2025 Tax Levy Ordinance 138 - 143

- [Memo from James Crocker, Superintendent of Finance](#) 
- [2025 Tax Levy Ordinance 2025-008](#) 

4.5 2025 Supplemental Tax Levy Ordinance 144 - 150

- [Memo from James Crocker, Superintendent of Finance](#) 
- [2025 Supplemental Tax Levy Ordinance 2025-009](#) 
- [Supplemental Tax Levy Ordinance Exhibit A](#) 

5. Executive Director's Report

5.1 [Weekly Status Report - October 24, 2025](#) 151 - 163

5.2 [Weekly Status Report - October 31, 2025](#) 164 - 175

5.3 [Weekly Status Report - November 7, 2025](#) 176 - 187

5.4 [Weekly Status Report - November 14, 2025](#) 188 - 199

5.5	Legal Expenses - October 2025 	200
5.6	Winnetka Golf Club Update - October 2025 	201 - 202

6. Commissioner Comments

7. Closed Session

The Board will enter Closed Session to discuss:

1. The appointment, employment, compensation, performance, or dismissal of specific employees - 5 ILCS 120/2(c)(1)
2. The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance - 5 ILCS 120/2(c)(3)
3. Security procedures... and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, ... staff, the public, or public property - 5 ILCS 120/2(c)(8)
4. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent - 5 ILCS 120/2 (c)(11)

8. Return to Open Session

8.1 Golf Services Advisory Board Appointments

9. Adjournment

Persons with disabilities requiring reasonable accommodations to participate in meetings should contact Saba Koya at the Park District's Administrative Office by mail at 540 Hibbard Rd, Winnetka, IL, by phone at 847-501-2076, Monday-Friday from 8:30 a.m. to 5:00 p.m., or by email at skoya@winpark.org at least 48 hours prior to the meeting. Requests for a qualified interpreter require five (5) working days advance notice.



WINNETKA PARK DISTRICT
OFFICE OF FINANCE AND ACCOUNTING
INTEROFFICE MEMORANDUM

TO: Board of Park Commissioners
VIA: Shannon Q. Nazzal, Executive Director
FROM: James Crocker, Superintendent of Finance
DATE: November 14, 2025
SUBJECT: October 2025 Financial Report

Discussion:

The Winnetka Park District's financial performance through October 31 continues to deliver a positive difference to budget despite some difficulties. Revenues are tracking \$4,943,841 behind the 2025 budget due to delays in property tax distribution from Cook County and an unrealized \$3,000,000 donation. User fees are meeting budgeted projections, while programming fees significantly exceed budgeted numbers. Additionally, operating expenses finished the month well below budget and capital expenses are \$15,694,162 below budget. Despite slower than expected revenue generation the Park District has a \$12,456,731 positive difference compared to the 2025 budget through October 31.

Revenues

Through October 31, property tax revenues are behind schedule due to Cook County's delay in issuing second installment property tax bills. Those bills are expected to go out to taxpayers on November 14 with a due date of December 15, so Park District revenue will see a significant cash inflow in later December. Also, the 2025 budget included a \$3,000,000 donation which the Park District has yet to receive, further affecting revenue performance. Strong registration revenue continues to drive program fees. Additionally, user fees remain solid. For November, the Park District expects to see revenue from Program and User Fees taper as golf activity winds down for the year.

Operating Expenses

Through October 31, expenses are below budget for the year to date. Salaries and Wages, Services, and Supplies are all trending below budget. The park district will experience an expense increase in November when semi-annual debt service payments are made.

Capital Expenses

Through October 31, the Park District spent \$1,306,058 on capital projects, of which \$699,500 were operating capital expenses within the various funds.

Cash and Investments

The Park District's financial position is strong even though short-term interest rates remain low. The Park District has one CD at BMO Harris (\$1,037,180) which is a short-term, one-month certificate. The WPD continued to roll this CD over into another one-month CD. The Park District previously renewed the other BMO Harris CD (\$1,052,906) for a 60-day term, due December 2, 2025, with a yield of 3.55%. The Park District also has two CDs at Chase, a 3-month \$108,684 certificate earning 3.36% and a 6-month \$108,521 certificate earning 3.179%.



Winnetka Park District Financial Report

For the month of October 2025



OPERATING PERFORMANCE SUMMARY

Current Revenue	\$ 13,641,135
<u>Budgeted Revenue</u>	<u>\$ 18,584,976</u>
Net Revenue	\$ (4,943,841)

Current Expenses	\$ 12,325,269
<u>Budgeted Expenses</u>	<u>\$ 29,725,982</u>
Net Expenses	\$ (17,400,713)

Difference to Budget	\$ 12,456,872
----------------------	---------------



NET OPERATING INCOME

Fund/Department	Actual - Through 10.31.25			Budget - Through 10.31.25			10.31.25
	Revenues	Expenses	Net	Revenues	Expenses	Net	Variance
<u>General</u>							
0200 - Corporate Administration	\$ 2,694,304	\$ 1,701,845	\$ 992,459	\$ 4,310,959	\$ 2,398,620	\$ 1,912,339	\$ (919,880)
0300 - Garage Maintenance	\$ -	\$ 216,369	\$ (216,369)	\$ -	\$ 289,347	\$ (289,347)	\$ 72,978
0400 - Parks Maintenance	\$ 54,023	\$ 1,665,007	\$ (1,610,984)	\$ 11,662	\$ 1,790,756	\$ (1,779,094)	\$ 168,110
Total General Fund	\$ 2,748,327	\$ 3,583,221	\$ (834,894)	\$ 4,322,621	\$ 4,478,723	\$ (156,102)	\$ (678,792)
<u>Recreation</u>							
1000 - Recreation Administration	\$ 548,656	\$ 243,702	\$ 304,954	\$ 988,598	\$ 288,989	\$ 699,609	\$ (394,655)
1100 - Recreation Programs	\$ 568,326	\$ 659,980	\$ (91,654)	\$ 403,591	\$ 701,799	\$ (298,207)	\$ 206,553
1200 - Athletic Fields	\$ 432,857	\$ 243,362	\$ 189,495	\$ 441,022	\$ 312,684	\$ 128,337	\$ 61,158
1400 - Sailing	\$ 70,012	\$ 55,813	\$ 14,199	\$ 90,490	\$ 83,138	\$ 7,352	\$ 6,847
1500 - Beaches	\$ 335,533	\$ 498,970	\$ (163,437)	\$ 324,623	\$ 634,432	\$ (309,809)	\$ 146,372
1600 - Boat Launch	\$ 280,935	\$ 312,313	\$ (31,378)	\$ 376,083	\$ 400,671	\$ (24,588)	\$ (6,791)
1700 - Camp Programs	\$ 740,972	\$ 415,670	\$ 325,302	\$ 689,676	\$ 451,857	\$ 237,819	\$ 87,483
Total Recreation Fund	\$ 2,977,290	\$ 2,429,810	\$ 547,481	\$ 3,314,084	\$ 2,873,570	\$ 440,514	\$ 106,967
<u>Golf</u>							
2000 - Golf Operations	\$ 2,930,396	\$ 1,118,464	\$ 1,811,932	\$ 2,950,060	\$ 1,312,663	\$ 2,641,494	\$ (829,562)
2100 - Golf Maintenance	\$ -	\$ 927,954	\$ (927,954)	\$ -	\$ 1,145,143	\$ (1,145,143)	\$ 217,189
Total Golf Fund	\$ 2,930,396	\$ 2,046,418	\$ 883,978	\$ 2,950,060	\$ 2,457,806	\$ 1,496,351	\$ (612,373)
<u>Platform Tennis</u>							
2300 - Platform Tennis	\$ 222,989	\$ 156,724	\$ 66,265	\$ 226,223	\$ 308,566	\$ (82,342)	\$ 148,608
Total Platform Tennis Fund	\$ 222,989	\$ 156,724	\$ 66,265	\$ 226,223	\$ 308,566	\$ (82,342)	\$ 148,608
<u>Tennis</u>							
2400 - Outdoor Tennis	\$ 391,185	\$ 348,364	\$ 42,821	\$ 378,000	\$ 1,825,608	\$ (1,447,608)	\$ 1,490,429
2500 - Indoor Tennis	\$ 2,280,218	\$ 1,180,223	\$ 1,099,995	\$ 2,303,731	\$ 1,389,978	\$ 913,753	\$ 186,242
Total Tennis Fund	\$ 2,671,403	\$ 1,528,587	\$ 1,142,816	\$ 2,681,731	\$ 3,215,585	\$ (533,854)	\$ 1,676,671
<u>Ice</u>							
2700 - Ice Arena	\$ 929,830	\$ 724,605	\$ 205,225	\$ 833,401	\$ 765,754	\$ 67,647	\$ 137,577
Total Ice Arena Fund	\$ 929,830	\$ 724,605	\$ 205,225	\$ 833,401	\$ 765,754	\$ 67,647	\$ 137,577
TOTAL - OPERATING FUNDS	\$ 12,480,235	\$ 10,469,365	\$ 2,010,871	\$ 14,328,120	\$ 14,100,004	\$ 1,232,213	\$ 778,657



REVENUES BY CATEGORY AND FUND

Category	Current MTD Activity	Prior Year MTD Activity	Current YTD Activity	Prior Year YTD Activity	YTD Budget	Variance	Annual Budget
TAXES	\$ 9,119	\$ 172,137	\$ 3,767,366	\$ 7,032,663	\$ 6,687,044	\$ (2,919,678)	\$ 6,763,447
INTEREST INCOME	\$ 55,161	\$ 18,911	\$ 579,894	\$ 196,844	\$ 333,200	\$ 246,694	\$ 400,000
USER FEES	\$ 861,981	\$ 748,918	\$ 7,197,973	\$ 5,742,419	\$ 7,106,460	\$ 91,513	\$ 7,350,611
REC PROG FEES	\$ 53,599	\$ 47,084	\$ 1,309,298	\$ 1,010,047	\$ 1,093,267	\$ 216,031	\$ 1,168,259
PRO-SHOP	\$ 19,637	\$ 16,983	\$ 148,811	\$ 89,464	\$ 155,617	\$ (6,806)	\$ 165,360
MISCELLANEOUS INCOME	\$ 34,663	\$ 52,091	\$ 637,793	\$ 425,167	\$ 3,209,389	\$ (2,571,596)	\$ 598,657
EXTERNAL FUNDING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000
Report Total:	\$ 1,034,160	\$ 1,056,125	\$ 13,641,135	\$ 14,496,605	\$ 18,584,976	\$ (4,943,841)	\$19,446,334

Fund	Current MTD Activity	Prior Year MTD Activity	Current YTD Activity	Prior Year YTD Activity	YTD Budget	Variance	Annual Budget
01 - GENERAL	\$ 49,073	\$ 118,842	\$ 2,748,327	\$ 4,548,764	\$ 4,322,621	\$ (1,574,294)	\$ 4,391,759
10 - RECREATION FUND	\$ 86,869	\$ 79,237	\$ 2,977,290	\$ 3,235,378	\$ 3,314,084	\$ (336,793)	\$ 3,326,891
20 - GOLF OPERATIONS	\$ 260,321	\$ 301,183	\$ 2,930,396	\$ 1,495,305	\$ 2,950,060	\$ (19,664)	\$ 3,037,728
23 - PLATFORM TENNIS	\$ 67,469	\$ 792	\$ 222,989	\$ 125,329	\$ 226,223	\$ (3,234)	\$ 200,100
25 - TENNIS FUND	\$ 448,708	\$ 399,239	\$ 2,671,403	\$ 2,628,547	\$ 2,681,731	\$ (10,328)	\$ 2,621,600
27 - INDOOR ICE ARENA	\$ 105,932	\$ 105,885	\$ 929,830	\$ 885,746	\$ 833,401	\$ 96,429	\$ 1,056,000
31 - SPECIAL RECREATION	\$ -	\$ 6,478	\$ 182,908	\$ 278,145	\$ 332,986	\$ (150,078)	\$ 332,986
32 - WORKERS COMP	\$ -	\$ 1,738	\$ 37,121	\$ 74,630	\$ 56,294	\$ (19,173)	\$ 67,580
33 - IMRF PENSION & FICA	\$ -	\$ 20,757	\$ 437,128	\$ 891,276	\$ 795,797	\$ (358,669)	\$ 795,797
34 - AUDIT FUND	\$ -	\$ 466	\$ 17,577	\$ 20,001	\$ 32,000	\$ (14,423)	\$ 32,000
35 - LIABILITY FUND	\$ -	\$ 2,598	\$ 106,547	\$ 111,540	\$ 193,970	\$ (87,423)	\$ 193,970
36 - BOND DEBT SERVICE	\$ -	\$ -	\$ 214,183	\$ -	\$ 324,806	\$ (110,623)	\$ 389,923
37 - CAPITAL PROJECTS FUND	\$ 15,788	\$ 18,911	\$ 165,436	\$ 201,944	\$ 2,521,003	\$ (2,355,567)	\$ 3,000,000
Report Total:	\$ 1,034,160	\$ 1,056,125	\$ 13,641,135	\$ 14,496,605	\$ 18,584,976	\$ (4,943,841)	\$19,446,334



EXPENSES BY CATEGORY AND FUND

Category	Current MTD Activity	Prior Year MTD Activity	Current YTD Activity	Prior Year YTD Activity	YTD Budget	Variance	Annual Budget
SALARIES & WAGES	\$ 472,098	\$ 381,428	\$ 5,380,391	\$ 4,396,532	\$ 6,031,978	\$ (651,587)	\$ 7,089,546
SUPPLIES	\$ 57,385	\$ 104,197	\$ 652,824	\$ 584,334	\$ 839,731	\$ (186,907)	\$ 985,954
SERVICES	\$ 255,950	\$ 306,426	\$ 3,829,265	\$ 2,890,032	\$ 4,363,792	\$ (534,527)	\$ 4,995,463
REPAIRS & MAINT.	\$ 22,881	\$ 61,300	\$ 211,698	\$ 211,070	\$ 293,443	\$ (81,745)	\$ 270,675
UTILITIES	\$ 48,212	\$ 47,415	\$ 516,466	\$ 444,618	\$ 484,019	\$ 32,447	\$ 580,649
PRO-SHOP MERCHANDISE	\$ 26,639	\$ 13,236	\$ 110,009	\$ 55,828	\$ 42,450	\$ 67,559	\$ 50,850
CAPITALS	\$ 169,098	\$ 171,522	\$ 1,306,058	\$ 1,240,296	\$ 17,087,253	\$ (15,781,195)	\$ 20,137,854
CONTRACTS PAYABLE	\$ -	\$ -	\$ 318,558	\$ 328,375	\$ 583,315	\$ (264,758)	\$ 1,361,631
Report Total:	\$ 1,052,263	\$ 1,085,525	\$ 12,325,269	\$ 10,151,085	\$ 29,725,982	\$ (17,487,605)	\$ 35,472,623

Fund	Current MTD Activity	Prior Year MTD Activity	Current YTD Activity	Prior Year YTD Activity	YTD Budget	Variance	Annual Budget
01 - GENERAL	\$ 325,304	\$ 272,635	\$ 3,670,113	\$ 2,242,110	\$ 4,478,723	\$ (895,502)	\$ 5,642,221
10 - RECREATION FUND	\$ 194,522	\$ 93,333	\$ 2,429,810	\$ 1,860,080	\$ 2,873,570	\$ (443,760)	\$ 2,948,473
20 - GOLF OPERATIONS	\$ 237,300	\$ 258,944	\$ 2,046,418	\$ 1,806,869	\$ 2,457,806	\$ (411,388)	\$ 2,892,390
23 - PLATFORM TENNIS	\$ 8,143	\$ 33,625	\$ 156,724	\$ 153,691	\$ 308,566	\$ (151,842)	\$ 320,719
25 - TENNIS FUND	\$ 149,897	\$ 170,607	\$ 1,528,587	\$ 1,477,517	\$ 3,215,585	\$ (1,686,999)	\$ 3,124,323
27 - INDOOR ICE ARENA	\$ 65,957	\$ 109,210	\$ 724,605	\$ 716,063	\$ 765,754	\$ (41,149)	\$ 907,370
31 - SPECIAL RECREATION	\$ 15,327	\$ 13,410	\$ 230,495	\$ 220,998	\$ 228,146	\$ 2,349	\$ 433,265
32 - WORKERS COMP	\$ -	\$ -	\$ 68,461	\$ 65,529	\$ 51,525	\$ 16,936	\$ 61,855
33 - IMRF PENSION & FICA	\$ 47,698	\$ 49,752	\$ 575,119	\$ 567,623	\$ 724,541	\$ (149,422)	\$ 869,797
34 - AUDIT FUND	\$ 840	\$ 1,880	\$ 23,790	\$ 31,500	\$ 32,000	\$ (8,210)	\$ 32,000
35 - LIABILITY FUND	\$ 2,629	\$ 13,416	\$ 170,892	\$ 123,569	\$ 163,514	\$ 7,378	\$ 197,934
36 - DEBT SERVICE FUND	\$ -	\$ -	\$ 93,697	\$ 95,967	\$ 105,644	\$ (11,947)	\$ 405,923
37 - CAPITAL PROJECTS FUND	\$ 4,645	\$ 68,711	\$ 606,558	\$ 789,570	\$ 14,320,608	\$ (13,714,050)	\$ 17,636,354
Report Total:	\$ 1,052,262	\$ 1,085,525	\$ 12,325,269	\$ 10,151,085	\$ 29,725,982	\$ (17,487,605)	\$ 35,472,623

*Differences in Kemper Expense totals compared to WPD totals have to do with differences in how each records deferred liabilities



CAPITAL EXPENSES page 1

	Current MTD Activity	Prior Year MTD Activity	Current YTD Activity	Prior Year YTD Activity	YTD Budget	Annual Budget
CORPORATE ADMINISTRATION						
COMPUTER HARDWARE	\$ -	\$ -	\$ -	\$ 10,787	\$ 12,180	\$ 14,000
GARAGE MAINTENANCE						
PUMP	\$ 5,398	\$ -	\$ 22,900	\$ 1,663	\$ 23,000	\$ 23,000
PARKS MAINTENANCE						
PARK PROPERTY SURVEYS	\$ 44,568	\$ -	\$ 69,027	\$ -	\$ 114,000	\$ 114,000
LARGE UTILITY TRAILER	\$ -	\$ -	\$ 16,200	\$ -	\$ 16,200	\$ 16,200
FURNITURE & FIXTURES	\$ -	\$ -	\$ 4,484	\$ 17,673	\$ 8,330	\$ 10,000
B-BALL COURT RESURFACE	\$ -	\$ -	\$ 26,000	\$ -	\$ 26,000	\$ 26,000
UNFORESEEN CAPITALS	\$ -	\$ -	\$ -	\$ -	\$ 12,495	\$ 15,000
PARK PATHS & PAVING	\$ -	\$ 4,500	\$ 66,045	\$ 10,074	\$ 72,471	\$ 87,000
INDIAN HILL HARDSCAPE	\$ -	\$ -	\$ -	\$ -	\$ 6,664	\$ 8,000
EQUIPMENT	\$ -	\$ -	\$ 167,012	\$ -	\$ 162,500	\$ 162,500
TUCK POINT	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
	\$ 44,568	\$ 4,500	\$ 348,768	\$ 27,747	\$ 433,660	\$ 453,700
RECREATION ADMINISTRATION						
FURNITURE & FIXTURES	\$ 24,025	\$ -	\$ 60,062	\$ -	\$ 54,553	\$ 62,062
WINDOWS	\$ -	\$ -	\$ -	\$ -	\$ 2,938	\$ 2,938
	\$ 24,025	\$ -	\$ 60,062	\$ -	\$ 57,491	\$ 65,000
ATHLETIC FIELDS						
SYNTHETIC TURF FIELD	\$ -	\$ -	\$ -	\$ -	\$ 1,188,203	\$ 1,426,404
SKOKIE PLAYFIELD SCOREBOARD	\$ 49,995	\$ -	\$ 50,325	\$ -	\$ 44,167	\$ 53,000
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
	\$ 49,995	\$ -	\$ 50,325	\$ -	\$ 1,232,370	\$ 1,529,404
BEACHES						
PARK PROPERTY SURVEYS	\$ -	\$ -	\$ -	\$ -	\$ 9,996	\$ 12,000
LAKEFRONT WATER SERVICE	\$ -	\$ -	\$ 8,300	\$ -	\$ 12,800	\$ 12,800
PUMP	\$ -	\$ 1,175	\$ -	\$ 1,175	\$ 15,000	\$ 15,000
EQUIPMENT	\$ -	\$ -	\$ -	\$ 1,685	\$ 19,000	\$ 19,000
PARK LIGHTING	\$ -	\$ -	\$ -	\$ -	\$ 24,990	\$ 30,000
	\$ -	\$ 1,175	\$ 8,300	\$ 2,860	\$ 81,786	\$ 88,800
BOAT LAUNCH & STORAGE						
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 19,000	\$ 19,000



CAPITAL EXPENSES page 2

	Current MTD Activity	Prior Year MTD Activity	Current YTD Activity	Prior Year YTD Activity	YTD Budget	Annual Budget
COURSE PLAY						
CLUBHOUSE RENOVATIONS	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000
GOLF MAINTENANCE						
PUMP	\$ -	\$ -	\$ -	\$ -	\$ 56,250	\$ 75,000
EQUIPMENT	\$ 11,881	\$ 83,266	\$ 156,163	\$ 393,799	\$ 135,167	\$ 118,500
GOLF COURSE POND RENOVATION	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
	\$ 11,881	\$ 83,266	\$ 156,163	\$ 393,799	\$ 199,417	\$ 201,500
PADDLE TENNIS						
FURNITURE AND FIXTURES	\$ -	\$ 13,869	\$ -	\$ 13,869	\$ 116,620	\$ 140,000
OUTDOOR TENNIS						
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
OUTDOOR COURTS RENOVATIONS	\$ 17,985	\$ -	\$ 39,107	\$ -	\$ 1,116,750	\$ 1,329,250
OUTDOOR LIGHTS	\$ -	\$ -	\$ -	\$ -	\$ 188,500	\$ 188,500
	\$ 17,985	\$ -	\$ 39,107	\$ -	\$ 1,305,250	\$ 1,529,750
INDOOR TENNIS						
COMPUTER HARDWARE	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000
WINDOWS/DOORS	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 120,000
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
TENNIS CENTER CARPETING	\$ -	\$ -	\$ -	\$ -	\$ 4,165	\$ 5,000
TENNISCENTER RENOVATION	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
PLUMBING	\$ -	\$ -	\$ -	\$ -	\$ 4,165	\$ 5,000
TUCK POINT	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500
	\$ -	\$ -	\$ -	\$ -	\$ 142,830	\$ 174,500
INDOOR ICE ARENA						
SOUND SYSTEM	\$ -	\$ -	\$ 13,875	\$ -	\$ 13,875	\$ 15,000
SPECIAL RECREATION						
ADA CAPITALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
OPERATING CAPITAL SUB-TOTAL	\$ 153,852	\$102,810	\$ 699,500	\$ 450,725	\$ 3,667,479	\$ 4,483,654
CAPITAL PROJECTS						
HUBBARD WOODS RENOVATION	\$ -	\$ -	\$ 124,480	\$ -	\$ 130,000	\$ 130,000
TOWER ROAD PLAYGROUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
2020 BOND EXPENSES - ELDER/CENTENNIAL	\$ 4,590	\$ 68,711	\$ 482,078	\$ 789,570	\$12,724,115	\$ 15,806,354
MAJOR CAPITAL SUB-TOTAL	\$ 4,590	\$ 68,711	\$ 606,558	\$ 789,570	\$12,854,115	\$ 16,236,354



CASH AND INVESTMENTS

CASH

	INTEREST RATE	MATURITY DATE	
PETTY CASH	0.00%		\$ 1,700.57
BMO HARRIS - HOLIDAY SAVINGS	0.09%		\$ 29,360.88
BMO HARRIS - OPERATING	1.54%		\$ 376,059.24
BMO HARRIS - PAYROLL	0.00%		\$ 586.20
BMO HARRIS - MONEY MARKET	1.00%		\$ 2,882,988.96
BMO HARRIS - 2-month TERM -	3.55%	12/02/25	\$ 1,052,906.59
BMO HARRIS - 1-month TERM -	0.80%	11/03/25	\$ 1,037,180.15
CHASE BUSINESS			\$ 50,000.00
CHASE CD - 90 DAY	3.36%	11/24/25	\$ 108,684.21
CHASE CD - 180 DAY	3.18%	02/24/26	\$ 108,521.28
CITIBANK			\$ 257,034.30
FIFTH THIRD	0.65%		\$ 352,498.24
ILLINOIS FUNDS	0.87%		\$ 92,142.16
TOTAL CASH			\$ 6,349,662.78

INVESTMENTS

	INTEREST RATE	
IPDLAF - BOND	4.16%	\$ 4,680,158.18
IPDLAF - MONEY MARKET	4.16%	\$ 4,076,142.77
WINTRUST MONEY MARKET	4.58%	\$ 5,954,034.57
WINTRUST SERIES B DEBT CERT	0.00%	\$ 3,000,000.00
TOTAL INVESTMENTS		\$ 17,710,335.52

TOTAL CASH & INVESTMENTS	\$ 24,059,998.30
---	-------------------------



RESERVES

Fund	Beginning Balance as of 01/01/2025	YTD Total Revenues	YTD Total Expenses	Ending Balance	Restricted	Unrestricted
01 - GENERAL	\$ 2,940,862	\$ 2,748,327	\$ 3,670,113	\$ 2,019,076	\$ 1,181,912	\$ 837,164
10 - RECREATION FUND	\$ 6,806,404	\$ 2,977,290	\$ 2,429,810	\$ 7,353,884	\$ 681,904	\$ 6,671,980
20 - GOLF OPERATIONS	\$ 347,557	\$ 2,930,396	\$ 2,046,418	\$ 1,231,535	\$ 347,557	\$ 883,978
23 - PLATFORM TENNIS	\$ 231,910	\$ 222,989	\$ 156,724	\$ 298,175	\$ 51,100	\$ 247,075
25 - TENNIS FUND	\$ 3,575,159	\$ 2,671,403	\$ 1,528,587	\$ 4,717,975	\$ 514,010	\$ 4,203,965
27 - INDOOR ICE ARENA	\$ 1,732,850	\$ 929,830	\$ 724,605	\$ 1,938,075	\$ 243,934	\$ 1,694,141
31 - SPECIAL RECREATION	\$ 513,578	\$ 182,908	\$ 230,495	\$ 465,991	\$ 465,991	\$ -
32 - WORKERS COMPENSATION	\$ 80,364	\$ 37,121	\$ 68,461	\$ 49,024	\$ 49,024	\$ -
33 - IMRF PENSION & FICA	\$ 498,542	\$ 437,128	\$ 575,119	\$ 360,550	\$ 360,550	\$ -
34 - AUDIT FUND	\$ 16,683	\$ 17,577	\$ 23,790	\$ 10,470	\$ 10,470	\$ -
35 - LIABILITY FUND	\$ 126,814	\$ 106,547	\$ 171,033	\$ 62,328	\$ 62,328	\$ -
36 - BOND DEBT SERVICE	\$ 163,185	\$ 214,183	\$ 93,697	\$ 283,671	\$ 283,671	\$ -
37 - CAPITAL PROJECTS FUND	\$ 5,710,365	\$ 165,436	\$ 606,558	\$ 5,269,243	\$ -	\$ 5,269,243
TOTAL	\$ 22,744,273	\$13,641,135	\$12,325,410	\$ 24,059,998	\$ 4,252,452	\$ 19,807,546

BOARD SUMMARY WINNETKA PARK DISTRICT

Date: Thursday, November 13, 2025
To: Board of Commissioners
Subject: Vouchers for Approval
From: James Crocker, Superintendent of Finance
Summary: For approval, below is a list of vouchers from October 17 – November 13, 2025

BY FUND		
<u>FUND</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
01	General / Payroll	\$ 594,535.36
10	Recreation	\$ 79,004.35
20	Golf Operations	\$ 21,133.69
23	Platform Tennis	\$ 3,658.29
25	Tennis	\$ 54,935.51
27	Indoor Ice Arena	\$ 24,783.42
31	Special Recreation	\$ 0.00
33	IMRF Pension & FICA	\$ 0.00
34	Audit Fund	\$ 0.00
35	Liability Fund	\$ 800.00
36	Bond Debt Service Fund	\$ 288,696.75
37	Major Capital Projects	\$ 1,396.32
Grand Total		\$ 1,068,943.69

BY CATEGORY		
<u>CATEGORY</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
52	Supplies	\$ 25,686.74
54	Other Personnel Costs	\$ 64,252.43
	Program & Maintenance	
54	Services	\$ 57,621.88
54	Corporate Services	\$ 62,442.06
56	Repair and Maintenance	\$ 18,425.21
565	Utilities	\$ 48,927.72
60	Capital Projects	\$ 42,199.03
62	Contracts Payable	\$ 748,328.50
	Employee Payroll	
21	Contributions	\$ 1,060.12
Grand Total		\$ 1,068,943.69

The payment of the above listed accounts has been accepted by the Park District Board of Commissioners at their meeting held on November 20, 2025.



Winnetka Park District

Expense Approval Report

By Vendor Name

Payment Dates 10/17/2025 - 11/13/2025

Vendor Name	Payable Number	Post Date	Item Description	Account Number	Amount
Vendor: A-1 PEST CONTROL, INC.					
A-1 PEST CONTROL, INC.	32822	10/30/2025	PEST CONTROL - ADMIN	10-1000-0000-54250	60.00
A-1 PEST CONTROL, INC.	32823	10/30/2025	PEST CONTROL - GOLF	20-2000-0000-54250	75.00
A-1 PEST CONTROL, INC.	32824	10/30/2025	PEST CONTROL - PARKS	01-0300-0000-54250	95.00
A-1 PEST CONTROL, INC.	33019	11/06/2025	PADDLE PEST CONTROL OCT25	23-2300-0000-54250	40.00
A-1 PEST CONTROL, INC.	33020	11/06/2025	ICE PEST CONTROL OCT25	27-2700-0000-54250	40.00
A-1 PEST CONTROL, INC.	33021	11/06/2025	PEST CONTROL TENNIS OCT25	25-2500-0000-54250	70.00
A-1 PEST CONTROL, INC.	33022	11/13/2025	ADMIN PEST CONTROL OCT25	10-1000-0000-54250	60.00
A-1 PEST CONTROL, INC.	33023	11/13/2025	GOLF MAINT. PEST CONTROL OCT25	20-2000-0000-54250	75.00
A-1 PEST CONTROL, INC.	33025	11/13/2025	SERVICE CENTER PEST CONTROL OCT25	01-0300-0000-54250	95.00
Vendor A-1 PEST CONTROL, INC. Total:					610.00
Vendor: ACCURATE BIOMETRICS					
ACCURATE BIOMETRICS	476412510	11/06/2025	background fingerprinting	01-0200-0000-54250	352.00
Vendor ACCURATE BIOMETRICS Total:					352.00
Vendor: ACRODAZZLE ENTERTAINMENT					
ACRODAZZLE ENTERTAINMENT	250063	10/23/2025	PITW BALLOONS, PETTING ZOO, AND ENTERTAINERS	10-1100-7843-54305	2,825.00
Vendor ACRODAZZLE ENTERTAINMENT Total:					2,825.00
Vendor: AFLAC					
AFLAC	850439	10/30/2025	CANCER/INTENSIVE CARE INSURANCE OCT25	01-21260	317.68
AFLAC	850439	10/30/2025	CANCER/INTENSIVE CARE INSURANCE OCT25	01-0200-0000-54051	638.60
AFLAC	850439	10/30/2025	CANCER/INTENSIVE CARE INSURANCE OCT25	01-21240	411.36
Vendor AFLAC Total:					1,367.64
Vendor: AMALGAMATED BANK OF CHICAGO					
AMALGAMATED BANK OF CHICAGO	INV0015828	11/13/2025	SEMI-ANNUAL DEBT SERVICE - 2011 BONDS	01-0200-0000-62005	32,576.75
AMALGAMATED BANK OF CHICAGO	INV0015828	11/13/2025	SEMI-ANNUAL DEBT SERVICE - 2011 BONDS	01-0200-0000-62004	290,000.00
AMALGAMATED BANK OF CHICAGO	INV0015829	11/13/2025	SEMI-ANNUAL DEBT SERVICE - 2014 BONDS	36-3600-0000-62007	93,696.75
AMALGAMATED BANK OF CHICAGO	INV0015829	11/13/2025	SEMI-ANNUAL DEBT SERVICE - 2014 BONDS	36-3600-0000-62006	195,000.00
Vendor AMALGAMATED BANK OF CHICAGO Total:					611,273.50
Vendor: AMERICANEAGLE.COM					
AMERICANEAGLE.COM	437649	10/23/2025	MONTHLY LICENSING FEE SEP25	01-0200-0000-52011	375.00
AMERICANEAGLE.COM	439574	11/13/2025	MONTHLY LICENSING FEE OCT25	01-0200-0000-52011	375.00
Vendor AMERICANEAGLE.COM Total:					750.00
Vendor: ANCEL GLINK, P.C.					
ANCEL GLINK, P.C.	INV0015856	11/13/2025	for legal fees through Dec 2025	01-0200-0000-54220	12,655.57
Vendor ANCEL GLINK, P.C. Total:					12,655.57
Vendor: ARC DOCUMENT SOLUTIONS LLC					
ARC DOCUMENT SOLUTIONS LLC	969496	11/06/2025	PRINTING INK	01-0400-0000-54250	12.50
Vendor ARC DOCUMENT SOLUTIONS LLC Total:					12.50

Expense Approval Report

Payment Dates: 10/17/2025 - 11/13/2025

Vendor Name	Payable Number	Post Date	Item Description	Account Number	Amount
Vendor: ARCO MECHANICAL EQUIPMENT SALES					
ARCO MECHANICAL EQUIPMENT SALES	22908	11/13/2025	CET SENSOR REPLACEMENT FOR BAY 2	01-0300-0000-54250	2,200.00
Vendor ARCO MECHANICAL EQUIPMENT SALES Total:					2,200.00
Vendor: AVALON PETROLEUM COMPANY					
AVALON PETROLEUM COMPANY	010191	11/06/2025	REGULAR FUEL DELIVERY	01-10850	4,215.30
AVALON PETROLEUM COMPANY	041388	11/06/2025	DIESEL FUEL INVENTORY	01-10850	3,175.01
Vendor AVALON PETROLEUM COMPANY Total:					7,390.31
Vendor: B&K EQUIPMENT					
B&K EQUIPMENT	FP-INV-519305	10/30/2025	FUEL SYSTEM ELECTRICAL REPAIRS	01-0300-0000-54250	1,289.75
B&K EQUIPMENT	FP-INV-519305	10/30/2025	FUEL SYSTEM ELECTRICAL REPAIRS	01-0300-0000-60219	5,398.00
B&K EQUIPMENT	INV-520481	11/06/2025	FUEL SYSTEM ELECTRICAL REPAIRS	01-0300-0000-54250	1,070.50
Vendor B&K EQUIPMENT Total:					7,758.25
Vendor: BEAR CONSTRUCTION COMPANY					
BEAR CONSTRUCTION COMPANY	208384-43D	10/30/2025	CART BARN FIRE SUPPRESSION PHASE 2	20-2100-0000-60247	1,530.47
Vendor BEAR CONSTRUCTION COMPANY Total:					1,530.47
Vendor: BESS HARDWARE & SPORTS					
BESS HARDWARE & SPORTS	INV0015843	11/13/2025	BESS ACCOUNT OCT25	23-2300-0000-52002	5.39
BESS HARDWARE & SPORTS	INV0015843	11/13/2025	BESS ACCOUNT OCT25	27-2700-0000-52002	4.83
BESS HARDWARE & SPORTS	INV0015843	11/13/2025	BESS ACCOUNT OCT25	10-1600-0000-52002	23.10
BESS HARDWARE & SPORTS	INV0015843	11/13/2025	BESS ACCOUNT OCT25	10-1100-7843-52405	23.38
BESS HARDWARE & SPORTS	INV0015843	11/13/2025	BESS ACCOUNT OCT25	10-1100-7843-52405	1.84
Vendor BESS HARDWARE & SPORTS Total:					58.54
Vendor: BLUE CROSS AND BLUE SHIELD OF ILLINOIS					
BLUE CROSS AND BLUE SHIELD OF ILLINOIS	2969721620	10/23/2025	HEALTH INSURANCE NOV25	10-1600-0000-54051	734.77
BLUE CROSS AND BLUE SHIELD OF ILLINOIS	2969721620	10/23/2025	HEALTH INSURANCE NOV25	01-0200-0000-54051	19,761.92
BLUE CROSS AND BLUE SHIELD OF ILLINOIS	2969721620	10/23/2025	HEALTH INSURANCE NOV25	27-2700-0000-54051	4,988.24
BLUE CROSS AND BLUE SHIELD OF ILLINOIS	2969721620	10/23/2025	HEALTH INSURANCE NOV25	10-1400-0000-54051	367.44
BLUE CROSS AND BLUE SHIELD OF ILLINOIS	2969721620	10/23/2025	HEALTH INSURANCE NOV25	10-1100-7999-54051	2,109.75
BLUE CROSS AND BLUE SHIELD OF ILLINOIS	2969721620	10/23/2025	HEALTH INSURANCE NOV25	10-1700-0000-54051	700.68
BLUE CROSS AND BLUE SHIELD OF ILLINOIS	2969721620	10/23/2025	HEALTH INSURANCE NOV25	01-0300-0000-54051	1,627.28
BLUE CROSS AND BLUE SHIELD OF ILLINOIS	2969721620	10/23/2025	HEALTH INSURANCE NOV25	10-1000-0000-54051	2,810.83
BLUE CROSS AND BLUE SHIELD OF ILLINOIS	2969721620	10/23/2025	HEALTH INSURANCE NOV25	10-1200-0000-54051	861.40
BLUE CROSS AND BLUE SHIELD OF ILLINOIS	2969721620	10/23/2025	HEALTH INSURANCE NOV25	25-2500-0000-54051	6,762.76
BLUE CROSS AND BLUE SHIELD OF ILLINOIS	2969721620	10/23/2025	HEALTH INSURANCE NOV25	23-2300-0000-54051	521.88
BLUE CROSS AND BLUE SHIELD OF ILLINOIS	2969721620	10/23/2025	HEALTH INSURANCE NOV25	25-2400-0000-54051	2,254.23
BLUE CROSS AND BLUE SHIELD OF ILLINOIS	2969721620	10/23/2025	HEALTH INSURANCE NOV25	10-1500-0000-54051	734.77
BLUE CROSS AND BLUE SHIELD OF ILLINOIS	2969721620	10/23/2025	HEALTH INSURANCE NOV25	01-0400-0000-54051	13,898.79
Vendor BLUE CROSS AND BLUE SHIELD OF ILLINOIS Total:					58,134.74

Expense Approval Report

Payment Dates: 10/17/2025 - 11/13/2025

Vendor Name	Payable Number	Post Date	Item Description	Account Number	Amount
Vendor: BMO HARRIS BANK NA					
BMO HARRIS BANK NA	INV0015841	11/13/2025	BI-ANNUAL 2012 BOND PRINCIPAL/INTEREST	25-2500-0000-62003	1,647.50
BMO HARRIS BANK NA	INV0015841	11/13/2025	BI-ANNUAL 2012 BOND PRINCIPAL/INTEREST	25-2500-0000-62001	25,000.00
Vendor BMO HARRIS BANK NA Total:					26,647.50
Vendor: CHASE CREDIT CARD					
CHASE CREDIT CARD	0237000	10/31/2025	FIELD SUPPLIES	10-1200-0000-52002	19.78
CHASE CREDIT CARD	0701038	10/31/2025	FIELD SUPPLIES	10-1200-0000-52002	131.58
CHASE CREDIT CARD	1189800	10/31/2025	FIELD SUPPLIES	10-1200-0000-52002	116.74
CHASE CREDIT CARD	INV0015832	10/31/2025	SCHOOL'S OUT TRIP ADMISSIONS (NOV)	10-1100-7435-54303	200.00
CHASE CREDIT CARD	INV0015833	10/31/2025	SCHOOL'S OUT TRIP ADMISSIONS (OCT)	10-1100-7435-54303	569.66
CHASE CREDIT CARD	INV0015835	11/05/2025	PRINTER TONER & BATTERIES	25-2500-0000-52015	198.63
CHASE CREDIT CARD	INV0015847	11/11/2025	POSTAGE FOR CERTIFIED LETTERS CENTENNIAL DOG BEACH	37-3700-0000-60122	121.60
CHASE CREDIT CARD	INV0015844	10/31/2025	A.KAPUSINSKI - IPRA MEMBERSHIP	10-1000-0000-54001	265.00
CHASE CREDIT CARD	1746656	10/31/2025	CAMP SUPPLIES	10-1700-7872-52404	19.49
CHASE CREDIT CARD	5110626	10/31/2025	CAMP SUPPLIES	10-1700-7872-52404	152.23
CHASE CREDIT CARD	5110626_	10/31/2025	MONITORS & SURGE PROTECTORS	10-1000-0000-52015	48.53
CHASE CREDIT CARD	INV0015845	11/04/2025	A.KAPUSINSKI IPRA CONFERENCE REG	10-1000-0000-54005	350.00
CHASE CREDIT CARD	INV0015826	10/31/2025	CONCRETE SUPPLIES	01-0400-0000-56001	213.80
CHASE CREDIT CARD	1825-4575	10/31/2025	COURT BOOKING SYSTEM - NOVEMBER	23-2300-0000-54250	105.00
CHASE CREDIT CARD	INV0015853	10/31/2025	GRAMMARLY ANNUAL FEE	01-0200-0000-54251	432.00
CHASE CREDIT CARD	INV0015838	10/31/2025	IPRA Membership Renewal	10-1000-0000-54005	265.00
CHASE CREDIT CARD	INV0015839	10/31/2025	2026 IPRA Conference Registration	10-1000-0000-54005	350.00
CHASE CREDIT CARD	1501824	10/31/2025	Computer supplies for lakefront	10-1500-0000-52015	105.99
CHASE CREDIT CARD	4074653	10/31/2025	MONITORS & SURGE PROTECTORS	10-1000-0000-52015	32.94
CHASE CREDIT CARD	8006657	10/31/2025	Computer supplies for lakefront	10-1500-0000-52015	1,249.00
CHASE CREDIT CARD	8097831	10/31/2025	MONITORS & SURGE PROTECTORS	10-1000-0000-52015	233.23
CHASE CREDIT CARD	INV0015840	10/31/2025	Computer supplies for lakefront	10-1500-0000-52015	118.39
CHASE CREDIT CARD	563687	10/31/2025	#70 HORN/ALARM REPAIR #12 BATTERY	01-0400-0000-56100	456.80
CHASE CREDIT CARD	INV0015830	10/31/2025	WSC EVENT - AFFY TAPPLES	27-2700-0000-52901	145.00
CHASE CREDIT CARD	INV0015831	10/31/2025	WSC EVENT PIZZA	27-2700-0000-52901	363.67
CHASE CREDIT CARD	285085584	10/31/2025	FRIGHT FEST	10-1100-7421-54307	2,293.92
CHASE CREDIT CARD	285086060	10/31/2025	FRIGHT FEST	10-1100-7421-52403	39.17
CHASE CREDIT CARD	K004	10/31/2025	ADOBE LICENSE RENEWALS X9	01-0200-0000-54210	2,463.21
CHASE CREDIT CARD	K004	10/31/2025	ADOBE CREATIVE CLOUD RENEWALS X2	01-0200-0000-54210	2,209.30
CHASE CREDIT CARD	INV0015848	10/31/2025	JAMES IPRA 2025 MEMBERSHIP	10-1000-0000-54005	265.00
CHASE CREDIT CARD	INV0015849	10/31/2025	IPRA CONFERENCE REGISTRATION- JAMES J	10-1000-0000-54005	350.00
CHASE CREDIT CARD	INV0015854	10/31/2025	WINTER BANNERS	01-0200-0000-54251	595.86
CHASE CREDIT CARD	INV0015851	10/31/2025	PUMPKINS IN THE WOODS CANDY	10-1100-7843-52405	227.89
CHASE CREDIT CARD	572357	10/31/2025	PUMPKINS IN THE WOODS PUMPKINS + DECORATIONS	10-1100-7843-52405	1,562.00
CHASE CREDIT CARD	INV0015850	10/31/2025	CPRP TEST REG - JANESKU	01-0100-0000-54005	200.00

Expense Approval Report

Payment Dates: 10/17/2025 - 11/13/2025

Vendor Name	Payable Number	Post Date	Item Description	Account Number	Amount
CHASE CREDIT CARD	INV0015846	10/31/2025	STICKERS FOR PUMPKINS IN THE WOODS	10-1100-7843-52405	13.93
CHASE CREDIT CARD	INV0015852	10/31/2025	BEACH HOUSE INTERNET - OCTOBER	10-1600-0000-54250	217.60
CHASE CREDIT CARD	INV0015852	10/31/2025	BEACH HOUSE INTERNET - OCTOBER	10-1500-0000-54250	435.20
CHASE CREDIT CARD	INV0015836	11/05/2025	IPRA PROFESSIONAL DUES JOE/PAT	25-2500-0000-54001	530.00
CHASE CREDIT CARD	INV0015855	10/31/2025	MONTHLY MAILCHIMP FEE	01-0200-0000-54251	300.00
CHASE CREDIT CARD	INV0015827	10/31/2025	FENCE REPAIR AFTER INCIDENT AT SPF SERVICE CENTER	01-0400-0000-56001	1,240.96
CHASE CREDIT CARD	INV0015834	10/31/2025	SCHOOL'S OUT TRIP ADMISSIONS (OCT)	10-1100-7435-54303	485.00
CHASE CREDIT CARD	INV0015837	11/05/2025	IPRA CONFERENCE DUES PAT/JOE	25-2500-0000-54005	700.00
CHASE CREDIT CARD	INV0015825	10/31/2025	BIRTHDAY PARTY PIZZA	27-2700-0000-52901	68.08
CHASE CREDIT CARD	INV0015825	10/31/2025	BIRTHDAY PARTY PIZZA	27-2700-0000-52901	64.19
CHASE CREDIT CARD	INV0015825	10/31/2025	STAFF DRINKING WATER	27-2700-0000-52901	46.44
CHASE CREDIT CARD	INV0015825	10/31/2025	BIRTHDAY PARTY PIZZA	27-2700-0000-52901	58.74
CHASE CREDIT CARD	INV0015825	10/31/2025	BIRTHDAY PARTY SUPPLIES	27-2700-0000-52901	83.26
CHASE CREDIT CARD	INV0015825	10/31/2025	SKATE DIRECTOR JOB POSTING	01-0200-0000-54225	165.00
CHASE CREDIT CARD	INV0015825	10/31/2025	WSC EVENT WATER	27-2700-0000-52901	13.87
CHASE CREDIT CARD	INV0015825	10/31/2025	MONTHLY SUBSCRIPTION - QUICKBOOKS	01-0200-0000-54210	75.00
CHASE CREDIT CARD	INV0015825	10/31/2025	NEW EMPLOYEE LUNCH	01-0200-0000-52091	85.80
CHASE CREDIT CARD	INV0015825	10/31/2025	EMPLOYEE FIRST DAY SUPPLIES	01-0200-0000-54060	8.00
CHASE CREDIT CARD	INV0015825	10/31/2025	MONTHLY SUBSCRIPTION - ZOOM	01-0200-0000-54210	219.90
CHASE CREDIT CARD	INV0015825	10/31/2025	BOARD DINNER 10/9	01-0200-0000-54060	91.00
CHASE CREDIT CARD	INV0015825	10/31/2025	REPLACEMENT LED DRIVER FOR TENNIS LIGHT	25-2500-0000-56001	77.20
CHASE CREDIT CARD	INV0015825	10/31/2025	CABLE TIES	01-0300-0000-56100	31.99
CHASE CREDIT CARD	INV0015825	10/31/2025	IPRA MEMBERSHIP - CROCKER	01-0200-0000-54001	265.00
CHASE CREDIT CARD	INV0015825	10/31/2025	BI ANNUAL TRIBUNE FEE	01-0200-0000-54251	19.96
CHASE CREDIT CARD	INV0015825	10/31/2025	AMAZON PRIME FEE	01-0200-0000-54251	14.99
CHASE CREDIT CARD	INV0015825	10/31/2025	T-27 SECURITY BITS + PRINTER TONER	01-0400-0000-52810	9.49
CHASE CREDIT CARD	INV0015825	10/31/2025	OFFICE SUPPLIES	01-0200-0000-52091	27.19
CHASE CREDIT CARD	INV0015825	10/31/2025	MONTHLY SERVER FEE	01-0200-0000-54251	93.01
CHASE CREDIT CARD	INV0015825	10/31/2025	MONTHLY TRANSCRIPTION SUBSCRIPTION	01-0200-0000-54210	36.00
CHASE CREDIT CARD	INV0015825	10/31/2025	OFFICE SUPPLIES	01-0200-0000-52091	41.75
CHASE CREDIT CARD	INV0015825	10/31/2025	THANKS WE NOTICED CAMPAIGN	01-0200-0000-54251	47.49
CHASE CREDIT CARD	INV0015825	10/31/2025	DROPBOX MONTHLY FEE	01-0200-0000-54251	54.00
CHASE CREDIT CARD	INV0015825	10/31/2025	STOCK PAPER	01-0200-0000-54251	44.01
CHASE CREDIT CARD	INV0015825	10/31/2025	LEADERSHIP MEETING	01-0200-0000-52091	21.26
CHASE CREDIT CARD	INV0015825	10/31/2025	REC TRUCK CAR WASH	10-1200-0000-56200	25.00
CHASE CREDIT CARD	INV0015825	10/31/2025	POSTAGE - CENTENNIAL DOG BEACH FENCING	37-3700-0000-60122	54.72
CHASE CREDIT CARD	INV0015825	10/31/2025	IAPD AWARDS GALA - NAZZAL	01-0200-0000-52091	295.00
CHASE CREDIT CARD	INV0015825	10/31/2025	EMPLOYEE FIRST DAY TREATS	01-0200-0000-54060	18.99
CHASE CREDIT CARD	INV0015825	10/31/2025	PUMPKIN IN THE WOODS SUPPLIES	10-1100-7844-52405	33.19
CHASE CREDIT CARD	INV0015825	10/31/2025	THANKS WE NOTICED CAMPAIGN	01-0200-0000-54251	43.18
CHASE CREDIT CARD	INV0015825	10/31/2025	SCHOOL DAY OFF TOLLS	10-1100-7435-52403	4.30
CHASE CREDIT CARD	INV0015825	10/31/2025	MONTHLY FAX MEMBERSHIP	01-0200-0000-54210	11.95
CHASE CREDIT CARD	INV0015825	10/31/2025	BIRTHDAY PARTY SUPPLIES	10-1100-7810-52405	13.28
CHASE CREDIT CARD	INV0015825	10/31/2025	REFUND	01-0200-0000-52002	-9.99

Expense Approval Report

Payment Dates: 10/17/2025 - 11/13/2025

Vendor Name	Payable Number	Post Date	Item Description	Account Number	Amount
CHASE CREDIT CARD	INV0015825	10/31/2025	MONTHLY PHONE BILL	01-0200-0000-56501	1,396.70
CHASE CREDIT CARD	INV0015825	10/31/2025	BIRTHDAY PARTY SUPPLIES	10-1100-7810-52405	9.87
CHASE CREDIT CARD	INV0015825	10/31/2025	FURNACE FILTERS	20-2000-0000-56001	79.19
CHASE CREDIT CARD	INV0015825	10/31/2025	BIRTHDAY PARTY SUPPLIES	10-1100-7810-52405	17.99
CHASE CREDIT CARD	INV0015825	10/31/2025	SUPPLIES	01-0400-0000-52002	22.68
CHASE CREDIT CARD	INV0015825	10/31/2025	BIRTHDAY PARTY SUPPLIES	10-1100-7810-52405	16.99
CHASE CREDIT CARD	INV0015825	10/31/2025	BIRTHDAY PARTY SUPPLIES	10-1100-7810-52405	13.99
CHASE CREDIT CARD	INV0015825	10/31/2025	BIRTHDAY PARTY SUPPLIES	10-1100-7810-52405	13.99
CHASE CREDIT CARD	INV0015825	10/31/2025	NRPA CONFERENCE - NAZZAL	01-0200-0000-54005	1,200.00
CHASE CREDIT CARD	INV0015825	10/31/2025	FACILITY WATER	25-2500-0000-52001	40.85
CHASE CREDIT CARD	INV0015825	10/31/2025	OFFICE SUPPLIES	01-0100-0000-52001	40.19
CHASE CREDIT CARD	INV0015825	10/31/2025	SCREEN PROTECTOR	10-1000-0000-52015	22.53
CHASE CREDIT CARD	INV0015825	10/31/2025	TRIP SUPPLIES	10-1100-7435-52403	23.69
CHASE CREDIT CARD	INV0015825	10/31/2025	POSTAGE FOR FIELD CONTRACTS	10-1200-0000-52002	62.88
CHASE CREDIT CARD	INV0015825	10/31/2025	MONTHLY SUBSCRIPTION - TRIBUNE	01-0200-0000-54250	44.00
CHASE CREDIT CARD	INV0015825	10/31/2025	BOARD MEETING DINNER 10/23/25	01-0200-0000-52090	182.60
CHASE CREDIT CARD	INV0015825	10/31/2025	TRAINING - PLATES, TABLECLOTHES, NAPKINS	01-0200-0000-52090	32.25
CHASE CREDIT CARD	INV0015825	10/31/2025	DOCUMENT TRANSLATION	01-0200-0000-54250	29.88
CHASE CREDIT CARD	INV0015825	10/31/2025	OFFICE SUPPLIES	01-0200-0000-52002	156.92
CHASE CREDIT CARD	INV0015825	10/31/2025	GENERAL OFFICE SUPPLIES	01-0100-0000-52001	35.41
CHASE CREDIT CARD	INV0015825	10/31/2025	BIRTHDAY PARTY SUPPLIES	10-1100-7810-52405	22.98
CHASE CREDIT CARD	INV0015825	10/31/2025	OFFICE SUPPLIES	01-0200-0000-52002	37.23
CHASE CREDIT CARD	INV0015825	10/31/2025	BIRTHDAY PARTY SUPPLIES	10-1100-7810-52405	25.22
CHASE CREDIT CARD	INV0015825	10/31/2025	T-27 SECURITY BITS + PRINTER TONER	01-0400-0000-52015	26.62
CHASE CREDIT CARD	INV0015825	10/31/2025	PROJECT MANAGER	01-0400-0000-52015	10.00
CHASE CREDIT CARD	INV0015825	10/31/2025	ALARM BATTERIES	25-2500-0000-56100	33.07
CHASE CREDIT CARD	INV0015825	10/31/2025	SNOW BOARD HANGERS	23-2300-0000-52002	42.30
CHASE CREDIT CARD	INV0015825	10/31/2025	BALL RECYCLING BOXES	25-2500-0000-52515	13.68
CHASE CREDIT CARD	INV0015825	10/31/2025	MONTHLY SUBSCRIPTION - ADOBE	01-0200-0000-54210	21.79
CHASE CREDIT CARD	INV0015825	10/31/2025	OFFICE SUPPLIES	01-0400-0000-52001	56.98
CHASE CREDIT CARD	INV0015825	10/31/2025	CUSTODIAL SUPPLIES	10-1000-0000-52515	32.97
CHASE CREDIT CARD	INV0015825	10/31/2025	TV REMOTE CHARGING CORD	27-2700-0000-52002	9.98
CHASE CREDIT CARD	INV0015825	10/31/2025	LEGAL SYMPOSIUM - NAZZAL	01-0200-0000-54005	231.00
CHASE CREDIT CARD	INV0015825	10/31/2025	SOUND SYSTEM AUDIO CORDS	27-2700-0000-52002	51.96
CHASE CREDIT CARD	INV0015825	10/31/2025	PARTY SUPPLIES	10-1100-7810-52405	58.98
CHASE CREDIT CARD	INV0015825	10/31/2025	EVENT SUPPLIES	10-1100-7843-52405	32.78
CHASE CREDIT CARD	INV0015825	10/31/2025	BIRTHDAY PARTY SUPPLIES	10-1100-7810-52405	31.98
CHASE CREDIT CARD	INV0015825	10/31/2025	BIRTHDAY PARTY SUPPLIES	10-1100-7810-52405	26.99
Vendor CHASE CREDIT CARD Total:					26,854.45

Vendor: CHICAGO LOVES DANCE INC

CHICAGO LOVES DANCE INC	INV0015820	11/06/2025	CHICAGO LOVES DANCE BIRTHDAY PARTY	10-1100-7810-54305	200.00
Vendor CHICAGO LOVES DANCE INC Total:					200.00

Vendor: CHIMNEY MONKEY

CHIMNEY MONKEY	19626	11/06/2025	IH & CI CHIMINEY INSPECTION AND CLEANING	01-0400-0000-54250	325.00
CHIMNEY MONKEY	19627	11/06/2025	IH & CI CHIMINEY INSPECTION AND CLEANING	01-0400-0000-54250	325.00
Vendor CHIMNEY MONKEY Total:					650.00

Vendor: COMCAST

COMCAST	939094295	10/23/2025	monthly internet connectivity fee	01-0200-0000-54210	972.71
COMCAST	INV0015813	10/30/2025	PADDLE TV OCT25	23-2300-0000-54250	36.91

Expense Approval Report

Payment Dates: 10/17/2025 - 11/13/2025

Vendor Name	Payable Number	Post Date	Item Description	Account Number	Amount
COMCAST	INV0015818	11/06/2025	B.P.O. - Comcast business for Ice for rest of 2025	27-2700-0000-54250	47.79
COMCAST	INV0015823	11/06/2025	TENNIS TV NOV25	25-2500-0000-54250	270.00
COMCAST	INV0015842	11/13/2025	ICE INTERNET NOV25	27-2700-0000-54250	285.45
Vendor COMCAST Total:					1,612.86
Vendor: COMED					
COMED	INV0015815	11/06/2025	NORTHFIELD ELECTRIC OCT25	01-0400-0000-56530	27.07
Vendor COMED Total:					27.07
Vendor: CONSERV FS, INC					
CONSERV FS, INC	INV0015857	11/13/2025	BALLFIELD CHALK	10-1200-0000-52002	451.17
Vendor CONSERV FS, INC Total:					451.17
Vendor: D & R TRUCKING CO.					
D & R TRUCKING CO.	25106	11/13/2025	CA-6 GRAVEL FOR COMPOST YARD	01-0400-0000-52550	1,396.88
Vendor D & R TRUCKING CO. Total:					1,396.88
Vendor: DEFRANCO PLUMBING					
DEFRANCO PLUMBING	39141	10/30/2025	RPZ REPAIR	10-1000-0000-56001	1,060.00
DEFRANCO PLUMBING	39141	10/30/2025	RPZ REPAIR	01-0300-0000-56001	1,035.00
DEFRANCO PLUMBING	39142	10/30/2025	STATION PARK RPZ INSPECTION	01-0400-0000-54250	189.00
Vendor DEFRANCO PLUMBING Total:					2,284.00
Vendor: DLZ INDUSTRIAL SURVEYING INC.					
DLZ INDUSTRIAL SURVEYING INC.	000556151	11/06/2025	2025 PARK PROPERTY SURVEYS	01-0400-0000-60009	19,444.24
Vendor DLZ INDUSTRIAL SURVEYING INC. Total:					19,444.24
Vendor: ENDEAVOR HEALTH OMEGA					
ENDEAVOR HEALTH OMEGA	211444427-100325	10/23/2025	new employee drug test	01-0200-0000-54250	42.00
Vendor ENDEAVOR HEALTH OMEGA Total:					42.00
Vendor: EXCALTECH					
EXCALTECH	182319	11/06/2025	WEB DOMAIN REGISTRATION	01-0200-0000-54210	20.00
EXCALTECH	182468	11/06/2025	monthly service fees thru Dec 2025	01-0200-0000-54210	6,734.29
Vendor EXCALTECH Total:					6,754.29
Vendor: FENCE CONNECTION INC					
FENCE CONNECTION INC	4428	11/13/2025	STORM DAMAGE FENCE REPAIR ON FIELDS	10-1200-0000-54250	3,000.00
FENCE CONNECTION INC	4428	11/13/2025	STORM DAMAGE FENCE REPAIR ON FIELDS	10-1200-0000-56001	800.00
Vendor FENCE CONNECTION INC Total:					3,800.00
Vendor: FIORE NURSERY AND LANDSCAPE SUPPLY					
FIORE NURSERY AND LANDSCAPE SUPPLY	311842	11/13/2025	SMALL TREES FOR TREE NURSERY	01-0400-0000-52545	2,273.00
Vendor FIORE NURSERY AND LANDSCAPE SUPPLY Total:					2,273.00
Vendor: First Citizens Bank and Trust Company					
First Citizens Bank and Trust Company	48055734	11/13/2025	monthly copier expenses	01-0200-0000-56100	2,519.14
Vendor First Citizens Bank and Trust Company Total:					2,519.14
Vendor: FIRST STUDENT					
FIRST STUDENT	SF-446089	11/06/2025	FRIGHT FEST BUS	10-1100-7421-54307	390.50
Vendor FIRST STUDENT Total:					390.50
Vendor: FOREST AWARDS & ENGRAVING					
FOREST AWARDS & ENGRAVING	18094	11/06/2025	GENERAL OFFICE SUPPLIES	01-0200-0000-52001	27.81
Vendor FOREST AWARDS & ENGRAVING Total:					27.81
Vendor: FOX VALLEY FIRE & SAFETY					
FOX VALLEY FIRE & SAFETY	IN00805438	10/30/2025	CLUB HOUSE FIRE ALARM REPLACEMENT	20-2100-0000-60247	7,800.00

Expense Approval Report

Payment Dates: 10/17/2025 - 11/13/2025

Vendor Name	Payable Number	Post Date	Item Description	Account Number	Amount
FOX VALLEY FIRE & SAFETY	IN00810898	11/06/2025	CKUBHOUSE AND SPF SERVICE CENTER SPRINKLER INSPEC.	20-2000-0000-54250	725.00
Vendor FOX VALLEY FIRE & SAFETY Total:					8,525.00
Vendor: GREEN CLEAN SYSTEM LLC					
GREEN CLEAN SYSTEM LLC	7969	10/30/2025	ADMIN CLEANING - 2025	10-1000-0000-54250	348.19
GREEN CLEAN SYSTEM LLC	7969	10/30/2025	ADMIN CLEANING - 2025	01-0200-0000-54250	549.81
Vendor GREEN CLEAN SYSTEM LLC Total:					898.00
Vendor: Guardian Life Insurance Co.					
Guardian Life Insurance Co.	INV0015810	10/23/2025	MONTHLY FEE NOV25	01-0200-0000-54051	5,479.09
Vendor Guardian Life Insurance Co. Total:					5,479.09
Vendor: HALLORAN & YAUCH					
HALLORAN & YAUCH	INV0015858	11/13/2025	IRRIGATION SUPPLIES	10-1200-0000-52002	497.04
Vendor HALLORAN & YAUCH Total:					497.04
Vendor: HERITAGE-CRYSTAL CLEAN					
HERITAGE-CRYSTAL CLEAN	19621224	11/13/2025	BLANKET PO PARTS CLEANER SERVICE	01-0300-0000-54250	390.32
Vendor HERITAGE-CRYSTAL CLEAN Total:					390.32
Vendor: HOT SHOTS SPORTS					
HOT SHOTS SPORTS	INV0015819	11/06/2025	HOT SHOTS FALL 2 70/30 SPLIT BBALL, VBALL, BASEBAL	10-1100-7214-54302	18,188.80
HOT SHOTS SPORTS	4521	11/06/2025	HOTSHOTS NO SCHOOL SPORTS CAMP 70/30	10-1100-7214-54302	4,200.00
Vendor HOT SHOTS SPORTS Total:					22,388.80
Vendor: IL DEPT OF REVENUE					
IL DEPT OF REVENUE	928	11/13/2025	SALES TAX OCT25	20-2000-0000-54990	956.00
IL DEPT OF REVENUE	928	11/13/2025	SALES TAX OCT25	25-2500-0000-54990	96.00
Vendor IL DEPT OF REVENUE Total:					1,052.00
Vendor: ILLINOIS PUMP, INC.					
ILLINOIS PUMP, INC.	S-16233	10/23/2025	ejector pump repair in admin bldg	01-0200-0000-56100	1,050.00
Vendor ILLINOIS PUMP, INC. Total:					1,050.00
Vendor: IMPACT NETWORKING, LLC					
IMPACT NETWORKING, LLC	3605203	11/06/2025	QRTRLY COPIER OVERAGE CHARGES THRU DEC	01-0200-0000-56100	65.07
Vendor IMPACT NETWORKING, LLC Total:					65.07
Vendor: INTEGRA CLEANING & MTC					
INTEGRA CLEANING & MTC	WPDOCT2025	10/23/2025	HUT CLEANING	23-2300-0000-54250	1,610.00
Vendor INTEGRA CLEANING & MTC Total:					1,610.00
Vendor: JOHN THOMAS HOFFMAN					
JOHN THOMAS HOFFMAN	285094250	10/23/2025	FRIGHT FEST FAST PASS ADD ON	10-1100-7421-54307	112.07
Vendor JOHN THOMAS HOFFMAN Total:					112.07
Vendor: JORSON & CARLSON CO., INC					
JORSON & CARLSON CO., INC	0760242	10/23/2025	BLADE SHARPENING	27-2700-0000-56200	315.60
JORSON & CARLSON CO., INC	0762037	11/13/2025	BLADE SHARPENING	27-2700-0000-56200	394.50
Vendor JORSON & CARLSON CO., INC Total:					710.10
Vendor: JOSSELYN CENTER, NFP					
JOSSELYN CENTER, NFP	INV103	10/23/2025	Mental Health Staff Training	01-0200-0000-54260	1,500.00
Vendor JOSSELYN CENTER, NFP Total:					1,500.00
Vendor: LOWE'S BUSINESS ACCOUNT					
LOWE'S BUSINESS ACCOUNT	163272059	11/13/2025	STRIPING PAINT AND BANNER ZIP TIES	01-0400-0000-52002	199.84
LOWE'S BUSINESS ACCOUNT	671930755	11/13/2025	ANTIFREEZE AND SHOP TOOLS	01-0300-0000-52002	86.16
LOWE'S BUSINESS ACCOUNT	671930755	11/13/2025	ANTIFREEZE AND SHOP TOOLS	01-0400-0000-52810	285.71

Expense Approval Report

Payment Dates: 10/17/2025 - 11/13/2025

Vendor Name	Payable Number	Post Date	Item Description	Account Number	Amount
LOWE'S BUSINESS ACCOUNT	INV0015859	11/13/2025	LOWE'S ACCOUNT OCT25	01-0400-0000-52810	93.48
LOWE'S BUSINESS ACCOUNT	INV0015859	11/13/2025	LOWE'S ACCOUNT OCT25	10-1200-0000-52002	82.62
Vendor LOWE'S BUSINESS ACCOUNT Total:					747.81
Vendor: MARINE RESCUE PRODUCTS INC.					
MARINE RESCUE PRODUCTS INC.	176819A	11/13/2025	Lifeguard rescue boards & training gear.	10-1500-0000-54260	3,760.00
Vendor MARINE RESCUE PRODUCTS INC. Total:					3,760.00
Vendor: MARISA OAR ELOLA					
MARISA OAR ELOLA	10008	11/06/2025	CAMP SPECIAL GUEST -- LEGO X4	10-1700-0000-54304	200.00
Vendor MARISA OAR ELOLA Total:					200.00
Vendor: MARKS EMPLOYMENT LAW					
MARKS EMPLOYMENT LAW	913	11/13/2025	LEGAL SERVICES RENDERED	01-0200-0000-54220	15,925.00
Vendor MARKS EMPLOYMENT LAW Total:					15,925.00
Vendor: MATT BARTON					
MATT BARTON	INV0015812	10/23/2025	M.BARTON - SUMMER MILEAGE - 20WKS	10-1600-0000-52501	300.00
MATT BARTON	INV0015812	10/23/2025	M.BARTON - SUMMER MILEAGE - 20WKS	10-1000-0000-52501	400.00
Vendor MATT BARTON Total:					700.00
Vendor: NCPERS GROUP LIFE INS.					
NCPERS GROUP LIFE INS.	3320112025	10/23/2025	VOLUNTARY LIFE INSURANCE NOV25	01-21230	16.00
Vendor NCPERS GROUP LIFE INS. Total:					16.00
Vendor: NEW TRIER AQUATICS					
NEW TRIER AQUATICS	45961-01	11/06/2025	Invoice #45961-01 for Fall1 Swim Lessons	10-1100-7346-54302	8,033.90
Vendor NEW TRIER AQUATICS Total:					8,033.90
Vendor: NEXT ERA ENERGY SERVICES MIDWEST LLC					
NEXT ERA ENERGY SERVICES MIDWEST LLC	G400621101525	10/30/2025	NATURAL GAS SERVICE SEP25	23-2300-0000-56550	228.63
NEXT ERA ENERGY SERVICES MIDWEST LLC	G400621101525	10/30/2025	NATURAL GAS SERVICE SEP25	27-2700-0000-56550	1,088.93
NEXT ERA ENERGY SERVICES MIDWEST LLC	G400621101525	10/30/2025	NATURAL GAS SERVICE SEP25	25-2500-0000-56550	12.10
NEXT ERA ENERGY SERVICES MIDWEST LLC	G400621101525	10/30/2025	NATURAL GAS SERVICE SEP25	25-2500-0000-56550	5.84
NEXT ERA ENERGY SERVICES MIDWEST LLC	G400621101525	10/30/2025	NATURAL GAS SERVICE SEP25	20-2000-0000-56550	50.58
NEXT ERA ENERGY SERVICES MIDWEST LLC	G400621101525	10/30/2025	NATURAL GAS SERVICE SEP25	20-2100-0000-56550	4.60
Vendor NEXT ERA ENERGY SERVICES MIDWEST LLC Total:					1,390.68
Vendor: Nitel, LLC					
Nitel, LLC	674406	11/06/2025	MONTHLY INTERNET ACCESS FEE NOV25	01-0200-0000-54210	666.78
Vendor Nitel, LLC Total:					666.78
Vendor: NORTH SHORE GAS					
NORTH SHORE GAS	5654126148	10/23/2025	ICE GAS SEP25	27-2700-0000-56550	859.57
NORTH SHORE GAS	5655114841	10/23/2025	GOLF GAS SEP25	20-2000-0000-56550	286.46
NORTH SHORE GAS	5655325797	10/23/2025	ADMIN GAS SEP25	01-0200-0000-56550	77.70
NORTH SHORE GAS	5661496922	10/23/2025	GOLF GAS SEP25	20-2000-0000-56550	366.41
NORTH SHORE GAS	5678803977	10/30/2025	INDIAN HILL GAS OCT25	01-0400-0000-56550	26.60
NORTH SHORE GAS	5678868888	10/30/2025	SERVICE CENTER GAS OCT25	01-0300-0000-56550	28.63
NORTH SHORE GAS	5680651845	11/06/2025	PADDLE GAS OCT25	23-2300-0000-56550	10.32
NORTH SHORE GAS	5699825901	11/13/2025	GOLF GAS OCT25	20-2000-0000-56550	808.28
Vendor NORTH SHORE GAS Total:					2,463.97

Expense Approval Report

Payment Dates: 10/17/2025 - 11/13/2025

Vendor Name	Payable Number	Post Date	Item Description	Account Number	Amount
Vendor: OAK LEAF COOPERATIVE SCHOOLS					
OAK LEAF COOPERATIVE SCHOOLS	INV0015821	11/06/2025	OAK LEAF NOV PAYMENT	10-1100-7443-54303	4,965.03
Vendor OAK LEAF COOPERATIVE SCHOOLS Total:					4,965.03
Vendor: PAUL SCHWARTZ					
PAUL SCHWARTZ	10743P	11/06/2025	CANDY-HALLOWEEN EVENT	27-2700-0000-52901	51.62
Vendor PAUL SCHWARTZ Total:					51.62
Vendor: PDRMA					
PDRMA	1740596746	11/13/2025	PDRMA CHAINSAW TRAINING	01-0400-0000-54005	200.00
Vendor PDRMA Total:					200.00
Vendor: PENTEGRA SYSTEMS					
PENTEGRA SYSTEMS	69582	10/23/2025	SOUND SYSTEM ADJUST/REPAIR	27-2700-0000-56001	491.00
Vendor PENTEGRA SYSTEMS Total:					491.00
Vendor: PREMISTAR-NORTH					
PREMISTAR-NORTH	SI2301940	10/30/2025	NOVEMBER INSPECTIONS	27-2700-0000-54250	924.67
Vendor PREMISTAR-NORTH Total:					924.67
Vendor: RECORD A HIT					
RECORD A HIT	INV0015811	10/23/2025	PUMPKINS IN THE WOODS INFLATABLES	10-1100-7843-54305	1,547.50
Vendor RECORD A HIT Total:					1,547.50
Vendor: RED ALERT SERVICES LLC					
RED ALERT SERVICES LLC	1345	10/30/2025	THORGUARD SENSOR INSTALL	35-3500-0000-56100	800.00
Vendor RED ALERT SERVICES LLC Total:					800.00
Vendor: REDS GARDEN CENTER					
REDS GARDEN CENTER	440813	11/13/2025	PLANT REPLACMENT FOR HUBBARD WOODS	01-0400-0000-52540	419.75
REDS GARDEN CENTER	440894	11/13/2025	MULCH	01-0400-0000-52540	59.00
Vendor REDS GARDEN CENTER Total:					478.75
Vendor: REINDERS, INC.					
REINDERS, INC.	6083646-00	11/13/2025	MOWER REPAIRS BIGGER BAT WING MOWER	01-0400-0000-56100	311.66
REINDERS, INC.	4080317-00	11/13/2025	EMERGENCY BAT WING MOWER BOARD REPALCEMENT	01-0400-0000-56100	2,186.60
Vendor REINDERS, INC. Total:					2,498.26
Vendor: RINK SYSTEMS, INC					
RINK SYSTEMS, INC	102987	11/06/2025	NET REPLACEMENT PACKAGE AND TWINE	27-2700-0000-52002	700.18
Vendor RINK SYSTEMS, INC Total:					700.18
Vendor: SAVATREE					
SAVATREE	1434858	11/13/2025	TREE REMOVAL CROW ISLAND FOR DEAD TREE	01-0400-0000-54250	1,934.00
Vendor SAVATREE Total:					1,934.00
Vendor: SERVICE SANITATION					
SERVICE SANITATION	9088601	11/06/2025	FORT BUILDING PORTABLE TOILETS	10-1100-7843-54305	210.00
Vendor SERVICE SANITATION Total:					210.00
Vendor: SMG SECURITY HOLDINGS, LLC					
SMG SECURITY HOLDINGS, LLC	INV0015814	10/30/2025	security services	20-2000-0000-54250	410.00
Vendor SMG SECURITY HOLDINGS, LLC Total:					410.00
Vendor: SPECTROTEL					
SPECTROTEL	13313818	10/30/2025	PHONE SERVICE POTS LINES OCT25	01-0200-0000-56501	130.91
SPECTROTEL	13313818	10/30/2025	PHONE SERVICE POTS LINES OCT25	01-0200-0000-56501	7.78

Expense Approval Report

Payment Dates: 10/17/2025 - 11/13/2025

Vendor Name	Payable Number	Post Date	Item Description	Account Number	Amount
SPECTROTEL	13313818	10/30/2025	PHONE SERVICE POTS LINES OCT25	27-2700-0000-56501	130.27
Vendor SPECTROTEL Total:					268.96
Vendor: TEBON'S GAS SERVICE					
TEBON'S GAS SERVICE	2250	10/30/2025	PROPANE	27-2700-0000-56200	90.00
Vendor TEBON'S GAS SERVICE Total:					90.00
Vendor: TEKLAB INC.					
TEKLAB INC.	335528	10/30/2025	BLANKET P.O. LM WATER TESTING ELDER/CENT TEKLAB	10-1500-0000-54250	1,316.00
Vendor TEKLAB INC. Total:					1,316.00
Vendor: TESTING SERVICES CORPORATION					
TESTING SERVICES CORPORATION	IN135119	11/06/2025	TESTING REVIEW GEOTECHNICAL ENGINEER TENNIS	25-2400-0000-60370	630.00
TESTING SERVICES CORPORATION	IN134106	11/06/2025	SOIL BORING REPORT TENNIS PROJECT OUTDOOR COURTS	25-2400-0000-60370	6,000.00
Vendor TESTING SERVICES CORPORATION Total:					6,630.00
Vendor: THE BOYD GROUP INC.					
THE BOYD GROUP INC.	1412131929	10/23/2025	#8 TRUCK REPAIR	10-1500-0000-49001	2,915.55
THE BOYD GROUP INC.	1412131929	10/23/2025	#8 TRUCK REPAIR	10-1200-0000-56200	1,317.80
THE BOYD GROUP INC.	1412131929	10/23/2025	#8 TRUCK REPAIR	10-1600-0000-56200	915.28
Vendor THE BOYD GROUP INC. Total:					5,148.63
Vendor: THE LAKOTA GROUP, INC					
THE LAKOTA GROUP, INC	25030.1-01	11/06/2025	CENTENNIAL DOG BEACH DESIGN DRAWING 25030.1-01	37-3700-0000-60122	1,220.00
Vendor THE LAKOTA GROUP, INC Total:					1,220.00
Vendor: ULINE, INC					
ULINE, INC	199034363	11/06/2025	JANITORIAL SUPPLIES	01-0400-0000-52002	48.00
ULINE, INC	199034363	11/06/2025	JANITORIAL SUPPLIES	01-0400-0000-52515	549.50
ULINE, INC	199645132	11/13/2025	REPLACEMENT FUEL CANS	01-0400-0000-52801	272.84
Vendor ULINE, INC Total:					870.34
Vendor: UMB BANK NA					
UMB BANK NA	INV0015824	11/13/2025	SEMI-ANNUAL 2020 BOND INTEREST	01-0200-0000-62007	110,407.50
Vendor UMB BANK NA Total:					110,407.50
Vendor: VERIZON WIRELESS					
VERIZON WIRELESS	6126191828	10/30/2025	CELL PHONE SEP25	01-0200-0000-56502	4,352.78
Vendor VERIZON WIRELESS Total:					4,352.78
Vendor: VILLAGE OF WINNETKA					
VILLAGE OF WINNETKA	2025-00000024	11/06/2025	SECURITY DETAIL MEETING 9/25/25	01-0200-0000-52090	400.00
VILLAGE OF WINNETKA	2025-00000026	10/23/2025	BIKE WINNETKA- TRAFFIC DETAIL	10-1100-7844-54305	1,125.00
VILLAGE OF WINNETKA	00000031	11/13/2025	SECURITY DETAIL 10/23/2025 MEETING	01-0200-0000-52090	262.50
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	20-2100-0000-56525	627.85
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	20-2000-0000-56525	665.82
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	10-1200-0000-56525	29.88
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	20-2000-0000-56525	237.36
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	10-1600-0000-56530	185.82
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	01-0400-0000-56530	833.95
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	23-2300-0000-56525	57.07
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	25-2500-0000-56530	9,284.00
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	20-2000-0000-56530	2,892.36
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	01-0300-0000-56525	137.79
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	01-0300-0000-56530	698.04
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	23-2300-0000-56530	1,000.79
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	27-2700-0000-56530	10,552.58
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	20-2100-0000-56530	3,543.31

Expense Approval Report

Payment Dates: 10/17/2025 - 11/13/2025

Vendor Name	Payable Number	Post Date	Item Description	Account Number	Amount
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	01-0400-0000-56525	5,468.07
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	25-2500-0000-56525	229.05
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	10-1600-0000-56525	21.61
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	25-2400-0000-56525	15.57
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	10-1500-0000-56530	443.70
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	27-2700-0000-56525	1,876.37
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	25-2400-0000-56530	159.51
VILLAGE OF WINNETKA	INV0015816	10/31/2025	WATER & ELECTRIC OCT25	10-1500-0000-56525	67.06
Vendor VILLAGE OF WINNETKA Total:					40,815.06
Vendor: WAREHOUSE DIRECT					
WAREHOUSE DIRECT	6017249-0	10/23/2025	CLEANING SUPPLIES	27-2700-0000-52002	452.43
WAREHOUSE DIRECT	6021447-0	10/30/2025	CLEANING SUPPLIES	27-2700-0000-52002	584.20
WAREHOUSE DIRECT	6021674-0	10/30/2025	WATER PARKS	01-0400-0000-52002	98.10
WAREHOUSE DIRECT	6023313-0	11/06/2025	TOILET PAPER	25-2500-0000-52515	185.70
WAREHOUSE DIRECT	6031116-0	11/13/2025	WATER	01-0400-0000-52001	98.10
Vendor WAREHOUSE DIRECT Total:					1,418.53
Vendor: WILSON SPORTING GOODS					
WILSON SPORTING GOODS	4552206642	10/23/2025	WILSON TARIFF CHARGE	25-10700	141.98
WILSON SPORTING GOODS	4552941410	10/23/2025	PRO SHOP OVERGRIP FREIGHT	25-2500-0000-57325	16.29
WILSON SPORTING GOODS	4552941410	10/23/2025	PRO SHOP OVERGRIP	25-10700	155.51
WILSON SPORTING GOODS	4552961944	10/23/2025	RACQUET SPECIAL ORDER	25-2500-0000-57325	19.79
WILSON SPORTING GOODS	4552961944	10/23/2025	FREIGHT		
			RACQUET SPECIAL ORDER	25-10700	107.25
Vendor WILSON SPORTING GOODS Total:					440.82
Vendor: YOUR ADVANTAGE TENNIS					
YOUR ADVANTAGE TENNIS	INV0015822	11/06/2025	STRINGING SERVICE - OCTOBER 2025	25-2500-0000-57650	279.00
Vendor YOUR ADVANTAGE TENNIS Total:					279.00
Grand Total:					1,068,943.69



**WINNETKA PARK DISTRICT
OFFICE OF THE EXECUTIVE DIRECTOR
INTEROFFICE MEMORANDUM**

TO: Board of Park Commissioners
VIA: Shannon Q. Nazzal, Executive Director
FROM: Saba Koya, Administrative Operations Coordinator
DATE: October 31, 2025
SUBJECT: 2026 Park Board of Commissioners Meeting Schedule

Background:

The regular meetings of the Board of Commissioners are scheduled for the fourth Thursday of each month, unless otherwise specified by the Board. Meetings of the Winnetka Park District Board are called to order at 6:00 p.m. and are held in the Community Room of the Administration Office at 540 Hibbard Road in Winnetka.

Discussion:

The proposed 2026 meeting schedule includes regular meetings held on the fourth Thursday of each month, unless otherwise noted. Adjustments are recommended for November, and December, moving those meetings to the third Thursday to avoid conflicts with the Thanksgiving holiday in November, and the Christmas holiday in December. Special meetings are also proposed for October 8, November 5, and December 3 to support the 2026 budgeting process. The proposed dates do not conflict with Easter or Rosh Hashanah.

Fiscal Impact:

There is no fiscal impact to adopt the meeting schedule.

Conclusion/Recommendation:

Staff recommend the Board adopt the 2026 Park Board of Commissioners Meeting Schedule as presented.



Winnetka Park Board of Commissioners 2026 Park Board Meeting Schedule

Regularly scheduled meetings of the Winnetka Park District Board of Commissioners are on the fourth Thursday of the month, unless otherwise noted. All meetings for Fiscal Year 2026 will be held in the Community Room of the Administrative Office, 540 Hibbard Road as listed below. Please refer to our website: www.winpark.org, or contact the Administrative Office at 847-501-2040 for participation information and updates.

2026 Meeting Schedule		
Regular Board Meeting	January 22	6:00 p.m.
Regular Board Meeting	February 26	6:00 p.m.
Regular Board Meeting	March 26	6:00 p.m.
Regular Board Meeting	April 23	6:00 p.m.
Regular Board Meeting & Annual Meeting	May 28	6:00 p.m.
Regular Board Meeting	June 25	6:00 p.m.
Regular Board Meeting	July 23	6:00 p.m.
Regular Board Meeting	August 27	6:00 p.m.
Regular Board Meeting	September 24	6:00 p.m.
Special Budget Meeting	October 8	6:00 p.m.
Regular Board Meeting	October 22	6:00 p.m.
Special Budget Meeting	November 5	6:00 p.m.
Regular Board Meeting	November 19* (3 rd Thurs)	6:00 p.m.
Special Budget Meeting	December 3	6:00 p.m.
Regular Board Meeting	December 17* (3 rd Thurs)	6:00 p.m.

***Meeting date other than the fourth Thursday**



WINNETKA PARK DISTRICT
OFFICE OF THE EXECUTIVE DIRECTOR
INTEROFFICE MEMORANDUM

TO: Board of Park Commissioners
FROM: Shannon Q. Nazzal, Executive Director
DATE: November 20, 2025
SUBJECT: Resolution Designating Freedom of Information Officer for WPD

Background:

The Illinois Freedom of Information Act (FOIA), outlined in 5 ILCS 140, requires public bodies to designate one or more employees to act as FOIA officer or officers. FOIA officers are required to successfully complete an electronic training curriculum established by the Public Access Counselor of the State of Illinois on an annual basis and FOIA officers are required to receive requests submitted to the public body, ensure that the public body responds to requests in a timely fashion and issue responses under the Act. Executive Director Shannon Nazzal was designated a FOIA Officer in February of 2024. That designation will continue.

Discussion:

A Resolution has been standard procedure to document this change and has been prepared for review and approval. In order to maintain continuity and efficiency of service, an additional FOIA Officer is recommended.

Fiscal Impact:

There is no fiscal impact for the Resolution.

Conclusion/Recommendation:

Staff recommends the Board approve Resolution No. 2025-11-20-01 appointing Administrative Operations Coordinator Saba Koya, as a FOIA Officer for the Winnetka Park District.

Coordination: Park District Attorney

**WINNETKA PARK DISTRICT
RESOLUTION NO. 2025-11-20-01**

**Resolution Designating Freedom of Information Officer
For the Winnetka Park District Pursuant to the Freedom of Information Act**

WHEREAS, the Winnetka Park District is an Illinois unit of local government organized and operating pursuant to the Illinois Park District Code, 70 ILCS 1205/1 et seq. (the “Code”); and

WHEREAS, the Park District is a public body as defined by the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., (2013) (the “Act”), and

WHEREAS, Section 3.5 of the Act requires public bodies to designate one or more officials or employees to act as Freedom of Information officer or officers (“FOIA Officers”); and

WHEREAS, FOIA Officers are required to successfully complete an electronic training curriculum established by the Public Access Counselor of the State of Illinois on an annual basis; and

WHEREAS, FOIA Officers are required to receive requests submitted to the public body, ensure that the public body responds to requests in a timely fashion, and issue responses under the Act; and

WHEREAS, the Winnetka Park District desires to update its designated Park District FOIA officers pursuant to the Act; and

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE WINNETKA PARK DISTRICT, COOK COUNTY, ILLINOIS, AS FOLLOWS:

Section 1: Incorporation of Recitals. The foregoing recitals are incorporated herein as findings of the Winnetka Park District Board of Park Commissioners.

Section 2: Designation of FOIA Officers. Administrative Operations Coordinator Saba Koya is hereby designated as the FOIA officer, and Saba Koya is hereby authorized and directed to perform all duties and responsibilities of FOIA Officer, as specified in the Act and the Park District’s Rules and Regulations for all FOIA requests pertaining to the Park District, until the effective date of the respective officer’s resignation, separation from employment, or termination of such designation pursuant to law.

Section 4: Provisions Severable. If any term, provision or condition of this Resolution shall, to any extent, be invalid or unenforceable, the remainder of this Resolution shall not be affected thereby, and each term, provision and condition of this Resolution shall be valid and enforceable to the fullest extent permitted by law.

Section 5: Effective Date, Repealer. This Resolution shall be in full force and effective immediately upon its passage and approval. All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

Passed and Approved by the Winnetka Park District Board of Park Commissioners on this 20th day of November 2025.

Ayes:

Nays:

Absent:

Elise Gibson, President, Board of Park Commissioners

ATTEST:

Shannon Q. Nazzal, Secretary, Board of Park Commissioners

CERTIFICATION

I, Shannon Q. Nazzal, Secretary to the Board of Park Commissioners of the Winnetka Park District of the County of Cook, State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true, correct and complete copy of Resolution No. 2025-11-20-01, duly adopted by its Board of Park Commissioners at a meeting duly convened and held on the 20th day of November 2025.

SEAL

Shannon Q. Nazzal, Board Secretary



WINNETKA PARK DISTRICT
OFFICE OF THE EXECUTIVE DIRECTOR
INTEROFFICE MEMORANDUM

TO: Board of Park Commissioners
VIA: Shannon Q. Nazzal, Executive Director
DATE: November 14, 2025
SUBJECT: Joint Agreement for Tree Lighting at Dwyer Park

Background:

The annual Winnetka Tree Lighting began operation in the early 2010s. The event was first held at Station Park. In 2019, the Tree Lighting moved to Dwyer Park. The Chamber has requested to use the same location for the 2025 Winnetka Tree Lighting including the adjacent Post Office parking lot owned by the Village of Winnetka. This is the first year that a joint agreement has been utilized for this collaborative event.

Discussion:

The Post Office parking lot is owned by the Village and Dwyer Park is owned by the Park District. The 2025 Winnetka Holiday Tree Lighting will be held on December 5, 2025 from 5:00 pm to 6:30 pm. The Tree Lighting is a free public event. Given the scope of the event, a formal agreement should be agreed upon before granting approval. The Agreement is between the Village, the Chamber, and the Park District. Key points identified in the agreement include: location, date and times for the event including setup, operation and cleanup; defined use of the premises; parking; waste management and utilities; insurance, indemnification and waiver of liability.

Fiscal Impact:

There is nominal fiscal impact of only staff time to enter into this agreement.

Conclusion/Recommendation:

Staff recommends the Board approve the Agreement with the Village of Winnetka and the Winnetka-Northfield-Glencoe Chamber of Commerce and authorize the Board President to sign the Agreement.

NON-EXCLUSIVE LICENSE AGREEMENT

THIS NON-EXCLUSIVE LICENSE AGREEMENT ("Agreement"), dated as of this ____ day of November, 2025, ("**Effective Date**"), by and among the **VILLAGE OF WINNETKA**, an Illinois home rule municipality ("**Village**"), the **WINNETKA PARK DISTRICT**, an Illinois park district ("**Park District**"), and the **WINNETKA-NORTHFIELD-GLENCOE CHAMBER OF COMMERCE, INC.**, an Illinois not-for-profit corporation ("**Chamber**").

NOW THEREFORE, in consideration of the recitals, mutual covenants, and agreements set forth herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby mutually agree as follows:

SECTION 1. RECITALS.

A. The Village is the owner of the property commonly known as the Post Office Parking Lot, which is depicted in **Exhibit A** attached hereto and incorporated herein ("**Post Office Parking Lot**").

B. The Park District is the owner of the property located adjacent to the Post Office Parking Lot known as Dwyer Park, which is depicted in **Exhibit A** attached hereto and incorporated herein ("**Park**").

C. The Chamber hosts an annual tree lighting ceremony in the Village and desires to use the Park and the Post Office Parking Lot for the event ("**2025 Tree Lighting**").

D. The Village and Park District desire to authorize the Chamber to use the Post Office Parking Lot and the Park for the 2025 Tree Lighting, subject to the terms and conditions of this Agreement.

E. The Village, Park District, and Chamber desire to enter into this Agreement to permit the Chamber to use the Post Office Parking Lot and the Park for the 2025 Tree Lighting.

SECTION 2. GRANT AND TERM OF LICENSE.

A. **Grant of Village License.** Subject to the terms and conditions set forth in this Agreement, the Village hereby grants to the Chamber, and the Chamber hereby accepts, a non-exclusive revocable license to use the Post Office Parking Lot for the sole purpose of hosting the 2025 Tree Lighting pursuant to and in strict accordance with the terms and provisions of this Agreement ("**Village License**"). The Chamber acknowledges and agrees that nothing in this Agreement shall be interpreted to provide a license to the Chamber to alter the Post Office Parking Lot in any way other than as expressly set forth in this Agreement.

B. **Grant of Park District License.** Subject to the terms and conditions set forth in this Agreement, the Park District hereby grants to the Chamber, and the Chamber hereby accepts, a non-exclusive revocable license to use the Park for the sole purpose of hosting the 2025 Tree Lighting pursuant to and in strict accordance with the terms and provisions of this Agreement ("**Park District License**"). The Chamber acknowledges and agrees that nothing in this Agreement

shall be interpreted to provide a license to the Chamber to alter the Park in any way other than as expressly set forth in this Agreement. The Village License and Park District License are collectively referred to as the "License."

C. As-Is, Where-Is. The Chamber hereby accepts the Post Office Parking Lot and Park in their condition at the time of use, WHERE-IS and AS-IS, and subject to applicable requirements of law. The Chamber acknowledges and agrees that: (i) the Village and Park District have made no representations or warranties as to the suitability of the Post Office Parking Lot or Park for the Chamber's intended purposes; and (ii) the Village and Park District will have no responsibility to maintain the Post Office Parking Lot or Park in any particular condition or manner. The Chamber waives any implied warranty that the Post Office Parking Lot or Park are or will be suitable for the Chamber's intended purposes. The Chamber assumes all risks, known and unknown, arising from the operation of the 2025 Tree Lighting at the Post Office Parking Lot or Park. The Chamber is solely responsible for ascertaining all conditions affecting the Post Office Parking Lot and the Park prior to its execution of this Agreement and prior to each use thereof by the Chamber. The Chamber agrees that the Park is public property intended or permitted to be used for recreational purposes for the purpose of Section 3-106 of the Local Governmental and Governmental Employees Tort Immunity Act.

D. Limitation of Interest. Except for the Village License and Park District License granted pursuant to this Agreement, the Chamber shall have no legal, beneficial, or equitable interest, whether by adverse possession or prescription or otherwise, in the Post Office Parking Lot or Park. The Chamber will not engage in or allow any of its vendors or contractors to engage in, any activities or actions that cause the Chamber to violate this Agreement.

E. Term. This License shall be for a term commencing on the Effective Date of this Agreement and ending on the earlier to occur of: (i) a terminating event as described in Section 2.F of this Agreement; or (ii) December 5, 2025.

F. Termination of License; Restoration of Licensed Premises.

1. **Termination Event.** Without prejudice to any other rights and remedies available pursuant to Section 7 of this Agreement, the License shall automatically expire upon the occurrence of any of the following:

a. **Failure to Comply.** The Chamber has violated any material provision of this Agreement; provided, however, that prior to termination pursuant to this Section 2.F.1.a, the Village or Park District shall provide the Chamber with 7 days written notice and an opportunity to cure the violation, provided any violation related to failure to provide evidence of insurance may result in immediate termination.

b. **Dangerous Condition.** The Village or Park District determine, in their reasonable discretion, that the 2025 Tree Lighting threatens the public health and safety, and that the termination of the 2025 Tree Lighting and this Agreement is necessary to abate the dangerous condition.

2. Restoration of Licensed Premises.

a. Chamber Obligation. Upon termination of this Agreement pursuant to this Section 2.F or at the end of the term as set forth in Section 2.E, the Chamber, at its sole cost and expense, shall restore the Post Office Parking Lot and Park as nearly as practicable to its condition as of the Effective Date, including, without limitation: (1) repair of the Post Office Parking Lot, if necessary in the reasonable determination of the Village; (2) repair of the Park, if necessary in the reasonable determination of the Park District; and (3) restoration of all other Village-owned, Village-leased, and Park District-owned property as nearly as practicable to the condition immediately preceding the 2025 Tree Lighting, if disturbed or damaged by the Chamber or any of its vendors, contractors, customers, agents, or guests. Notwithstanding the foregoing, it is understood and agreed that with respect to the repair of the Park referred to above, in the event of damage to grassy areas, the Chamber shall only be required to reseed such areas according to Park District specifications and shall not be obligated to purchase or install sod in any such areas. In no event shall the Chamber be responsible for any damages to the Post Office Parking Lot or the Park, or both, to the extent resulting SOLELY from any act or omission of the Village or the Park District or any of their respective employees or agents.

b. Failure to Restore. In the event that the Chamber fails or refuses to repair or restore the Post Office Parking Lot, Park, or any Village-owned, Village-leased, or Park District-owned property that is disturbed or damaged by the Chamber or any of its vendors, contractors, customers, agents, or guests, in accordance with Section 2.F.2.a of this Agreement, the Village and Park District shall have the right, but not the obligation, to perform and complete the repair or restoration and to charge the Chamber for all reasonable direct out-of-pocket costs and expenses incurred by the Village or Park District, for such work. The rights and remedies provided in this Section 2.F.2.b shall be in addition to, and not in limitation of, any other rights and remedies otherwise available to the Village and Park District. Notwithstanding the foregoing, in no event shall the Chamber be responsible for the purchase or installation of sod in the Park.

SECTION 3. USE OF LICENSED PREMISES.

A. Hours of Operation. The Chamber shall operate the 2025 Tree Lighting on December 5, 2025 between the hours of 5:00 p.m. and 6:30 p.m.

B. Special Event Permit. The Chamber must apply for and obtain from the Village a special event permit pursuant to Chapter 5.66 of the “Winnetka Village Code 1999,” as amended, prior to operating the 2025 Tree Lighting, and the Chamber must comply with any conditions imposed on such special event permit.

C. Set-Up and Break-Down. The Chamber shall be responsible for managing the set up and tear down of the 2025 Tree Lighting, including but not limited to all vendor equipment, goods and supplies. The Chamber and its contractors and vendors shall be permitted to begin setup of the 2025 Tree Lighting beginning at 12:00 p.m. on December 5, 2025. The Chamber and its contractors and vendors shall by 8:00 p.m. on December 5, 2025, remove their displays, equipment, and personal property from the Post Office Parking Lot and Park, clean the Post Office Parking Lot and Park of all rubbish and spills, and conduct all restoration work. The Chamber acknowledges and agrees that neither the Village nor the Park District shall be responsible for

providing security for any equipment or personal property of the Chamber or its agents, contractors, and vendors.

D. Utilities. The Village reserves the right to charge the Chamber for any water used by the Chamber or any of its contractors and vendors during the 2025 Tree Lighting in excess of water utilized for cleaning the Park or the Post Office Parking Lot. All electric cords must be rated for outdoor use, grounded, and installed in a manner as to not be a tripping hazard. All generators must be grounded and exhaust fumes must be kept away from the public.

E. Trash Removal. The Chamber shall clear all debris from the surface of the licensed premises by sweeping or hosing off the surface at the termination of the 2025 Tree Lighting. The Village will provide for trash removal from the 2025 Tree Lighting.

F. Designated Representative. The Chamber shall designate in writing to the Village and Park District a “*Tree Lighting Manager*” who shall be responsible for managing the general operations of the 2025 Tree Lighting and the Chamber’s use of the Post Office Parking Lot and Park. The Tree Lighting Manager shall be readily accessible by telephone and upon the Village’s or Park District’s request, shall be available to be present at the Post Office Parking Lot and Park within a reasonable period of time. The Chamber shall immediately notify the Village and Park District in writing of any change in the identity and telephone number of the Tree Lighting Manager.

G. Rules and Regulations. The Village and Park District shall have the right from time to time upon notice thereof to the Chamber, to prescribe rules and regulations with respect to the Post Office Parking Lot and Park, which in its or their reasonable judgement may be desirable for the use of thereof. The Chamber agrees to comply with all such rules and regulations provided all such rules and regulations shall not contradict any right expressly granted to the Chamber herein. A violation of such rules and regulations shall constitute a material breach by the Chamber under this Agreement and subject it to the remedies described in Section 2.F. The Chamber will require its vendors and contractors to abide by such rules. The Chamber acknowledges the Park District’s regulations generally applicable to Park District property described in Park District Ordinance 504 (<https://www.winpark.org/wp-content/uploads/2008-Park-Regulations-Ordinance-Amended062713-.pdf>).

H. Emergency Closure. The Village reserves the right to cancel the 2025 Tree Lighting in the event of an emergency or an imminent threat to public health and safety as determined in the sole discretion of the Village. The Village and Park District will not be responsible or liable for any monetary or other damages to the Chamber in the event of such emergency closure. The Village will endeavor to provide as much advance notice to the Chamber as practicable prior to an emergency closure.

I. Tree Lighting Plan. At least seven (7) days prior to the 2025 Tree Lighting, the Chamber shall submit to the Village and Park District a plan for the Village’s and Park District’s approval that sets forth the locations of vendor displays, equipment, and utility usage. Once the

plan is approved, the Chamber may not modify the plan without receiving the Village's and Park District's approval.

J. Park District Support Activities. In support of the 2025 Tree Lighting, the Park District shall provide assistance on Park District property as part of the event coordination. The Chamber shall remain responsible for overall event management and compliance with this Agreement; the Park District's assistance shall not be construed as assuming operational control or liability for the event.

Park District support will include the following:

1. Setup of holiday lights surrounding the green space in front of the gazebo (south side);
2. Hanging of lights on the gazebo;
3. Installation of lights between the gazebo and playground;
4. Hanging of ornaments on the tree;
5. Placement of four (4) garbage and recycling containers near the Village snack table;
6. Setup of an auxiliary power panel for use by the sound technician;
7. Coordination with the sound technician at the direction of the Chamber's Tree Lighting Manager;
8. Placement of bollards and chain around the tree;
9. Attendance at the event by Park District staff to provide operational support; and
10. Cleanup assistance on Park District property following the event.

All such work shall be performed in coordination with the Village and the Chamber, consistent with the approved Tree Lighting Plan and within the scope of the Park District's regular maintenance and operational standards.

SECTION 4. RESERVATION OF RIGHTS.

A. Village Reservation of Rights. The Village hereby reserves the right to use the Post Office Parking Lot in any manner that will not prevent, impede, or interfere in any way with the exercise by Chamber of the rights granted pursuant to this Agreement. The Village shall have the right to grant other non-exclusive sub-leases or licenses over, along, upon, under or across the Post Office Parking Lot. The Village reserves its right of full and normal access to the Post Office Parking Lot for the maintenance of any existing or future utility located thereon. The Village also reserves the right to conduct ongoing maintenance of the Post Office Parking Lot.

B. Park District Reservation of Rights. The Park District hereby reserves the right to use the Park in any manner that will not prevent, impede, or interfere in any way with the exercise by Chamber of the rights granted pursuant to this Agreement. The Park District shall have the right to grant other non-exclusive licenses or easements, including, without limitation, licenses or easements for utility purposes, over, along, upon, under or across the Park. The Park District reserves its right of full and normal access to the Park for the maintenance of any existing or future recreational improvement or utility located thereon. The Park District also reserves the right to conduct ongoing maintenance of the Park.

SECTION 5. LIENS.

The Chamber hereby represents and warrants that it shall take all necessary action to keep all portions of the Post Office Parking Lot and Park free and clear of all liens, claims, and demands, including without limitation mechanic's liens, in connection with any work performed by the Chamber or its agents on the Post Office Parking Lot or Park.

SECTION 6. LIABILITY AND INDEMNITY.

A. Village and Park District Review. The Chamber acknowledges and agrees that the Village and Park District are not, and shall not be, in any way liable for any damages or injuries that may be sustained as the result of the Village's and Park District's review and approval of any plans for the 2025 Tree Lighting, or the issuance of any approvals, permits, certificates, or acceptances for the installation, operation, or maintenance of the Post Office Parking Lot and Park, and that the Village's and Park District's review and approval of any such plans for the 2025 Tree Lighting and issuance of any such approvals, permits, certificates, or acceptances does not, and shall not, in any way, be deemed to insure the Chamber or any of its vendors, contractors, successors, assigns, or any third party, against damage or injury of any kind at any time.

B. Indemnity. The Chamber agrees to, and does hereby, defend (at the Village's and Park District's option), hold harmless and indemnify the Village and Park District and all Village and Park District elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys (the "Indemnified Parties"), from any and all claims that may be asserted at any time against any of the Indemnified Parties in connection with: (i) the Chamber's use of the Post Office Parking Lot and Park; (ii) the 2025 Tree Lighting; (iii) the condition of the Post Office Parking Lot or the Park; (iv) the Village's or Park District's maintenance of the Post Office Parking Lot or the Park; or (v) the Chamber's performance of, or failure to perform, its obligations under this Agreement (collectively, "***Indemnified Claims***"), whether or not any such Indemnified Claim is due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or willful misconduct or fault of the Chamber; provided, however, that this indemnity shall not apply to willful misconduct or gross negligence on the part of the Village or Park District. Nothing herein shall be construed or result in the waiver of any defenses and immunities granted to the Village or Park under Illinois law.

C. Defense Expense. The Chamber shall, and does hereby agree to, pay all expenses, including legal fees and administrative expenses, incurred by the Village and Park District in defending itself with regard to any and all of the Indemnified Claims.

D. Waiver of Liability. Except with respect to any grossly negligent or willful and wanton act or omission of the Village or the Park District, the Chamber will, and does hereby, waive, release, and relinquish all claims of every kind, known and unknown, present and future, that Chamber may have against the Indemnified Parties, arising out of, connected with or in any way related to the use of the Post Office Parking Lot and Park, or as a result of the condition, maintenance, and use of the Post Office Parking Lot and Park.

E. Assumption of Risk. The Chamber agrees to assume the full risk of any injuries, including death, and all costs, damages, and losses that Chamber or its employees, agents,

contractors, agents, servants, employees, contractors, guests, customers, or invitees may sustain while on the Post Office Parking Lot and Park, or as a result of the condition, maintenance, or use of the Post Office Parking Lot and Park.

F. Insurance. The Chamber agrees to obtain and maintain commercial general liability insurance and workers' compensation insurance covering its use of the Post Office Parking Lot and Park throughout the term of this Agreement. The amount of the required coverage shall be approved by the Village and Park District, but in no event shall liability coverage be in an amount less than two million dollars (\$2,000,000.00) combined single limit per occurrence with a general aggregate of no less than three million dollars (\$3,000,000.00). The Village and Park District shall be named as an additional insured by policy endorsement on a primary and non-contributory basis, and the insurer shall have a rating and be of a class size satisfactory to the Village's and Park District's director of finance. The Chamber shall tender a certificate of insurance to the Village and Park District evidencing the requested coverage at least three (3) business days prior to operating the 2025 Tree Lighting. Failure to present evidence of or maintain the aforementioned insurance shall be cause for the immediate termination of the License.

SECTION 7. ENFORCEMENT.

A. Enforcement. The Village, Park District and the Chamber may, in law or in equity, by suit, action, mandamus or any other proceeding, including, without limitation, specific performance, enforce or compel the performance of this Agreement; provided, however, that the Chamber agrees that it will not seek, and does not have the right to seek, recovery of a judgment for monetary damages against the Village or Park District, or any of their elected or appointed officials, agents, representatives, attorneys or employees on account of the negotiation, execution, or breach of any of the terms and conditions of this Agreement.

B. Prevailing Party. In the event of a judicial proceeding brought by a party against another party, the prevailing party in the judicial proceeding shall be entitled to reimbursement from the unsuccessful party of all costs and expenses, including reasonable attorneys' fees, incurred in connection with the judicial proceeding.

SECTION 8. GENERAL PROVISIONS.

A. Notices. All notices required or permitted to be given under this Agreement shall be given by the parties by: (i) personal delivery; (ii) deposit in the United States Registered Mail, return receipt requested, enclosed in a sealed envelope with first class postage thereon; or (iii) deposit with a nationally recognized overnight delivery service, addressed as stated in this Section 8.A. The address of any party may be changed by written notice to the other parties. Any mailed notice shall be deemed to have been given and received within three days after the same has been mailed and any notice given by overnight courier shall be deemed to have been given and received within 24 hours after deposit. Notices and communications to the parties shall be addressed to, and delivered at, the following addresses:

If to the Village: Village of Winnetka
510 Green Bay Road
Winnetka, IL 60093

Attention: Village Manager

with a copy to: Elrod Friedman LLP
350 North Clark Street, Second Floor
Chicago, IL 60654
Attention: Peter M. Friedman, Village Attorney

If to the Park District: Winnetka Park District
540 Hibbard Road
Winnetka, IL 60093
Attention: Executive Director

with a copy to: Ancel Glink, P.C.
175 East Hawthorn Parkway, Suite 145
Vernon Hills, IL 60061
Attention: Adam Simon, Park District Attorney

If to the Chamber: Winnetka-Northfield-Glencoe Chamber of Commerce
841 Spruce Street, Suite 204
Winnetka, Illinois 60093
Attention: Terry Dason

with a copy to: Franklin, Greenswag, Channon & Capilla, LLC
181 Waukegan Road, Suite 205
Northfield, Illinois 60093
Attention: Richard A. Greenswag

B. Time of the Essence. Time is of the essence in the performance of all of the terms and conditions of this Agreement.

C. Amendments. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with all applicable statutory procedures.

D. Authority to Execute. The parties hereby warrant and represent to the other parties that the persons executing this Agreement on its behalf have been properly authorized to do so.

E. Non-Waiver. The Village and Park District shall be under no obligation to exercise any of the rights granted to it in this Agreement. The failure of the Village or Park District to exercise at any time any right granted to the Village or Park District shall not be deemed or construed to be a waiver of that right, nor shall the failure void or affect the Village's or Park District's right to enforce that right or any other right.

F. Assignment. This Agreement may not be assigned by the Chamber without the prior written consent of the Village and Park District.

G. Severability. If any provision of this Agreement is construed or held to be void, invalid, illegal, or unenforceable in any respect, the remaining part of that provision and the

remaining provisions of this Agreement shall not be affected, impaired, or invalidated thereby, but shall remain in full force and effect. The unenforceability of any provision of this Agreement shall not affect the enforceability of that provision in any other situation.

H. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the License granted pursuant to this Agreement.

I. Interpretation. This Agreement shall be construed without regard to the identity of the party who drafted the various provisions of this Agreement. Moreover, each and every provision of this Agreement shall be construed as though all parties participated equally in the drafting of this Agreement. As a result of the foregoing, any rule or construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.

J. Exhibits. Exhibit A attached hereto is by this reference, incorporated in and made a part of this Agreement. In the event of a conflict between an exhibit and the text of this Agreement, the text of this Agreement shall control.

K. Survival of Obligations. All obligations of the Chamber pursuant to this Agreement that have not been fully performed as of the termination of this Agreement shall survive such termination, including, without limitation, the restoration obligations set forth in Section 2.F.2 of this Agreement, and the liability and indemnity obligations set forth in Section 6 of this Agreement.

L. No Third-Party Beneficiaries. No claim as a third-party beneficiary under this Agreement by any person shall be made, or be valid, against the Village, Park District, or the Chamber.

M. Force Majeure. No party shall be responsible for delays in the performance of its obligations caused by events beyond the party's reasonable control, including, but not limited to: (a) acts of God; (b) flood, fire, earthquake, or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; and (d) national or regional emergency.

N. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed to constitute a duly authorized original.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed, effective as of the date first written above.

[SIGNATURE PAGE FOLLOWS]

ATTEST:

VILLAGE OF WINNETKA,
an Illinois home rule municipal corporation

By: _____

By: _____

Its: _____

Its: _____

ATTEST:

WINNETKA PARK DISTRICT,
an Illinois park district

By: _____

By: _____

Its: _____

Its: _____

ATTEST:

**WINNETKA-NORTHFIELD-GLENCOE
CHAMBER OF COMMERCE, INC.,** an
Illinois not-for-profit corporation

By: _____

By: _____

Its: _____

Its: _____

EXHIBIT A

DEPICTION OF POST OFFICE PARKING LOT AND PARK





**WINNETKA PARK DISTRICT
PARKS AND MAINTENANCE DEPARTMENT
INTEROFFICE MEMORANDUM**

TO: Board of Park Commissioners
VIA: Shannon Q. Nazzal, Executive Director
FROM: Costa Kutulas, Director of Parks and Maintenance
DATE: November 20, 2025
SUBJECT: Elder Lane and Centennial Park Project Plan Update

Background:

The Park Board has requested a standing agenda item to discuss ongoing updates related to the Elder Lane and Centennial Park and Beach projects.

Discussion:

In accordance with the direction received at the June 26, 2025 Park Board Meeting, staff have paused the current Special Use Permit applications for both Elder Lane and Centennial Park. This pause allows time to revise project designs and address feedback received during the permit review process.

Following additional direction provided at the August 28, 2025 Park Board Meeting, staff have completed the RFQ process for the project. The results of that process were presented to the Park Board at the October 20, 2025 meeting. At that time, the Park Board opted to table the discussion until the next meeting scheduled for November 20, 2025.

The Village of Winnetka has completed the replacement of the Elder Lane stormwater outfall pipe. As agreed to in the MOU, the Village of Winnetka has also issued an RFP for qualified structural engineering firms to evaluate the structural integrity of the Elder Lane Pier, which includes an in-water review of the exposed structure. Once the RFP submission period closes, firms will be reviewed and evaluated based on their expertise and experience. From there the best qualified firm will be selected and the review process will be underway.

Staff continue to coordinate with regulatory agencies regarding the permit request for temporary dog fencing at Centennial Beach. Now that the public comment period has concluded, a determination is expected within the next 30–45 days.

As directed by the Park Board, staff have also prepared and submitted a Special Use Permit application to the Village of Winnetka for the temporary fencing request. We have received the Villages initial review comments and have submitted responses to their questions. We are waiting to hear back if there are any additional questions; if not, we will look to get on the Village's calendar for the next available meeting dates to start the review process with the review commissions and boards.

Fiscal Impact:

While the overall project has fiscal implications, this update does not require additional funding at this time.

Conclusion/Recommendation:

Staff recommends that the Park Board receive this update on the Elder Lane and Centennial Park and Beach projects.

Billing Date	Provider	Service	Fees	Date Range	Scope of Work
2/12/2025	Ancel Glink	Elder + Centennial Legal Work	\$ 4,983.75	1/3/25 - 1/30/25	Project Work
2/13/2025	Lakota Group	Elder + Centennial Project Work	\$ 6,097.50	1/1/25 - 1/31/25	Project Work
3/11/2025	Ancel Glink	Elder + Centennial Legal Work	\$ 2,741.25	1/31/25 - 2/28/25	Project Work
3/14/2025	Lakota Group	Elder + Centennial Project Work	\$ 13,719.60	2/1/25 - 2/28/25	Project Work
3/14/2025	Red Barn	Elder + Centennial Project Work	\$ 21,866.02	12/4/24 - 3/12/25	Project Work
3/20/2025	Kimley Horn	Elder + Centennial Project Work	\$ 2,590.00	9/1/24 - 1/31/25	Project Work
4/14/2025	Lakota Group	Elder + Centennial Project Work	\$ 1,612.50	3/1/25 - 3/31/25	Project Work
4/15/2025	Ancel Glink	Elder + Centennial Legal Work	\$ 6,476.00	3/1/25 - 3/31/25	Project Work
4/29/2025	IDNR	Permit Fee Cent Temp Dog Fence	\$ 3,360.00	4/29/2025	Permit Fee
5/13/2025	Lakota Group	Elder + Centennial Project Work	\$ 2,610.00	4/1/25 - 4/30/25	Dog Park
5/13/2025	Lakota Group	Elder + Centennial Project Work	\$ 7,524.33	4/1/25 - 4/30/25	Project Work
5/14/2025	Ancel Glink	Elder + Centennial Legal Work	\$ 2,182.50	4/1/25 - 4/30/25	Project Work
6/6/2025	Red Barn	Elder + Centennial Project Work	\$ 4,692.50	3/13/25 - 5/28/25	Project Work
6/12/2025	Ancel Glink	Elder + Centennial Legal Work	\$ 3,993.75	5/1/25 - 5/31/25	Project Work
6/13/2025	Lakota Group	Elder + Centennial Project Work	\$ 10,673.13	5/1/25 - 5/31/25	Project Work
6/30/2025	Chicago Tribune	Elder/Centennial Clenaup Bid	\$ 997.97	5/1/25 - 5/31/25	Project Work
7/10/2025	Kimley Horn	Elder + Centennial Project Work	\$ 2,405.00	2/1/25 - 5/31/25	Project Work
7/11/2025	Ancel Glink	Elder + Centennial Legal Work	\$ 2,186.25	6/1/25 - 6/30/25	Project Work
8/12/2025	Ancel Glink	Elder + Centennial Legal Work	\$ 4,422.00	7/1/25 - 7/31/25	Project Work
8/13/2025	Lakota Group	Elder + Centennial Project Work	\$ 1,210.00	6/1/25 - 7/31/25	Project Work
9/10/2025	Ancel Glink	Elder + Centennial Legal Work	\$ 3,206.25	8/1/25 - 8/31/25	Project Work
10/9/2025	Kimley Horn	Elder + Centennial Project Work	\$ 4,420.00	6/1/25 - 8/31/25	Project Work
10/10/2025	Ancel Glink	Elder + Centennial Legal Work	\$ 393.75	9/1/25 - 9/30/25	Project Work
10/15/2025	Lakota Group	Centennial Dog Beach Fencing Exhibit	\$ 1,220.00	10/1/25 - 10/31/25	Dog Park
11/11/2025	Ancel Glink	Elder + Centennial Legal Work	\$ 506.25	10/1/25 - 10/31/25	Project Work

	Workshop, marketing
	Property Exchange
\$82,230.55	Breakwater Project
	Stormwater Elder
\$3,830.00	Dog Park
\$3,360.00	Permit Fee
	Fundraising
\$31,091.75	FOIA and Litigation
\$120,512.30	2025 Combined Total

	Workshop, marketing
\$226,877.85	Property Exchange
\$275,310.57	Breakwater Project
\$41,399.33	Stormwater Elder
\$4,139.89	Dog Park
\$10,000.00	Permit Fee
\$393.68	Fundraising
	FOIA and Litigation
\$558,121.32	Total 2019-2022 (June)

\$16,237.75	Workshop, marketing
\$86,892.02	Property Exchange
\$1,549,045.21	Breakwater Project
	Stormwater Elder
\$7,841.74	Dog Park
\$3,360.00	Permit Fee
	Fundraising
\$147,977.17	FOIA and Litigation
\$1,811,353.89	Total 2022 (July) - Current

\$16,237.75	Workshop, marketing
\$313,769.87	Property Exchange
\$1,824,355.78	Breakwater Project
\$41,399.33	Stormwater Elder
\$11,981.63	Dog Park
\$13,360.00	Permit Fee
\$393.68	Fundraising
\$147,977.17	FOIA and Litigation
\$2,369,475.21	Grand Total



**WINNETKA PARK DISTRICT
PARKS AND MAINTENANCE DEPARTMENT
INTEROFFICE MEMORANDUM**

TO: Board of Park Commissioners
VIA: Shannon Q. Nazzal, Executive Director
FROM: Costa Kutulas, Director of Parks and Maintenance
DATE: November 20, 2025
SUBJECT: Request for Qualifications, GZA Proposal - Elder Lane and Centennial Park and Beach Project

Background:

The proposal was presented to the Park Board at the October 23, 2025 meeting. After review of the presentation and discussion the Park Board opted to table the item till the November 20, 2025 meeting for further discussion and review. This memo outlines the previous information that was shared with the Park Board prior to the last meeting. Staff will look to the Park Board for a direction on how to proceed with this matter.

Discussion:

A single response was received from GZA GeoEnvironmental, Inc. (GZA), based in Oak Brook, Illinois. Following an initial review of their submittal, staff met with representatives from GZA on October 14, 2025, to discuss their qualifications and experience. Upon completion of the interview, staff requested that GZA prepare a detailed proposal outlining their scope of services, schedule, and fee structure in accordance with the RFQ.

Staff have reviewed the proposal materials and the information provided during the interview process. Based on the Park Board's previous direction, staff are seeking input on whether to proceed with GZA GeoEnvironmental, Inc. as the engineer of record for the Elder Lane and Centennial Park and Beach Project.

Board direction at this time will allow staff to determine next steps in advancing the project design and permitting process, including coordination with the Village of Winnetka.

Fiscal Impact:

The proposal received for the scope of services for GZA is \$393,922. Depending on Board Direction staff would suggest that the cost for these services come from the Elder/Centennial Project Account of 3700-60122.

Conclusion/Recommendation:

Staff request that the Park Board review the information provided and offer direction on whether to proceed with GZA GeoEnvironmental, Inc. as the lead engineer of record for the Elder Lane and Centennial Park and Beach Project.



Known for excellence.
Built on trust.

GEOTECHNICAL
ENVIRONMENTAL
ECOLOGICAL
WATER
CONSTRUCTION
MANAGEMENT

915 Harger Road
Suite 330
Oak Brook, IL 60523
T: 630.684.9100
F: 630.684.9120
www.gza.com



SUBMITTAL FOR PROFESSIONAL LEAD ENGINEERING SERVICES

Elder Lane and Centennial Beach Projects

Winnetka, Illinois

September 26, 2025
GZA File No. 20.P000425.26



PREPARED FOR:



Winnetka Park District
Winnetka, Illinois

GZA GeoEnvironmental, Inc.

915 Harger Road, Suite 330 | Oak Brook, Illinois 60523
630-684-9100

35 Offices Nationwide
www.gza.com

Copyright© 2025 GZA GeoEnvironmental, Inc.



TABLE OF CONTENTS

<u>TAB NO.</u>	<u>ITEM</u>	<u>PAGE</u>
1	Letter of Interest	
2	Firm History and Experience	
	Firm History.....	2-1
	<i>About GZA</i>	
	<i>Leadership Team Organizational Chart</i>	
	<i>Known for Excellence, Built on Trust</i>	
	GZA Project Team.....	2-2
	<i>Project Lead Team Members</i>	
	<i>Project Team Organizational Chart</i>	
	Licensure.....	2-5
	Sample Projects.....	2-5
	Annual Volume of Engineering Work Over Last Three Years.....	2-5
	Projects Not Completed Over Last Five Years.....	2-5
	Subconsultant Qualifications.....	2-5
	<u>Attachments:</u>	
	Attachment 1 - Resumes of Key Personnel	
	Attachment 2 - Documentation of Firm's Licensure	
	Attachment 3 - Illinois Public Clients Experience	
	Attachment 4 - Project Descriptions	
3	Financial and Legal	
	GZA Litigation Statement.....	3-1
4	Firm's Methodology and Approach to Project	
	Background and Project Understanding.....	4-1
	Proposed Scope of Work.....	4-2
	Allocation of Time/Division of Responsibility.....	4-3
	Approach to Budgeting.....	4-4
5	Firm's Capability to Complete a Project on Schedule	
	Team's Ability to Complete the Project.....	5-1
	Firm's Approach to Projects Management.....	5-1
6	Other Relevant Information.....	6-1
7	References and Signature Sheet	
	Reference and Signature Sheet	
	Consultant Compliance and Certification Attachment	



Known for excellence.
Built on trust.

GEOTECHNICAL
ENVIRONMENTAL
ECOLOGICAL
WATER
CONSTRUCTION
MANAGEMENT

915 Harger Road
Suite 330
Oak Brook, IL 60523
T: 630.684.9100
F: 630.684.9120
www.gza.com



September 26, 2025
GZA File No. 20.P000425.26

Mr. Costa Kutulas, Director of Parks and Maintenance
Winnetka Park District
540 Hibbard Road
Winnetka, Illinois 60093

Re: Submittal for Professional Lead Engineering Services
Elder Lane and Centennial Beach Projects
Winnetka, Illinois

Dear Mr. Kutulas:

GZA GeoEnvironmental, Inc. (GZA) is pleased to provide our qualifications proposal to the Winnetka Park District ("District"/"Client") for the Elder Lane and Centennial Beach projects located in Winnetka, Illinois (collectively, the "Property").

GZA's included qualifications are supplemented by our Great Lakes lessons learned from practical design and implementation of coastal improvements, while providing a balance between shoreline protection and cost, and being mindful of potential environmental and ecological impacts.

Our specialized Lake Michigan-based team has decades of experience working with key public agency officials in Illinois. We have assembled an in-house, customized team of experts in disciplines relevant to your project, including coastal, geotechnical, and marine structural engineers, natural resource specialists, landscape architects, and regulatory permitting specialists. GZA can perform the District's requested tasks in-house.

I will serve as both your Project Manager and Engineer of Record. I am a registered Professional Engineer in Illinois and hold a master's degree in coastal engineering and a separate degree in coastal hydraulics from the University of Michigan. I have dedicated my 27-year professional career to working on various shoreline projects throughout the Great Lakes region, especially on Lake Michigan. Among others, I served as project manager for the Kenilworth Lakefront (Kenilworth) project; the Rosewood Beach (Highland Park) project; sand nourishment and design and monitoring studies at Lake Forest Beach Park (Lake Forest); and the Prospect Avenue shoreline coastal improvements in Highland Park.

As our Client, you will receive full access to GZA's national resources, including our Shoreline Resilience initiatives and Design with Nature Studio. Individually and collectively, we are committed to exceeding your project expectations.

On behalf of the entire Project Team, thank you for the opportunity to submit our qualifications. We welcome the chance to work for you. Should you have questions, please feel free to contact me at your convenience.

Sincerely,

GZA GeoEnvironmental, Inc.

Dan Veriotti, P.E.

Associate Principal/Coastal Engineer/Vice President

dan.veriotti@gza.com / (224) 275-2123



FIRM HISTORY

About GZA

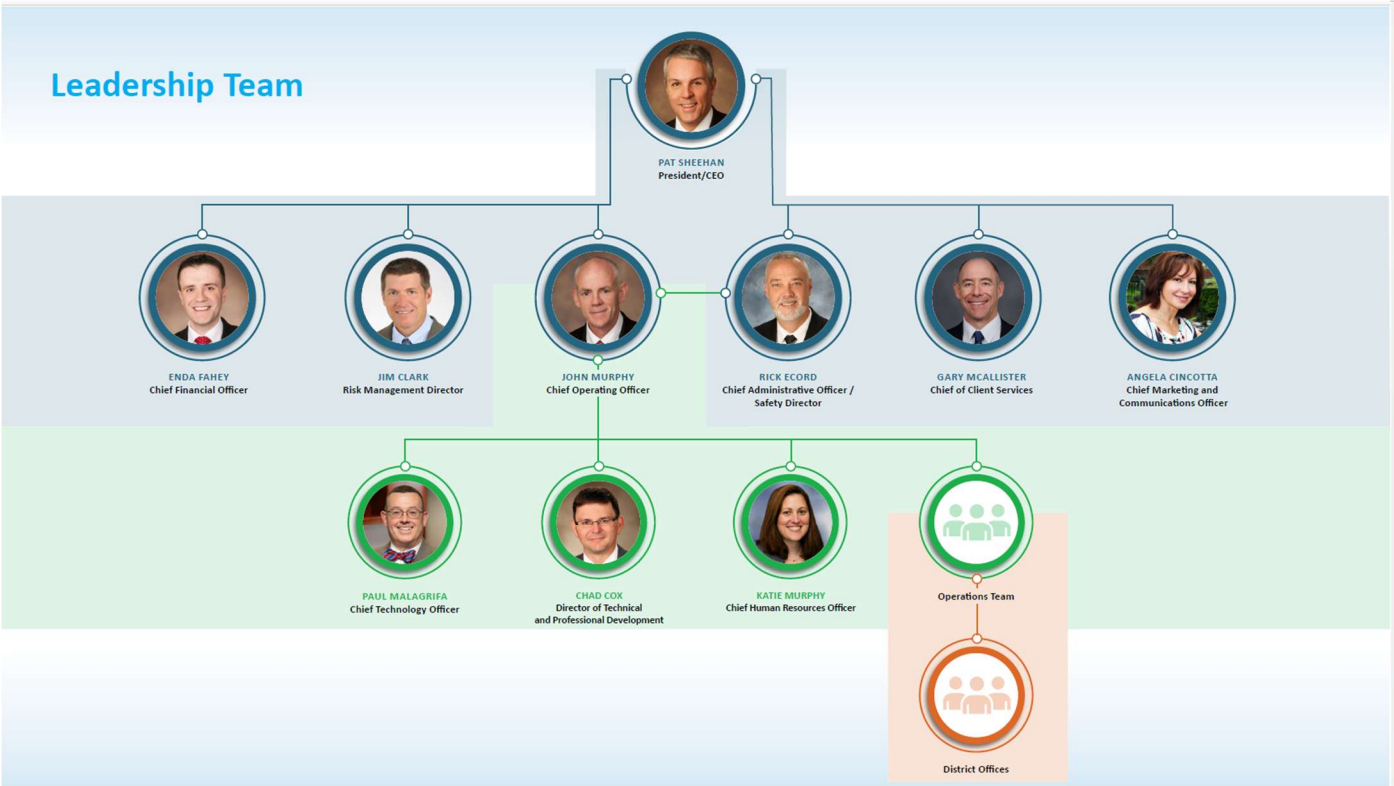
GZA GeoEnvironmental, Inc. (GZA), founded in 1964, is a full-service, multi-disciplinary engineering and environmental firm providing its clients with highly diversified technical services supporting our core practice areas: Coastal and Geotechnical Engineering, Environmental and Ecological Services, Water Resources/Water Infrastructure, and Construction Services.

GZA employs nearly 790 engineers, scientists, planners, and technical specialists in 35 offices. In the Lake Michigan regional area, GZA has the following offices: Oak Brook and Chicago, Illinois; Milwaukee and Brookfield, Wisconsin; and Livonia and Grand Rapids, Michigan. As a mid-size engineering firm, we feel we are large enough to service you, yet small enough that we can get to know you and work closely to address your specific needs. We enjoy building client relationships and will work hard to earn your trust and complete satisfaction.

GZA is an employee-owned firm with staff motivated to propel the firm forward, seeking integrated, complex, and interesting projects that underscore a commitment to client satisfaction, environmental stewardship, and best practices, engineering, and construction.

GZA's team offers a unique combination of coastal engineering experience, hydrologic and hydraulic engineering expertise, civil and geotechnical engineering, construction administration, climate change adaptability planning, as well as environmental and ecological services. Additionally, we have the staffing capacity, and local presence to provide the District with superior service on this project.

Leadership Team Organizational Chart





Known for Excellence, Built on Trust

GZA's staff, with diverse technical backgrounds, has demonstrated that it has the resources, flexibility, and technical and project management expertise needed to manage and complete large and small projects - regardless of complexity - within the broad range of services. GZA is recognized for its expertise in geotechnical and coastal environmental engineering design, water infrastructure design, construction management, and environmental compliance. We will seek ways to conduct your project economically and efficiently through innovation, current, and/or sustainable technologies. We pride ourselves on being responsive to our clients' concerns and in our proven ability to draw from our broad technical expertise, management skills, and varied project experience.

GZA PROJECT TEAM

GZA has the required disciplines in-house for this project. GZA provides extensive capability and capacity in project management, backed by special expertise in Great Lakes region planning, engineering, design, environmental science, socio-economics, and regulatory disciplines. GZA has a decades-long history of working with various Illinois municipalities within and beyond the Great Lakes area. GZA exercised a broad range of disciplines in executing multiple task orders representing the array of specialized experience embodied in this solicitation.

GZA's Great Lakes Team will draw from its technical experience and in-depth understanding of public policies, procedures, and planning guidance to serve the Great Lakes area with distinction. Backing this up are the resources of full-service planning, engineering, design and architectural companies, as well as an established Great Lakes Practice with multi-disciplinary capabilities in offices throughout the Lake Michigan Region (Illinois, Wisconsin, and Michigan).

The GZA Project Manager is Dan Veriotti, P.E. Upon receipt of the Notice to Proceed (NTP), our Project Manager will work with the appropriate Team members to carry out the Scope of Work, interacting with District staff, as appropriate, in performing task order functions and preparing deliverables. In serving various public clients over many years, we have found that scheduling weekly task order calls is highly effective in promoting open and continuous communication between our Team and District staff; this weekly activity will be a feature for all project items under contract. These calls include reporting on progress, reviewing budget and timelines, coordinating individual subtasks, and addressing specific issues/opportunities.

In executing project task items for the District, GZA will adhere to design quality management procedures, as outlined in its project management and quality standards that have evolved over a matter of decades to provide rigorous guidance for all aspects of project planning and execution.

GZA follows a 4-step process (Plan, Do, Check, Review, and Follow-up) throughout all projects. Key elements include the following for every project: Selection of Highly Qualified Personnel; a Kick-Off Meeting with the Client; preparation and execution of a Quality Management Plan; preparation and execution of Data Management Protocols; rigorous Independent Technical Review processes; Coordination between Multiple Disciplines; and Coordination with Subconsultants if needed.

As described further in the scope of services, Section 4 (Firm's Methodology and Approach to Project), we believe that leveraging (to the maximum extent) our practical experience with similar projects is very useful to revise the plans in a first phase. In a second phase, we suggest performing a coastal analysis to verify the proposed design elements. We believe that Value Engineering (analyzing different materials, modified/reduced structure footprints, allowed construction means and methods, etc.) will be important to reduce the construction costs. We also believe that engaging the regulatory agencies early in the process is beneficial, addressing questions and concerns before the project application documents are submitted.



The proposed in-house Project Team is shown in the Organizational Chart below. Resumes for key staff are provided as **Attachment 1** to this Tab.

Project Lead Team Members



DAN VERIOTTI, P.E. | PROJECT MANAGER/PRINCIPAL ENGINEER

Mr. Veriotti has over 27 years of Lake Michigan specialized coastal experience. He has graduate degrees in Coastal Science and Engineering from the University of Michigan and served as Engineer of Record and Lead Engineer on numerous large Great Lakes projects. Among others, he led a Federal Emergency Management Agency (FEMA)-funded project on Lake Superior (\$25M+) to create a resilient shoreline. He leads GZA's Great Lakes practice area, which includes recreational beach and bluff projects. He uses a Value Engineering and risk-based approach for developing coastal resiliency for municipalities and will serve as Project Manager/Engineer of Record and will be responsible for the internal coordination of staff and project tasks.



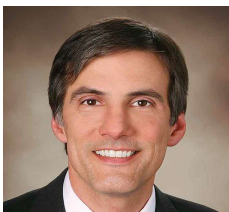
RUSS MORGAN, P.E. | PROJECT REVIEWER, QA/QC

Mr. Morgan has over 40 years of specialized marine design and construction experience. He has a graduate degree in Civil and Ocean Engineering and specialized in structural and geotechnical engineering as applied to the marine environment with design experience related to pile supported structures, relieving platforms, bulkheads, retaining walls, cofferdams, ship berthing and mooring systems. Mr. Morgan was co-author of the geotechnical section of the 1990 waterfront design reference text, entitled "Design of Marine Facilities for the Berthing, Mooring, and Repair of Vessels." He has been actively involved in nearly every marine/waterfront project undertaken by GZA in the last 35 years.



BEN YAHR, RLA | PROJECT PLANS AND SPECIFICATIONS

Mr. Yahr has over 20 years of experience providing construction plans and project management support for Great Lakes waterfront, public access, park and open space design, and ecological restoration projects. He will be responsible for the preparation of the design plans and specifications. Mr. Yahr also has experience of working closely with Mr. Veriotti on multi-million-dollar construction plans, creating final design plans with both water and land-based improvements proposed.



DINO FISCALETTI, P.E., S.E., DE | SENIOR MARINE STRUCTURAL ENGINEER

Mr. Fisaletti has a graduate degree in structural engineering and has over 40 years of experience with marine design and construction of shoreline stabilization, stone revetments and breakwaters, seawalls and bulkheads, concrete piers, and piles. He will provide marine structural design guidance on the project plans.



MATTHEW TAVERNA, P.E. | MARINE STRUCTURAL ENGINEER

Mr. Taverna is a marine structural engineer with over 20 years of marine structure design and construction management experience. He was involved in lead roles with design and construction supervision for shoreline stabilization, stone revetments and breakwaters, seawalls and bulkheads, concrete piers, and piles. Mr. Taverna will be working closely with Mr. Veriotti and the GZA Construction Services Group on the construction administration phase.



JESSE D. GRAHAM, P.E. | LEAD GEOTECHNICAL ENGINEER

Mr. Graham is a geotechnical engineer with over 20 years of geotechnical and engineering geology experience. He has conducted many investigations for deep and shallow building foundations, retaining walls, highways, seepage and slope stability evaluation, bridge structures, tunnels, storm water detention and infiltration structures, and other civil works projects in and near coastal environments. His experience includes subsurface characterization for geotechnical and environmental projects using both invasive and non-destructive testing methods in both soil and rock conditions. Mr. Graham will provide input on the design alternatives based on geotechnical considerations and is working closely with Mr. Veriotti on Illinois projects.



JAMES NOVAK, PWS | NATURAL RESOURCES MANAGER

Mr. Novak is a Natural Resources Manager with over 37 years of experience providing natural resources expertise and regulatory permitting. He will provide independent review and assistance as needed with environmental compliance and permitting review. Mr. Novak has been involved with hundreds of permitting applications and is closely working with Mr. Veriotti on shoreline project in Illinois.



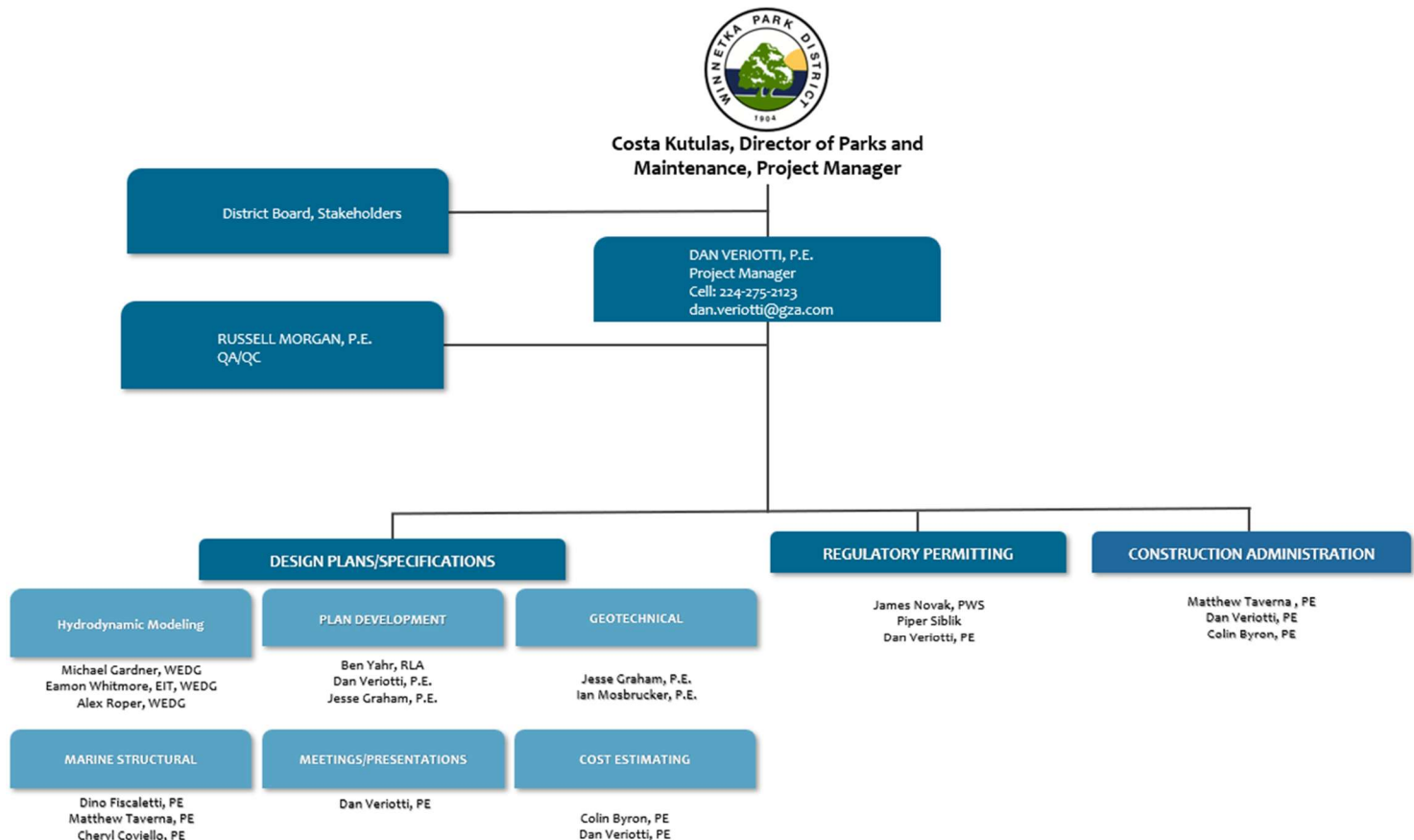
MICHAEL GARDNER, WEDC | COASTAL SCIENTIST

Mr. Gardner has a graduate degree in Ocean Engineering and specializes in computer modeling studies: coastal processes, metocean data analysis, and wave and sediment transport. As a coastal scientist with over 10 years of experience, he is responsible for the integration of numerical modeling and analytical solutions with waterfront and coastal project designs. He works closely with Mr. Veriotti on Great Lakes projects.

Our team will be assisted locally by other professionals and engineers, as needed. We have a number of available staff engineers, environmental, geotechnical, and natural resources professionals, landscape architects, and construction managers. For potential future phases of the project, we will present additional staff members that will be involved with the work.



Project Team Organizational Chart



LICENSURE

GZA is licensed to conduct work in the State of Illinois (see **Attachment 2** to this Section).

SAMPLE PROJECTS

GZA has vast experience working with Illinois public clients (see **Attachment 3** to this Section). Sample project descriptions are provided in **Attachment 4**. Please note that references are provided in Section 7 on the provided Reference and Signature Sheet included with the District's request for qualifications.

ANNUAL VOLUME OF ENGINEERING WORK OVER LAST THREE YEARS

Gross revenues for the company for 2023, 2024, and 2025 were in excess of \$150,000,000 each year.

PROJECTS NOT COMPLETED OVER LAST FIVE YEARS

GZA has completed all of the projects assigned, except those that have been put on hold or cancelled due to unforeseen circumstances (such as lack of funding). Please see GZA's litigation statement provided in Section 3.

SUBCONSULTANT QUALIFICATIONS

GZA has the required disciplines for this project in-house. We do not plan on using subconsultants for this project.



ATTACHMENT 1

Resumes of Key Personnel



Dan Veriotti, P.E.

Associate Principal/Coastal Engineer

Summary of Experience

Mr. Veriotti has over 27 years of experience with feasibility studies/master planning, coastal and water resources engineering, beaches, bluffs, wetlands; waterfront design development for shoreline protection structures, beaches and dredging; technical studies (coastal processes, river hydraulics); data collection; structural analysis; regulatory coordination; and construction administration; developed partnerships and working relationships with Federal (USACE-Chicago, Buffalo, and Detroit, EPA), State agencies, public and private clients, as well as other private consulting firms. Led multi-disciplinary teams for complex projects throughout the Great Lakes, especially Lake Michigan.

Relevant Project Experience

COASTAL/ECOSYSTEM RESTORATION

Kenilworth Beach Improvements, Kenilworth, IL. Project Manager and lead Coastal Engineer for a series of projects, which started with a Shoreline Assessment Study, Master Plan, followed by final design, preparation of construction plans and specifications, regulatory permitting, contractor bidding, and construction administration.

Lake Forest Park Beach Cells 1 and 2 Nourishment Design, Lake Forest, Illinois. Project Manager and lead Coastal engineer for the design of beach nourishment alternatives, preparation of regulatory permitting documents, contractor bidding, and construction observations.

Lake Forest Park Beach Studies, Lake Forest, IL. Project Manager and lead Coastal Engineer for a detailed park assessment focused on the condition of the stone structures, based on detailed aerial survey, site visit, preparation of plans showing changes in the cross-sections over the last 20 years, formulating a phased repair plan with construction cost estimates.

Milwaukee County Bluffs and Shoreline, Wisconsin. Project Manager and lead Coastal Engineer for field data collection geotechnical and coastal analyses, design of alternatives with construction cost estimates. The project included a specialized and complex GIS database that summarized all the project information (survey, utilities, lot lines, vegetation, property values, Risk Calculator, etc) and a report describing the methodologies, engineering plans for bluffs and shoreline with priorities for implementation, coordination with regulatory agencies and periodic coordination meetings with the County.

Duluth Resilient Shoreline, Duluth, Minnesota. Project/Program Manager, Engineer of Record and lead principal engineer for data collection (topographic, bathymetric, underwater investigation and aerial survey), coastal analysis including desktop and 2-D wave modeling, regulatory permitting, design and construction documents for the shoreline restoration (Coastal structures and beaches), recreational amenities (wood boardwalk, paved Lakewalk, access paths), stormwater management (infrastructure, green vegetated swales), full time construction administration in different shoreline areas (Canal Park, Lakewalk, Lakewood Water Intake, various Outfalls) within a 10-mile-long area. The construction for various sites was completed between 2018 and 2021. A resilient shoreline (armor stone revetment, concrete wall) was provided to limit the wave

Education

MSc Coastal Engineering,
MSc Water Resources/Coastal Hydraulics
University of Michigan

Licenses & Registrations

Professional Engineer:
Illinois #62061867
Wisconsin #40519
Minnesota #55678
Indiana #PE11011490
Iowa #P24479
Michigan #62010523333
Ohio #PE.73884
Pennsylvania #PE076278

Areas of Specialization

- Shoreline Site Investigations
- Numerical Analysis
- Coastal Engineering
- Design/Construction Plans
- Construction Administration
- Regulatory Permitting
- Coastal Design
- Dredging
- Beneficial Use of Dredged Material
- Wetland Design
- Lake Michigan Bluffs
- Stream Bank Stabilization
- Site Habitat Restoration

**Dan Veriotti, P.E.**

Associate Principal/Coastal Engineer

overtopping and protect the recreational amenities and City infrastructure; the projects were funded by FEMA, with a construction budget of over \$20M. The stone revetment for the largest site (Canal Park, 3,500 lineal feet of shoreline) included 80,000 tons of revetment with 6-9 tons armor and 10-12 tons toe stone. The series of implemented projects with approximately \$25M budget also included site assessment studies, grant support documents, coordination, and presentations with FEMA representatives.

Joliet Park Shoreline Restoration, Green Bay, WI. Principal Engineer and project manager in charge for survey data collection, soil borings, coastal analysis, development of alternative layouts, preparation of design documents and coordination with stakeholders. The project will restore the eroded bluff slope and beach along 2,300 feet of shoreline, create habitat opportunities, protect the shoreline and City infrastructure. Safe public access along the shoreline beach will be created. Living shoreline alternatives are being developed.

Lake Erie Water Authority Shoreline Restoration, Town of Evans, NY. Principal in charge and lead engineer for survey data collection, soil borings and geotechnical analysis, coastal analysis, development of alternative layouts, preparation of construction documents, regulatory coordination (Town of Evans, USACE-Buffalo), contractor bidding, full-time construction observations. The project was recently completed and restored the eroded bluff slope along 500+ feet of shoreline, protecting the existing critical infrastructure, and improved the existing large Lake Erie outfall.

Niagara River Ecosystem Restoration, Grand Island, NY. Principal in charge for survey data collection, soil borings and geotechnical analysis, coastal analysis, development of alternative layouts, preparation of design documents and coordination with stakeholders: New York State Parks, Recreation & Historic Preservation, Coastal States Organization, Buffalo Niagara Waterkeeper. The project will restore the eroded bluff slope along 3,200 feet of shoreline, create aquatic, emergent, Coastal wetland, and upper terrestrial habitat. Treatment wetlands will be provided at the existing stormwater outfalls into the river.

Sediment Transport Analysis, Town of Evans, NY. Principal in charge for hydrodynamic modeling of the marina harbor, to study alternatives for reducing the significant sedimentation rates. Coordination and presentation with State agencies.

Bluff and Coastal/Shoreline Protection, Wisconsin. Principal in Charge for Lake Michigan bluff projects at various locations; services included data collection (topographic, bathymetric survey), geotechnical analysis for slope stability, coastal analysis, regulatory permitting, design and construction documents for the bluff slope and shoreline restoration. Contractor bidding and periodic construction administration.

Bluff Slope Rehabilitation, Lake Forest, Illinois. Project Manager for Lake Michigan bluff survey data collection, Geotechnical analysis (slope stability), preparation of slope rehabilitation construction plans (using a geoweb, topsoil fill and native plant seeding), regulatory permitting, contractor bidding and construction observations.

Upper Bluff Slope Rehabilitation, Lake Forest, Illinois. Project Manager for Lake Michigan bluff survey data collection, Geotechnical analysis (slope stability), preparation of slope rehabilitation construction plans (using a soldier pile retaining wall), slope regrading, fill and native plant seeding, regulatory permitting, contractor bidding and construction observations.

Steep Slope Zone Projects, Highland Park, Illinois. Project Manager for Lake Michigan proposed bluff projects, performing an independent permit application review of behalf of the City, conducting field meetings with the owners and City representatives, observing construction activities and issuing a compliance report based on City regulations.

367 Bluff Edge Beach Design, Lake Forest, Illinois. Project Manager and lead engineer for the design of beach nourishment alternatives and beach cells with stone breakwaters, preparation of regulatory permitting documents, contractor bidding, and periodic construction observations.

Racine Harbor Design Studies, Racine, Wisconsin. Project Manager and lead principal engineer for data collection (topographic, bathymetric and aerial survey), site assessment for the Coastal structures, underwater investigation, computer analysis of cross-sections, volumetric calculations for sediment accretion/erosion rates, and alternative formulation for repairs with construction cost estimates. Detailed Monitoring Report of the coastal structures part of the perioding Racine County monitoring program, Environmental Assessment of the existing water quality, terrestrial and aquatic habitat. Feasibility study for shoreline stabilization and partial small harbor fill to create new habitat using annual maintenance dredged material. Assistance with FEMA funding



Dan Veriotti, P.E.

Associate Principal/Coastal Engineer

applications and meeting attendance. Periodic aerial survey of the Harbor, site inspections and reports. Preparation of regulatory permitting documents for the north breakwater with construction cost estimate. Based on the report recommendations, a section of the north breakwater was repaired in October 2022, with GZA preparing construction documents for new armor stone and a reinforced concrete cap and performed daily observations.

Coastal Ravines Restoration, Highland Park, Illinois. Project Manager for the Coastal Ravines program; various task orders working for the City. Field investigations, data collection, hydrology analysis, Coastal calculations, design of ravine improvements (outfall, beach, fish passage structures, ravine bank/bed, bluff slope, and access stone path), alternative formulation and evaluation, and opinion of probable construction costs. Public coordination tasks. Various sites within the City limits, including Moraine Park, Millard Park, Maple Lane, Sycamore Place. Regulatory coordination-local, State, Federal.

Lake Superior Outfalls. Project Manager and lead principal engineer for data collection, Coastal analysis, formulation of alternatives with construction cost estimates, selection of preferred alternatives, preparation of construction plans, regulatory coordination and construction administration. The seven outfalls are maintained and owned by the City of Duluth and MnDOT and vary in pipe size and type of structure. Significant shoreline and outfall damages were recorded between 2017 and 2019, along with pipe sedimentation and full blockage. The implemented solutions include more robust designs and a significant reduction in the expected maintenance.

Shoreline Protection, Ogden Dunes, Indiana. Project Manager, Engineer of Record and lead engineer for a shoreline protection design structure (armor stone revetment) placed along a deteriorated Steel Sheet Piling bulkhead. The shoreline is 1 mile long and was severely impacted by the significant storms at high water levels. The revetment was constructed with 3 to 5.5 tons armor. Other services include Coastal analysis, permitting support, coordination with the National Park Service (NPS) and field construction administration. The construction was completed in May 2021, with Phase II scheduled in the Spring 2025.

Rosewood Beach Shoreline Rehabilitation, Highland Park, Illinois. Project Manager for data collection, detailed numerical analysis (shoreline evolution, water levels, wave climate, and sediment transport) and design development of project layout (general arrangement plan, breakwaters, beach fill-45,000 CYDS, and cross-sections) and detailed coastal calculations. The project provides a stable shoreline and ecosystem habitat restoration (both land and water-based). The project was constructed in 2015 with funding from the Great Lakes Fishery and Ecosystem Restoration (GLFER) and managed by USACE-Chicago.

Lake Forest Park Monitoring Study, Lake Forest, Illinois. Project Manager, Lead Coastal and Field Investigator for collecting and analyzing data (survey, jet probes) for rubblemound and vertical structures, beaches, marina basin, floating dockage, as part of the on-going periodic monitoring program. The study assessed the condition of all structures and beach cells and made recommendations for short (1-2 years) and long-term (5+ years) maintenance requirements, along with identified priorities. Performed a preliminary Coastal analysis to identify project risks at higher water levels. Computer volumetric calculations for beach loss/accretion, engineering analysis for beach runup. Identifying priorities for maintenance and repairs, development of short and long-term budget plans. Conducted a presentation of the study findings to the City Council.

Lake Forest Park Beach Studies, Lake Forest, Illinois. Project Manager, Lead Coastal Engineer for north cell beach nourishment alternatives (types of sand, placement options), construction cost estimates, regulatory permitting, construction plans and specifications. Periodic construction observations and City presentations.

Bay View Wetland and Shoreline Restoration, Milwaukee, Wisconsin. Project Manager and Lead engineer for data collection, site analysis and design development for wetland restoration in a Coastal site subject to water level variations and induced Lake Michigan storm surges. The project included regulatory coordination, meetings with various stakeholders and preparation of plans and specifications for: submerged and emergent wetland, new channel for improved site hydrology, bio-engineered stable shoreline/slopes, upland forest, northern pike spawning and islands for bird habitat.

Design and Implementation of Remedy Assessment for Kinnickinnic River, Milwaukee, Wisconsin. Project Manager for historic data review, design of a post-remediation survey, field sampling plan, implementation of the survey (data collection and analysis) and data analysis (pre- and post-remediation comparison) to determine the effectiveness of the dredging operations conducted by EPA in 2008. 180,000 cubic yards of contaminated material with very high concentrations of PAHs, PCBs, and heavy metals were

**Dan Veriotti, P.E.**

Associate Principal/Coastal Engineer

removed, and a clean sand cap provided-the stability of this cap material was analyzed. The project included coordination efforts with USEPA, local stakeholders (WIDNR, MMSD), and USACE-Buffalo, Detroit.

Indiana Dunes National Lakeshore, Chesterton, Indiana. Project Manager for comprehensive EIS and Shoreline Restoration and Management Plan: data collection, technical analysis (shoreline evolution, water levels, wave climate, and sediment transport) and development of restoration alternatives including sediment by-pass for beach nourishment) for 20 miles of shoreline. The main goals are to stabilize the shoreline and provide aquatic and land-based habitat opportunities. The project included a significant public participation component and meetings with stakeholders and was funded by the NPS and USACE.

Hammond Beach Shoreline Study, Hammond, Indiana. Project Manager for Coastal analysis, historic data review, and design of a beach shoreline protection system. This project, funded by Indiana DNR Coastal Program/NOAA includes conceptual design for site restoration, with a focus on protecting the bird sanctuary area and the upland vegetation. The site has known contamination levels due to previous industrial slag fill, with an increased risk of contaminant migration to Lake Michigan during high lake water levels. The project provided clean sand capping alternatives and bio-engineering techniques for the bluff slope, and public participation phases.

Thermal Plume Analysis, Chesterton, Indiana. Project Manager for computer modeling studies of the Bailly-NIPSCO water discharge temperature distribution. Services provided included 2-and 3-Dimensional modeling analysis of the thermal plume, conceptual design and cost estimates for outfall channel alternate options, and draft feasibility of re-locating the Lake Michigan plant water intake in deep water.

Water Intake Feasibility Study, Chesterton, Indiana. Project Manager and Lead engineer for a comprehensive technical study for NIPSCO, which included: computer modeling studies of the water discharge temperature distribution, 2-and 3-Dimensional modeling analysis of the thermal plume, sediment transport, shoreline morphological analysis, conceptual design and cost estimates for outfall channel alternate options, and feasibility of re-locating the Lake Michigan plant water intake in deeper water. Stone porous dike design of the water intake and construction cost estimates for intake alternatives and mechanical additions/pumping station. Compliance with the new EPA 316 (b)-fish entrainment and impingement rules.

Sustainable Coastal Planning, Highland Park, Illinois. Project Manager for Millard and Moraine Parks: data collection, site meetings and presentations, formulation of design alternatives with construction cost estimates and recommendations for implementation. The PDHP received a NOAA/IDNR Coastal Management grant to address the ravine erosion, improve public access, and provide fish habitat evaluation, and opinion of probable construction costs. Public coordination tasks.

Illinois Interim Shoreline Erosion Study, Illinois. Project Manager for a technical study funded by the Coastal Zone Management, INDNR and USACE Chicago. Data collection over 22 miles of shoreline (Wilmette to Waukegan Harbor), performing structure inventory, classification, Coastal analysis-FEPS, risk assessment, and feasibility/economic analysis of implementing a Shoreline Coastal Protection Plan (with a focus on stable shoreline and habitat restoration) on a large scale. Coastal calculations, development of structures, beach nourishment and construction cost estimates.

Central Avenue Parking Lot Design, Highland Park, Illinois. Project Manager for Project Manager for data collection (survey, concrete coring), final design, construction plans and specifications for bulkhead rehabilitation/improvements (Steel Sheet Piling and new concrete cap), and construction administration services. The project was constructed in 2017.

Northerly Island Master Plan, Chicago, Illinois. Project Coastal engineer for the technical analysis, site investigation and data collection, formulation of shoreline restoration alternatives, with construction cost estimates and recommended implementation phases. Participated in numerous project design charrettes, public meetings, and regulatory coordination.

Rock Run Rookery, Joliet, Illinois. Project Coastal Engineer for a multi-disciplinary team, for a water resources-focused Forest Preserve District of Will County site located at the confluence of Rock Run and Des Plaines River. The project included a HEC-RAS hydraulic analysis, final design, regulatory permitting and construction administration for a trail system, shoreline revetments, boat launch, fishing piers, shelters, roadway improvements, and fixed boardwalk structures. The site is subject to frequent flooding and required detailed analysis for no impacts to the river flood conveyance capacity with the proposed paved trail fill.

**Dan Veriotti, P.E.**

Associate Principal/Coastal Engineer

Stormwater Relief Outfall Study, Winnetka, Illinois. Project Manager for feasibility study evaluating Lake Michigan outfall alternatives, part of the Village of Winnetka Stormwater Relief Tunnel (8-foot diameter pipe with a peak design outfall over 900 cfs). Services provided included coastal analysis, development and analysis of various outfall alternatives, preparation of construction costs, and early coordination with regulatory agencies for permitting input.

Morris Waterfront Study, Morris, Illinois. Project Manager and lead engineer for proposed multi-use recreational and housing development, Illinois River HEC-RAS study -steady and unsteady (Marseilles Pool) to determine impacts of the proposed development on the 50- and 100-Yr events, coordination with regulatory agencies and preparation of FEMA LOMA (Letter of Map Amendment).

Lake Ontario Shoreline Assessment Study, New York. Project Manager, Lead Coastal and Survey Coordinator for a technical study funded by the USACE-Buffalo collecting and analyzing data along approximately 100 miles of shoreline. This study was conducted for the US Army Corps of Engineers, as part of the IJC management efforts of the Great Lakes water levels. The project inventoried and classified the shore protection structures, identifying erosion risks and priorities for rehabilitation. An electronic project geodatabase was created, which will be used in the FEPS (Flooding and Erosion Prediction System).

Cleveland Harbor RSM Section 204, Toledo, Ohio. Project Manager for technical analysis and plan development for beneficially using dredged material from the Cleveland Harbor federal navigational areas to create ecosystem restoration/habitat. Services provided include numerical analysis (water levels, wave climate, and coastal engineering design calculations), evaluation of available dredging alternatives, and design for habitat islands, shoreline improvements, geotechnical analysis, and constructability/cost estimating.

Toledo Harbor RSM Section 204, Toledo, Ohio. Project Manager for Project Manager for the feasibility study and design of three offshore habitat islands located in Maumee Bay, western Lake Erie Basin. The islands are designed to accommodate over 20M CYDS of maintenance dredged material removed from the federal navigation channel. The islands provide terrestrial and aquatic habitat opportunities. Services included coastal analysis (including numerical analysis for wave climate and water levels), breakwater/revetment design, island location and layout, geotechnical analysis, constructability, and cost estimating.

North Coast Harbor, Cleveland, Ohio. Project manager for a site assessment study, coastal analysis, marina market evaluation study and economic impact analysis of a proposed marina with 53 slips (up to 80 feet long) and utilities. Prepared the Boating Infrastructure Grant (BIG) Tier II application and was successful in obtaining \$1.96M from the US Fish and Wildlife. With a City of Cleveland \$500k, the marina was constructed in 2013.

Ryerson Stream Mitigation, Greene County, Pennsylvania. Principal lead engineer for the shoreline restoration (hydraulic analysis, evaluation of erosion control alternatives, bank armoring, fish habitat structures), preparation of construction plans and specifications. The project was constructed in 2020.

Pictured Rocks National Lakeshore Shoreline Restoration, Munising, Michigan. Project Manager and Lead engineer for a technical study funded by the USACE-Detroit and the National Parks Service. Responsible for the shoreline rehabilitation study, which included: field data collection (sediment samples, structure survey and inventory), technical analysis (shoreline evolution, water levels, wave climate, and sediment transport) and development of restoration alternatives for Sand Point area shoreline. Formulated short and long-term alternatives; recommended a monitoring plan and prepared conceptual design plans, construction cost estimates and regulatory coordination.

Muskegon Hartshorn Marina, Muskegon, Michigan. Project manager, lead, and engineer of record for a new marina with a new breakwater, 275 slips (fixed and floating), new ramps, utilities, restrooms, pump-out and de-icing system and construction administration. New concrete sidewalks and paving per ADA requirements. The project was constructed in 2003.

USCG Station Modifications, St. Joseph, Michigan. Project manager and lead engineer for a physical modeling study aimed to quantify the wave energy at the location of the station breakwater and boat moorings. Formulation of breakwater alternatives, design of the selected option, plans and project report. The project was constructed in 2005.

Harbor Shores Golf Course, Benton Harbor, Michigan. Project lead engineer for designing one of the holes, wood boardwalk and the water irrigation study for the prestigious 18-hole Jack Nicklaus signature course. The project was constructed in 2010.



Dan Veriotti, P.E.

Associate Principal/Coastal Engineer

St. Clair Boat Harbor, Muskegon, Michigan. Project manager, lead and engineer of record for a new marina 132 slips (fixed and floating), new ramps, utilities, restrooms, pump-out, boat ramp, and fish cleaning station. New concrete sidewalks and parking lot per ADA requirements. The project was constructed in 2004.

Ox Creek Wetland Design, Benton Harbor, Michigan. Project Manager for technical analysis, final design, and construction administration of a 2-acre wetland mitigation site located in the proximity of the Ox Creek confluence with Paw Paw River. Services provided included a wetland delineation, review of environmental contamination studies, hydrology and hydraulics analysis, monitoring data (groundwater table installed well), design of clean cap alternatives and evaluation, bank stabilization alternatives, plant schedule, regulatory agency coordination, preparation of final design plans, bidding, and construction administration. The project was constructed in 2002.

Shoreline Restoration, Various Sites, Michigan. Project Manager and Lead engineer for various private property sites with direct Lake Michigan shoreline. Data collection, technical analysis, preparation of construction plans and specifications, and construction administration. The projects were constructed between 2000 and 2005.

Stormwater Management Plan, Pilot Study, Detroit, Michigan. Project lead engineer for implementing measures to reduce the peak stormwater inflow to the sewer system; data collection, XPSWMM modeling of the system with proposed improvements, with a target of significant reduction for the storms up to the 25-YR event.

Harbor and Boat Ramp Dredging Various Sites, Michigan. Project manager and lead engineer for hydraulic and/or mechanical dredging for harbors and boat launch ramp dredging and construction administration (Muskegon, Grand Haven, St. Joseph, Leland, Manistee, Cedar River, Lac La Belle, East Tawas Pigeon Lake).

Selected Papers and Presentations

"Resilient Shorelines" Center for Watershed Protection 2021 National Watershed & Stormwater Conference, May 2021.

"Duluth, MN Resilient Shoreline" St. Louis River Conference, April 2021.

"Great Lakes Site Restoration: Examples and Lessons Learned", 2015 Energy Forum Industry Days-Rosemont, April 2015.

"Indiana Dunes National Lakeshore: Shoreline Restoration and Management Plan", American Planning Association Conference-Chicago, April 2013. With Costa Dillon, National Park Service.

"Regional Sediment Budget", 5th National Conference on Ecosystem Restoration –Chicago, August 2013.

"Optimization of Source Water and Intake Protection Zones", West Shore Water Producers Association Conference-Glencoe, May 2010.

"Shoreline Rehabilitation in Highland Park, Illinois", American Shore and Beach Preservation Association Conference-Chicago, October 2008.

"Making Waves", Waterfront Review, Issue 3, September 2007 Waterfront Expo UK.

"Beach Fill Material Stability in Illinois", December 2021 for the Illinois Coastal Zone Management and City of Lake Forest.

"Man-Made Resilient Shorelines" for the EAGLE Michigan WRD, August 2021.

"Great Lakes Resilient Shorelines" AIPG National Conference, September 2023.

"Niagara River Ecosystem Restoration", ASBPA Conference, October 2023.



Russell J. Morgan, P.E.

Senior Principal

Summary of Experience

Mr. Morgan's extensive waterfront experience includes inspection, rehabilitation, analysis, design, and construction monitoring of marine structures. He has specialized in structural and geotechnical engineering as applied to the marine environment with design experience related to pile supported structures, relieving platforms, bulkheads, retaining walls, cofferdams, and ship berthing and mooring systems. Mr. Morgan was co-author of the geotechnical section of the 1990 waterfront design reference text, entitled "Design of Marine Facilities for the Berthing, Mooring, and Repair of Vessels." He has been actively involved in nearly every marine/waterfront project undertaken by GZA in the last 30 years.

Relevant Project Experience

Project Reviewer, South Street Substation, Providence, Rhode Island. GZA was retained by a confidential client to perform an assessment of approximately 1,000 linear feet of existing shoreline structures. GZA's tasks included performance of the following: Above and below-water structural evaluation of steel bulkheads, floating docks, concrete retaining walls, granite block seawalls and riprap revetments; bathymetric survey; geotechnical subsurface explorations; and provide estimate of costs/recommendations for repairs/replacement of the waterfront structures. GZA has been retained to provide design, preparation of construction documents, and oversight and monitoring of construction of the new waterfront structures.

Principal-in-Charge, Rehabilitation of Davisville Pier No. 2, North Kingstown, Rhode Island. GZA is responsible for coordinating field data collection efforts, design and construction document production, and construction phase services for this multi-part effort. GZA initially assisted in the evaluation of the existing pier's bulkhead structure and its ability to accommodate deeper drafts and heavier deck loadings. Following the decision to upgrade and expand, GZA undertook a subsurface investigation program to inform the design of new bulkheading for the existing pier and piles for a pier extension. GZA was subsequently awarded the design for the east (Phase I) and south (Phase III) faces of the pier. GZA also provided design guidance for the pier extension along the east face (Phase II). Construction is phased to allow for continued operation of the facility during construction. The east face is currently under construction, while design continues for the southern face of the pier.

Principal-in-Charge, Repairs and Improvements to Davisville Pier No. 1, North Kingstown, Rhode Island. GZA was retained by Quonset Development Corporation to provide engineering services for repairs and improvements to Davisville Pier No. 1. The pier is approximately 250 feet wide and 1200 feet long with a timber pile and rubber tire fendering system. Field inspection surveys were performed on topside and underside structural elements including caps, deck, beams, mooring hardware, and fender system. Marine engineering studies, design, and cost estimating included value engineering for rehabilitation and improvements to the concrete deck structure, lighting, and fender system. GZA prepared construction drawings and specifications for the proposed improvements, and assisted during construction.

Principal-in-Charge, Ferry Slip and Pier Rehabilitation, Maine DOT, Frenchboro, Maine. Oversaw the inspection and evaluation of an existing facility, preparation of an

Education

B.S., Civil and Ocean Engineering,
University of Rhode Island, 1982
M.S., Civil Engineering, University of
Rhode Island, 1984

Licenses & Registrations

Professional Engineer — 1998, Rhode
Island, #PE.0006938
Professional Engineer — 1988,
Connecticut, #PEN.0014911
Professional Engineer — 2001,
Massachusetts, #43000
Professional Engineer — 2018, New York,
#100389

Areas of Specialization

- Geotechnical Engineering
- Marine Engineering/Diving
- Landfill Engineering



Russell J. Morgan, P.E.

Senior Principal

alternatives analysis, design of improvements, development of construction documents and performance of construction phase services. The existing facility included a stone masonry pier, vehicular transfer bridge, and timber pile dolphins. The alternatives analysis and basis of design were based on the inspection results and input from the project shareholders and public hearing input. Ferry slip improvements included replacement of timber pile dolphins with rock-socketed, steel pipe pile supported dolphins with energy absorbing fenders. Pier improvements consisted of repairs to voids in the stone masonry, removal, replacement and compaction of subgrade material and installation of new bituminous pavement.

Principal-in-Charge, Ferry Terminal Reconfiguration and Reconstruction, Woods Hole, Massachusetts. Overseeing coordination of field data collection, design efforts, permitting and construction document production. The project includes the reconfiguration of the three slips, passenger loading areas and upland vehicle staging areas at the Woods Hole Ferry Terminal and construction of a new off-site administrative building in nearby Falmouth, Massachusetts. The scope includes the preparation and submittal of environmental permit applications for the work, civil engineering services for both the terminal and administrative building sites, geotechnical engineering services for the design and construction of new waterfront structures in Woods Hole and upland structures at both sites, performing a pre-demolition evaluation of hazardous materials within the existing terminal building and preparing a Release Abatement Measures (RAM) and soils management plan.

Technical Consultant, PSEG Bridgeport Harbor Station, Bridgeport, Connecticut. Responsible for the development of repair alternatives for a 1,000-foot-long oil dock damaged during Hurricane Sandy. The damaged structures included a timber pipe support trestle, timber pile supported walkways between fender dolphins and mooring dolphins, pipe pile supported concrete dolphins and fender systems.

Project Engineer, Galilee South Bulkhead/Pier 3 Rehabilitation, Narragansett, Rhode Island. GZA's services for this project consist of providing a design for the rehabilitation of the existing bulkhead from south of Pier A to State Pier 3. The existing bulkhead consists of cantilevered steel sheet piles. Provided design of structural components for new fiber reinforced polymer (FRP) sheet pile wall and tieback system. Provided load rating and construction details for the rehabilitation of Pier 3.

Project Manager, Baltimore Hess Terminal, Baltimore, Maryland. Completed a waterfront structure condition assessment and design for the rehabilitation of aging marine structures at the Hess Oil Terminal in Baltimore, Maryland. The condition assessment included an evaluation of a 625-foot long marine structure with four main pile supported platforms, supporting steel piping, steel walkways, and miscellaneous equipment and a braced steel sheetpile bulkhead. Plans and estimates for repairs were developed.

Principal-in-Charge, Gulf Oil Bulkhead, Chelsea, Massachusetts. GZA provided value engineering for rehabilitation of a 600 foot long marine terminal bulkhead. A geotechnical investigation and report was prepared to evaluate subsurface conditions and the impact on the wall design. Several wall designs were evaluated to reconstruct the 45 foot high existing bulkhead. Cost estimates to reconstruct the bulkhead were prepared for each design option. GZA prepared construction drawings and specifications for the new wall and provided construction monitoring services.

Principal-in-Charge, Waterfront Facilities Evaluation, Newport, Rhode Island. GZA field inspected various seawalls and structures along the Newport waterfront, assessing conditions and documenting deficiencies. A ranking system was developed, taking into account five factors; safety, property, environment, historic value and aesthetics. GZA prepared a comprehensive evaluation report that described each structure, identified risks, recommended repairs and presented estimated construction costs. The report included comprehensive mapping showing structure location; photographs and sketches showing existing conditions; and detail drawings of the recommended repairs. Structure deficiencies were ranked in accordance with the five considered factors and repairs were prioritized. The priority table served as a budgetary and planning guideline for the City of Newport.

Principal/Reviewer, Bath Iron Works (BIW) Shipyard, Bath, Maine. GZA has completed numerous projects at the BIW in Bath, Maine. Mr. Morgan completed numerous above and below water facility inspections of pier and bulkhead structures. He also completed pile analysis and design for pier rehabilitation.



Russell J. Morgan, P.E.

Senior Principal

Publications

Gaythwaite, J.W. and R.J. Morgan, geotechnical chapter of "Design of Marine Facilities for the Berthing, Mooring, and Repair of Vessels."

Carchedi, D.R., Nacci, V.A., Pekin, O., Morgan, R.J., "An Experimental Study of Drag Anchors and Implications for OTEC", Offshore Technology Conference, 1984.

Morgan, R.J., Johnsen, L.F., Gryniewicz, F.M., "Permanent Excavation Support and Underpinning in Sands: A Case History", Grouting, Soil Improvement, and Geosynthetics, ASCE Specialty Conference, 1992.

Morgan, R.J., Carchedi, D.R., "Geotechnical Considerations in Port Design", PORTS Conference, 1989.

Carchedi, D.R., Morgan, R.J., "Port Conversion to Residential and Retail Use", PORTS Conference, 1989.



Benjamin Yahr, ASLA

Landscape Architect

Summary of Experience

Mr. Yahr has over 20 years of experience providing creative design and project management support for waterfront, public access, park and open space design, and ecological restoration projects throughout the Great Lakes Region, Canada, the Caribbean, and Australia. Mr. Yahr thrives on bringing new approaches, technology, and techniques such as UAVs (drones) to the design process to improve efficiency, client service, and the environmental components of projects. As a key leader of conceptual, design development, and final design teams; Mr. Yahr coordinates marketing and business development activities, field services, the production of landscape architecture, ecological restoration, civil, and coastal engineering design and bid documents; and is well versed in UAV services, CAAD, GIS, and 3d visualization for design analysis and communication.

Relevant Project Experience

COASTAL/ECOSYSTEM RESTORATION

Lake Forest Park Beach Studies, Lake Forest, IL. UAV survey data collection and analysis for a detailed park assessment focused on the condition of the stone structures, site visit, preparation of plans showing changes in the cross-sections over the last 20 years, formulating a phased repair plan with construction cost estimates.

Joliet Park Shoreline Restoration, Green Bay, WI. Landscape Architect, in charge of preparing project plans and specifications with construction cost estimates.

Milwaukee County Bluffs and Shoreline, Wisconsin. UAV survey data collection and preparation of plans showing beach and bluff improvements at 13 County parks over 12 miles of shoreline, with construction cost estimates. Preparation of GIS database for County use.

Shoreline Assessment, Repair & Monitoring, Ogden Dunes, Indiana. Project landscape architect, CAD manager, and UAV survey leader for restoring damaged shoreline in a small Lake Michigan community. Project tasks included development of shoreline repair and protection alternatives, site survey and mapping, construction documents, and post construction monitoring.

Monitoring & Engineering Services, Racine, Wisconsin. Landscape architect and UAV manager for analysis of coastal structures, habitat, and water quality at a Great Lakes harbor as part of ongoing monitoring contracts in 2017, 2020, and 2022. Mr. Yahr supported detailed site investigations through the use UAV mapping technology and worked to identify and design improvements to restore ecosystem services throughout the harbor; and assisted in developing bid documents for the repair of damaged sections of the north breakwater.

Resilient Shoreline Damage Assessment and Repair, Duluth, Minnesota. Project landscape architect and UAV mapping manager for extensive waterfront analysis and design project following significant damage during the fall of 2017. The project team analyzed the extent of the damage, and documented areas to be repaired, using UAV data to fast-track the project schedule and perform detailed comparisons of pre- and post-storm conditions. Mr. Yahr led aerial survey efforts and the design and documentation of repair alternatives for lakefront paths, boardwalks, beaches, harbors, and railroads for

Education

BSc- Landscape Architecture,
Certificate – Environmental Studies
University of Wisconsin

Licenses & Registrations

Landscape Architect:
Wisconsin #583-14
Illinois #157001697
Minnesota #50787
Michigan #62010523333
Ohio #1301298

Areas of Specialization

- Landscape Architecture
- Ecological Restoration Design
- Public Access Design
- Field Services
- CADD/GIS
- Visualization
- Shoreline Site Investigations
- Coastal Design
- Design/Construction Plans
- Construction Administration
- Regulatory Permitting
- Marina Design
- Dredging
- Beneficial Use of Dredged Material
- Wetland Design
- Stream Bank Stabilization
- Site Habitat Restoration



Benjamin Yahr, ASLA

Landscape Architect

emergency repairs. Tasks included USACE permit applications, design development, final design, and engineering services during construction.

Kinnickinnic River Reach 2a, Milwaukee, Wisconsin. Landscape architect for final design of urban stream restoration project based on the removal of deteriorated concrete and creation of a naturalized channel through park land on the Kinnickinnic River. Project tasks include preparation of vegetation plans for channel restoration alternatives, development of construction documents, operations and maintenance manuals, plans and costs for vegetation, engineering services during construction, and monitoring of vegetation establishment.

South Shore Breakwater Rehabilitation, Milwaukee, Wisconsin. Project landscape architect and survey manager for the investigation of damage to shoreline and breakwaters at South Shore and Bay View Parks. Project tasks included UAV topographic data collection, basemap creation, and preparation of permit applications and construction drawings for emergency repairs.

Menomonee River Streambank Stabilization, Milwaukee, Wisconsin. Project landscape architect for final design of approximately 200 feet of highly eroded urban riverbank. The riverbank had rapidly eroded and receded over recent years and was restored into a natural channel with native vegetation buffers. Tasks include site investigations, conceptual design, construction plans, technical specifications, bid services, and engineering services during construction.

Milwaukee County Grounds Vegetation Management, Milwaukee, Wisconsin. Landscape architect for emergency erosion control and vegetation management project at MMSD's Milwaukee County Grounds facility. Project tasks include site investigations to document invasive species, coordination with WDNR, bid services, engineering services during construction, and the development of plans and specifications to reduce the density of invasive vegetation and provide naturalized vegetation for stability and habitat.

Western Milwaukee Phase 2b, Milwaukee, Wisconsin. Project landscape architect for nearly a half mile of flood protection and urban stream restoration. Project tasks include landscape architecture, operations and maintenance planning, public & stakeholder input support through renderings and preference surveys, engineering services during construction, and vegetation monitoring.

Visualization of Great Lakes Coastal Wetland Response, Lakes Huron, Ontario, Erie, and St. Clair. Mr. Yahr worked with Environment and Climate Change Canada (ECCC) to analyze and produce photorealistic visualizations of coastal and riparian wetland changes in response to future water level change projections.

Minnesota Point Beach Nourishment Monitoring, Duluth, Minnesota. Mr. Yahr worked with the USGS to conduct field, UAV, and data management services to monitor beach profiles after sand from dredging activities had been placed as beach nourishment.

Underwood Creek Long Term Monitoring, Milwaukee, Wisconsin. Mr. Yahr worked with the USGS to conduct UAV surveys of a previously restored reach of Underwood Creek. The drone data will be used in conjunction with flood stage data, ground water data, and H&H models to document elevations, floodplains, and conditions during floods.

Phragmites Scouting and Treatment Monitoring, Southeast Wisconsin. Mr. Yahr worked with the USDA/NRCS to conduct UAV surveys of wetlands in Rock, Walworth, and Jefferson counties on public land and private easements varying in size from 40 to 1,800 acres. The surveys are used to identify the extent of invasive phragmites vegetation to be treated; and to assess treatment success on a yearly basis.

Milwaukee River Habitat Enhancement Project, Milwaukee, Wisconsin. Project landscape architect for the design of potential improvements at Lincoln Park Oxbow and Estabrook Park Falls. Mr. Yahr led efforts to design a relocated canoe portage route. The team worked to achieve habitat, sediment, recreational, and flood risk objectives for this MMSD project.

Shoreline and Beach Restoration Solutions, Pictured Rocks National Lakeshore, Michigan. Project landscape architect for the development of conceptual alternatives to preserve and enhance damaged portions of Lake Superior shoreline. Project tasks included existing conditions documentation, alternative analysis, feasibility level plans and cross sections, and cost estimates.

Shoreline Restoration Alternatives, Indiana Dunes National Lakeshore, Indiana. Project landscape architect for proposed restoration of 20 miles of shoreline between Michigan City and Gary, Indiana. Services provided included technical analysis (water levels, wave climate, and sediment transport) along with development of shoreline restoration options (beach nourishment, sediment by-pass plants, and shoreline erosion structures) with construction cost estimates.



Benjamin Yahr, ASLA

Landscape Architect

South Shore Beach Relocation Study, Milwaukee, Wisconsin. Project manager and project landscape architect analyzing the feasibility of recreating a public swimming beach within a County Park. Project tasks include background research, coordination with stakeholders, scientists, and computer modelers, stakeholder and public meetings, site and park design, stormwater management planning, and the development of beach alternatives.

Milwaukee River Parkway Habitat Improvement and Interpretive Access Design- Milwaukee, Wisconsin. Project manager and landscape architect for park design, bluff stabilization, and public access project in collaboration with the River Revitalization Foundation and Milwaukee County Parks. Project includes design of stairs, trails, bioswales, habitat restoration, slope grading, urban plazas, and environmental education nodes to provide meaningful enhancements to nearly 500 feet of degraded urban park and riverway. Project tasks included successful grant applications securing funding for the project.

Harbor and Beach Improvement Feasibility Study, Cornucopia, Wisconsin. Project landscape architect for USACE feasibility study investigating alternatives to improve federal structures in the Lake Superior harbor to enhance the local economy and ecosystem services. Project tasks included stakeholder meetings, coordination with USACE officials, alternatives generation, evaluation matrix generation, cost estimation, and report preparation.

South Beach Park Enhancement Marquette, Michigan. Project manager and landscape architect for the development of conceptual plans for beach and dune enhancement at a recreational beach on Lake Superior. Project tasks included client meetings, background research, conceptual design, grading plans, report preparation, and coordination with engineers and scientists.

Boardman River Dam Removal Alternatives Study, Traverse City, Michigan. Project team member and designer for a study to examine the impacts of several proposed dam removal alternatives along the Boardman River, a tributary to Lake Michigan in northern Michigan. Project tasks include the development of alternatives for sediment management, volume calculations, preliminary restoration plans and management techniques, and visualization.

Feasibility Study, Bailey's Harbor, Wisconsin. Project landscape architect for the investigation of alternatives to maintain access to rural harbor to protect local economy. Long term sedimentation and potential storm damage frequently limited access to the Lake Michigan harbor. Project tasks included development of conceptual alternatives, bathymetry data collection and processing, and stakeholder meetings.

Thompson's West End Park, Washburn, Wisconsin. Project Manager and landscape architect for conceptual masterplanning project of the expansion and redesign of a 27-acre park located along the shores of Lake Superior in Bayfield County. The project involves improving and expanding habitat, camping, park facilities, and overall integration of the site to the natural and urban waterfront of Washburn.

Public Access Trail, Port Washington, Wisconsin. Project landscape architect and designer for conceptual public access trail leading out of downtown Port Washington. Project features bike and pedestrian trails and bridges, parking area, beach enhancement, shore protection, an ADA accessible fishing pier, prairie restoration, wetland creation and enhancement, and a canoe/kayak launch.

Town Plaza Design Competition, Boulder Junction, Wisconsin. Project manager and landscape architect for development of preliminary plans for a public plaza that will be a major landmark for the Town of Boulder Junction. The proposed plaza includes grading and drainage, circulation design, a four-season pavilion, a performance stage, a splash pad, an adventure playground, signage, seating areas, and areas for public art and events.

North 30th Street Wet Weather Relief Project, Milwaukee, Wisconsin. Project manager and landscape architect as part of a multidisciplinary team completing final design for improvements to reduce flooding in the northern portion of the 30th Street Industrial Corridor. The MMSD project included conceptual and final design for the proposed stormwater management basins, investigation the feasibility of green infrastructure elements, and coordinating the conceptual routing of a greenway corridor. Tasks include elements of park design, renderings, GI design, public and stakeholder involvement, conceptual design, and final design documentation.

Kinnickinnic River Reach 2a Preliminary Engineering, Milwaukee, Wisconsin. Project manager and landscape architect as part of a multidisciplinary team completing preliminary engineering for the restoration of over two miles of river in urban Milwaukee. The existing concrete channel has deteriorated, and will be removed to create a naturalized river. Project tasks include preparation of



Benjamin Yahr, ASLA

Landscape Architect

vegetation plans for channel restoration alternatives, development of construction and operations and maintenance costs for vegetation, and creation of 3d renderings for stakeholder and public meetings.

Olin Park Beach Enhancement - Madison, Wisconsin. Project landscape architect and designer for conceptual beach enhancements at the popular but underutilized city beach. Phased improvement plans and cost estimates were prepared for the Clean Lakes Alliance non-profit group. Proposed improvements included ADA access, site amenities, and coastal structures to contain an expanded beach, grading and terracing to improve access and comfort, and accommodations for future public pier.

Harambee+Riverworks Green Infrastructure Best Management Practices Plan- Milwaukee, Wisconsin. Project manager and landscape architect for creation of a green infrastructure plan for an industrial, commercial, and residential neighborhood in Milwaukee. The plan investigated the feasibility, prioritization, and spatial applicability of 14 green infrastructure best management practices to achieve the Milwaukee Metropolitan Sewerage District's goal of capturing the first ½ inch of rainfall.

30th Street Corridor Neighborhood Green Infrastructure Planning Pilot Project- Milwaukee, Wisconsin. Project manager and landscape architect for the creation of a neighborhood scale watershed management plan including design and implementation concepts for a residential area within an industrial corridor. The plan demonstrated the practices that would be required to meet the Milwaukee Metropolitan Sewerage District's capture, treatment, and storage goals in pilot area which could eventually be scaled throughout the city.

Central Avenue Park Boat Launch Ramp, Highland Park, Illinois. Project manager and landscape architect for the replacement of a deteriorating boat launch ramp for the Park District of Highland Park. Project features include a concrete boat launch ramp, floating access pier, stormwater management features, connections to adjacent recreational facilities, and conceptual park master planning. Project tasks included site analysis, site survey, conceptual design, client meetings, meetings with regulatory officials, and preparation of permit application materials.

Bender Park Dredging Access Road, Milwaukee, Wisconsin. Project manager and landscape architect for the development of alternatives for the stabilization of a construction access road created by dismantling an existing coastal structure. Project elements included a multiuse pathway that would facilitate dredging and allow for public access. Project tasks included site analysis, client meetings, coordination with structural and coastal engineers, cost estimates, materials investigation, meetings with regulatory officials, conceptual design, drawing production, and technical report production.

Habitat Creation & Beneficial Use of Dredge Material, Cleveland, Ohio. Project landscape architect for the selection of potential disposal sites for dredge spoils from the Cuyahoga River and Cleveland Harbor with the USACE. Five sites were evaluated, and preliminary engineering concepts were developed to provide storage of dredge material, and creation of habitat and potential recreational use.

Anchor Bay Reconnaissance Study, Anchor Bay, Michigan. Project landscape architect for reconnaissance level study performed for the Clinton River and Anchor Bay Area of Concern (AOC). Services provided included identification of project impairments, data gathering, development of watershed conceptual model, coordination with regional stakeholders, and formulation of a Strategic Plan for Beneficial Use Impairments (BUI) delisting along with Fact Sheets for nine sites.

Toledo Harbor Island Restoration, Toledo, Ohio. Project landscape architect for the preliminary design and feasibility evaluation of three habitat islands located in Maumee Bay in western Lake Erie. The islands are designed to accommodate over 20 million cubic yards of maintenance dredge material removed from the federal navigation channel. The islands provide over 1,000 acres of terrestrial and aquatic habitat at a cost of over \$750m. Baird services included coastal analysis, breakwater/revetment design, island location and layout, geotechnical analysis, constructability and cost estimating.

Marion Mill Pond Ecosystem Restoration, Marion, Michigan. Conceptual designer for dam removal and restoration options for a river channel and 26-acre impoundment and park in central Michigan. Tasks included analyzing existing conditions, comparing reference reaches, establishing natural channel design characteristics, researching and specifying natural grade control and habitat structures, analyzing construction phasing options, designing channel alignment alternatives, coordinating with USACE officials, coordinating with Environmental Assessment documentation, and specifying preliminary vegetation planting plans and lists.



Benjamin Yahr, ASLA

Landscape Architect

North Coast Transient Harbor, Cleveland, Ohio. Designer and project team member for a 53 slip transient boat marina submitted for Federal Boating Infrastructure Tier II Grant. The proposed marina adjacent to the Rock and Roll Hall of Fame in downtown Cleveland will include dockage for boats up to 80 feet in length, ADA accessible dockage, and elements of "Green" marina design. Project tasks included marina layout, existing market conditions studies, economic justifications, determination of anticipated slip mix, cost estimating, and preparation of Grant application reports and materials. The project was subsequently selected to receive BIG Tier II funding.

2016 Olympic Games Bid, Chicago, Illinois. Project team member for the preparation of a feasibility study to incorporate modifications to the existing government breakwaters in Monroe Harbor to accommodate the rowing, sailing, kayaking, and triathlon venue for the 2016 Olympic Games. Coastal, structural and geotechnical engineering services were provided including comprehensive wind, wave and water levels analyses followed with extensive numerical modeling and design of proposed alternatives.

Port Vincent Waterfront, Port Washington, Wisconsin. Waterfront designer for over 7,000 LF of Lake Michigan waterfront. Proposed improvements include stabilization of 100-ft high bluffs, creation of 15 acres of environmental corridor and over 10 acres of accessible public park space and beachfront. The \$60m+ project also included a hotel resort and conference center, a PGA championship golf course, and residential development including condominiums, estate and single-family lots. Project tasks include site analysis, on-site conceptual design, design development, grading plans, cost estimates, visualization of design alternatives, final design, project team liaison, and regulatory permit preparation, and stakeholder meetings.

Desmond Landing, Port Huron, Michigan. Project landscape architect responsible for the design and production of drawings for the development of over one mile of urban waterfront along the St. Clair River. Master plan includes extensive public access and park opportunities, a specialty boat basin for display vessels, fixed and floating dockage systems, amphitheater, island development, fishing access, steel bulkhead walls, boardwalk, diver access, cobble beaches, wetland areas, and habitat creation. Technical issues include wave protection, stormwater management, and water quality.

Gary Urban Waterfront Revitalization, Buffington, Indiana. Project landscape architect and design team member responsible for the master plan development of a public urban waterfront complex. Master plan includes a 400-slip phased full service municipal marina, mooring accommodations for a large entertainment barge, park space, beach elements, public boat launch facility and dockage for transient craft and display vessels including a World War II Heavy Cruiser. Tasks include site analysis, site survey, stakeholder meetings, and permitting.

Hastings Park, Rockley Beach & Boardwalk - Bridgetown, Barbados. Project landscape architect, project task manager, and on-site construction representative for Public Park providing access to approximately 2km of newly restored beach systems and a continuous seaside boardwalk. Beach and boardwalk are accessible to the public and include significant site amenities, shore protection, and landscaping. Local residents and tourists utilize the waterfront Hastings Park for art fairs, concerts, and public events. Project tasks include site analysis, survey, on-site conceptual design, photo simulation, public participation, design development, cost estimates, visualization, final design, and construction services. Completed project was submitted to the ASLA National Professional Awards competition.

Barbados West Coast Beach and Reef Design, Holetown, Barbados. Project landscape architect for restoration of beaches and continuous public access along approximately 1.5km of shoreline. Final design elements included a 3-dimensional physical model, a series of offshore breakwaters, reef enhancements, natural stone structures, lagoon drainage enhancements, access stairs, connecting public parks space, and walkways in a unique partnership between the Government of Barbados and a group of local hoteliers. Project tasks included site analysis and survey, meetings with stakeholders, interface with engineers interpreting physical and computer model results, design visualization, construction document preparation, and coordination with onsite construction administration staff.

Hodges Bay Resort, Antigua. Designer for beach, pool, and boardwalk system within a residential revitalization master planning project. Project proposes creation vegetated headlands to contain swimming beaches. Other features include overlooks, shade structures, small boat access, a restored fishing pier, and natural area.

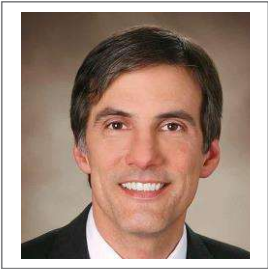


Benjamin Yahr, ASLA

Landscape Architect

Marine Facilities and Tanker Berth, Abaco, Bahamas. Project team member for layout of berthing structures for a fuel offloading facility adjacent to a new power generation plant. Activities included conceptual, permitting, and final design documentation, and on-site assistance for geotechnical investigations.

Tropicalia Boating Facility, Dominican Republic. Project landscape architect and conceptual designer for master planning of a specialty boating facility for a new waterfront development. Proposed boating facility included a public promenade and pier approximately 400 feet long and 20 feet wide to be landscaped, and include a shade structure for general use as well as special dining experiences and wedding ceremonies. Project tasks include conceptual design, grading plans, and design development drawings.



Dino D. Fisaletti, P.E., S.E., D.PE

Senior Consultant

Summary of Experience

Mr. Fisaletti serves as a Senior Consultant for GZA's Marine and Waterfront Group. He has been involved with a variety of engineering projects in a wide range of responsibilities. His design experience is multi-disciplinary and includes structural, coastal, geotechnical, and civil engineering. He has also been involved in construction administration and project management. He has planned, performed or been in direct supervision of site and subsurface investigations, condition surveys, structural analysis and design, design of deep and shallow foundations, oceanographic and hydraulic analyses, preparation of construction documents, technical specifications, and cost estimates and preparation of coastal and waterways permits.

Mr. Fisaletti's marine experience includes the analysis, design and production of contract documents for pile supported piers and wharfs, fender systems, steel sheet pile bulkheads, granite block and concrete seawalls, revetments, breakwaters and other shore protection structures, and dredging and dredge disposal programs. He has performed numerous condition surveys and developed rehabilitation programs for existing timber, steel, and reinforced concrete waterfront structures. He has also been involved in the design and development of marinas and berthing facilities for small craft as well as deep draft vessels.

Relevant Project Experience

Project Manager, Rehabilitation of Davisville Pier No. 2, North Kingstown, Rhode Island. Coordinating field data collection efforts, design and construction document production, and construction phase services for this multi-part effort. GZA initially assisted in the evaluation of the existing pier's bulkhead structure and its ability to accommodate deeper drafts and heavier deck loadings. Following the decision to upgrade and expand, GZA undertook a subsurface investigation program to inform the design of new bulkheading for the existing pier and piles for a pier extension. GZA was subsequently awarded the design for the east (Phase I) and south (Phase III) faces of the pier. GZA also provided design guidance for the pier extension along the east face (Phase II). Construction is phased to allow for continued operation of the facility during construction. The east face is currently under construction, while design continues for the southern face of the pier.

Project Manager, Ferry Terminal Reconfiguration and Reconstruction, Woods Hole, Massachusetts. Overseeing coordination of field data collection, design efforts, permitting, construction document production, and construction phase services. The project includes the reconfiguration of the three slips, passenger loading areas and upland vehicle staging areas existing Woods Hole Ferry Terminal and construction of a new off-site administrative building in Falmouth, Massachusetts. The scope includes the preparation and submittal of environmental permit applications for the work, civil engineering services for both the terminal and administrative building sites, geotechnical engineering services for the design and construction of new waterfront structures in Woods Hole and upland structures at both sites, performing a pre-demolition evaluation of hazardous materials within the existing terminal building and preparing a Release Abatement Measures (RAM) and soils management plan.

Education

B.S., Civil & Environmental Engineering,
University of Rhode Island, 1982
M.S., Structural Engineering, University of
Rhode Island, 1987

Licenses & Registrations

Professional Engineer:
Rhode Island, #5234
MA, #35621 (Structural)
Diplomate, Port Engineering (D.PE)

Affiliations

- ASCE/COPRI - American Society of Civil Engineers/Coasts, Oceans, Ports, Rivers Institute
- PIANC - World Association for Waterborne Transportation Infrastructure
- AISC – American Institute of Steel Construction
- RISPE – Rhode Island Society of Civil Engineers

Areas of Specialization

- Port and Marine Engineering
- Structural Engineering
- Construction Administration
- Project Management

**Dino D. Fiscaletti, P.E., D.PE**

Senior Consultant

Construction is ongoing and phased over several seasons to allow full operation of the ferry terminal during the very busy summer season.

Project Manager, Bulkhead and Fender Replacement, Gulf Oil, LP, Chelsea, Massachusetts. Manager and served as lead structural engineer for the evaluation of geotechnical and structural conditions and the preparation of construction documents for the replacement of approximately 600 linear feet of existing sheet pile bulkhead and the installation of new fenders at an operating petroleum products terminal. Challenges included phasing the work and sequencing construction to allow for the installation of a new king-pile bulkhead and anchorage system without disrupting regular terminal operations. Responsibilities included bid administration, construction observation and construction management.

Project Manager, Improvements to Davisville Pier No. 1, Quonset Development Corporation, Davisville, Rhode Island. Manager and technical lead for the evaluation of structural conditions, completion of a berthing study and preparation of construction documents for the rehabilitation of this seven-acre concrete and timber pier. Tasks included performance of condition surveys, study and cost analysis of options for fender improvements, design of a pier rehabilitation schemes and design of a new fender system to accommodate RO/RO automobile transports. Construction documents were prepared for structural improvements and a new, pile supported fender system. Responsibilities included construction administration.

Senior Technical Consultant, Mooring Dolphin Design and Construction, Gulf Oil, LP, New Haven, Connecticut. Project included design and construction of pile supported mooring dolphins for this busy oil terminal. Limited overburden and a shallow bedrock surface required that tanker and barge mooring forces be resisted by rock anchors and steel pipe piles. Mooring line design forces were developed using proprietary software.

Senior Technical Consultant, Offshore Windfarm Staging, Deepwater Wind, Port of Providence, Rhode Island. Responsible for the design and construction of foundations required for support and staging of turbine towers during equipment fit-out at the Port, prior to delivery and installation off of Block Island, RI.

Project Manager, Ferry Slip and Pier Rehabilitation, Maine DOT, Frenchboro, Maine. Managed the inspection and evaluation of an existing facility, preparation of an alternatives analysis, design of improvements, development of construction documents and performance of construction phase services. The existing facility includes a stone masonry pier, vehicular transfer bridge, and timber pile dolphins. The alternatives analysis and basis of design were based on the inspection results and input from the project shareholders and public hearing input. Ferry slip improvements included replacement of timber pile dolphins with rock-socketed, steel pipe pile supported dolphins with energy absorbing fenders. Pier improvements consisted of repairs to voids in the stone masonry, removal, replacement and compaction of subgrade material and installation of new bituminous pavement.

Project Manager, Marginal Wharf Design, Tiltonville, Ohio. Project Manager and lead structural engineer for site investigations, design and permitting for a new marginal wharf for the loading and off-loading of sand at a sand processing facility along the Ohio River. Design was completed, including construction plans and specifications, and permits were submitted to local, state and federal agencies. The project was abandoned.

Technical Consultant, PSEG Bridgeport Harbor Station, Bridgeport, Connecticut. Responsible for assisting with the development of repair alternatives for a 1,000-foot-long oil dock damaged during Hurricane Sandy. Damaged structures included a timber pipe support trestle, timber pile supported walkways between fender dolphins and mooring dolphins, pipe pile supported concrete dolphins and fender systems.

Project Manager, Boat Haulout Construction and Seawall Improvements, Newport Shipyard, Newport, Rhode Island. Responsible for the design of new pile-supported reinforced-concrete piers and shoreside improvements required to support a 100-ton capacity boat haulout. A new sheet pile bulkhead was installed outboard of an existing granite block seawall at the foot of the piers. Due to questions regarding the stability of the existing seawall to support the haulout loading, the pile supported piers were extended over the seawall. Voids behind the seawall were filled with flowable concrete. Responsibilities included concept development, design of bulkhead and shoreside improvements, review of pier and pile foundation designs, production of construction documents, obtaining permits and providing construction administration services.



Dino D. Fiscaletti, P.E., D.PE

Senior Consultant

Pier and Bulkhead Rehabilitation, Hess Marine Terminals, Baltimore, Maryland and Perth Amboy, New Jersey. As Consultant/Reviewer providing oversight and direction during concept development, design and detailing of repair schemes for the rehabilitation of a pile supported pier and steel sheet pile bulkhead.

Pier and Bulkhead Rehabilitation, Hess Marine Terminal, Perth Amboy, New Jersey. As Consultant/Reviewer, involvement with this project consisted of providing oversight and direction during concept development, design and detailing of repair schemes for the rehabilitation of a pile supported pier and steel sheet pile bulkhead.

Bulkhead Replacement, Old Mill Boatyard, Chatham, Massachusetts. Technical Lead responsible for directing the design of over 300 linear feet of anchored and cantilevered bulkhead replacement at an active marine and public boat ramp.

Chicopee Flood Control Works, Engineering Evaluation for FEMA Accreditation, Chicopee, Massachusetts. Structural Project Manager responsible for directing and overseeing the evaluation and analysis of approximately 7,500 linear feet of reinforced concrete flood control walls and miscellaneous structures for four separate flood control systems located throughout the City of Chicopee.

Relevant Project Experience Prior to GZA

Cellular Cofferdam Construction, Enighed Pond Marine Terminal, St. John, U.S. Virgin Islands. Performed as the Owner's Engineer, provided engineering and management services during bidding, design and construction of a new bulk cargo and Ro/Ro facility on the island of St. John for Virgin Islands Port Authority (VIPA).

Chief Structural Engineer, Gallows Bay Marine Terminal, Christiansted, St. Croix, U.S. Virgin Islands. Responsibilities included field investigations, establishing design criteria and designing reinforced concrete structures, designing new fendering systems, preparing contract documents and construction cost estimates, completing value engineering studies and providing construction support services.

RO/RO Facility Reconstruction, Frederiksted, St. Croix, US Virgin Islands. Tasks completed as the Project Engineer included conducting field investigations, developing concepts, designing repair and rehabilitation schemes and preparing contract documents.

Fox Point Hurricane Barrier/I-95 and I-195 Interchange, Rhode Island Department of Transportation, Providence, Rhode Island. As lead technical engineer for waterfront design, project responsibilities included designing and managing design efforts for all flood control and hurricane protection structures, including three new vehicular gates through the hurricane barrier.

Central Artery (I-93)/Tunnel (I-90) Project, Section DoogA, Boston, Massachusetts. Responsibilities included the design of slurry walls, soldier pile tremie concrete walls, sheet pile bulkheads, braced excavations and cellular cofferdams.

Newport Yachting Center Bulkhead, Newport, Rhode Island. Project Engineer involved in the design of new, anchored, sheet pile bulkheads to encapsulate existing timber bulkheads and stone retaining walls at the Newport Yachting Center's Event Pier.

The Mooring Restaurant Bulkhead, Newport, Rhode Island. Designed a new anchored sheet pile bulkhead to repair an existing earth-fill wharf.

Oak Bluffs Ferry Terminal Expansion, Martha's Vineyard, Massachusetts. Responsibilities included structural design of the pier expansion and passenger walkway, management and coordination of all design tasks and document production, preparation of bid documents.

Repairs to Relieving Platform and Piers 1-5, Brooklyn Marine Terminal, New York City, New York. Duties performed as Project Engineer included coordinating field investigations and condition surveys, designing reinforced concrete relieving platforms supported on large diameter steel pipe piles, designing bulkheads and revetments, preparing construction drawings, specifications and construction cost estimates and providing construction support services.

Rehabilitation/Replacement of Timber Bulkheads, Oak Bluffs Inner Harbor, Oak Bluffs, Massachusetts. Performed the following services: Conducted above and below water condition survey of the existing deteriorated timber/steel bulkheads and



Dino D. Fisaletti, P.E., D.PE

Senior Consultant

wharf, economic study, design and implementation of design for repairs and improvements to existing deteriorated facilities, improved marina utilities (water, telephone and electrical), fuel dispensers recoating of several hundred feet of existing steel sheet pile bulkhead. Permit and grant applications, and detailed construction administration services were also provided.

New Bedford Seafood Cooperative Pier and Bulkhead, New Bedford, Massachusetts. Responsibilities included permitting, project coordination, structural design, cost estimates, production of construction documents, construction management and construction observation.

Bulkhead Replacement, U.S. Coast Guard Academy, New London, Connecticut. Responsible for condition surveys, test pits, subsurface investigations design and production of construction documents for repairs of the bulkhead and various waterfront structures.

Hampton Beach Seawall, Hampton, New Hampshire. Responsibilities included structural design, preparation of cost estimates, and construction administration for the construction of 3,500 linear feet of new concrete seawall and rip-rap shore protection.

Fore River RO/RO Facility, Quincy, Massachusetts. Responsibilities for this project included the design of pile foundations, tension anchors, and fender systems for a new roll-on/roll-off barge facility and vehicle transfer bridge in the former General Dynamics Shipyard.

Related Davisville Experience

South Bulkhead Replacement, Quonset Development Corporation, Davisville, Rhode Island. Under contract as program manager, assisted QDC in managing design, contract document production, materials procurement and bulkhead construction.

Fender System and Expansion Joint Replacement, Quonset Development Corporation, Pier 1, Davisville, Rhode Island. Responsible for design and production of all construction documents, including a revision and updating of QDC's standard boiler plate sections. During construction, he worked closely with the owner's on-site representative, investigated claims of changed conditions and negotiated change orders.

Bulkhead Rehabilitation at Pier 1, Quonset Development Corporation, Davisville, Rhode Island. Responsibilities included design and detailing of the rehabilitation system; production of construction documents and cost estimates; review of contractor submittals during construction.

Damage Assessments, Piers 1 and 2, Quonset Development Corporation, Davisville, Rhode Island. Mr. Fisaletti has provided structural assessments and repair cost estimates of damages and other temporary conditions at both Piers 1 and 2.

Peer Review, Cleat and Bollard Evaluation, Quonset Development Corporation, Pier 1, Davisville, Rhode Island. Conducted a peer review of a report and analyses of the condition and capacity of deck fittings along Pier 1.

Storm Bollard Installation, Rhode Island Port Authority, Pier 2, Davisville, Rhode Island. Mr. Fisaletti was the Owner's on-site representative during the construction of storm bollards on Pier 2.

Fender System Installation, Rhode Island Port Authority, Pier 2, Davisville, Rhode Island. Performed construction administration and review of contractor submittals and shop drawings.

Publications

"Fender Modernization at Pier 1, Port of Davisville, RI," Matthew J. Page, P.E. and Dino D. Fisaletti, P.E., Proceedings of American Society of Civil Engineers, Ports 2013, August 2013.

"Wharf Rehabilitation - MASSPORT Harbor Gateway Facility," D.D. Fisaletti, Proceedings of American Society of Civil Engineers, Ports '95, March 1995.



Matthew T. Taverna, P.E.

Senior Project Manager

Summary of Experience

Mr. Taverna has over 20 years of experience in coastal, geotechnical, and structural engineering applications for waterfront structures. Mr. Taverna maintains thorough knowledge in the design for municipal, industrial, commercial, and residential marine facilities. His professional career includes performing structural analysis on various marine applications, regulatory permitting, cost estimating, surveying and site planning for various waterfront uses, preparation of construction contract documents, material specifications, and construction administration.

As an Engineer, Mr. Taverna has inspected and performed structural analysis assessments on timber, concrete, and steel elements. He has designed and prepared construction documents for timber, concrete and steel bulkheads including tie-back systems. He has obtained federal, state, and local permits for shoreline stabilization, marina improvements, dredge operation and various municipal, commercial, and residential projects. Mr. Taverna has performed above and below water inspections and prepared condition assessment reports that included estimated construction costs for repairs.

Relevant Project Experience

Project Manager, Shoreline Protection, Queens, New York. Permitted, designed, prepared construction drawings, specifications, and construction cost estimate for a 2,000-foot-long stone revetment structure at Ralph Demarco Park in Queens, NY. Provided construction administration services during the installation of the stone revetment structure. Managed review of request for information (RFI's), submittal approval, reviewed and approved construction changes and modifications.

Project Manager, Shoreline Stabilization, City of Groton, Connecticut. Managed team for construction administration services for installation of 330-foot long by 15-foot-tall concrete seawall. Prepared, assembled, and managed bid procurement, attended, and hosted pre-bid meetings, evaluated bid compliance and provided consultation on contractor selection. Managed review of request for information (RFI's), submittal approval, payments, hosted weekly construction meetings, reviewed, and approved construction changes and modifications. Mr. Taverna also prepared de minimis change request to CT-DEEP for modification in design for various site alternations.

Project Manager, Pier Rehabilitation, New London, Connecticut. Prepared and managed design team for above and below water site assessment of Pier 7, an existing 700-foot -long by 30-foot-wide concrete pier, supported by over 200 steel foundation piles. Managed geotechnical soil observations and prepared two different federal and state permit applications for 1) pier rehabilitation and 2) installation of two 30-foot by 30-foot mooring dolphins. Prepare cost estimate and construction drawings.

Project Manager, Bulkhead Rehabilitation, Gowanus Bay, New York. Prepared and managed design team for above and below water site assessment of 35-foot-long steel bulkhead with 3-foot diameter outfall. Prepared Federal (USACE), State (NYS DEC) and local (SBS and NYC DEP) permit applications, designed and prepared construction drawings, specifications, and construction cost estimate

Education

Coastal Engineering Certificate, 2019,
Old Dominion University
M.S., 2015, Structural Engineering
University of Connecticut
B.S., 2005, Structural/Civil Engineering,
Lafayette College

Licenses & Registrations

Professional Engineer – Connecticut,
#0028433
Professional Engineer – New York,
#102757

Areas of Specialization

- Coastal Engineering
- Structural Engineering
- Geotechnical Engineering
- Construction Management
- Above and Below Water Inspections
- Waterfront Permitting
- Marina Design

Certifications/Training

- SSI Scuba Certification
- Transportation Worker Identification Credential

Affiliations/Memberships

- American Council of Engineering
- American Institute of Steel Construction
- Structure Engineering Institute



Matthew T. Taverna, P.E.

Senior Project Manager

Project Manager, Recreational Fishing Pier, Salem, Massachusetts. Prepared structural and geotechnical calculations for the installation of a 300-foot long by 12-foot-wide main pier with a 60-foot long by 16-foot-wide T-head. The Pier structure is supported by rock socketed steel pipe piles. The project is scheduled for construction over the winter 2023-2024 season.

Project Manager, Boat Ramp, Bridgeport, Connecticut. Prepared and managed design team for initial site inspection of the existing deteriorated asphalt boat ramp, prepared federal, and state permit applications, prepared construction documents, which included construction drawings, specifications and bid documents for an ADA compliant 3,600 s.f. concrete boat ramp. The project is scheduled for construction over the winter 2024-2025 season.

Project Manager, Bulkhead Analysis, Gowanus Canal, New York. Reviewed design calculations and drawings for approx. 1,500-foot-long pipe pile bulkhead supporting approximately 15 feet of organic material. Design review included analyzing liquefaction of soil material during seismic event. Provided various options to reduce liquefaction of soil material, reviewed cost estimates for various methods of installation and provided options for reducing the depth of the sheet pile bulkhead material to reduce cost of the project.

Project Manager, Waterfront Assessment, Montauk, New York. Prepared and managed design team for above water site assessment of over 600 linear feet of shoreline which includes four timber piers, and two timber boardwalks which are supported by composite, timber, and steel sheeting. Prepared letter report which identifies assessment of various structures, recommendations for repair and/or replacements of deteriorated structures, cost estimates for repairs and/or replacement, and determination of the required Federal, State, and local permit applications.

Project Manager, Bulkhead Assessment, Brooklyn, New York. Prepared and managed design team for above water and below water site assessment of 210-foot-long bulkhead comprised of timber and concrete structures supported by timber foundation piles. In addition, prepared an assessment of the elevated concrete foundation slab supporting the commercial building. Prepared letter report which identifies assessment of various structures, recommendations for repair and/or replacements of deteriorated structures, and cost estimates for repairs and/or replacement.

Project Manager, Private Marina Assessment, Port Jefferson, New York. Prepared and managed design team for site assessment of an existing 900-foot-long timber pier, supported by 180 timber piles, a 900-foot-long timber wave screen, supported by 120 timber piles and 2,000-linear feet of floating docks supported by 100 timber piles. Review of structures included an ASCE Level II diving inspection. Prepared site condition assessment report which discussed existing site conditions, damage to structures, repairs to structures and estimated cost to repair structures.

Project Manager, Residential Dwelling, Westport, Connecticut. Provided wave analysis for concrete piers and grades beams supporting a residential dwelling. The results of the wave analysis were used to develop design environmental loads associated with extreme (current 100-year recurrence interval) water levels and waves.

Project Manager, Public Harbor Walk, Salem, Massachusetts. Prepared site inspection team, prepared federal, state, and local permit applications, presented at local hearing, prepared geotechnical and structural analysis calculations, and monitored construction activities for a 1,000-foot-long concrete walkway supported by a steel sheetpile bulkhead and timber piles.

Relevant Project Experience Prior to GZA

Project Manager, Commercial Pier, New Haven, Connecticut. Prepared and managed design team for initial site inspection and geotechnical soil observation, prepared construction cost estimate, prepared federal and state permit applications, performed structural analysis on proposed structure, prepared construction drawings, prepared construction administrative proposal and monitored the construction phase for the ACEC nationally awarded Nathan Hale Pier Reconstruction Project. The structure is a 7,000 s.f., ADA compliant, fishing pier, supported by 133 timber piles and designed to resist the FEMA 100-year storm. The project was completed on time and within client's budget.

Project Manager, Municipal Marina Improvements, Fairfield, Connecticut. Prepared and managed design team for initial site inspection of approx. 500,000 sf marina with approx. 3,500 linear feet of dock and 10 timber piers. Prepared condition assessment



Matthew T. Taverna, P.E.

Senior Project Manager

report with a multitude of various reconfigure options, which included drawings and estimated construction costs. Presented options and costs at multiple public meeting.

Project Manager, Municipal Boat Ramp, Greenwich, Connecticut. Prepared and managed design team for initial site inspection of the existing deteriorated asphalt boat ramp, prepared federal, state, and local permit applications, prepared construction documents, which included construction drawings, specifications and bid documents, reviewed construction activities which included reviewing submittals, invoices, presenting at weekly construction meetings and monitored construction for a 4,000 s.f. concrete boat ramp. The project was completed within the allocated time to allow for opening prior to boating season.

Project Manager, Residential Pier, Greenwich, Connecticut. Prepared design team for initial site inspection, managed, reviewed, and submitted federal, state, and local permit applications, liaison between owner, architect and design team, prepared construction contract, reviewed construction, made on-site modifications to design resulting from various soil conditions. Modifications kept project within budget and project finished within allocated time.

Project Manager, Stone Seawall and Patio, Yacht Club, Greenwich, Connecticut. Managed design team for initial site inspection, prepared and reviewed federal and state permit application, prepared and reviewed design calculation for FEMA compliant 400' long stone seawall protecting a new 2,500 s.f. concrete/paver patio. Liaison between yacht club representative, architect, design team and contractors. Mentored junior engineers in construction administrative services such as concrete testing, payment applications and submittal review.

**Jesse D. Graham, P.E.**

Geotechnical Engineer/Associate Principal

Summary of Experience

Mr. Graham has been involved in geotechnical engineering and engineering geology projects for over 15 years and has conducted many investigations for deep and shallow excavations, building foundations, retaining walls, highways, bridge structures, tunnels, storm water detention and infiltration structures, and other civil works projects. His experience includes subsurface improvement and characterization for geotechnical and environmental projects using both invasive and non-destructive testing methods in both soil and rock conditions.

Relevant Project Experience**SUBSURFACE IMPROVEMENT**

Earthen Embankment Grouting, Confidential Client/Site, Northwestern Ohio. Mr. Graham designed a grouting program for an existing earthen embankment for a tailings pond at an operating mine in northwestern Ohio. The grouting program was designed to retard movement of groundwater through an existing open-graded toe-drain. Mr. Graham developed the grouting program and wrote project specifications for the program. Mr. Graham later aided in the onsite quality control/quality assurance program, including documentation of grouting volumes and pressures and material testing.

Slurry Cut-off Wall, City of Surprise Department of Public Works, Surprise, Arizona. Mr. Graham aided in the design of a soil mixing/downhole grouting program for the construction of a slurry cut-off wall at an existing wastewater treatment facility in Surprise, Arizona. Mr. Graham aided in the subsurface investigation, laboratory testing and design specifications for a bentonite/cement slurry injection to isolate various cells of the treatment facility. Mr. Graham aided in the development of bentonite/cement/water ratios for use in the field program. Mr. Graham provided review services as an owner's representative for contractor submittals and third-party quality control/quality assurance submittals.

Earthen Embankment Grouting, Confidential Client/Site, Southcentral Oklahoma. Mr. Graham designed a grouting program for a new earthen embankment for a tailings pond at an operating mine in southcentral Oklahoma. Grouting was related to both the embankment footprint and tie-in locations and was designed to inhibit flow of water through and around the footprint and edges of the embankment. Mr. Graham developed the grouting program and wrote project specifications for the program. Mr. Graham later aided in the onsite quality control/quality assurance program, including documentation of grouting volumes and pressures and material testing and review of third-party quality control/quality assurance submittals.

Rammed Aggregate Pier Stabilization, Mandel Group, West Allis, Wisconsin. Mr. Graham aided in design of and oversaw construction of a rammed aggregate pier system for a multistory residential complex in West Allis, Wisconsin. Rammed aggregate piers were used as a cost effective means of stabilizing the subsurface consisting of over ten feet of side cast fill soils near an existing railroad abutment, making removal and replacement not feasible. Rammed aggregate piers allowed for a shallow foundation system of the structure, saving the owner several thousand dollars in construction costs.

Education

B.S., 2004, Geology and Geophysics,
University of Wisconsin-Madison

B.S., 2005, Geological Engineering,
University of Wisconsin-Madison

M.S., 2010, Civil Engineering, Arizona
State University-Tempe

Licenses & Registrations

Professional Engineer,
Wisconsin, No. 41826-006
Illinois, No. 062.065431
Ohio, No. E-86460
Michigan, No. 6201309676
Arizona, No. 51568
Washington, No. 47865
Oklahoma, No. 27644
Minnesota, No. 52217
Texas, No. 127131
Louisiana, No. 41801
Iowa, No. P24698
Mississippi, No. 32208
Alabama, No. 44210
Georgia, No. PE052054

Areas of Specialization

- Subsurface Characterization
- Shallow and Deep Foundation Analysis
- Retaining Wall Analysis & Design
- Geotechnical Instrumentation
- Geophysical Testing
- Pavement Design

**Jesse D. Graham, P.E.**

Geotechnical Engineer/Associate Principal

SUBSURFACE CHARACTERIZATION

Soil and Bedrock Evaluation, Des Plaines River Combined Sewer Overflow Tunnel Project, City of Joliet, Illinois. Work at this site included sampling and geotechnical classification of unconsolidated terrestrial and marine soil deposits and underlying dolomitic bedrock. Seven borings were completed along the alignment of a proposed tunnel for geotechnical considerations for construction of a combined sewer pipe under the Des Plaines River. Five borings were drilled from a barge platform in the river and the remaining two borings at the east and west banks of the river. Detailed observation and classification were utilized to determine the depth of overburden and the soundness of the underlying bedrock for potential tunneling use. Mr. Graham collected samples and conducted additional laboratory testing to determine the engineering characteristics of the native soils and bedrock.

Fill and Native Soils Evaluations, Century City Development, Milwaukee, Wisconsin. Mr. Graham worked with the Redevelopment Authority of the City of Milwaukee (RACM) to help characterize soils at the Century City site in north-central Milwaukee for development of several commercial buildings. The site had a long history of previous development that resulted in several areas of undocumented fill and remnant subsurface construction. Mr. Graham worked with the City and the developer to evaluate the fill and subsurface conditions to expediate grading and construction at the site.

Aggregate Source Evaluation, Desert Claim Wind Project, enXco, Ellensburg, Washington. Work at this site included sampling and classification of sand, gravel, and cobble deposits at the eastern base of the Cascade Mountains in central Washington for possible development of and a gravel source for concrete and general aggregate use as part of the Desert Claim Wind Project development. Detailed observation and classification were utilized to determine the depth of overburden and the usefulness of the underlying sand, gravel, and cobble deposits for potential use. Mr. Graham collected samples and conducted additional laboratory testing to determine the engineering characteristics of the native soils.

Fill Soil and Bedrock Evaluations for Future Commercial Development, Confidential Client, McCook, Illinois. Mr. Graham assisted a with the Client's asset management team to determine the geotechnical feasibility of future commercial development over a previously filled rock quarry. After mining operations ceased in a portion of the rock quarry, up to 150 feet of side-cast fill was placed with little or no compaction at the site. Mr. Graham was tasked with developing a subsurface exploration program to assess the settlement and bearing capacity conditions at the site. The site was over 100 acres and Mr. Graham worked with the client to develop a phased approach towards exploration and development beginning with a generalized geotechnical data report for the site documenting existing conditions and laboratory testing results. Follow-up investigations were more focused on less than 5-acre parcels and provided geotechnical engineering recommendations for improving the geotechnical parameters of the subsoil and increasing the relative land value.

Confidential Frozen Subsurface Conditions Evaluation, Milwaukee, Wisconsin. Mr. Graham worked with a public utility to determine the extent and condition of subsurface soils in an area that had been subjected to ground-freezing prior to Mr. Graham's involvement in the project. Mr. Graham oversaw the drilling of several soil borings in the frozen zone and developed site-specific soil sampling techniques to aid in understanding of the frozen soils. Furthermore, Mr. Graham aided in plan development and installation of several types of geotechnical instrumentation to provide long term monitoring of the subsurface conditions.

GEOTECHNICAL FOUNDATION AND RETAINING WALL ANALYSIS

833 East Development, Milwaukee, Wisconsin. Mr. Graham was the lead field engineer and aided in the analysis and report writing of a proposed new multi-story skyscraper to be located in downtown Milwaukee. Field work included multiple deep borings (approximately 100 feet below ground surface [bgs]) and associated pressuremeter testing to determine the maximum allowable bearing capacity for the proposed structure. Pressuremeter analysis performed by Mr. Graham allowed for significantly increased bearing capacities and negated the need for deep foundations. Analysis indicated that the proposed structure could safely be supported on a combination of shallow spread-type footings and a large mat-type foundation.

The North End Phase III, IV and IV, Milwaukee, Wisconsin. Mr. Graham was the lead field engineer and aided in the analysis and report writing of a proposed new, multi-story, residential and commercial development to be located in Milwaukee. Field work included multiple borings and review of previous field work conducted at the site by GZA and other firms. Mr. Graham aided in



Jesse D. Graham, P.E.

Geotechnical Engineer/Associate Principal

development of recommendations for the driven-pile deep foundation system, earth retention and dewatering of the excavation at the site. Ongoing field work during construction included analysis and recommendations for urban fill removal and repair of damaged subgrade soils. New sheet-pile retaining walls were included in the development along the Milwaukee river as part of the new Riverwalk.

Palouse Wind Farm, Whitman County, Washington. Mr. Graham was the geotechnical engineer of record for a 56 wind turbine generator (WTG) and associated substructures project in eastern Washington. As lead field and project engineer/manager, Mr. Graham coordinated the field work activities and drilling directions. Mr. Graham or peoples under his direct supervision were responsible for drilling over 100 borings utilizing both soil and rock coring techniques in a 12 square-mile area. Mr. Graham analyzed the field and laboratory data to provide recommendations for the development, including WTG foundation design parameters, paved and aggregate (gravel) roadway design, foundation design for transmission line towers, electrical soil resistivity analysis for electrical grounding, seismic design characterization and recommendations regarding ancillary buildings and earthwork throughout the project. Mr. Graham's design was submitted to a third party, Garrad Hassin (GH) Review and was determined to be free of errors and returned with zero comments. Analyses included bearing capacity, settlement (both soil and fractured bedrock), soil reaction to cyclical loading, moduli calculations and electrical resistivity computations. Mr. Graham also provided in situ testing criteria related to geotechnical criteria during the construction process.

Sheet Pile Retaining Wall, Near Hager City, Wisconsin. Mr. Graham was the lead field engineer and field manager for the design and construction oversight for a new ~1,600-foot sheet pile retaining wall along an existing railroad track. Mr. Graham's responsibilities included scheduling and organization of field work activities and staffing during construction oversight. Mr. Graham directed drilling operations along the retaining wall alignment and researched additional published work to minimize change order potential during the construction.

West Valley High School MSE-type Retaining Wall, Yakima, Washington. Mr. Graham completed the field work and provided multiple designs for a design-build MSE-type retaining wall as part of an overall campus improvement. The retaining wall was on the order of 175 feet long and up to 19 feet high (exposed height). Perched groundwater required dewatering operations during construction and on-call engineering recommendations at the request of the contractor. Being part of a design-build team, Mr. Graham worked directly with the general contractor to aid in the development of an economical and stable retaining wall, while adapting to a constantly changing financial and aesthetic environment.

Butter Creek Wind Farm Expansion, Umatilla and Morrow Counties, Oregon. Mr. Graham was the lead field manager and provided a majority of the analysis for the expansion of 20 new WTGs at the existing Butter Creek Wind Project located in north-central Oregon. Mr. Graham's responsibilities included scheduling and organization of field work activities. Foundation systems for the WTGs utilized the proprietary Patrick & Henderson (P&H) semi-deep, tensionless foundation system, requiring specific parameters for stable foundation design. In addition to the foundation design parameters, Mr. Graham was also responsible for field work and recommendations regarding development of the roadways, electrical substation and other ancillary construction. Mr. Graham served as the primary author of the final geotechnical report and provided a majority of the design calculations.

Eisenhower High School Replacement, Yakima, Washington. Mr. Graham managed the field investigation and served as a lead author and engineering point-of-contact for the largest publicly-funded project in Yakima in over 20 years. Mr. Graham's responsibilities involved scheduling and conducting a multi-faceted subsurface investigation while school was in session. Mr. Graham worked in team environment to provide a full geotechnical analysis of the site, including foundation design and bearing zone improvement recommendations, providing criteria for disqualification of unsuitable native soils, and recommendations for storm water retention and disposal. Further analysis and recommendations were provided for on-site retaining walls (both cast-in-place concrete walls and MSE-type retaining walls). Mr. Graham served as primary field engineer during the construction process.

White Wings Solar Energy Facility, La Paz County, Arizona. Mr. Graham completed the field work for a proposed (but never completed) experimental solar energy facility located in rural La Paz County, Arizona. Field work activities consisted of over 50 soil borings to depths of up to 100 feet. Settlement tolerances for the primary central tower structure (approximately 60 feet high and with a required allowable bearing capacity of 5 ksf) was limited to less than 1 inch. Geotechnical design provided analysis and



Jesse D. Graham, P.E.

Geotechnical Engineer/Associate Principal

recommendations for both settlement analysis for the large central tower structure and uplift resistance for over 100 focusing mirrors. Although the structure was not built (on account of funding issues), significant team-based and value engineering was exercised between the geotechnical, civil, and structural engineering groups. As a staff engineer, Mr. Graham was responsible for subsurface exploration, site characterization and providing geotechnical recommendations.

Arizona State University Dormitories, Tempe, Arizona. Arizona State University (ASU) expanded the student housing facilities in 2003. Mr. Graham toured the existing structures and conducted a thorough subsurface exploration for the proposed new multi-story structures. The proposed dormitories were on the order of 15 stories with basements. Groundwater in the area was on the order of 12 feet bgs, requiring additional dewatering and waterproofing recommendations for the structure. Additionally, the presence of high plasticity (fat) clays required the use of lime-stabilization methods to ensure that floor slabs would not be subject to uncompensated swelling pressures. Mr. Graham performed the complete field investigation and aided in the identification of swelling soils. Mr. Graham aided in the development of settlement analysis and was the primary author on the final geotechnical report.

SEEPAGE AND SLOPE STABILITY ANALYSIS

Tailings Pond Impoundment Embankment, Confidential Client, Stringtown, Oklahoma. Mr. Graham was the lead field and design engineer for a forty-foot high earthen embankment for containment of mine tailings slurry at an active mine. Mr. Graham performed analysis on the existing soil and rock at the site and borrow materials for use as building materials for the embankment. Mr. Graham evaluated the planned embankment for seepage control and slope stability in a variety of conditions including rapid drawdown and seismic loading. The embankment was constructed in 2015 and has performed as designed since.

Tailings Pond Impoundment Embankment, Confidential Client, McCook, Illinois. Mr. Graham was the lead design engineer for an eighty-foot high earthen embankment for containment of mine tailings slurry at an active mine. Mr. Graham performed analysis on the existing soil and rock at the site and borrow materials for use as building materials for the embankment. Mr. Graham evaluated the planned embankment for seepage control and slope stability in a variety of conditions including rapid drawdown and seismic loading. The planned embankment required Illinois Department of Natural Resources and Army Corps of Engineers review and was approved without additional alterations. The embankment is planned for construction in summer 2021.

GEOPHYSICAL TESTING

48-inch High Pressure Water Main, US Hwy 89, Northern Arizona. A planned 48-inch diameter high pressure water main required exploration of the subsurface along various portions of its transect. Throughout the planned approximately 37-mile transect, several portions were not accessible using standard geotechnical exploration equipment (i.e., drill rigs, back hoes). As a result, a combination of seismic (reflection and refraction), electrical resistivity and ground penetrating radar (GPR) was utilized to explore the soil and rock conditions. Mr. Graham took part in the field investigation, as well as performed the necessary calculations to determine the properties of the rock and soil along the alignment.

Rock Joint Mapping, Private Residence, Phoenix, Arizona. A proposed home was planned for a seismically active mountainside located in Phoenix, Arizona. Several rock outcroppings showing distinct joint orientation were noted in the area, causing the City to initiate rock and joint pattern mapping of the area for any planned development or cuts into the rock face. Seismic refraction and reflection testing were utilized to aid in delineation of inherently weak and/or fractured zones within the subsurface rock. Multi-channel testing with multiple shot locations was utilized by Mr. Graham and his team during the investigation. Information collected from the seismic investigation was analyzed to determine locations of weakness and areas of secondary exploration utilizing rock coring techniques.

Existing Pavement Evaluation, Desert Claim Wind Project, Kittitas County, Washington. Mr. Graham aided in the field work and interpretation of data collected using GPR during evaluation of existing roads for potential haul routes for development of a wind farm in central Washington. Mr. Graham collected data along approximately 23 miles of existing pavement using a pull-



Jesse D. Graham, P.E.

Geotechnical Engineer/Associate Principal

behind GPR system. GPR data collected was analyzed and used to determine average thicknesses of asphalt pavements and aggregate base course materials, as well as locations of very shallow groundwater and bedrock.

PAVEMENT DESIGN AND EVALUATION

1005th and State Highway 35 Turn Lane, Pierce County, Wisconsin. Mr. Graham conducted the subsurface investigation and geotechnical analysis for a proposed new turn lane to be frequented by dump trucks and other heavy traffic loads at the intersection of a State Highway and a local rural road in northwestern Wisconsin. Subsurface exploration in the area consisted of several shallow test borings and geotechnical testing of the recovered materials. Geotechnical analysis using Wisconsin Department of Transportation (DOT)-approved methods allowed for a reduction of approximately ½-inch of asphalt concrete pavement.

Miller Ranch Wind Project Haul Road Design, Klickitat County, Washington. Mr. Graham conducted a thorough investigation of existing paved and unpaved roadways and subsurface conditions to determine the life of existing pavements and provide recommendations for new pavements in anticipation of the heavily loaded trucks required for the wind farm development. Mr. Graham determined the existing pavement conditions using a combination of pavement coring and falling-weight deflectometer data. Those areas without existing pavement were subject to subsurface investigation utilizing soil borings (both hand auger and drill rig borings). Mr. Graham utilized the expected loading and trailer geometries to determine the expected equivalent single axle loads (ESALs) for the entire wind farm project and determine what repairs or new designs would be required to provide economical and comfortable travel lanes. Mr. Graham's design was approved without protest by both the County and the wind farm developer and provided suitable driving conditions through the construction process and maintained its integrity following completion of the project.

FedEx Distribution Hub, Hermiston, Oregon. Mr. Graham performed analysis to determine the thicknesses for economical and stable pavements. The facility saw well over 300 trucks during peak periods and was subject to several stopping and turning loads. Mr. Graham analyzed the results of a subsurface exploration to determine appropriate thicknesses for flexible and rigid pavements and base course. As part of rigid pavement design, Mr. Graham also determined reinforcing steel locations and layouts, as well as provided recommendations for construction joint placement.

Maricopa County Post Offices, Maricopa County, Arizona. Mr. Graham aided in the evaluation and recommendations for repair and/or replacement to several post offices located within Maricopa County. Mr. Graham observed the paved areas to delineate areas of high traffic loading (braking areas, turning areas, loading docks, etc.) and completed several hand auger borings and pavement cores to determine the existing pavement conditions. Mr. Graham, where possible, provided recommendations for repair of worn pavements and replacement of pavements when repair was no longer economically feasible. Mr. Graham's provided cost savings to the client such that he provided continuing on-call services for other post offices in the surrounding areas.



James C. Novak, PWS

Associate Principal, Senior Scientist

Summary of Experience

Mr. Novak has 31 years of environmental analysis experience associated with a variety of wetlands and natural resources with the last 28 years focusing on these issues for transportation project. Mr. Novak has authored natural resource sections of numerous transportation Environmental Impact Statements (EIS), Environmental Assessments (EA), and other environmental documents. These projects varied in complexity from minor roadway improvements, to lane additions or new road and highway construction. He is pre-qualified as an Environmental Lead for EIS projects with IDOT. He is also pre-qualified in Ecology, Noise, Public Involvement and Technical Writing with IDOT. He has also achieved certification as a Professional Wetland Scientist (PWS) as well as a Designated Erosion Control Inspector.

Education

B.A., 1981, Geography and Environmental Studies, Northeastern Illinois University
Post Graduate Studies, 1985, Earth Science and Environmental Studies, Northeastern Illinois University

Licenses & Registrations

- Professional Wetland Scientist
- Kane County QWRS - Qualified Wetland Review Specialist November 2004 to present
- McHenry County Certified Wetland Specialist- 2008 to present
- Illinois Licensed Pesticide Applicator – 2005 to present
- Wetland Training Institute, Inc., 40 hours (1991)
- Designated Erosion Control Inspector – 2012 to present

Areas of Specialization

- Section 106 Reports, Section 4(f)
- Wetland Delineation / Mitigation / Permitting
- Constructed Wetland and Habitat Restoration
- Threatened and Endangered Species Studies
- NEPA Documentation/EIS, EA, CE

Relevant Project Experience

WETLAND PERMITTING/NATURAL RESOURCES

- In-House project manager for Natural Resource studies and permitting for the construction of Longmeadow Parkway in Kane County by the Kane County Division of Transportation. Longmeadow Parkway was one of the five new Fox River bridge crossings studied for the Fox River Bridges Environmental Impact Statement (EIS - 2001). Activities conducted for the Phase 2 portion of the project included Individual Section 404 and Section 401 Clean Water Act permitting, noise studies, and assisting in the development of the NEPA update document. Additional activities included preliminary mussel surveys in the Fox River, surveys with the Illinois Natural History Survey for the newly federally listed endangered Rusty Patch Bumblebee (*Bombis affinis*), and surveys for bald eagles (*Haliaeetus leucocephalus*) and nesting locations. Also assisted with regulatory agency coordination and Section 4(f) issues. (2013 to present)
- In-House Lead for Wetlands and Natural Resource studies conducted for the proposed improvement for an 8-mile segment of IL Rte 62 in Barrington and unincorporated Cook County. Tasks included wetland delineations, surveys for eastern prairie fringed orchid (*Platanthera leucophaea*), historic structure documentation, and environmental expert for Citizens Advisory Group meetings and NEPA/Section 404 Merger meetings. Project will be processed as a NEPA Environmental Assessment (EA). (2018 to present)
- In-House Lead for Natural Resource and noise studies conducted for the proposed roadway improvements for the Tri County Access project in Lake County, Illinois. Tasks included assessment of noise receptors and natural resource issues for the development of feasible alternatives for the project. Presented preliminary findings on natural resources to the Citizens Advisory Group. Will prepare relevant sections of the Draft and Final EIS as the project moves forward. (2018 to present)



James C. Novak, PWS

Associate Principal

- In-House project manager for Phase 3 construction inspection and post construction monitoring for the replacement of two bridges over Mill Creek on LaFox Road in Kane County for the Kane County DOT. Provided contractor training for sensitive natural resources adjacent to the project along with the potential presence of the state endangered Blandings turtle (*Emydoidea blandingii*). Conducted post construction trapping for turtles in 2017 and safely captured and released a Blandings turtle from the project site. Other activities included vegetation management for the right-of-way plantings. (2013 to 2017)
- In-House Lead for Wetlands and Natural Resource studies conducted for the proposed improvements to a one-mile segment of Quentin Road in Palatine, Illinois for the Cook County Dept. of Transportation and Highways. Activities included public involvement with stakeholder groups and the Forest Preserves of Cook County. Technical studies and field activities included the establishment of wells to determine groundwater flow, wetland delineations, tree surveys, and water quality studies. Issues involving the proposed improvement include impacts to forest preserve land, water quality issues related to a nearby wetland bank and state Nature Preserve and potential impacts to wildlife and habitat from the road improvements. Project will be processed as an EA. (2005 to present)
- Designated Environmental Lead for 11-mile proposed improvements to IL Rte 83 in Grayslake and Lake Villa, Lake County Illinois. Proposed improvements studied for IDOT include widening and realignment of the existing two-lane facility. Preparing the EA document and providing peer review and QA/QC for environmental studies conducted by others. Participated in meetings with resource agencies and NEPA 404 Merger meetings. Tracked project schedules and budgets. (2015 to present)
- Designated Environmental Lead for 9-mile proposed improvements to IL Rte 31 in Crystal Lake, Prairie Grove, and McHenry, McHenry County Illinois. Proposed improvements studied for IDOT include widening and realignment of the existing two-lane facility. Prepared the EA document (FONSI completed 2018) Participated in meetings with Citizen Advisory Groups, resource agencies and NEPA 404 Merger meetings. Tracked project schedules and budgets. (1997 to 2017)
- In-House Lead for Wetlands and Natural Resource studies conducted for the Tier 1 Illiana Expressway Draft EIS. Coordinated the development of EIS text for both Illinois and Indiana to combine into pertinent sections of the EIS. Tier 1 Final EIS and Record of Decision (ROD) approved in 2013. Participated in meetings with resource agencies and NEPA 404 Merger meetings. Tracked project schedules and budgets through the Tier 1 process. (2010 to 2013)
- In-House Lead for Wetlands and Natural Resource studies conducted for the Tier 2 Illiana Expressway Draft and Final EIS. Coordinated the development of EIS text for both Illinois and Indiana. Provided QA/QC of technical memoranda for avian resources, riparian corridors, and wildlife corridors. Co-authored Biological Assessment for federally endangered species, submitted to USFWS in February 2014. Also assisted in the development of Indirect and Cumulative Impacts section, Permitting, and Constructive Use issues related to Section 4(f) for the Tier 2 Draft EIS. Continued coordination with resource agency and NEPA 404 Merger meetings. Tracked project schedules and budgets through the Tier 2 process. ROD completed in December 2014.
- Project manager for District 1, Illinois Department of Transportation Various Environmental Services Blanket Contract. Coordinating and scheduling staff for various work orders for wetland delineations for proposed transportation improvement projects. Assisting junior staff in complex delineations for this contract. Providing QA/QC of all reports and results and coordinating with the Department on schedules, budgets, and project priorities. Three contracts have been awarded dating back to 2006.
- Oversaw the development of the wetlands and natural resource sections of the DEIS and FEIS for the 70-mile proposed improvements of US Route 51 from Centralia to Pana in IDOT District 7. Conducted map reviews of wetlands to assist in alternatives development prior to the receipt of the INHS wetland delineations and Biological Resource Review. The use of this review was to provide information for the numerous alternatives for the community bypass locations. Conducted field reconnaissance of wetland locations including seep areas along an ancient glacial moraine.



James C. Novak, PWS

Associate Principal

- Project manager for Metra Wetland Blanket Contract from 2002 through 2014. Tasks include numerous wetland delineations and NEPA document preparation for proposed Metra Commuter Rail expansion and improvements.
- Provided environmental inspection for the 65-acre State Line Wetland Mitigation Bank for Metra. Coordinated agency reviews and approvals for the mitigation bank. Oversaw construction of the wetland bank and provided regular reporting to Metra on progress. Worked with the contractors to resolve issues during construction. Upon completion, regular inspections of the bank were performed to determine if goals were met. Reviewed annual reports prepared by contractor.
- Conducted maintenance activities and delineations of new wetlands at Metra's Antioch Wetland Bank. Continued to monitor this site through 2014 which received full closure from the Corps of Engineers. Maintenance included removal of invasive species with manual removal or chemical herbicide control.
- Developed a wetland prairie/savanna restoration plan for Metra at St. Charles Park District's Campton Hills Park site to meet the requirements of a Corps of Engineers permit. Investigated suitable sites for the eventual translocation of approximately one acre of native prairie from Metra right-of-way to the Campton Hills site. Continue monitoring of the site to determine future maintenance needs.
- Was responsible for technical review of the IDOT Elgin O'Hare DEIS and FEIS. Provided review of the entire DEIS in the first rounds of reviews and then focused on natural resource and wetland sections of the later drafts and FEIS. Involved in mitigation coordination for wetlands due to FAA restrictions on locations of creating natural areas near O'Hare Airport runway fly patterns.
- Conducted permitting task for Stearns Road Extension Project for the Kane County Division of Transportation including the crossing of the Fox River (Fox River Bridge EIS). Submitted permitting documents and coordinated efforts between USACE, IEPA, and Kane County. Obtained Individual Section 404 permit in 2006.
- Project manager for Environmental Inspections for the construction of Stearns Road in Kane County. This includes contractor awareness training for sensitive natural resources in the project corridor including the South Elgin Fen, McLean Blvd. Fen, James Pate Philip State Park, DeSantos Brewster Creek INAI site, and endangered species within the corridor including fishes, mussels, and various plant species. Participated in the mussel surveys and relocation for sections of Brewster Creek and its tributaries. (2007 to 2011)
- Environmental Lead for a CEII environmental review for the proposed reconstruction of the Barrington Road Bridge and roadway approaches over Interstate 90 (Jane Addams Tollway). Major issues related to coordinating special waste review between local agency, IDOT and the Illinois Tollway. Coordination required for the completion of wetland impact section as a result of wetland delineations completed for two separate projects. Resolved potential Section 4(f) issue.
- Provided final QA/QC and technical guidance in preparation of Wetland Technical Report for DEIS for Fox River Bridge Crossings project, Kane County, Illinois, 1997. Prepared response to comments from agencies and public (2001). Co-authored biological sections for DEIS. Conducted Supplemental Wetland delineations for one corridor of the DEIS, including threatened and endangered species survey and locating proximity to proposed roadway, as well as delineation of a hillside/slope fen wetland. Provided Floristic Quality Index compilation for delineated wetlands.
- Project manager for Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) assessment of Upper Salt Creek Watershed. Trained staff to perform wetland and habitat investigations in the field screenings. Staff investigated over 200 areas and reported on existing conditions. Developed a project specific prioritizing system to identify highest priority sites based on a suite of field conditions keying on restoration potential. Goals were to identify areas of highest flood control/water quality benefits in the basin to the MWRDGC. (2008)
- Provided technical guidance and QA/QC oversight for the MWRDGC assessment of the North Branch Chicago River Watershed. Worked with staff to implement the field assessment and rating system developed for the Upper Salt Creek Watershed study for this watershed assessment. In addition to restoration priorities near existing streams, also assessed the ravine communities along Lake Michigan for existing conditions and restoration and enhancement potential. QA/QC of final report. (2009)

James C. Novak, PWS

Associate Principal

- I-294 Tri-State Tollway North – Bioswale Concept development for the Illinois Tollway relative to impacts to Forest Preserves of Cook County (FPCC) land. Developed plans and design of bioswales for water quality treatment of I-294 stormwater runoff. Presented updated bioswale plan to the Tollway and FPCC. Development of conceptual preliminary design of bioswales. Prepared revisions and responses to public and FPCC comments. (2007). Concept plan received Highest Honors Award from ACEC in 2008.
- Provided technical oversight and review during the contract plan/design phase for the Illinois Tollway Bioswale project. Provided comments on plan details and compliance reviews to original plan agreements between FPCC and Tollway. (2009)
- Illinois Tollway – Developed system wide Threatened and Endangered Species Conservation Management Plan for addressing issues related to seaside crowfoot (*Ranunculus cymbalaria*), alkali bulrush (*Scirpus paludosus*), and bog arrow grass (*Triglochin maritima*). For compliance with the Conservation Plan, monitored and maintained the translocated plants and provided annual reports to the IDNR. (2006 - 2010)
- I-294 North – Inventoried individuals of bog arrow grass along I-294 at Illinois Route 22 and Toll Plaza 21. Developed a conservation plan for the translocation of these plants from Tollway right-of-way. Coordinated translocation efforts with Tollway, IDNR, and Chicago Park District and received approval for relocation to selected suitable sites in Chicago Park District sites. Led the field efforts to remove and transplant the individuals to their destination sites.
- Environmental Inspector and Coordinator for preliminary construction activities for the Interstate 355 South Extension. Coordinated field investigations for Indiana bat (*Myotis sodalis*), working with contractors, the Illinois Tollway, and federal regulatory agencies. Coordinated regular agency meetings and provided QA oversight for Section 404 submittals for haul road construction. Identified suitable habitat for Indiana bat along the corridor and assisted in overnight bat mist surveys and conducted overall tree preservation activities for mainline construction. (2004/2005)
- As part of the permitting activities for Interstate 355 South Extension, was part of the coordination team that developed final protocols for construction activities relative to the federally endangered Hine's Emerald Dragonfly (*Somatochlora hineana* - HED). Organized monthly HED coordination meetings with all pertinent agencies and experts. These meetings were initiated in 2005 and continued to 2015. Assisting Huff & Huff staff with issues related to habitat restoration for the HED.
- Coordinated native plantings to provide suitable habitat for the state and federally endangered Hine's Emerald Dragonfly at Keepataw Forest Preserve for the Interstate 355 South Extension. Monitored the progress of the plantings. Provided hands-on assistance in plant installation and also was herbicide applicator for management activities at Black Partridge Forest Preserve adjacent to Keepataw. (2008-2009)
- Prepared Conceptual Mitigation plan for the re-construction of wetland mitigation site owned and constructed by the Illinois Department of Transportation at Route 83 and Gilmer Road, found to be in non-compliance by the Corps of Engineers. Assisted engineers in preparation of grading plans. Designed mitigation site including plant communities and location of water control structures. Formally presented the plan to regulatory agencies at IDOT's annual wetland coordination meeting. Served as liaison between IDOT, Corps of Engineers and the Fish and Wildlife Service. (1997)
- Conducted natural resources inventory and study for proposed improvements to Interstate 80/94 near the Indiana State line including the Illinois Route 394 interchange. (2001)
- Prepared Endangered Species Translocation Plan for two plant species impacted by the Algonquin Bypass (IL Route 31). Surveyed plant locations and assisted in minimization plan. Identified suitable receiving site and assisted INHS and Illinois DNR in actual translocation activities. Coordinated effort with IDOT, INHS, IDNR, McHenry County Highway Dept. and McHenry County Conservation District. (2004)



James C. Novak, PWS

Associate Principal

Publications and Presentations

Lorman Education Services – Wetlands and Wetland Permitting Training Seminars – 2007 to present.

Bioswales for Stormwater/Water Quality Benefit – I-294 – Illinois Water Environment Association (March 2008) Illinois State Floodplain Managers Conference (Feb 2009)



Michael E. Gardner, WEDG

Coastal Engineer

Summary of Experience

Mr. Gardner specializes in coastal processes, metocean data analysis, and wave modeling. As a Coastal Engineer, he is responsible for the integration of numerical modeling and analytical solutions with waterfront and coastal project designs. He is also a member of GZA's Designing With Nature (DWN) studio.

With both undergraduate and graduate degrees in Ocean Engineering, Mike analyzes coastal environments and has been doing so for over 10 years. His wave and metocean data analysis experience ranges from an internship in wave storm statistics and a master's thesis modeling wave propagation to projects within GZA involving offshore and coastal wave processes, modeling, and site-specific evaluations.

Relevant Project Experience

Coastal Engineer, Joliet Park Shoreline and Fish Reef Restoration Project, Green Bay, Wisconsin. Working on a metocean data analysis and sediment transport and wave model to review nearshore wave and sediment transport and structure interaction for existing and proposed coastal protection for fish reef restoration (Ongoing).

Coastal Engineer, Stormwater Improvement Project North Beach Drive Jetties, Fox Point, Wisconsin. Performed metocean data analysis and used the USACE GenCade wave and sediment transport modeling for existing and proposed coastal outfall jetties in need of repair/ replacement.

Coastal Engineer, Sturgeon Point Sediment Transport Study, Evans, New York. Completed a metocean data analysis to understand waver elevations, sediment transport trends, and waves in the project area vicinity. Performed planning-level computer modeling using SWAN and CMS Flow and CMS wave to estimate the potential impacts to sediment transport of five different harbor structural modifications.

Coastal Engineer, Lake Michigan Wave Runup and Overtopping Analysis, Racine, Wisconsin. 2D SWAN modeling was completed and results of 100-year wave conditions were analyzed to calculate a detailed wave runup and overtopping along a site of interest to determine its coastal vulnerability.

Project Manager/ Coastal Engineer, Corn Neck Road Resilience Strategy and Dune Restoration, Block Island, Rhode Island. Performed metocean data analyses, wave modeling, and detailed coastal flood analyses at the site to assist in formation of 3 designs to mitigate coastal hazards. The roadway and surrounding area is low-lying, impacted by coastal storm events, and the only roadway connecting the North and South portions of the island. Designs include natural and nature-based features and hardened structures to increase the resiliency of the area to storm events and projected sea level rise.

Coastal Engineer, India Point Park Resiliency, Providence, Rhode Island. Performed metocean data analyses, wave modeling, and detailed coastal flood analyses at the site to assist in formation of future park planning to mitigate coastal flooding and enhance daily use as seas rise. The park is low-lying, abutting tidal waters and is impacted by coastal storm events.

Education

M.S., Ocean Engineering, University of Rhode Island, 2020
B.S., Ocean Engineering, University of Rhode Island, 2014
B.A., French, University of Rhode Island, 2014

Licenses & Registrations

WEDG Associate

Certifications & Specialized Training

OSHA 10
Boating Safety Card
PADI Certification
Coastal Circulation and Wave Modeling with SMS Course

Affiliations/Memberships

Order of the Engineer
Waterfront Edge Design Guidelines (WEDG)

Areas of Specialization

Waves and Littoral Processes
Coastal Modeling (SWAN, SMS, WHAFIS, ACES, FUNWAVE, GenCade)
Shoreline Morphology
FEMA LOMR
Oceanography
Practiced in Python, MATLAB, CAD

**Michael E. Gardner, WEDG**

Coastal Engineer

Project Manager/ Coastal Engineer, Islesboro Narrows – Roadway Resiliency, Islesboro, Maine. Performed metocean data analyses at the site to assist in formation of 15% conceptual design alternatives of the roadway at the Islesboro Narrows. The roadway is low-lying, impacted by large recent storm events, and an emergency evacuation route for a large part of the community. Alternative designs include raising of the roadway, reconstruction of coastal revetments, and natural and nature based features to make the roadway more resilient to large storm events and potential sea level rise.

Coastal Engineer, New Hampshire DOT Route 1 Coastal Assessment, New Hampshire. The NH DOT has asked GZA to perform a metocean and wave analysis along portions of route 1 in NH to establish the flood and wave loading conditions for use in the design of the proposed coastal revetment improvements. SWAN modeling results along with a detailed wave runup and overtopping analysis along the coast were used to determine vulnerable areas along the coastline and appropriate size proposed armor stone and revetments.

Coastal Engineer, Maine Maritime Academy – Waterfront Campus Improvements, Castine, Maine. Performed the metocean data analysis, including wind, waves, and current forcings at the site for improvements and modifications of the waterfront structures to meet the operational and functional needs for the new class of National Security Multi-Mission Vessels (NSMV). The project includes rehabilitation, upgrades, and expansion of the waterfront structures and utilities to accommodate the larger vessel and its more modern services and systems.

Coastal Engineer, Columbus Ave. Seawall Evaluation, Salem, Massachusetts. A coastal flood evaluation using metocean data analysis to evaluate seawall structures that experienced damage and flooding during the 2018 Nor'easter storm events. Work includes metocean data analysis, SWAN wave modeling, property assessments, conceptual design improvements, and development of a condition assessment report.

Coastal Engineer, Metocean Data Analysis and Coastal Flood Evaluation, South Portland, Maine. A coastal flood evaluation using metocean data analysis to evaluate current and future coastal flood risk (2100) to characterize the flood conditions within the project limits for the developer. Also performed a limited review of federal, state, and local flood regulations relevant to the proposed development.

Coastal Engineer, Metocean and Living Shoreline Analysis Masons Island, Stonington, Connecticut. SWAN modeling and a metocean data analysis was completed. Results of prevailing through 100-year wind/ wave conditions were analyzed to determine coastal and roadway vulnerability and living shoreline feasibility.

Coastal Engineer, Metocean and Living Shoreline Analysis Long Wharf, New Haven, Connecticut. SWAN modeling was completed and results of prevailing through 100-year wind/ wave conditions were analyzed to determine coastal vulnerability, Long Wharf shoreline's revetment conditions and develop shallow water shear stress conditions to determine sill and marsh placement feasibility. Final design and construction drawings were completed for the proposed living shoreline, which includes sand fill, marsh plantings, and rock sill construction.

Coastal Engineer, Salem Willows Pier Wave Loading Analysis, Salem, Massachusetts. Wave conditions, provided through SWAN modeling, were used to determine the loading environment on a proposed fishing pier in Salem Willows. Wave loading conditions were thoroughly analyzed for all aspects of pier construction.

Coastal Engineer, 98-106 Lynnway LOMAR and Metocean Analysis, Lynn, Massachusetts. McGrath Realty of Lynn, Massachusetts contracted GZA to submit a Letter Of Map Revision (LOMR) request for the reduction of the coastal Base Flood Elevations (BFE) and flood zone delineation shown on the Federal Emergency Management Agency (FEMA) Essex County Flood Insurance Rate Map (FIRM). Modeling, wave runup and setup analyses as well as flooding conditions were evaluated using the programs ACES, WHAFIS and SWAN to determine the BFE at the site.

Coastal Engineer, Jones River Landing, Kingston, Massachusetts. Metocean data analysis prepared using FEMA Flood Insurance Study, site surveys and other available resources. Created flood resiliency coastal plans for wave and flood characteristics under different probability of recurrence storm events.



Michael E. Gardner, WEDG

Coastal Engineer

Coastal Engineer, Juniper Cove Breakwater Evaluation, Salem, Massachusetts. GZA performed a supplemental evaluation on the existing stone breakwater at the entrance to Juniper Cove. Completed a series of wave models using SWAN to generate extensive output data that best describes potential conditions in the area and how renovating the existing breakwater might mitigate unwanted wave effects.

Coastal Engineer, Lower Manhattan Coastal Resiliency - Battery Wharf, Manhattan, New York. GZA worked to develop a Flood Risk Assessment Report to inform drainage and safety improvements to eliminate or reduce surface flooding and danger to pedestrians. Created a graph displaying design wharf elevation vs. an overtopping flowrate to convey potential pedestrian splashing. The graph depicted scenarios for different water levels with varying sea level rise estimations and indicated regions of danger to pedestrians due to splashing.

Publications and Presentations

Gardner, Michael. "Assessing the Impact of an Artificial Reef to Mitigate Coastal Erosion Using the Phase Resolving Wave Model Funwave." (2020).
Abadie, Stéphane & Gardner, Michael & P., Maron & de Santiago, Iñaki & Morichon, Denis & Bru, Noëlle. (2014). Propriétés statistiques des événements de tempête au large de la côte Basque. 5-12. 10.5150/jngcgc.2014.001.



Colin Byron, E.I.T.

Engineer I

Summary of Experience

Mr. Byron is a geotechnical engineer and has professional experience in coastal, bluff, and geotechnical site evaluations, as well as experience with preparing construction plans, regulatory permit preparation, CAD drafting, 3D modeling and quantity takeoffs, along with marine construction administration.

Relevant Project Experience

COASTAL/BLUFF EVALUATION AND RESTORATION

Kenilworth Beach Improvements, Kenilworth, IL. Project Engineer for a series of projects, which started with a Shoreline Assessment Study, Master Plan, followed by final design, preparation of construction plans and specifications, regulatory permitting, contractor bidding, and construction administration.

Lake Forest Park Beach Cells 1 and 2 Nourishment Design, Lake Forest, Illinois. Project Engineer for the design of beach nourishment alternatives, preparation of regulatory permitting documents, contractor bidding, and construction observations.

Milwaukee County Bluffs and Shoreline, Wisconsin. Project Engineer for field survey, Geotechnical analysis, preparation of plans with construction cost estimates.

Caledonia Revetment, Bluff Regrading, and Drainage, Caledonia, Wisconsin. Performed a bluff evaluation and bathymetry study for the 900-foot-long site on Lake Michigan. He also modeled the slope regrading, drainage system and revetment design, prepared quantity takeoffs and construction plans, and assisted with preparing the regulatory permit.

Lake Erie Water Authority Shoreline Restoration, Town of Evans, NY. Project engineer responsible for data collection, geotechnical analysis, preparation of construction documents, and regulatory coordination (Town of Evans, USACE-Buffalo).

Virmond Park Bluff Evaluation and Groundwater Investigation, Mequon, Wisconsin. Assisted with the bluff evaluation and groundwater investigation of the nearly 130-foot-high bluff that was experiencing failures. He also prepared site plans and geologic cross-sections of the site.

Mt. Pleasant Revetment and Bluff Regrading, Mt. Pleasant, Wisconsin. Assisted with the revetment and bluff evaluation and performed the bathymetry study of the site on Lake Michigan. He also modeled the bluff regrading and revetment design, and prepared quantity takeoffs and construction plans for the project.

Pleasant Prairie Revetment and Drainage System, Pleasant Prairie, Wisconsin. Assisted with the site evaluation and performed the bathymetry study for the site on Lake Michigan. He also prepared construction plans for the revetment and drainage design for the project.

Whitefish Bay Revetment and Bluff Regrading, Whitefish Bay, Wisconsin. Modeled the bluff regrading and revetment design, balanced the earthwork, assisted with regulatory permit preparation and prepared construction plans for the 600-foot-long project on Lake Michigan.

Education

B.S.E., Geological Engineering and Geoscience, University of Wisconsin-Madison, 2019

Licenses & Registrations

Engineer-in-Training WI #1513524

Areas of Specialization

- Coastal and Bluff Site Investigation
- Coastal Restoration Construction Plan Preparation
- Geotechnical Field Work
- CAD Drafting & 3D Modeling
- Land Surveying and Data Collection



Name, Registration

Title

Belgium Revetment, Belgium, Wisconsin. Assisted with the site evaluation and performed the bathymetry survey for the 600-foot-long site on Lake Michigan. He also drafted the revetment design, prepared quantity takeoffs, and prepared construction plans for the 600-foot-long project on Lake Michigan.

Whitefish Bay Revetment, Whitefish Bay, Wisconsin. Assisted with the site investigation and bathymetry study for the 300-foot-long site on Lake Michigan. He also prepared a geologic cross-section, drafted the revetment design, prepared quantity takeoffs, and prepared construction plans for the project.



Eamon Whitmore, EIT, WEDG

Engineer I

Summary of Experience

Mr. Whitmore has three years of experience working with GZA and has been involved in topographic and hydrographic survey, inspection, planning, permitting, construction observation and other assisting engineer roles for various marine/waterfront, civil, geotechnical, and environmental projects. His responsibilities have included performing field surveys, geotechnical sampling and logging, investigations and inspections, computer aided drafting (CAD), preparation of permit documents, preparation of bidding documents and construction observation.

He is currently in his second year of pursuing a master's degree at Old Dominion University for Civil Engineering online with a focus on coastal resiliency and shoreline/inland flooding.

Education

B.S.E., Civil Engineering, Northeastern University, 2021

Licenses & Registrations

Engineer-in-Training – Massachusetts
WEDG Certified Associate, 2024
OSHA 10-hour, 2021, 14-006205357
OSHA 40-hour HAZWOPER, 2021
Level 1 Rope Access Certified

Areas of Specialization

- Marine/Waterfront Engineering
- Water Resources Engineering
- Civil Engineering

Relevant Project Experience

Project and Field Engineer, Gloucester Marine Railways Proposed Bulkhead and Dredging Project, Gloucester, Massachusetts. Serving as Project/Field Engineer for the proposed dredging and installation of a new steel sheetpile bulkhead at the Gloucester Marine Railways facility located in Gloucester Harbor. Responsibilities include preparing permit documents and field surveying.

Project and Field Engineer, Gibson Point Shoreline Improvements Project, Revere, Massachusetts. Serving as Project/Field Engineer for the installation of vegetated slopes and a revetment along the shoreline of the Gibson Point residential development in Revere, MA for the City of Revere. Responsibilities include construction observation, submittal review, and field surveying.

Project and Field Engineer, Three Essex Marinas Proposed Dredge Project, Essex, Massachusetts. Serving as Project/Field Engineer for the proposed dredging of three Essex Marinas to address growing shoaling issues around the facilities. Responsibilities include preparing permit documents and field surveying.

Project and Field Engineer, North Nashua River Riverbank Stabilization Project, Leominster, Massachusetts. Served as Project/Field Engineer for the installation of a vegetated riprap slope with a vegetated buffer along the North Nashua River to address advancing erosion of the riverbank. Responsibilities included sediment sampling, construction observation and submittal review.

Project and Field Engineer, Maine Maritime Academy Waterside Campus Inspection, Castine, Maine. Served as Project/Field Engineer for the inspection of the shoreline infrastructure of Maine Maritime Academy's Waterside Campus in Castine, ME. Responsibilities included performing an inspection of the site's timber access pier, assorted bulkheads, and concrete breasting/mooring dolphins, and assisting in developing an inspection report.

Project Engineer, 90-96 Barrow Street Flood Vulnerability Assessment, New York, New York. Served as a Project Engineer for the Flood Vulnerability Assessment of the residential property located at 90-96 Barrow Street in New York, NY. Responsibilities included investigating historic documents provided by the client, compiling figures and appendices, and assisting in developing a written report to deliver to the client.



Eamon Whitmore, EIT, WEDG

Engineer I

Project Engineer, DMF-21002 Recreational Fishing Pier Reconstruction, Salem, Massachusetts. Serving as a Project Engineer for the Recreational Fishing Pier Reconstruction Project for the Mass. Division of Marine Fisheries located in Salem Willows Park in Salem, MA. Responsibilities include assisting in developing proposed CAD plans, developing permit documents including a Notice of Intent with the local conservation commission, and permit packages for a Chapter 91 Waterways License and U.S. Army Corp. of Engineers Pre-Construction Notification, and preparing a technical report presenting and analyzing findings from topographic and geotechnical explorations.

Project and Field Engineer, Heron Way Marina Pier and Bulkhead Reconstruction Project, Gloucester, Massachusetts. Serving as Project/Field Engineer for the proposed pier and bulkhead reconstruction at Heron Way Marina in Gloucester, MA. Responsibilities include observation and documentation of geotechnical explorations including soil boring sampling and logging, performing a site survey using a total station and DGPS unit, developing existing and proposed CAD plans, and developing permit documents including a Notice of Intent with the local conservation commission, and permit packages for a Chapter 91 Waterways License and U.S. Army Corp. of Engineers Pre-Construction Notification.

Project and Field Engineer, Juniper Cove Seawall Inspection, Salem, Massachusetts. Served as Project/Field Engineer for the inspection of the private seawalls around the circumference of Juniper Cove in Salem, MA. Responsibilities included performing a site survey using a DGPS unit, developing existing CAD plans, and developing an inspection report.

Field Engineer, Lynn LNG Seawall Inspection, Lynn, Massachusetts. Served as Field Engineer for the inspection of the varying seawall structures around the National Grid Liquid Natural Gas plant in Lynn, MA. Responsibilities included performing a top side and water side inspection of the seawall structures.

Project and Field Engineer, Falk Residence Revetment, Marblehead, Massachusetts. Served as Project/Field Engineer for the proposed revetment reconstruction at the Falk residence in Marblehead, MA. Responsibilities included performing a site survey using a total station and developing existing CAD plans.

Project and Field Engineer, DCR Lynn Shore Survey and Assessment, Lynn, Massachusetts. Serving as Project/Field Engineer for the assessment of a DCR-owned park property in Lynn/Nahant, MA. Responsibilities include observation and documentation of geotechnical explorations including test pit sampling and logging and developing an associated technical report.

Project and Field Engineer, Town of Dracut Dam Engineering Services, Dracut, Massachusetts. Serving as Project/Field Engineer for the surveying of the three dams located across the Beaver Brook in Dracut, MA. Responsibilities included performing a site survey using a DGPS unit and total station and developing existing CAD plans.

Field Engineer, Pyle Residence Pier Construction Project, Manchester-by-the-sea, Massachusetts. Served as Project/Field Engineer for the proposed residential timber pier, gangway and seasonal float project at the Pyle residence in Manchester-by-the-sea, MA. Responsibilities included performing a site survey using a total station and developing bidding documents.

Project and Field Engineer, Cove Marina Boat Lift Construction Project, Salisbury, Massachusetts. Served as Project/Field Engineer for the proposed boatlift construction at Cove Marina in Salisbury, MA. Responsibilities include performing small scale site surveys using a DGPS unit, and observation and documentation of construction.

Project and Field Engineer, Back Beach FEMA Mitigation Improvements, Rockport, Massachusetts. Serving as Project/Field Engineer for the proposed revetment reconstruction at Back Beach in Rockport, MA. Responsibilities included performing a site survey using a total station and developing existing and proposed CAD plans.

Project and Field Engineer, 72 Elm Street Slope Stabilization Project, Amesbury, Massachusetts. Served as Project/Field Engineer for the proposed slope stabilization project at the commercial site located at 72 Elm Street in Amesbury, MA. Responsibilities included performing a site survey using a total station and developing existing and proposed CAD plans.



Eamon Whitmore, EIT, WEDG

Engineer I

Project and Field Engineer, Arnette Residence Float, Haverhill, Massachusetts. Served as Project/Field Engineer for the proposed float project at the Arnette residence in Haverhill, MA. Responsibilities included performing a site survey using a total station, developing existing and proposed CAD plans, and assisting in permitting.

Presentations

Maheswaran, B., & Tedor, N. B., & Whitmore, E. J., & Ritchie, B. L., & Gross, L. (2018, June), *Regenerative Braking System on a Conventional Bike* Paper presented at 2018 ASEE Annual Conference & Exposition, Salt Lake City, Utah. 10.18260/1-2—30927

Certifications/Training

- Engineer-in-Training, Massachusetts
- WEDG Certified Associate, 2024
- OSHA 10-hour, 2021, 14-006205357
- OSHA 40-hour HAZWOPER, 2021
- Level 1 Rope Access Certified

Affiliations/Memberships

- American Society for Engineering Education
- Order of the Engineer



Alexander M. Roper, WEDG

Water Resources Engineer

Summary of Experience

Mr. Roper has experience in many aspects of civil engineering and environmental engineering including hydrologic and hydraulic assessment, vulnerability assessment, hazard mitigation, and dam safety.

Prior to joining GZA, Mr. Roper was a fellow of the Northeast Climate Adaptation Science Center (NECASC) at the University of Massachusetts, Amherst. There, he studied climate science and the impacts of climate change on water resource systems. His responsibilities at GZA include data analytics, numerical modeling of rainfall/ runoff and surface water hydraulics, dam safety engineering, and geospatial analysis. His experiences also include vulnerability assessment and hazard mitigation planning.

Relevant Project Experience

NUMERICAL MODELING

Project Manager, 30% Level Design of Flood Mitigation Alternatives, Groton Long Point, Connecticut. GZA developed a combined stormwater and coastal hydraulic model to evaluate flood mitigation alternatives for Groton Long Point. GZA evaluated several combined flooding conditions to evaluate the performance of the system during coincident precipitation and storm surge events during both present day and future conditions which considered the impacts of sea level rise. The model was used to evaluate the effectiveness of different flood mitigation measures, and two alternatives were advanced and designed to a 30% level.

Project Engineer, Chappaquiddick Island Salt Marsh Restoration, Martha's Vineyard, Massachusetts. GZA conducted a hydraulic analysis to evaluate the impacts of climate change on the salt marshes within Chappaquiddick Island. GZA developed a hydraulic model to quantify changes in various hydraulic parameters to inform the selection of nature-based intervention strategies within the salt marshes. Several alternatives underwent evaluation, with the goal of understanding sediment transport patterns related to velocities, and the impact of sea level rise on future marsh inundation.

Project Engineer, Coombs Road Bridge, Brunswick, Maine. GZA developed a hydraulic model of the tidal marsh area surrounding the Coombs Road Bridge. The hydraulic model was used to evaluate the performance of the bridge during both flooding from storm surge and inland runoff flow. Both existing conditions and future scenarios which incorporated sea level rise were evaluated. GZA evaluated the existing conditions bridge as well as proposed designs to determine incremental changes in water surface elevations and velocities.

Project Engineer, Scituate Harbor Waterfront, Scituate, Massachusetts. GZA performed a flow path analysis to satisfy permitting requirements in support of the redevelopment of Scituate Harbor Waterfront Park. GZA developed a hydraulic model of the Scituate Harbor and project site. GZA modeled existing and proposed conditions at the site to demonstrate flow paths and if proposed conditions would redirect flow paths on to abutters. GZA modeled several hydrologic scenarios, including present day design storms and future flood elevations derived from the Massachusetts Coast Flood Risk Model (MC-FRM). GZA used particle tracing in HEC-RAS to evaluate flow paths and incremental changes in water depths and velocities.

Education

B.S.E., 2019, Civil Engineering,
University of Pittsburgh, Johnstown
M.S., 2021, Civil and Environmental
Engineering, University of Massachusetts,
Amherst

Certifications & Specialized Training

Waterfront Edge Design Guidelines
(WEDG) – 2022

Affiliations/Memberships

American Society of Civil Engineers
Association of State Dam Safety Officials
Massachusetts Association for Floodplain
Management
Rhode Island Flood Mitigation Association

Areas of Specialization

Numerical Modeling
Data Analytics
Water Resources Engineering
Climate Resilience/ Adaptation
Vulnerability Assessment
Hazard Mitigation Planning
Dam Safety



Alexander M. Roper, WEDG

Water Resources Engineer

Project Engineer, Drakes Island Road Bridge, Wells, Maine. GZA developed a hydraulic model of the tidal marsh area surrounding Drakes Island Road Bridge. GZA developed a synthetic 100-year hydrograph for the inflow using statistical analysis. GZA also modeled future hydrologic scenarios that incorporate a state recommended sea level rise. GZA modeled the tidal marsh and bridge hydraulics for four hydrologic scenarios: present day normal conditions, present day 100-year storm, future normal conditions, future 100-year storm. GZA evaluated the existing conditions bridge as well as three proposed designs and determined resulting water surface elevations and velocities.

VULNERABILITY ASSESSMENT & RESILIENCY PLANNING

Project Manager, Connecticut DOT Climate Vulnerability Assessment and Resilience Improvement Plan, Connecticut. GZA and Stantec were selected by CTDOT to conduct a climate vulnerability assessment of the department's assets and develop a resilience improvement plan. GZA inventoried CTDOT assets and natural hazard data for present day and climate change scenarios. GZA assisted in conducting a vulnerability assessment of CTDOT's assets using framework created by FHWA VAST. GZA assisted in conducting stakeholder outreach with local council of government organizations to identify potential resilience improvements. Results from the vulnerability assessment were also used to identify projects in the Resilience Improvement Plan, which included project prioritization and investment planning.

Project Manager, CIRCA Resilient Connecticut Phase III (RCT3) Plan - Resilient Yantic River Corridor, Norwich, Bozrah and Franklin, Connecticut. GZA and Stantec were selected by CIRCA to continue RCT3 climate resiliency planning in October 2023 for an on-call contract for up to October 2028. In June 2024, GZA and Stantec were retained by CIRCA for the Resilient Yantic project in June 2024, which involves a hydrologic and hydraulic (H&H) modeling analysis of the Yantic River floodplain area which includes several dams. Severe pluvial and riverine flooding in January 2024 impacted roads, small businesses, a hospital and residential properties and an electric substation was threatened by the overtopping of the Fitchville Dam. FEMA and USGS are updating the Flood Insurance Rate Map for the area, which GZA will be responsible for reviewing for collaboration with Stantec to develop grant ready conceptual design and benefit cost analysis for up to three projects by June 2025.

Project Engineer, Downtown Mystic Resiliency and Sustainability Plan, Groton, Connecticut. GZA developed a resiliency and sustainability plan for Downtown Mystic in Groton, CT. GZA developed an inventory of Town assets and mapped them using GIS. GZA also performed field evaluations of all properties within the 100-year floodplain to determine location and relative elevation of critical infrastructure within buildings. GZA modeled local intense precipitation to determine potential locations of stormwater flooding. GZA utilized the modeling results along with sea level rise projections per CT State guidance to determine the vulnerability of assets to flooding. GZA used the results of the vulnerability assessment to develop recommendations for flooding resilience. GZA help three public meetings to gather feedback from stakeholders on the history of flooding within the study area and to provide recommendations for climate resiliency.

Project Engineer, Climate Change Vulnerability Assessment for Lynn Shore, Lynn, Massachusetts. GZA conducted a vulnerability assessment for an Operations Maintenance building and recreational facilities located at the Lynn Shore Reservation. GZA determined present day extreme water levels using publicly available data such as FEMA, NOAA, and NACCS, and assessed vulnerability of assets to present day flooding hazards. GZA then utilized sea level rise projections from NOAA and the State of Massachusetts to determine vulnerability of assets to future flooding. GZA also utilized the Resilient MA Action Team (RMAT) Climate Resilience Design Standards Tool to determine future intense precipitation depths for stormwater flooding.



Alexander M. Roper, WEDG

Water Resources Engineer

Publications and Presentations

Roper, A. & Granato, M., 2025, "High Tides of Tomorrow: Navigating Downtown Mystic's Climate Resiliency and Sustainability Plan", ASFPM 2025, New Orleans, LA.

Roper, A., 2024, "High Tides of Tomorrow: Navigating Downtown Mystic's Climate Resiliency and Sustainability Plan", RIFMA 2024, Kingston, RI.

Roper, A., 2023, "Drakes Island: Keeping Climate Change at Bay", ASBPA 2023 National Coastal Conference, Providence, RI.

Certifications

Waterfront Edge Design Guidelines (WEDG)- 2022

Affiliations/Memberships

American Society of Civil Engineers

Association of State Dam Safety Officials

Massachusetts Association for Floodplain Management

Rhode Island Flood Mitigation Association



ATTACHMENT 2

Documentation of Firm's Licensure

State of Illinois

Department of Financial and Professional Regulation Division of Professional Regulation

LICENSE NO.
184.001579-0002
062.057819

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:

EXPIRES:
04/30/2027

DESIGN FIRM - PROFESSIONAL
ENGINEERING



GZA GEOENVIRONMENTAL
SUSAN DOMKO
249 VANDERBILT AVENUE
(CORPORATE)
NORWOOD, MA 02062



MARIO TRETO, JR.
SECRETARY

CAMILE LINDSAY
DIRECTOR

The official status of this license can be verified at IDFPR.illinois.gov

20134425

Cut on Dotted Line

For future reference, IDFPR is now providing each person/business a unique identification number, 'Access ID', which may be used in lieu of a social security number, date of birth or FEIN number when contacting the IDFPR. Your Access ID is: 986060



ATTACHMENT 3

Illinois Public Clients Experience

PARTIAL LIST OF CLIENTS – ILLINOIS GOVERNMENT

Aurora, City of	Elgin, City of	Joliet, City of	North Barrington, Village of	Sugar Grove, Village of
Avon, Village of	Elmhurst, City of Elk	Kankakee, City of	Northbrook, Village of	Tinley Park, Village of Villa
Barrington, Village of	Grove, Village of	Kenilworth, Village of	Oak Brook, Village of	Park, Village of
Batavia, City of	Elmhurst, City of	Lake Forest, City of	Oak Park, Village of	Warrenville, City of
Bensenville, Village of	Evanston, City of	Lake Barrington,	Orland Park, Village of	Waukegan, City of West
Brookfield, Village of	Fairfield, City of	LaSalle, Village of	Ottawa, City of	Chicago, City of Western
Burnham, Village of	Frankfort, Village of	Libertyville, Village of	Park Ridge, City of	Springs, Village of
Carpentersville, Village	Galesburg, City of	Macomb, City of	Robinson, City of	Wheaton, City of
of Champaign, City of	Geneva, City of Glen	Marion, City of	Rock Island, City of	Wheeling, Village of
Chicago, City of	Ellyn, Village of Glendale	Mattoon, City of	Round Lake, Village of	Willow Springs, Village of
Crystal Lake, City of	Heights, Village of	McHenry, City of	Schaumburg, Village of	Wilmette, Village of
Darien, City of	Glenview, Village of	Melrose Park, Village	Skokie, Village of	Winnetka, Village of
Deerfield, Village of Des	Grayslake, Village of	of Mettawa, Village of	Sleepy Hollow, Village of	Wood Dale, City of
Plaines, City of Downers	Gurnee, Village of	Mokena, Village of	South Elgin, Village of	Woodridge, Village of
Grove, Village of	Hanover Park, Village of	Montgomery, Village of	Spring Grove, Village of	
DuPage, County of	Hinsdale, Village of	Mundelein, Village of	St. Charles, City of	
		Naperville, City of New		
		Lenox, Village of		

GZA HAS ALSO WORKED WITH...

Illinois Department of Transportation - District 1 Illinois Tollway

Transportation Department for Cook County

Transportation Department of DuPage County

Transportation Department of Kane County

Transportation Department of Lake County

Transportation Department of McHenry County

Transportation Department of Will County

Transportation Department of Avon Township

Transportation Department of Grant Township

Chicago Department of Transportation

Downer's Grove Sanitary District

Galesburg Sanitary District

Metropolitan Water Reclamation District of Greater Chicago

Stormwater Management Division of DuPage County

Forest Preserve District of Cook County

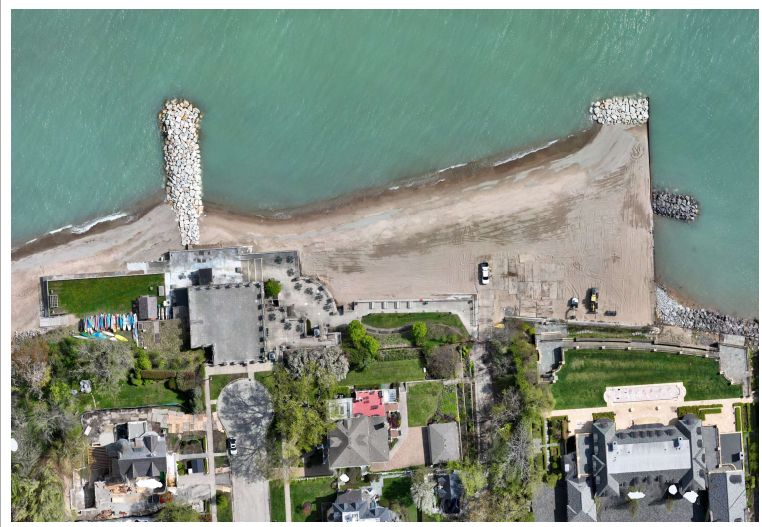
Forest Preserve District of DuPage County



ATTACHMENT 4

Project Descriptions

Kenilworth Beach Design and Construction (2024-2025)



May 2025

Challenge: The occurrence of extreme water levels and storms during the last 6 years on Lake Michigan resulted in critical shoreline erosion for the public beach, and structural damages to the shore protections structures. This resulted in significant wave overtopping and damages to the building bulkhead, along with sand erosion.

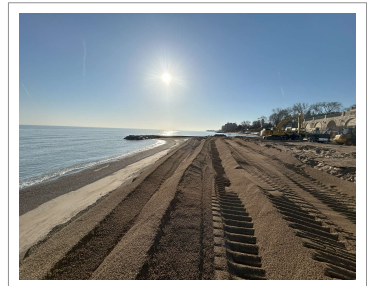
Solution: The Village first commissioned a study for a Shoreline Assessment Study led by GZA; the study recommended priorities and alternatives for repairs. GZA was the Coastal Engineer for the Lakefront Master Plan, designing the Coastal improvements. GZA was the prime consultant for regulatory permitting, preparation of construction plans, bidding and construction administration. The proposed improvements include structural repairs, adding armor stone and beach nourishment to create an improved useable recreational beach and a resilient coastal protection system.

The GZA services included data collection (topographic and bathymetric survey), coastal analysis (water levels, offshore waves, wave transformation, overtopping rates), design development, contractor bidding, construction observations and periodic meetings with the Beach Committee and the Village. The project bidding was scheduled in 2024, with the project completion/open to the public in May 2025.

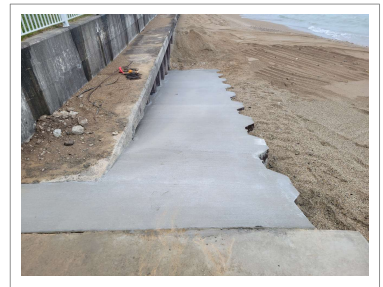
Benefit: The GZA project team provided all services in-house, and carefully planned the proposed improvements, providing shoreline and building protection along with a wider recreational beach.

Project Highlights

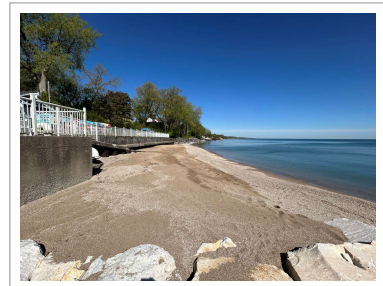
- Topographic survey
- Bathymetric survey
- Regulatory Coordination
- Coastal Analysis/Modeling
- Plans and Construction Cost Estimates
- Contractor Bidding
- Construction Administration



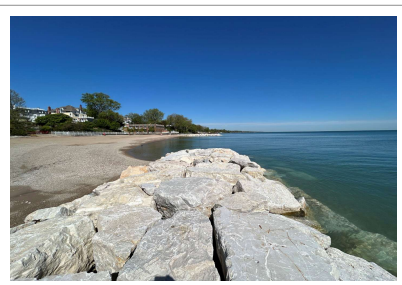
Beach Nourishment



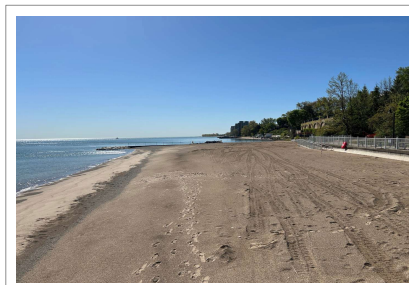
New Concrete Ramp



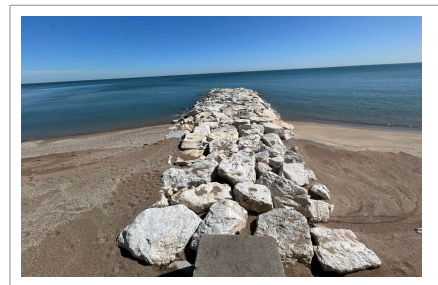
North Beach



South SSP Groin



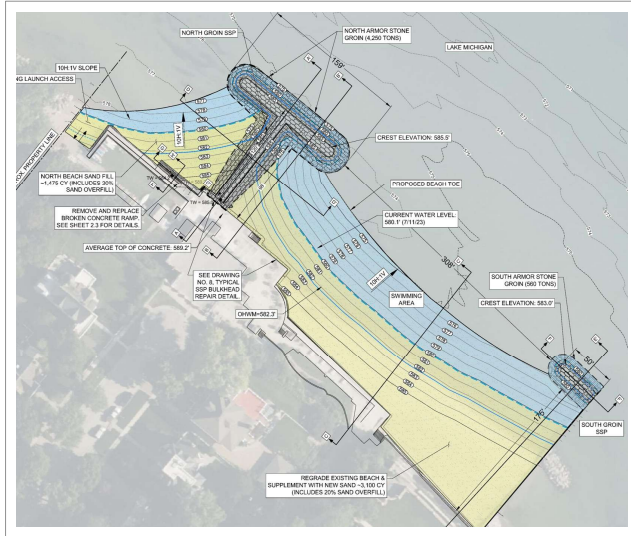
Wide Beach Width



North SSP Groin



Village of Kenilworth, IL Lakefront Master Plan (2022-2023)



Proposed Master Plan Layout

Challenge: The occurrence of extreme water levels and storms during the last 6 years on Lake Michigan resulted in critical shoreline erosion for the public beach, and structural damages to the shore protections structures. This resulted in significant wave overtopping and damages to the building bulkhead, along with sand erosion.

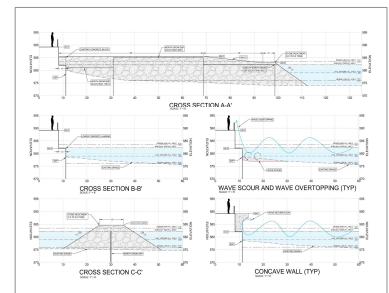
Solution: The Village first commissioned a study for a Shoreline Assessment Study led by GZA; the study recommended priorities and alternatives for repairs. GZA was then commissioned to be Coastal Engineer for the Lakefront Master Planning, leading the proposed Coastal improvements. GZA was then prime consultant for regulatory permitting and preparation of construction plans. The proposed improvements include structural repairs, adding armor stone and beach nourishment to create an improved useable recreational beach.

The GZA services included data collection (topographic and bathymetric survey), coastal analysis (water levels, offshore waves, wave transformation, overtopping rates), geotechnical analysis (bluff slope evaluation), design development, periodic meetings with the Beach Committee and public participation. Based on the public and Beach Committee input, a selected Master Plan Layout was selected. A potential project phasing was discussed; a Value Engineering analysis was conducted.

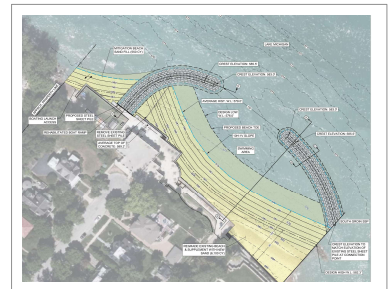
Benefit: The GZA project team provided all services in-house, and carefully planned the proposed improvements, providing shoreline and building protection along with a wider beach.

Project Highlights

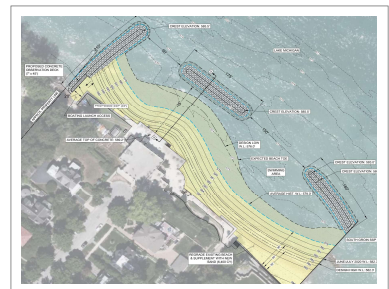
- Topographic survey
- Bathymetric survey
- Regulatory coordination
- Coastal analysis/modeling
- Master Planning
- Meetings: Beach Committee and Public
- Plans and Construction Cost Estimates



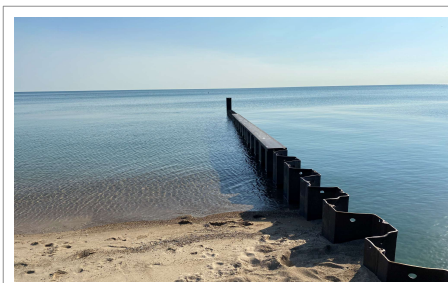
Master Plan Cross Sections



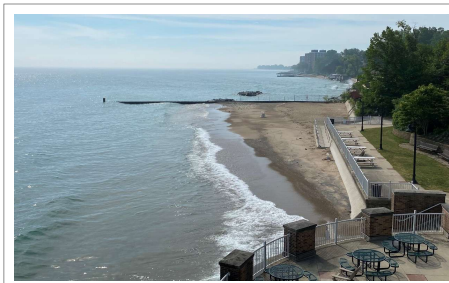
Master Plan Alternative 2



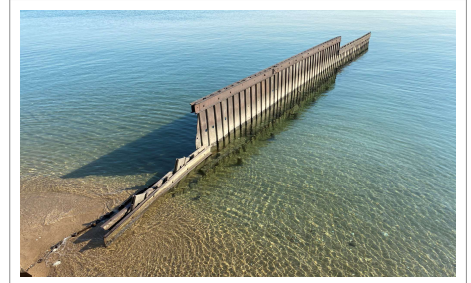
Master Plan Alternative 3



South SSP Groin



Narrow Beach Width



North SSP Groin

Lake Forest Beach Design and Construction Cells 1, 2 (2022-2024)

Lake Forest, IL

Project Highlights

- Topographic Survey
- Bathymetric Survey
- Alternative Development
- Regulatory Coordination
- Coastal Analysis
- Plans and Specifications
- Contractor Bidding
- Construction Administration



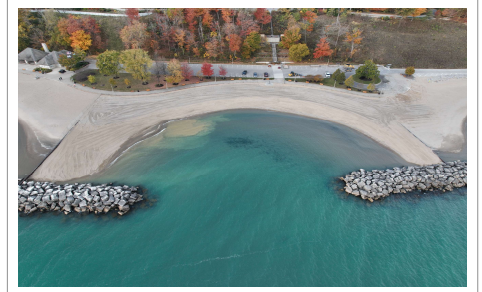
Lake Forest Park Beach, IL

Challenge: Historically, this section of Lake Forest shoreline was eroding and was not able to protect the existing park and natural resources. All the recreational activities were threatened by the coastal erosion.

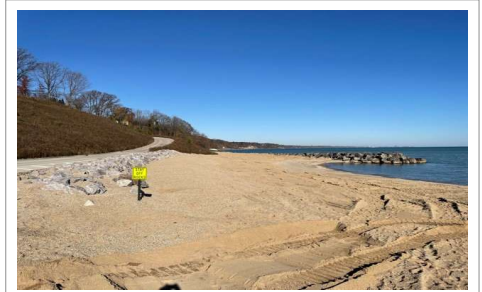
Solution: The Lake Forest Illinois Park Commission commissioned design studies for the project and construction was completed in 1987 during high water levels. The implemented shoreline protection system consists of rubblemound breakwaters and beach cells working together. The breakwaters reduce the incoming wave energy and contain the beach sand; the beach dissipates the wave energy and provides an important recreational component.

GZA was first commissioned to assess the existing beach and structure conditions and design an appropriate program to supplement new sand to the Cell 1 as a pilot project. This work included a detailed assessment of the beach, breakwaters, data analysis, wave run-up calculations, and preparation of construction plans and regulatory coordination. GZA provided bid assistance and periodic construction administration services. The project was initially constructed with quarry coarse sand (called Bird's Eye). With time, a material contamination with fine sand was documented, which flattened the beach slope and increased the wave run-up and damage to the walkway and parking area. A combination of Torpedo sand (medium) and Bird's Eye (coarse) was designed for the project. The construction was completed in October 2022. GZA also designed and permitted the beach nourishment for Cell 2, completed in October 2024. GZA is now performing a 5-Year monitoring study for both cells.

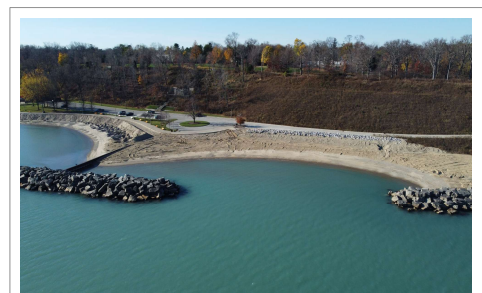
Benefit: The GZA team carefully analyzed and designed the proposed improvements, including monitoring the construction activities.



Beach Cell 2 Aerial (2024)



Coarse Sand Beach Nourishment



Beach Cell 1 Aerial (2022)

Lake Forest Shoreline Improvements (2025)

Lake Forest, IL

Project Highlights

- Topographic Survey
- Bathymetric Survey
- Coastal Analysis
- Regulatory Permitting
- Design Plans and Specifications
- Contractor Bidding
- Construction Observations



Lake Forest Beach Improvements, 2025

Challenge: Historically, this section of Lake Forest shoreline was eroding and was not able to protect the existing bluff slope and natural resources. A limited amount of sand moves in the natural littoral system and is not sufficient to create and maintain a sandy beach.

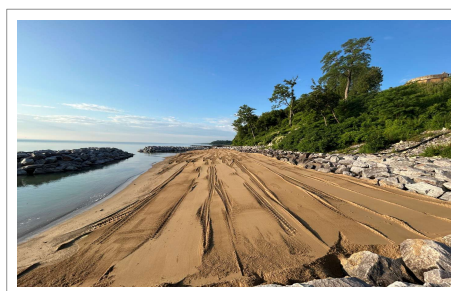
Solution: GZA was commissioned to conduct a Master Plan for the site with construction cost estimates, followed by a Coastal analysis, preparation of design plans, regulatory permitting, contractor bidding and construction administration.

Some challenging project aspects were: the existing south Steel Sheet Piling condition, exposed clay bed, undersized and weathered stone, and site access. The project was designed with marine construction only (work from a marine barge).

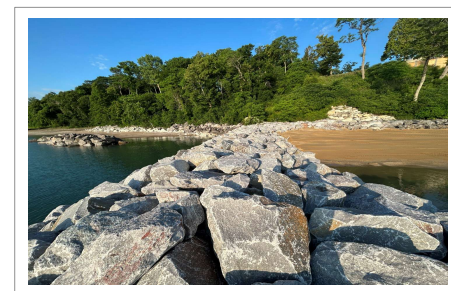
GZA collected field survey data including bathymetric survey, soil borings, and performed a Geotechnical analysis for bluff slope stability, along with a Coastal analysis in support of the project design to choose the preferred layout.

The project construction was completed in May 2025, and GZA is performing a 5-Year monitoring study for the beach and stone structures. Step stone structures (granite) were provided for crossing the south groin and also for providing access to the created beach. The selected sand fill is coarse Birds' Eye.

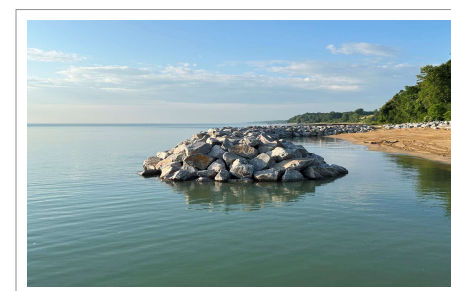
Benefit: The GZA team carefully analyzed and designed the proposed improvements, and will perform a monitoring study.



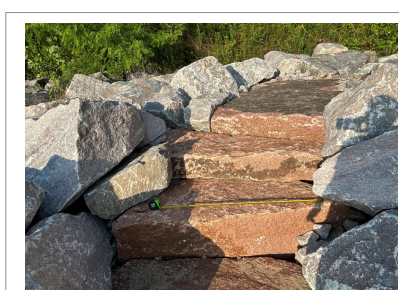
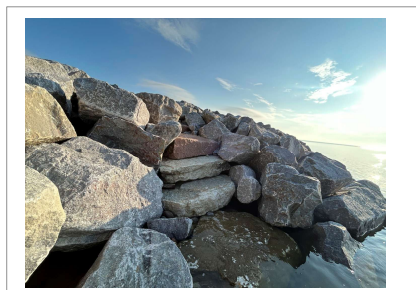
Beach Sand Fill



South Groin



Detached Breakwater



Access Stairs

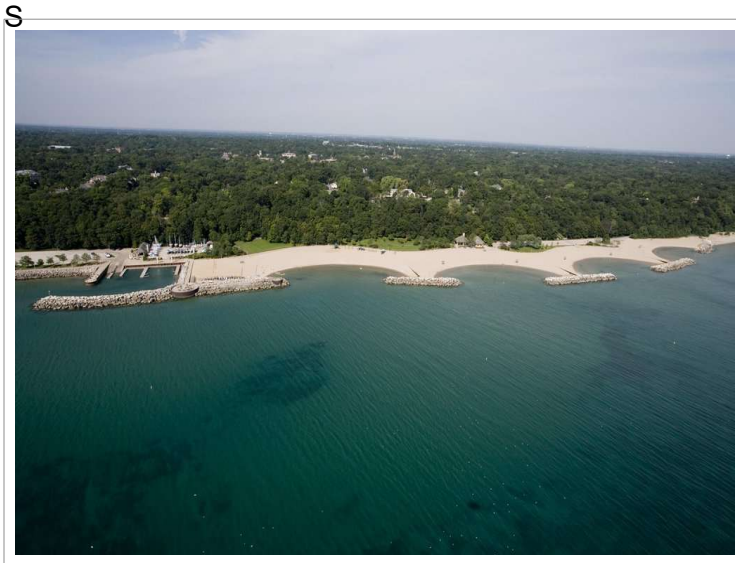


Lake Forest Breakwater Study (2025)

Lake Forest, IL

Project Highlights

- Topographic Survey
- Bathymetric Survey
- Aerial Image Analysis
- Field Observations
- Report, Design Recommendations
- Construction Cost Estimates



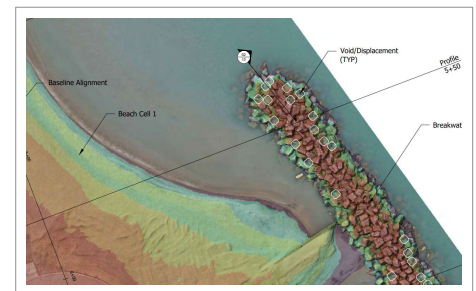
Lake Forest Park Beach

Challenge: Historically, this section of Lake Forest shoreline was eroding and was not able to protect the existing park and natural resources. All the recreational activities were threatened by the coastal erosion.

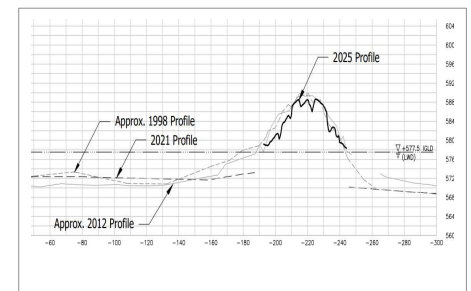
Solution: The Lake Forest Illinois Park Commission commissioned design studies for the project and construction was completed in 1987 during high water levels. The implemented shoreline protection system consists of rubblemound breakwaters and beach cells working together. The breakwaters reduce the incoming wave energy and contain the beach sand; the beach dissipates the wave energy and provides an important recreational component. Typically, an annual allowance of 2.5% of the initial construction cost per year would be budgeted toward structure maintenance; however, at Forest Park Beach, no stone structure maintenance has been performed after 1987. Previous investigations and surveys documented some structure deterioration, including material quality, stone displacements at the toe, and structure head damages, with recommendations for immediate rehabilitation. None of the recommendations have yet been implemented, which has resulted in continued and more severe deterioration of the structure side slopes and heads.

GZA collected field survey data including aerial survey, along with a site assessment documenting physical changes in the structures. This work included a detailed assessment of the breakwaters, and design recommendations for operational maintenance and repair priorities over a 10-year timeframe with construction cost estimates were prepared

Benefit: The team led by Dan Veriotti, PE carefully analyzed and designed the proposed improvements, assisting with budgetary planning for near- and long-term.



Breakwater Voids



Structure Profile Changes



Stone Slope Displacements



PROJECT PROFILE

Milwaukee County Shoreline and Bluff Restoration, Milwaukee, WI (2024-2025)

Project Highlights

- Field Survey/Data Collection
- Geotechnical Analysis
- Coastal Analysis
- Alternative Formulation and Evaluation
- Construction Cost Estimates
- Design Plans
- Regulatory Coordination
- Meetings with Stakeholders



Warnimont Park Bluff and Coastal Erosion

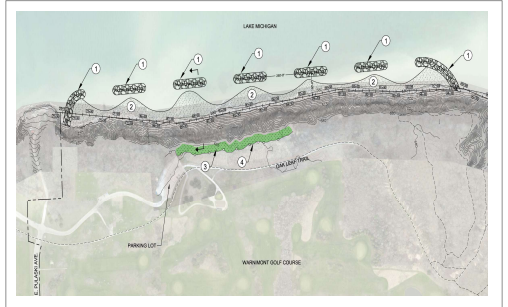
Challenge: The Milwaukee County Department of Parks, Recreation and Culture owns and maintains 13 public parks on 12 miles of coastline of Lake Michigan. Many of these parks contain coastal bluffs and shorelines that have experienced erosion due to fluctuating lake levels and strong storms. These forces have accelerated the deterioration of conditions along the coastline, thus increasing the need for stabilization measures. The purpose of this project is to develop a strategic resilient plan addressing how to stabilize bluffs and make repairs to Bay View Park, Big Bay Park, Lake Park/Linnwood Revetment, Sheridan Park and Warnimont Park. The strategic plan should also include an evaluation of the bluffs at other Milwaukee County Parks including Bradford Beach and McKinley Park, Bender Park, Cupertino Park, Doctors Park, Grant Park, South Shore Park, and Veterans Park.

The development of a strategic plan shall define project areas and include options for stabilizing bluffs and making repairs to each site. The plan should include options for gray and green infrastructure (nature-based shorelines) and restore habitat.

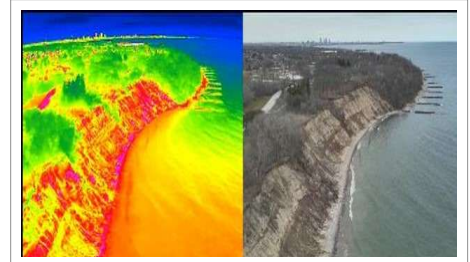
Solution: The County selected GZA for improving the 13 parks and design bluffs with Coastal improvements. The project includes a Phase I (site aerial survey, site investigation, soil borings, Geotechnical and Coastal analysis, preparation of conceptual designs with construction cost estimates, and a report recommending priorities for improvements). Phase II will include preparation of design documents (plans and specifications) for the parks selected for implementation and regulatory permitting.

The project areas will be prioritized based on Coastal risk/level of erosion. A GIS database was created for the County with site information and the proposed designs. GZA uses its Design with Nature Studio practice to work together with Coastal and Geotechnical engineers on this project. The design is underway, and it is anticipated that the selected projects will be constructed in 2026.

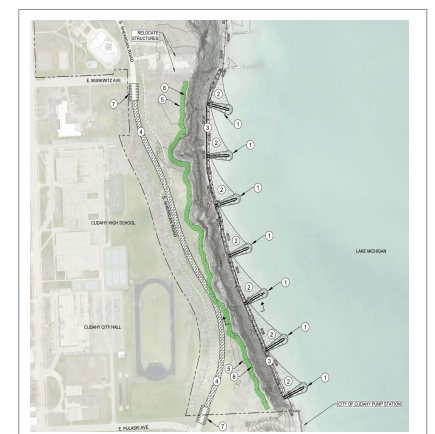
Benefit: The GZA team is carefully planning and designing the proposed improvements providing shoreline protection, public access, infrastructure protection and habitat areas, using our great practical experience with this type of project.



Warnimont Proposed Beach Cells



Aerial Survey



Sheridan Park Proposed Groins and Sand Fill

Resilient Shoreline Protection Design and Construction (Multiple Sites)

Duluth, MN

Project Highlights

- Topographic Survey
- Bathymetric Survey
- LIDAR Survey
- Underwater Investigation
- Regulatory Coordination
- Coastal Analysis/Modeling
- Construction Plans and Specifications
- Full Time Construction Administration



Canal Park Shoreline

Challenge: The occurrence of extreme water levels and storms that exceeded a typical 100-Year set of conditions over Fall months in 2017, 2018 and 2019 resulted in critical shoreline erosion. In addition, the City infrastructure and public safety were at high risk.

Solution: A shoreline assessment study quantified the severity of damages and prioritized the repairs to be performed in phases with construction cost estimates; in the process, it was recommended to select a resilient design condition to rebuild the shoreline. Dan Veriotti was the Engineer of Record, Project Manager and lead Coastal Engineer for all the studies, analysis and implemented projects in the Duluth area (part of Phases 1, 2 and 3). For Canal Park, the services provided included data collection (topographic and bathymetric survey, soil borings, underwater investigation), Coastal analysis (water levels, offshore waves, wave transformation-computer modeling and desktop, overtopping rates, Structural analysis (calculations for vertical concrete walls), Design Development, regulatory permitting, preparation of construction plans, bid assistance, and full time construction observations. The project also involved coordination (material preparations, presentations and field meetings) with FEMA representatives in support of funding grant applications. Various sites were included in the design and construction such as: Lakewalk Phases I and II, Canal Park, The Ledges, Lakewood Water Plant. The construction budget exceeds \$25M.

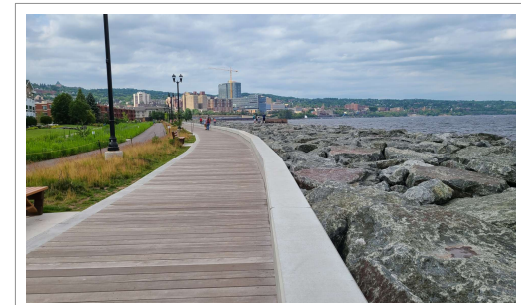
Benefit: The team led by Dan Veriotti, PE carefully planned and designed the proposed improvements in phases, providing shoreline protection, ample recreational uses, and protection for City infrastructure.



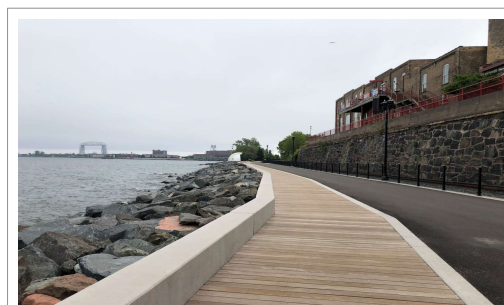
Concrete Walls Construction



Stormwater Rain Gardens



Boardwalk

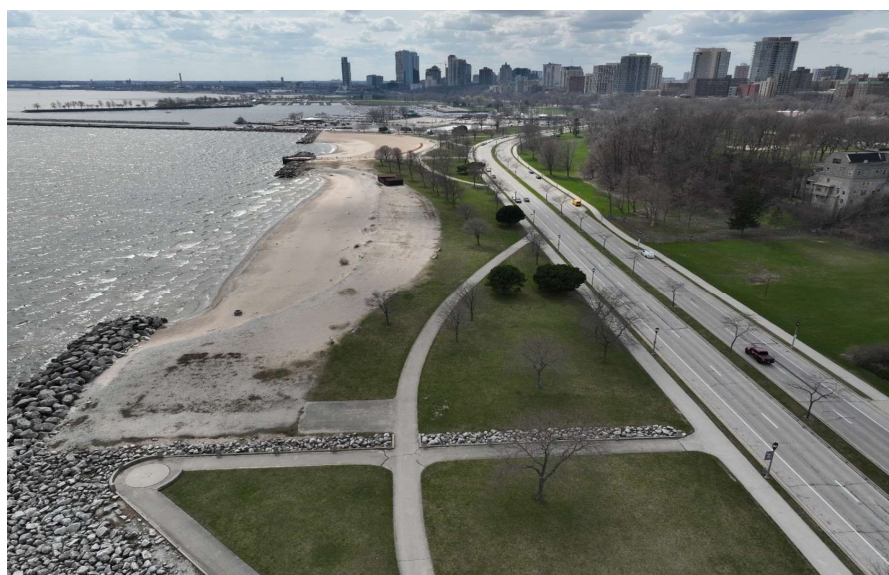


Lakewalk

Planning and Design for Bradford and McKinley Beaches, Milwaukee, WI (2025-2027)

Project Highlights

- Field Survey/Data Collection
- Geotechnical Analysis
- Coastal Analysis
- Alternative Formulation and Evaluation
- Construction Cost Estimates
- Design Plans
- Regulatory Coordination
- Meetings with Stakeholders
- Construction Bidding



Bradford Beach

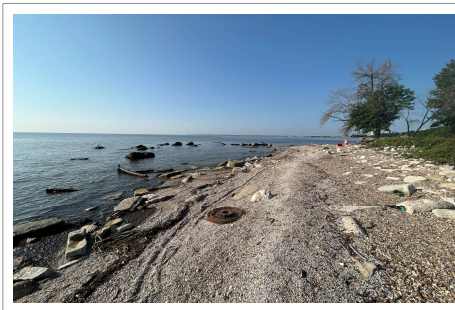
Challenge: The Milwaukee County Department of Parks, Recreation and Culture owns and maintains 13 public parks on 12 miles of coastline of Lake Michigan. In recent years, Bradford Beach experienced beach erosion. On August 6/19, 2025, the Milwaukee area received over 10 inches of rain, equivalent to a 500-Year event.

The County provided 6 large stormwater outfalls as rain gardens with natural pre-treatment before infiltration in the beach sand. Excessive precipitation events produced beach erosion, and damages to the raingardens. E. coli concentration increased, resulting in numerous beach closings. These are expected to continue and get even worse, amplified by Coastal erosion during significant storms.

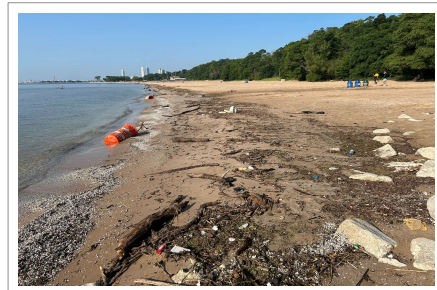
Solution: The County selected GZA for designing improvements, including: beach nourishment, vegetated protective berms, rain garden rehabilitation, stone coastal protection structures, with monitoring plans. The services being provided are: data collection and analysis (topographic survey, soil borings, sediment sampling), vegetation survey and assessment, Coastal analysis, preparation of design plans and specifications, regulatory permitting, contractor bidding and construction observations. This project will have a significant involvement from the public and County. A series of public meetings and presentations will be conducted.

The project areas will be prioritized based on Coastal risk/level of erosion and condition of the rain gardens. GZA uses its Design with Nature Studio practice to work together with Coastal and Geotechnical engineers on this project. The design is underway, and it is anticipated that the proposed projects will be constructed in 2026/2027.

Benefit: The GZA team is carefully planning and designing the proposed improvements providing shoreline protection, improved public access, a stable beach and rehabilitated rain gardens, using our great practical experience with this type of project. One important project goal is to reduce the E coli concentrations and beach closings.



Shoreline Erosion



Beach Erosion



Stormwater Outfall



Racine Harbor North Breakwater Repairs

Racine, WI

(2022)

Project Highlights

- Topographic Survey
- Bathymetric Survey
- LIDAR Survey
- Coastal Analysis/Modeling
- Construction Plans and Specifications
- Full Time Construction Administration



Racine Harbor Aerial

Challenge: The occurrence of extreme Lake Michigan water levels and storms resulted in significant damages to a section of the Harbor North breakwater. In addition, the safety of the public walking on the breakwater was at high risk.

Solution: GZA conducted a comprehensive Harbor Monitoring Study in early 2022; the breakwater repairs were recommended a priority. GZA was in charge with preparing design alternatives, construction plans for the selected alternative, and full-time construction administration.

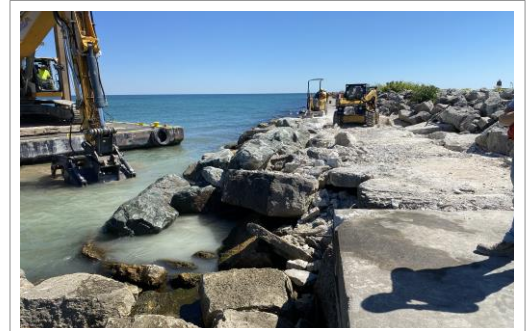
The north breakwater is approximately 100 years old and was constructed in phases using different design cross-section. To access the project area from the land (breakwater cap), construction equipment needs to be very light in order not to damage approximately 200 feet of timber pile crib supporting a concrete cap. The construction plans and specifications allowed only water-based means and methods (working from a barge) for the stone revetment repairs (regrading and supplemented with new 3-4 tons armor). For the new concrete cap, limits were imposed on the equipment sizes and weight for working land-based from the breakwater.

Some of the unique features of the project were: use of marine grout as a leveling surface with anchoring under the new reinforced concrete cap, and use of marine grout as a “shoulder”, with an admixture for creating a waterproof surface that provides the transition between the edge of the concrete and armor stone. This was also used to fill the stone voids in the immediate vicinity of the cap, in order to eliminate any potential wave uplift.

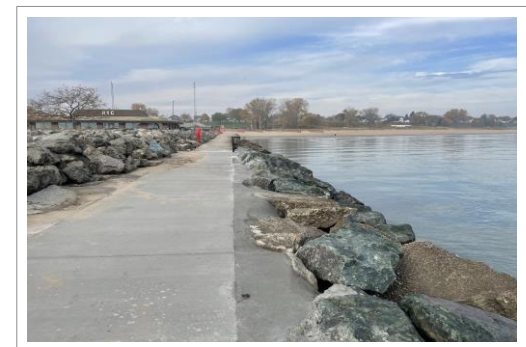
Benefit: The team led by Dan Veriotti, PE carefully planned and designed the proposed improvements in phases, providing shoreline protection and public safety.



Damaged Concrete Cap and Revetment



Stone Revetment Repairs



New Cap and Stone Revetment

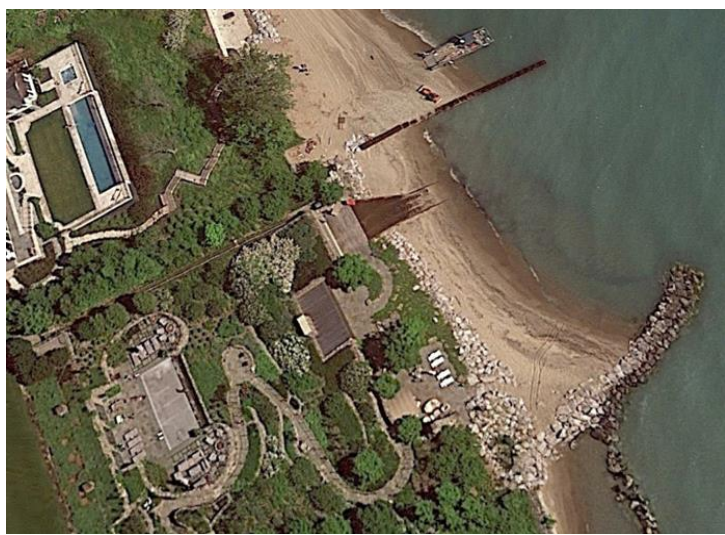
Village of Winnetka Shoreline (Private)

(2014-2016)

Winnetka, IL

Project Highlights

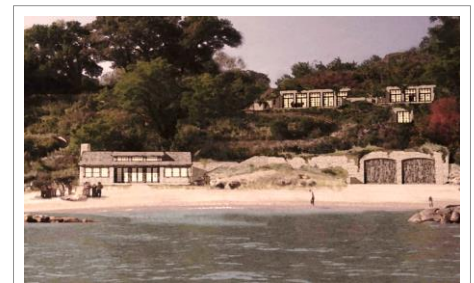
- Topographic Survey
- Bathymetric Survey
- Regulatory Coordination
- Coastal Analysis/Modeling
- Construction Plans and Specifications
- Part Time Construction Administration



Challenge: The site shoreline is located in Winnetka, IL. The occurrence of extreme water levels and storms resulted in critical shoreline erosion and damages to the north steel sheet piling vertical wall. The shoreline was also subject to severe wave overtopping damaging residential property lawn and producing Coastal flooding.

Solution: A shoreline assessment study quantified the severity of damages and prioritized the repairs with construction cost estimates; some of the designed and constructed project items are: recreational building on the face of the bluff slope; buried access along with slope access to a beach house and boat house, along with a boat launching structure. The north SSP groin was rehabilitated for safe access and a south stone groin was provided to help with the beach material stability (sand beach nourishment was provided to create a beach cell). Before joining GZA, Dan Veriotti was the Project Manager and lead Coastal Engineer for the implemented lakefront project. The services provided included data collection (topographic and bathymetric survey, soil borings), Coastal analysis (water levels, offshore waves, wave transformation-computer modeling and desktop, overtopping rates), geotechnical analysis (soil borings, slope stability) Design Development, regulatory permitting, preparation of construction plans, bid assistance, and periodic construction observations. The project was constructed in phases between 2014 and 2016, with the groins and beach nourishment being provided first. The lakefront improvements were coordinated with the Architectural improvements led by a registered Architect.

Benefit: The team led by Dan Veriotti, PE carefully planned and designed the proposed lakefront improvements providing shoreline protection and recreational beach opportunities, along with boat launching and retrieval.



Proposed Beach and Boat House Rendering



Proposed Design Plan



Slope Construction-2015



GZA LITIGATION STATEMENT

GZA is engaged, from time to time, in litigation to recover unpaid invoices and other business related issues. GZA is also involved in litigation concerning contract disputes which arise in the ordinary course of business. The suits are being defended and are covered by insurance for professional errors and omissions and/or general liability policies, above deductibles. For numerous reasons, GZA's policy is to keep details of all litigation/claims information confidential if at all possible. None of the issues presently pending or threatened would detrimentally affect GZA's ability to perform its services. If further information on these claims is required, please contact James Clark, Director of Risk Management at 860-858-3134.



BACKGROUND AND PROJECT UNDERSTANDING

The Winnetka shoreline has glacial clay till bluffs fronted by narrow beaches and has an ongoing erosional trend. Many factors may be contributing to the current loss of sediment along the shoreline, including variable water levels, the dynamic near-shore circulation, and especially the significant reductions in sediment supply due to the construction of human-made shoreline protection structures and the regional sediment management plans (i.e., lack of plans). Even if the coastal bluffs are allowed to naturally erode, the resulting material is not compatible for beach-building, as only a small percentage of the material is sand.

Currently, only approximately 13,000 cubic yards (yd^3) of sediment move from Wisconsin to Illinois (Sediment Budget for the North Illinois Shore from the Wisconsin Border to Wilmette, United States Army Corps of Engineers [USACE] 2019). This is an annual total rate and significantly less than previous studies in the 1950s, showing approximately 60,000 to 90,000 yd^3 per year (yd^3/yr). The sediment transport rates are computed and reported to the “depth of closure” (water depth along a lakebed cross-section where sediment transport is negligible or zero), typically at 20 feet at Low Water Datum (LWD). The Lake Michigan LWD is 577.5 feet International Great Lakes Datum of 1985 (IGLD 85). Based on the depth of closure located over ½-mile offshore, this sediment rate is very small and does not supply the natural beach nourishment needed. This is perhaps the largest challenge for the project, along with the variation of water levels, which reached a historic high in June and July 2020.

The erosion problem and its resulting impacts are expected to worsen as the nearshore system continues to transition from a sandy sediment to a cohesive sediment (silts and clays) in the near-shore environment. Unlike sandy shores that have some ability to naturally recover from erosion, in a sediment-starved project area, the offshore slope will continue to steepen, the upper sediment layer will be depleted, thus exposing the shoreline with increased water depths to larger wave energy and erosion potential. Shoreline protection structures and beach sand nourishment will need to be provided in order to simply maintain the shoreline positioning and increased maintenance will need to be provided for recreational beaches. As shown in the proposed Project Manager’s (Dan Veriotti) research and presentation titled, “Beach Fill Stability in Illinois,” presented to multiple Illinois municipalities and discussed with the Illinois Department of Natural Resources’ (IDNR) Coastal Management, the new “normal” for recreational beach practice is to use coarse sand (known as Bird’s Eye sand - more stable), which replaced medium sand (Torpedo or Mason sand) in recent years. At a minimum, Bird’s Eye sand is used on the underwater slope, with Torpedo sand on the beach, above the designed high water level.

Besides the lack of sediment in the system to naturally replenish the eroded sand, the lack of funding at the municipal level does not allow for frequent beach nourishment events. Therefore, the common practice in Illinois is to use beach cells, stone breakwaters with sand fill that work together for protecting the shoreline. The two system components complement each others’ functions. The stone breakwaters reduce the incoming wave energy and contain the beach sand. The proposed sand fill is the primary means of shoreline protection, while also providing an important recreational component.

We understand that after the 2016 adoption of Waterfront 2030, it was the desire to combine these two lakefront areas into a single site. The opportunity arose with the 261 Sheridan Road property (located between these two parks) swap, creating the possibility to combine the two parks.

Draft design plans were created and a potential phasing of the project was discussed. The current design titled, “Elder + Centennial Proposed Design,” is the latest plan that was approved by the Park Board at the October 19, 2023 meeting, with some additional approved adjustments over a few months, with a more accessible path in March 2024. The proposed design is for both parks and involves the following main elements over a shoreline project area of approximately 1,000 feet:



- Elder Lane:
 - North end: provide a stone groin and remove the Steel Sheet Piling (SSP) groin;
 - Rehabilitate the existing concrete pier;
 - Armor stone on the north end of the 261 Sheridan SSP; and
 - Sand fill.
- Centennial:
 - North end: remove SSP groins;
 - Armor stone groin with a concrete cap and ADA access and seating benches;
 - Armor stone on the north end of the 261 Sheridan SSP; and
 - Sand fill.

We understand that a new stormwater outfall is being provided along the north project stone groin.

PROPOSED SCOPE OF WORK

Both Elder Lane Beach and Centennial Beach will require the review of a specialized coastal engineering team. Based on the results of independent review and analysis, the design plans will be presented to the Park Board and community for review and approval. Pending the selection of the Preferred Alternative, regulatory permitting plans with supporting materials will be prepared. We understand that the project goals are to:

- Work closely in collaboration with the District's Design Team to finalize the design plans for Elder Lane and Centennial; and
- Serve as project lead engineer and work with other teams to complete the project in four phases, as summarized below:
 - Phase 1: Review and Design. Detailed review of work completed to date, refine design concepts, prepare construction cost estimates, participate in meetings and presentations, recommend a technical computer modeling study to validate the design.
 - Phase 2: Final Plan Design and Permitting. Complete design documents and supporting materials for regulatory permitting submittal.
 - Phase 3: Construction Documents. Prepare stamped plans and technical specifications ready for contractor bidding, review received bids, and make a recommendation for contract award.
 - Phase 4: Construction Observations, To Be Determined. Field and office support, coordinate with Park Board during meetings.

We propose collaboration with our Project Team, District Staff, Park Board Commissioners, focus groups, and various stakeholders and agencies in order to complete the plans for the two parks.

We propose that initially, we readily apply our lessons learned from and practical application of similar built projects to refine the plans. These previous projects provide insight for the expected recreational beach and coastal protection performance and also the expected maintenance. As stated in our Firm History and Experience, we have the required disciplines for this project in-house.

In the final design phase, and before the preparation of the construction plans, we propose conducting a detailed coastal analysis/computer modeling study. We assume that the work performed to date only focused on breakwater stone sizing and stability. Therefore, we recommend a detailed analysis (if the District agrees) to validate how



effective of a coastal protection system we are providing, providing adequate induced circulation and attenuating the wave energy, while providing a stable beach material. One of the aspects to be included is the potential impact of the stormwater discharge as beach swimming water quality. GZA routinely uses and maintains a wide range of available computer models, and will select the best models for what is needed, such as the hydrodynamic 2-D (two-dimensional) Coastal Modeling System (CMS) (CMS-Flow and CMS-Wave). CMS is a 2-D numerical modeling program that specializes in waves, currents, water levels, sediment transport, and morphology change. The model was designed to model sediment exchanges between inlets and adjacent beaches in the coastal zone. The offshore wave results from the 2-D SWAN model (or equivalent) would be used as input into the sediment transport model. This model will allow us to define sediment morphology, sediment transport, and water flow more accurately within the beach cell.

We also propose to integrate Value Engineering in each project phase and continually look for efficient ways to create final designs that can be implemented with reasonable construction costs. We have practical experience with similar projects and lessons learned during and after construction.

GZA embraces a “One Team” philosophy, closely following the GZA Project Quality Process requirements. GZA provides rigorous guidance and controls to ensure that clients receive service of the highest possible quality with regard to technical excellence, cost-efficiency, and timeliness.

We have an established strategy to engage the regulatory agencies (Illinois Department of Natural Resources [IDNR], USACE, and Illinois Environmental Protection Agency [IEPA]) early in the process (pre-application meeting), to present the project and answer questions they might have. This results in an open dialogue and project engagement, facilitating the exchange of information in a timely matter.

We have a long history of working with public clients in Illinois, with most being repeat clients, as a testament of good communication and work quality (see Attachment 3 in Section 2). From our experience working with various municipalities in Illinois, we have found that scheduling weekly calls is highly effective for direct communication between our Team and District staff. We believe this weekly activity will be a feature for all items under the new contract, and includes reporting on progress, reviewing budget and timelines, coordinating individual subtasks, and addressing specific issues/opportunities.

ALLOCATION OF TIME/DIVISION OF RESPONSIBILITY

The Project Manager will work with the appropriate task managers to assemble the Project Team and prepare a detailed cost estimate, basis for estimate (detailed scope of services), project schedule, and the quality management plan.

The task order manager works closely with the Project Manager, along with quality assurance/quality control (QA/QC) oversight, to carry out the Scope of Work, interacting with the District staff, as appropriate, in performing task order functions and preparing deliverables. Each task manager is responsible for the execution of the assigned project part(s), and subject to the independent, internal review and approval. The task managers are also responsible for managing the individual assigned budgets.

Our GZA projects follow a rigorous procedure for staff training and quality control, assuring that independent reviews and checks were conducted, reviewed, client coordination and feedback provided, and follow-up for the duration of the project. While the independent QA/QC process, reviews, and checks are always conducted, it is important to note that each staff member is encouraged to internally seek guidance from senior team professionals in order to produce the best quality products before review.



APPROACH TO BUDGETING

As noted above, there is team collaboration to establish a project budget and the individual management of each task through task managers that work closely with the Project Manager. We provide periodic updates to our clients regarding project progress, including the percent project complete by task.

The GZA Great Lakes team has the requisite capacity to accommodate simultaneous projects; GZA will proceed on time and on budget. As a testament to these facts, our completed projects have received highly favorable comments and ratings from our clients.

The personnel listed in the Organizational Chart (provided in Section 2) can be augmented, as needed, by accessing our available specialized staff from other offices. The GZA Project Manager (Associate Principal, Vice President) for this project has the authority to commit the resources of GZA, as needed, to meet the project requirements of the District.



TEAM'S ABILITY TO COMPLETE THE PROJECT

GZA creates a detailed project budget that is independently checked in Excel for each task and sub-task. GZA has sufficient resources to work on multiple tasks at the same time (for example, different design details in Civil3D by different staff members, to be combined in one final plan set). Optimum coordination is also provided by different disciplines (Geotechnical, Coastal Engineers, etc.) working at the same time on different tasks. By having multiple staff members in-house, GZA is capable of putting a project on a fast-track while controlling the schedule according to the client's needs.

At this time, GZA's Project Team has ample capacity to execute the anticipated project tasks for the District.

FIRM'S APPROACH TO PROJECT MANAGEMENT

With nearly 790 personnel in our 35 offices, GZA has sufficient staffing to satisfy multiple task orders. To ensure efficient resource utilization, during task order planning, we evaluate and implement ways to reduce manpower requirements. For example, we often assign a staff member to multiple project roles (Quality Assurance Manager and Risk Assessor, or Project Manager and Project Engineer). Upon approval of the task order, the Project Manager and Consultant Reviewer (QA/QC) will review the project schedule and work plan to select the start date, determine the duration for each task, and schedule submittal dates. We analyze "30-60-90-day" look-ahead reports to support staffing decisions, and coordinate staffing efforts, typically weekly. The team will staff projects using resources from the office closest to the work whenever possible to enhance cost-effectiveness.

To implement multiple simultaneous task orders efficiently and cost-effectively, the GZA team will rely on established processes, efficient management systems, and the experience of our management team. The use of well-established standardized processes will enhance our ability to manage multiple and simultaneous task orders. This allows personnel to easily transition from one task order to another and maximizes our flexibility.

Our management team has access to resource utilization reports that forecast staff utilization on a weekly, monthly, and quarterly basis. Our management team will use these reports to assign and prioritize staff for task orders and avoid potential conflicts, ensuring resources are committed to a task order in a proactive fashion. This will allow us to accommodate increased workload associated with each assigned project.



OTHER RELEVANT INFORMATION

GZA does not have any additional information to submit. We are available to answer any questions or provide additional information upon request.

Request for Qualifications for Professional Services Reference and Signature Sheet

All firms providing a submittal for “Professional Services” shall include the Reference and Signature sheet completed and signed by the individual providing the submittal in behalf of the firm.

Please provide three (3) recent references for similar work. The list shall include the client name, address, telephone number, project title and description, project location and the contact person

Reference # 1

Client Name: Kathy Thacke, Village Manager, Village of Kenilworth

Contact:... kthacke@vok.org

Address: 419 Richmond Road, Kenilworth, IL 60043

Telephone Number: (847) 251-1666 x5250 / Mobile (224) 216-6256

Project title: Kenilworth Lakefront Design and Construction

Description of Project: The GZA lakefront improvements project started with a shoreline assessment study, followed by a Master Plan, and final design, preparation of construction plans, regulatory permitting, contractor bidding, and construction administration.

Project Location: Kenilworth Beach, Village of Kenilworth

Reference # 2

Client Name: Corey Wierema, Superintendent of Public Works, City of Lake Forest

Contact:... wieremac@cityoflakeforest.com

Address: 800 North Field Drive, Lake Forest, IL 60045

Telephone Number: (847) 810-3565

Project title: Lake Forest Park Beach Improvements

Description of Project: There are various GZA projects for the Lake Forest Park Beach improvements, such as: monitoring study, beach nourishment design, regulatory permitting and construction administration for Cells 1 and 2, feasibility study for underwater stone berm, capital improvements plan recommendations.

Project Location: Lake Forest Park Beach, Lake Forest

Reference # 3

Client Name: Timothy Detzer, P.E., Principal Engineer, Milwaukee County Dept. of Administrative Services

Contact: timothy.detzer@milwaukeecountywi.gov

Address: 633 West Wisconsin Avenue, Milwaukee, WI 53203

Telephone Number: (414) 278-2988; Mobile (414) 550-0852

Project title: Milwaukee County Bluffs and Shoreline

Description of Project: Designing Lake Michigan bluffs and coastal improvements at 13 County parks on over 12 miles of shoreline. GZA now works on the Bradford Beach design.

Project Location: Milwaukee, WI

Submitted by:

Name of Firm: GZA GeoEnvironmental, Inc.

Address of Firm: 915 Harger Road, Suite 330

City: Oak Brook



State: IL

Zip 60523

Submitter's Name: Dan Veriotti, P.E.

Telephone: (226) 275-2123

E-mail: dan.veriotti@gza.com

CONSULTANT COMPLIANCE AND CERTIFICATION ATTACHMENT

Note: The following certifications form an integral part of the Agreement between the Winnetka Park District (the “District”) and the engineer (the “Consultant”). Breach by the Consultant of any of the certifications may result in immediate termination of the Consultant’s services by the District.

The undersigned Consultant hereby certifies, affirms, and agrees as follows:

A. Consultant has carefully read and understands the contents, purpose and legal effect of this document as stated above and hereafter in this document. The certifications contained herein are true, complete, and correct in all respects.

B. Consultant shall abide by and comply with, and in contracts which it has with all persons providing any of the services on this Project on its behalf shall require compliance with, all applicable Federal, State, and local laws and rules and regulations included without limitation those relating to 1) fair employment practices, affirmative action, and prohibiting discrimination in employment; 2) workers’ compensation; and 3) workplace safety.

C. To the best of Consultant’s knowledge, no officer or employee of Consultant has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.

D. Consultant is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Consultant also certifies that no officers or employees of the Consultant have been so convicted and that Consultant is not the successor company, or a new company created by the officers or owners of one so convicted. Consultant further certifies that any such conviction occurring after the date of this certification will be reported to the District, immediately in writing, if it occurs during the bidding process, or otherwise prior to entering into the Agreement therewith.

E. Pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), Consultant has a written sexual harassment policy that includes, at a minimum, the following information: (i) a statement on the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Consultant’s internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. Consultant further certifies that such policy shall remain in full force and effect. A copy of the policy shall be provided to the Illinois Department of Human Rights upon request.

F. (i) Consultant’s proposal was made without any connection or common interest in the profits

anticipated to be derived from the Agreement by Consultant with any persons submitting any proposal for the Agreement; (ii) the Agreement terms are in all respects fair and the Agreement will be entered into by Consultant without collusion or fraud; (iii) no official, officer or employee of the District has any direct or indirect financial interest in Consultant's proposal or in Consultant; (iv) the Consultant has not directly or indirectly provided, and shall not directly or indirectly provide, funds or other consideration to any person or entity (including, but not limited to, the District and the District's employees and agents), to procure improperly special or unusual treatment with respect to this Agreement or for the purpose of otherwise improperly influencing the relationship between the District and the Consultant. Additionally, the Consultant shall cause all of its officers, directors, employees, (as the case may be) to comply with the restrictions contained in the preceding sentence.

G. Consultant knows and understands the Equal Employment Opportunity Clause administered by the Illinois Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Consultant further certifies that Consultant is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.

H. Consultant is not barred from contracting with the District because of any delinquency in the payment of any tax administered by the Illinois Department of Revenue, unless it is being contested. Consultant further certifies that it understands that making a false statement regarding delinquency to taxes is a Class A misdemeanor and, in addition, voids the Agreement and allows the District, a unit of local government, to recover in a civil action all amounts paid to the Consultant.

I. If Consultant has 25 or more employees at the time of the RFQ, Consultant knows, understands, and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq.*) and certifies that it will provide a drug-free workplace by taking the sections required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Consultant further certifies that it has not been debarred and is not ineligible for award of this Agreement as the result of a violation of the Illinois Drug Free Workplace Act.

J. Consultant shall comply with the requirements and provisions of the Freedom of Information Act (5 ILCS 140/1 *et seq.*) and, upon request of the District's designated Freedom of Information Act Officer (FOIA Officer), Consultant shall within two (2) business days of said request, turn over to the FOIA Officer any record in the possession of the Consultant that is deemed a public record under FOIA.

CONSULTANT

GZA, Oak Brook IL



By: _____

Dan Veriotti, PE, Associate Principal, Vice President

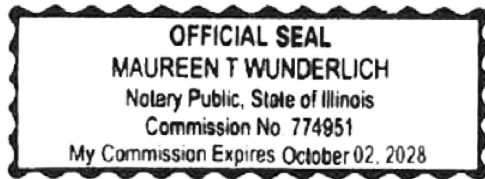
Its: _____

STATE OF Illinois)
)SS
COUNTY OF DuPage

I, the undersigned, a notary public in and for the State and County, aforesaid, hereby certify that Dan Veriotti appeared before me this day and, being first duly sworn on oath, acknowledged that he/she executed the foregoing instrument as his/her free act and deed and as the act and deed of the Consultant.

Dated: 09/22/2025

Maureen T. Wunderlich
(Notary Public)





Known for excellence.
Built on trust.

GEOTECHNICAL
ENVIRONMENTAL
ECOLOGICAL
WATER
CONSTRUCTION
MANAGEMENT

915 Harger Road
Suite 330
Oak Brook, IL 60523
T: 630.684.9100
F: 630.684.9120
www.gza.com

October 17, 2025
File No. 20.P000425.26

Mr. Costa Kutulas, Director of Parks and Maintenance
Winnetka Park District
540 Hibbard Road
Winnetka, Illinois 60093

Re: Proposal for Professional Lead Engineering Services
Elder Lane and Centennial Beach Projects
Winnetka, Illinois

Dear Mr. Kutulas:

GZA GeoEnvironmental, Inc. (GZA) is pleased to provide this proposal to the Winnetka Park District (WPD/"Client") for the Elder Lane and Centennial Beach projects located in Winnetka, Illinois (collectively, the "Property"). The following is a summary of our project understanding and assumptions used in developing our detailed scope of work and costs for the Property.

- According to the Illinois Professional Engineering Practice Act (225 ILCS 325/14) from Ch. 111, par. 5214, Sec. 14. Seal, the use of a professional engineer's seal on construction plans and technical specifications constitutes a representation by the professional engineer that the work has been prepared by or under the personal supervision of the professional engineer in accordance with the standards of reasonable professional skill and diligence. In other words, if GZA is the Engineer of Record for the project, we are required to do an independent analysis and detailed review of all proposed design elements.
- The project design plans and specifications were completed by others (estimated 100% construction-ready) for both the land- and water-based improvements; the stormwater outfall plans are approximately 50% complete. As GZA has not yet reviewed these plans, collected data, or performed analyses, there are some unknowns for finalizing the construction-ready (issued for bids) plans. GZA assumed the following in developing our proposal:
 - GZA's main role is to be in responsible charge, independently review, and supplement the design evaluations and calculations, as needed, for the work performed to date. If the results of our analyses are in support of the proposed design details, GZA will be the Engineer of Record. If the results are different, we will communicate our findings to the WPD for direction and revise the plans, as needed. It is also possible the plans will be revised based on regulatory input.
 - GZA will work closely with the WPD and other team members (Lakota Group, SpaceCo, and Christopher Burke) to advise and obtain consensus on the final design details to be used in the construction plans.
 - The proposed design elements are WPD-approved, including footprints, locations, and elevations.
 - GZA will review the project subsurface information. Should additional exploration be required to finalize the design, GZA will develop a change order for this work.
 - Draft permitting plan sets and supporting materials exist. GZA will finalize the packages.



- If GZA is selected and is under contract, the WPD can supply the project plans electronically (as .dwg files), approval by the engineering firm that developed those design documents, and we can create the project base map.
- The site surveys (bathymetric and topographic) are from 2024. Please note that for regulatory permitting, the surveys can only be up to one year old. A new site survey might be needed. We assume the WPD can directly contract a new survey for the site if needed. Alternatively, GZA can provide this service under a change order.
- A geotechnical analysis was performed with soil borings and laboratory testing at multiple locations, including on the Lake Michigan bed. This report will be available to us. We will review the geotechnical data and analysis performed for the bluff slope, but our scope does not include bluff slope stability modeling at this time. Our geotechnical and marine structural engineers will review the design criteria used for the proposed steel sheet piling (SSP) and complete design calculations to determine if the present design is valid.
- Our GZA team is experienced in coastal modeling and creating a Basis of Design Report. If the results of our independent analysis indicate that the proposed coastal improvements are not appropriately sized for structure stability and allowable wave overtopping rates (armor stone range in tons, crest width and elevations), GZA can make the final design changes under a change order. Our findings will first be discussed with the WPD. Our analysis will also include the wave and ice loads on the proposed SSP.
- Permit application fees are not included in our proposal. WPD will pay these fees directly.
- GZA will not perform a pipe hydraulics modeling analysis; this was performed by others and the calculations will be available to us.
- GZA will provide the Illinois Department of Natural Resources (IDNR) Ecological Compliance Assessment Tool (EcoCAT), the Historic and Architectural Resources Geographic Information System (HARGIS) results for the project permitting if they have not yet been obtained. We assume that Illinois State Historic Preservation Office (SHPO) consultation is not needed at this time. If SHPO consultation is needed, it will be conducted under a change order by GZA or the WPD can perform this task. We assume that a near-shore quality assessment of the habitat (substrate composition, basic description of aquatic and terrestrial vegetation, and any other habitat features observed or known/documented) was conducted by others. GZA included obtaining a Section 7 Species list from the U.S. Fish and Wildlife's (USFWS) Information for Planning and Consultation (IPaC) for reviewing critical habitats.
- We assume that the Elder Lane and Centennial Beach projects will be bid as a single project with a combined plan set and technical specifications.

PROPOSED SCOPE OF WORK-BASE SERVICES INCLUDED

GZA's proposed scope of work is provided below.

Task 1 - Review and Design

- A kick-off meeting will be attended by GZA with the WPD and design team to discuss the project progress to date and next steps. Following the meeting, the project lead coastal engineer will document site conditions, especially for the compatibility of the existing structure to be re-used and provide a Site Assessment Report. We understand that a structural review of the existing pier will be completed by others and that the report will be available to GZA. Per our design lead responsibility, our field investigation must independently verify the stated existing conditions and design recommendations in the report by others.
- Review the project design elements and criteria for both Elder Lane and Centennial Beach.
- Review the coastal work, assumptions, and Basis of Design Report (if the report exists).



- Prepare revised construction cost estimates for both Elder Lane and Centennial Beach.
- Complete a condition survey of the existing concrete pier, develop an internally-anchored sheet pile wall enclosure, and evaluate constructability.
- Complete a design evaluation and design calculations to fully understand the proposed design, determine if the proposed design is satisfactory for the proposed project goals, and check the 100% design documents (plans and specifications) for conformance with the design calculations. GZA has included a base allowance for revisions to the plans and specifications. After our review of the project materials and our design evaluations and analysis, we will know what precise level of effort is needed to complete the stamped project plans and specifications issued for contractor bidding. This may be more or less than our base allowance. If significant changes are required to the specifications or design drawings that exceed the base allowance provided, GZA will first discuss with the WPD, and then will request a change order for the additional work. Please note that the proposed fee included in this submission does not include modification to the design documents exceeding what we have assumed at this point.
- Work with design team members and WPD to prepare final design plans and a summary report for the WPD Board presentation. GZA's proposed budget includes an allowance for the project manager to attend the permitting meetings.
- At this time, we do not fully understand the level of design completed for this project. After reviewing the drawings, design assumptions, and calculations, we will assess the design assumptions and conclusions to determine if they are adequate for the design. Should it not be adequate, we will discuss detailed computer modeling studies and costs under a change order for the project.
- GZA maintains and routinely uses a variety of available computer models for wave-induced circulation, water quality/mixing, sediment transport, and beach morphology (beach profile changes due to significant storms). We will recommend the best applicable models based on WPD's input for items needed as part of a change order if instructed by the WPD.

Task 2 - Final Plan Design and Permitting

- Complete design documents for permit submittal with supporting materials.
- Complete permit forms and submittal for the Special Use Permit, and State and Federal agencies. Schedule and attend a pre-permit application meeting with the agencies. Attend other regulatory progress meetings, including the SUP and prepare presentation materials.
- Work closely with WPD to secure the regulatory permits.

Task 3 - Construction Documents and Bidding

- Complete construction plans and technical specifications.
- Attend a pre-bid site meeting.
- Prepare bid packages, review submitted bids, and make a recommendation for contract award.

ALTERNATE SERVICES (NOT INCLUDED)

If additional services are required as part of a change order, items below are being provided for reference:

- Site survey. The regulatory agencies might require new/updated topographic and bathymetric surveys. The surveys are estimated to be up to \$10,000; and



- Detailed computer modeling. Depending on what will be modeled (waves, sediment transport, beach morphology, circulation, etc.), this work can range between \$30,000 and \$50,000.

BASIS OF BILLING

Billings for GZA's professional services will be on a time and materials basis for the above scope of work in accordance with the unit rates provided on the Schedule of Fees in **Attachment 1**. Based on the proposed scope of work outlined above, we estimate the cost to execute the presented scope of work to be approximately \$393,922. A detailed breakdown of our cost is provided on the Cost Proposal Response Form in **Attachment 2**. This estimate is based on the anticipated scope of work outlined above, which represents our present judgment as to the level of effort required. The actual charges may vary, either upward or downward, depending on the execution of the work.

CONDITIONS OF ENGAGEMENT

The conditions of engagement will be based on negotiated, mutually acceptable terms and conditions.

On behalf of the entire Project Team, thank you for the opportunity to submit our proposal. We welcome the chance to work for you. Should you have questions, please feel free to contact Mr. Veriotti at your convenience.

Sincerely,

GZA GeoEnvironmental, Inc.

Dan Veriotti, P.E.
Associate Principal/Coastal Engineer/Vice President
dan.veriotti@gza.com / (224) 275-2123

Russell J. Morgan, P.E.
Senior Principal
russell.morgan@gza.com / (401) 427-2708

P:\2025\20.P000425.26 Winnetka\Cost Proposal\FINAL 20.P000425.26 Pro-Prof Lead Eng Svcs_Elder La and Centennial Beach Winnetka IL 10-17-25.docx

Attached: Schedule of Fees
Cost Proposal Response Form



ATTACHMENT 1

Schedule of Fees

GZA GEOENVIRONMENTAL, INC.
GREAT LAKES REGION
SCHEDULE OF FEES

LABOR

Per Hour

Senior Principal	\$ 278
Principal	\$ 252
Associate Principal / Project Reviewer	\$ 231
Senior Consultant	\$ 221
Senior Project Manager/Senior Technical Specialist	\$ 210
Project Manager/Technical Specialist	\$ 173
Assistant Project Manager / Senior Field Staff	\$ 152
Engineer / Geologist / Environmental Specialist / Scientist I	\$ 137
Engineer / Geologist / Environmental Specialist / Scientist II	\$ 126
Consulting Scientist	\$ 126
Engineering / Geological Technician I*	\$ 105
Engineering / Geological Technician II*	\$ 100
Sr. CAD / Technical Designer*	\$ 147
CAD / Technical Designer / Technical Graphics Technician*	\$ 142
Sr. Administrative Assistant*	\$ 116
Administrative Assistant*	\$ 100
Outside Services and Subcontractors	Cost plus 15%
Expenses	Cost plus 15%

* For these personnel, overtime work will be charged at a rate equal to 1.5 times the Standard Rate.

The above rates for technical and support personnel will be charged for actual time worked on the project. In addition, there will be charges for:

- Time required for travel from Company office to job or meeting site and return.
- For work requiring out-of-town overnight stay, the minimum charge for work on the project will be eight (8) hours per day.
- For expert (sworn) testimony the above rates will be charged at two times the fee schedule.

EXPENSES

- Laboratory service, rental of specialized field or monitoring equipment and vehicle charges based on GZA standard unit prices.
- Transportation, lodging and subsistence for out-of-town travel.
- Printing, reproduction, photographs, shipping charges and material purchases.
- Communication fee charged at 3.0% of labor invoiced for total cost of local, long distance, and cellular phone equipment and connectivity; electronic data communication and transmission; facsimile and document scanning; and USPS postage.
- Company van/pick-up for projects \$0.75/Mile. Personal vehicle travel for projects \$0.70/Mile, or prevailing federal government rate.

INVOICES

Progress invoices will be submitted to the client periodically and a final bill will be submitted upon completion of our services. Each invoice is due within twenty (20) days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1-1/2%) per month, or if lower, the maximum lawful rate, on past due accounts.

It is our Firm's practice to consider adjustments to hourly rates once annually at the beginning of the year.

BUDGETS

The Budget contained within GZA's Proposal represents our estimate of the work involved. Actual charges can vary either upward or downward depending upon many factors. GZA considers a significant budget variance to be 15% and we will not exceed this variance without notifying Client.



ATTACHMENT 2

Cost Proposal Response Form

ATTACHMENT 2
COST PROPOSAL RESPONSE FORM

Employee/Consultant Position Title	Senior Principal	PM/Associate Principal	Landscape Architect	Coastal Engineer	Geotechnical Lead	Geotechnical Engineer	Natural Resources Specialist	Natural Resources Principal	Marine Structural Lead	Marine Structural	Administrative Assistant	Mileage	
Employee/Consultant Name	Russ Morgan	Dan Veriotti	Ben Yahr	Mike Gardner	Jesse Graham	Colin Byron	Piper Siblik	James Novak	Dino Fiscaletti	Matt Taverna	Christy Rosenberger		
Employee/Consultant Hourly Rate	\$278	\$231	\$152	\$152	\$231	\$152	\$137	\$231	\$210	\$173	\$116	\$0.70/mile	
	Enter # of hours for each employee/consultant below												
1. Review and Design													
1a. Kick Off Meeting and Site Assessment Report	4	24	8								2	\$42	
1b. Review Design Criteria Elder-Centennial, existing design calculations, plans, specifications and cost estimates	1	24	4	40						40			
1c. Perform independent engineering analysis sufficient to be in responsible charge of the design and review results relative to design plans and specifications and finalizing the Design Concept	24	80	80	160					40	80			
1d. Coastal Work Review, Basis of Design Report	4	24	2	40	60				24	24			
1e. Cost Estimates Elder-Centennial	1	2	4			40							
1f. Design Plans and Summary Report	8	40	40	60						60	8		
1g. Workshops/Board Meetings	8	160									8	\$840	
2. Final Plan Design and Permitting													
2a. Design for Permit Submittal Elder	4	24	24								4		
2b. Design for Permit Submittal Centennial	4	24	24								4		
2c. SUP Permit Submittal and Materials	4	4	24				16	16			4		
2d. State/Federal Submittal and Materials	4	4	24				8	8			4		
2e. WPD Staff Coordination	8	24	24										
3. Construction Documents													
3a. Construction Plans and Specifications	40	160	250						30	30	16		
3b. Construction Bidding Assistance	4	16	8										
Printing, Shipping Charges-Allowance												\$500	
Total Employee Hours	118	610	516	300	60	40	24	24	94	234	50		Total Hours 2,070
Total Employee Cost	\$32,804	\$140,910	\$78,432	\$45,600	\$13,860	\$6,080	3,288	\$5,544	\$19,740	\$40,482	\$5,800	\$1,382	
Grand Total	\$393,922												



WINNETKA PARK DISTRICT
OFFICE OF HUMAN RESOURCES DIRECTOR
INTEROFFICE MEMORANDUM

TO: Board of Park Commissioners
VIA: Shannon Q. Nazzal, Executive Director
FROM: Beth Dostert, Human Resources Director
DATE: November 20, 2025
SUBJECT: Amendment of full-time wage scale

Background:

GovHR conducted a salary study for the Winnetka Park District, specifically for full-time employees in 2023. At that time, the board approved a pay scale and a pay philosophy to compensate employees within the 60th percentile of the market. The scale has not been adjusted since its adoption. To help ensure equitable and budget-conscious compensation for the District's full-time employees, Human Resources is proposing an amendment to the scale. (See Exhibit A).

Discussion:

The current scale was adopted in 2023 and has not been adjusted since that time. In reviewing the entities used in the original study, the increase in their scales for 2024 and 2025 ranged from 2% to 4%. According to a recent salary study by Glencoe Park District, the District's current range is at or below the 50th percentile for most grades on the scale. The initial recommendation for this update was a 6% increase based on cumulative inflation since the 2023 adjustment and ongoing labor-market pressures. During previous Board discussions, the general temperature and feedback suggested that 6% was too high. Accordingly, the recommended adjustment has been revised to 5%. Recent CPI-U data for the Midwest region show annual inflation of 3.0% for the 12 months ending December 2024 and 2.9% in the most recent 12-month period in 2025. The cumulative inflationary impact since 2023 continues to exceed 5%. This change affects only the scale; with this shift, all current employees will fall within the updated ranges. To promote equity in compensation practices and maintain alignment with budget parameters, it remains essential for the District to periodically review and amend its full-time wage scale. Additionally, Board adoption of a pay system for all positions is a requirement for accreditation.

Fiscal Impact:

There is no fiscal impact associated with this recommendation.

Conclusion/Recommendation:

Staff recommends that the Board approve Resolution 2025-11-17-02, amending the proposed full-time wage scale.

**WINNETKA PARK DISTRICT
RESOLUTION 2025-11-20-02**

A RESOLUTION AMENDING THE FULL-TIME WAGE SCALE

WHEREAS, the Winnetka Park District (“District”) is a general park district organized and operating under the authority of the Park District Code, 70 ILCS 1205/1 et seq. (the “Act”); and

WHEREAS, the Board of Park Commissioners of the District has previously adopted the full-time wage scale; and

WHEREAS, the wage scale must be kept up-to-date with current competitive and minimum wages; and

WHEREAS, the Board of Commissioners desires to amend the full-time wage scale.

NOW THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Winnetka Park District, as follows:

Section I. Findings. The Board of Park Commissioners find the foregoing recitals are a complete and accurate description of the purpose and intent of this resolution and incorporate them as though fully recited herein.

Section II. Full-time Wage Scale Amendment. The full-time wage scale is hereby amended in the manner described in Exhibit A, attached hereto, and incorporated as though fully recited herein.

Section III. Official Review. This shall serve as the official record of the full-time wage scale, in accordance with the District’s review practices and governance protocols.

Section IV. Repeal. All prior Resolutions and all provisions of the full-time wage scale in conflict with this Resolution are hereby repealed to the extent of such conflict.

SO RESOLVED this _____ Day of _____, 2025 by the Board of Park Commissioners of the Winnetka Park District, Cook County, Illinois.

PRESIDENT

ATTEST:

President

Secretary

AYES:

NAYS:

ABSENT:

ABSTAIN:

Exhibit A
2026 Draft - 5% Increase

Pay Grade	Job Title	Range Minimum	Range Midpoint	Range Maximum
1	Parks and Maintenance - Tier 1	\$42,525	\$51,030	\$59,535
		\$20.44	\$24.53	\$28.62
2	Front Desk/Program Coordinator	\$48,904	\$58,685	\$68,465
		\$23.51	\$28.21	\$32.92
3	Graphic Designer	\$56,239	\$67,487	\$78,735
	Ice Arena/Platform Tennis Facilities Maintenance Supervisor	\$27.04	\$32.45	\$37.85
	Office Assistant			
4	HR Specialist	\$59,325	\$71,190	\$83,053
	Ice Arena/Platform Tennis Assistant Manager	\$28.52	\$34.23	\$39.93
	Lead Mechanic			
	Parks and Maintenance - Tier 2			
	Recreation Supervisor			
	Tennis Facility Assistance Manager			
5	Administrative Operations Coordinator	\$67,037	\$80,445	\$93,852
	Assistant Superintendent of Finance	\$32.23	\$38.68	\$45.12
	Director of Tennis Instruction			
	Landscape Crew Leader			
	Parks and Facilities - Tier 3			
6	Lakefront Manager	\$75,752	\$90,903	\$106,053
	Marketing and Brand Manager	\$36.42	\$43.70	\$50.99
	Recreation Manager			
7	Ice Arena/Platform Tennis Facilities Manager	\$85,599	\$102,720	\$119,840
	Parks Operations Manager	\$41.15	\$50.11	\$57.62
	Tennis Facility Manager			
8	Human Resources Director	\$108,149	\$129,779	\$151,410
	Superintendent of Parks	\$51.99	\$62.39	\$72.79
9	Director of Parks and Maintenance	\$124,371	\$149,245	\$174,122
	Director of Recreation and Facilities	\$59.79	\$71.75	\$83.71
	Superintendent of Finance			
10	Executive Director	\$169,049	\$202,859	\$245,122
		\$81.27	\$97.53	\$117.85



WINNETKA PARK DISTRICT
OFFICE OF FINANCE AND ACCOUNTING
INTEROFFICE MEMORANDUM

TO: Board of Park Commissioners
VIA: Shannon Q. Nazzal, Executive Director
FROM: James Crocker, Superintendent of Finance
DATE: November 14, 2025
SUBJECT: 2025 Tax Levy Ordinance

Background:

The Winnetka Park District, under 70 ILCS 1205/5-1 and 70 ILCS 1205/5-2, has the power to levy and collect taxes on all the taxable property in the district for all corporate purposes. The Park District may also collect taxes for the purpose of planning, establishing and maintaining recreational programs, which include playgrounds as well as community and recreational centers. Other statutes governing the levying and taxing of property for Park District use include 745 ILCS 10/9-107; 50 ILCS 310/9; 40 ILCS 5/7-171; 40 ILCS 5/21-110; and 70 ILCS 1205/5-8.

Discussion:

In Cook County, this ability to levy and collect taxes is controlled by the Property Tax Extension Limitation Law (PTELL), which limits annual increases to 5% or the percentage increase in the Consumer Price Index (CPI), whichever is less. For 2025, the lesser of the two is the Consumer Price Index, which is 2.9% at the time of this proposed levy.

Proposal:

The District proposes a 2.9% increase to the prior 2024 tax levy. This would mean a \$194,381 increase in the property taxes levied on taxable property within the park district. The attached ordinance document details the specific planned uses of the 2025 tax levy.

Fiscal Impact:

The governing board must approve a tax levy no less than 20 days prior to the last Tuesday of December. Approximately 50% of the Park District's revenue is based on property taxes. Failure to submit an approved tax levy means the Park District would not be able to collect property taxes during the year for which the budget is intended and would effectively cripple the Park District's ability to deliver the programs and services the community expects.

Recommendation:

Staff recommend the Board adopt Ordinance 2025-008 as presented, approving the 2025 Tax Levy

WINNETKA PARK DISTRICT ORDINANCE NO. 2025-008

**AN ORDINANCE FOR THE LEVY OF TAXES
FOR THE WINNETKA PARK DISTRICT FOR
2025**

**BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE WINNETKA
PARK DISTRICT, COUNTY OF COOK, STATE OF ILLINOIS, AS FOLLOWS:**

SECTION 1. The sum of Six Million, Eight Hundred Ninety Seven Thousand, One Hundred Seventy-Six Dollars (\$6,897,176), or so much money as may be authorized by law, is hereby assessed and levied for the anticipated objects and purposes specified against all taxable property within the limits of the Winnetka Park District at full, fair cash value as the same is assessed and equalized for State and County purposes, for 2025. Hereafter set forth are the specific amounts levied for each object and purpose:

- I.** The amount to be raised by Tax Levy for Corporate Purposes:
(Authority 70 ILCS 1205/5-1).

Salaries	\$1,701,903
Supplies	254,011
Services	1,604,534
Repairs and Maintenance	139,085
Utilities	138,522
Capital Projects	362,200
Debt Service	405,373

Total Levy for Corporate Fund: \$4,605,628

- II.** The amount to be raised by Tax Levy for Recreation Purposes:
(Authority 70 ILCS 1205/5-2).

Salaries	\$359,200
Supplies	1,842
Services	320,000
Repairs and Maintenance	39,500
Utilities	19,200
Capital Projects	0

Total Levy for Recreation Fund: \$739,742

III. The amount to be raised by Tax Levy for Insurance:
(Authority 745 ILCS 10/9-107).

Worker's Compensation Insurance	39,000
Liability Insurance	133,288

Total Levy for Insurance:	\$ 172,288
---------------------------	------------

IV. The amount to be raised by Tax Levy for Audit Expenses:
(Authority 50 ILCS 310/9).

Audit Expenses	\$34,650
----------------	----------

Total Levy for Audit Fund:	\$ 34,650
----------------------------	-----------

V. The amount to be raised by Tax Levy for Illinois Municipal
Retirement Purposes: (Authority 40 ILCS 5/7-171).

IMRF Contribution	\$348,179
-------------------	-----------

Total Levy for Illinois Municipal Retirement Fund:	\$ 348,179
--	------------

VI. The amount to be raised by Tax Levy for Employer's Social Security
Contributions: (Authority 40 ILCS 5/7-171 and 40 ILCS 5/21-110).

FICA Contribution	\$361,618
-------------------	-----------

Total Levy for Employer's Social Security Contributions:	\$ 361,618
--	------------

VII. The amount to be raised by Tax Levy for Handicapped
Purposes: (Authority 70 ILCS 1205/5-8).

Payment of Park District's share of the expense for the Northern Suburban Special Recreation Association	\$ 229,698
--	------------

Total Levy for Handicapped Fund:	<u>\$ 229,698</u>
----------------------------------	-------------------

TOTAL AMOUNT LEVIED	<u>\$6,897,176</u>
---------------------	--------------------

SUMMARY

Total Tax Levy for General Corporate Purposes:		4,605,628
Total Tax Levy for Recreation Purposes:		739,742
Total Tax Levy for Insurance Purposes:		
Worker's Compensation Insurance	39,000	
Liability Insurance	133,288	172,288
Total Tax Levy for Audit Expenses:		34,650
Total Tax Levy for Illinois Municipal Retirement Purposes:		348,179
Total Tax Levy for Employer's Social Security Contributions:		361,618
Total Tax Levy for Special Recreation Purposes:		229,698
TOTAL AMOUNT LEVIED:		<u>\$6,897,176</u>

SECTION 2. Pursuant to Section 4-4 of the Park District Code (70 ILCS 1205/4-4), neither the Budget and Appropriation Ordinance of the District for the fiscal year beginning January 1, 2025 and ending December 31, 2025 nor any other budget and appropriation ordinance is intended or required to be in support of the tax levy made in this ordinance.

SECTION 3. That forthwith upon the passage of this ordinance, it shall be the duty of the Secretary of this Board to file in the Office of the County Clerk of Cook County, Illinois, a copy of this ordinance properly certified by said Secretary as to its enactment accompanied by the certificate of the presiding officer as to compliance with the Truth in Taxation Law, all within the time specified by law, and said County Clerk is hereby directed to extend the tax to produce the amounts levied herein, as provided by law.

SECTION 4. This Ordinance shall be in full force and effect immediately on and after its adoption as required by law.

ADOPTED this _____ day of _____, 2025 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

ATTEST:

Shannon Q. Nazzal, Secretary
Board of Park Commissioners
Winnetka Park District

Elise Gibson, President
Board of Park Commissioners
Winnetka Park District

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Winnetka Park District, Cook County, Illinois and, as such, I am keeper of the records and files of said Park District.

I further certify that the foregoing is a full, true and complete copy of

WINNETKA PARK DISTRICT ORDINANCE NO. 2025-008

**AN ORDINANCE FOR THE LEVY OF
TAXES FOR THE WINNETKA PARK
DISTRICT FOR 2025**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Winnetka Park District, held at Winnetka, Illinois in said District at 6:00 p.m. on the _____ day of _____, 2025.

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 duly given to all of the news media requesting such notice, that 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 the provisions of said Act and said Code and with all the procedural rules of the Board.

IN WITNESS WHEREOF I hereunto affix my official signature at Winnetka, Illinois, this ____ day of _____, 2025.

Secretary, Board of Park Commissioners Winnetka
Park District
Cook County, Illinois



WINNETKA PARK DISTRICT
OFFICE OF FINANCE AND ACCOUNTING
INTEROFFICE MEMORANDUM

TO: Board of Park Commissioners
VIA: Shannon Q. Nazzal, Executive Director
FROM: James Crocker, Superintendent of Finance
DATE: November 14, 2025
SUBJECT: 2025 Supplemental Tax Levy

Background:

The 2014 GO Bonds sold in November of 2014 contained a provision for the levy of taxes to pay principal and interest on the bond issuance for the life of the bonds. At that time, the District's Debt Service Extension Base (DSEB) was \$327,364, which was the maximum allowable levy under the DSEB calculation.

Discussion:

The DSEB is allowed by law to increase by the cost of living (CPI) every year. The District first captured the additional extension base with a 2019 Supplemental Tax Levy. The attached ordinance and supplemental extension includes the total CPI amount from 2024 and extends this amount over the life of the bonds, until 2038. As can be seen by Exhibit A, the total taxes to be extended in future years will not cover the debt service payments on the bonds. As such, staff will ask the board to approve a supplemental tax levy each year.

Chapman and Cutler, the District's Bond Counsel, reviewed this ordinance.

Fiscal Impact:

Failure to pass this supplemental levy would put additional debt burden on the corporate fund, diverting financial resources the Park District might put to better use elsewhere in the district.

Recommendation:

Staff recommend the Board adopt Ordinance 2025-009 as presented, approving the 2025 Supplemental Property Tax Levy.

WINNETKA PARK DISTRICT ORDINANCE NO. 2025-009

**AN ORDINANCE AUTHORIZING A SUPPLEMENTAL PROPERTY TAX LEVY TO
PAY THE PRINCIPAL OF AND INTEREST ON OUTSTANDING LIMITED BONDS OF
THE WINNETKA PARK DISTRICT, COOK COUNTY, ILLINOIS.**

WHEREAS, the Winnetka Park District, Cook County, Illinois (the “*District*”), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the “*Act*”); and

WHEREAS, the District has heretofore issued and has outstanding its General Obligation Limited Tax Park Bonds, Series 2014 (the “*Bonds*”); and

WHEREAS, the Bonds were issued as limited bonds pursuant to and in accordance with the provisions of Section 15.01 of the Local Government Debt Reform Act of the State of Illinois, as amended (the “*Debt Reform Act*”); and

WHEREAS, pursuant to an ordinance adopted by the Board of Park Commissioners of the District (the “*Board*”) on the 13th day of November, 2014, as supplemented by a notification of sale (the “*Bond Ordinance*”), and in accordance with the provisions of the Act and the Debt Reform Act, the District has heretofore levied taxes upon all of the taxable property within the District to pay the principal of and interest on the Bonds as set forth in Column (B) of the schedule attached hereto as *Exhibit A*; and

WHEREAS, the Bond Ordinance has been filed with the County Clerk of The County of Cook, Illinois (the “*County Clerk*”); and

WHEREAS, pursuant to the Bond Ordinance, the District directed the County Clerk to extend the taxes levied in the Bond Ordinance to pay principal of and interest on the Bonds in accordance with the terms of the Bond Ordinance; and

WHEREAS, although the obligation of the District to pay the Bonds is a general obligation under the Act and all taxable property in the District is subject to the levy of taxes to pay the Bonds without limitation as to rate, the amount of said taxes that will be extended to pay the Bonds is limited by the Property Tax Extension Limitation Law of the State of Illinois, as amended (the “*Tax Extension Limitation Law*”); and

WHEREAS, pursuant to and in accordance with the provisions of the Debt Reform Act, the Bonds are payable from the debt service extension base of the District (the “*Base*”), which is an amount equal to that portion of the extension of the District for the 1991 levy year constituting

an extension for payment of principal of and interest on bonds issued by the District without referendum, but not including alternate bonds issued under Section 15 of the Debt Reform Act or refunding obligations issued to refund or to continue to refund obligations of the District initially issued pursuant to referendum, increased each year, commencing with the 2009 levy year, by the lesser of 5% or the percentage increase in the Consumer Price Index (as defined in the Tax Extension Limitation Law) during the 12month calendar year preceding the levy year; and

WHEREAS, the Base for levy year 2025 is equal to \$429,512.17 (the “2025 Base”); and

WHEREAS, the principal of and interest due on the Bonds is set forth in Column (A) of *Exhibit A* and in certain levy years exceeds the taxes levied in the Bond Ordinance; and

WHEREAS, in accordance with the Act, the Debt Reform Act and the Tax Extension Limitation Law, the District has the authority to adopt a supplemental levy causing the amount of taxes levied to pay the principal of and interest on the Bonds to be increased up to the amount of the 2025 Base or the amount of the principal of and interest due on the Bonds payable from the taxes levied for each such levy year, whichever is less (including principal of and interest due on the Bonds in excess of the taxes levied in prior levy years); and

WHEREAS,, the Board has heretofore determined and does hereby determine that it is necessary and in the best interests of the District that the District adopt a supplemental tax levy to pay the principal of and interest on the Bonds as further described herein:

NOW, THEREFORE, Be It Ordained by the Board of Park Commissioners of the Winnetka Park District, Cook County, Illinois, as follows:

SECTION 1. The preambles to this Ordinance are hereby found and determined to be true, correct and complete and are hereby incorporated into this Ordinance by this reference.

SECTION 2. The District does hereby levy for each of the years 2025 to 2038, inclusive, the supplemental amounts set forth in Column (C) of *Exhibit A*, which levy shall be extended against all of the taxable property in the District for the purpose of paying the principal of and interest on the Bonds. The taxes herein levied shall be in addition to and in excess of the taxes levied in the Bond Ordinance. A schedule showing the aggregate of the taxes levied in the Bond Ordinance and the taxes levied in this Ordinance is set forth in Column (D) of *Exhibit A*.

SECTION 3. Forthwith upon the passage of this Ordinance, the Secretary of the Board is hereby directed to file a certified copy of this Ordinance with the County Clerk, and it shall be the duty of the County Clerk to annually in and for each of the years 2025 to 2038, inclusive, ascertain the rate necessary to produce the tax as set forth in Column (D) of

Exhibit A, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for park purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general park purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of the special fund heretofore created and designated in the Bond Ordinance as the “Park Bond and Interest Fund of 2014”, which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds.

SECTION 4. If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

SECTION 5. All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Ordinance shall be in full force and effect forthwith upon its adoption.

ADOPTED this _____ day of _____, 2025 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

ATTEST:

Elise Gibson, President
Board of Park Commissioners
Winnetka Park District

Shannon Q. Nazzal, Secretary
Board of Park Commissioners
Winnetka Park District

Exhibit A

Supplemental and Total Taxes Levied and to Be Extended

YEAR OF LEVY	(A) DEBT SERVICE ON THE BONDS	(B) TAXES PREVIOUSLY LEVIED AND ON FILE	(C) SUPPLEMENTAL TAX LEVY	(D) TOTAL TAXES TO BE EXTENDED TO PRODUCE
2018	\$342,177.50	\$327,364.64	N/A	\$327,364.64
2019	348,277.50	352,977.81	N/A	352,977.81
2020	352,677.50	361,096.29	N/A	361,096.29
2021	359,602.50	366,151.63	N/A	366,151.63
2022	366,002.50	366,151.63	N/A	366,151.63
2023	376,922.50	376,922.50	N/A	376,922.50
2024	382,390.00	382,390.00	N/A	382,390.00
2025	392,320.00	392,320.00	N/A	392,320.00
2026	401,545.00	384,459.21	17,085.79	401,545.00
2027	410,132.50	384,459.21	25,673.29	410,132.50
2028	418,052.50	384,459.21	33,593.29	418,052.50
2029	425,275.00	384,459.21	40,815.79	425,275.00
2030	434,475.00	384,459.21	45,052.96	429,512.17
2031	442,875.00	384,459.21	45,052.96	429,512.17
2032	450,475.00	384,459.21	45,052.96	429,512.17
2033	462,275.00	384,459.21	45,052.96	429,512.17
2034	473,075.00	384,459.21	45,052.96	429,512.17
2035	477,875.00	384,459.21	45,052.96	429,512.17
2036	491,875.00	384,459.21	45,052.96	429,512.17
2037	497,525.00	384,459.21	45,052.96	429,512.17
2038	512,050.00	384,459.21	45,052.96	429,512.17

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Winnetka Park District, Cook County, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 20th day of November, 2025.

WINNETKA PARK DISTRICT ORDINANCE NO. 2025-009

**AN ORDINANCE AUTHORIZING A SUPPLEMENTAL PROPERTY TAX LEVY TO
PAY THE PRINCIPAL OF AND INTEREST ON OUTSTANDING LIMITED BONDS OF
THE WINNETKA PARK DISTRICT, COOK COUNTY, ILLINOIS.**

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

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 duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that 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 hereunto affix my official signature at Winnetka, Illinois, this ____ day of _____, 2025

Secretary, Board of Park Commissioners
Winnetka Park District
Cook County, Illinois

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

FILING CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Cook, Illinois, and as such official I do further certify that on the ____ day of _____, 2025, there was filed in my office a duly certified copy of Ordinance No. 2025-009 entitled:

WINNETKA PARK DISTRICT ORDINANCE NO. 2025-009

**AN ORDINANCE AUTHORIZING A SUPPLEMENTAL PROPERTY TAX LEVY TO
PAY THE PRINCIPAL OF AND INTEREST ON OUTSTANDING LIMITED BONDS OF
THE WINNETKA PARK DISTRICT, COOK COUNTY, ILLINOIS.**

duly adopted by the Board of Park Commissioners of the Winnetka Park District, Cook County, Illinois, on the ____ day of _____, 2025, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this ____ day of _____, 2025.

[SEAL]

County Clerk

From: [Shannon Nazzari](#)
Cc: [James Crocker](#); [Costa Kutulas](#); [Elizabeth Dostert](#); [Kate Erickson](#); [Alisa Kapusinski](#); [Saba Koya](#)
Subject: Weekly Status Report - 10/24/2025
Date: Saturday, October 25, 2025 8:23:19 AM
Attachments: [image.png](#)
[image.png](#)
[image.png](#)

Commissioners,

Just to note, I am off on Monday. Please reach out to Saba if you need anything and she can point you in the right direction.

All are BCC'd. [ATTACHMENTS LINKED AT BOTTOM]

- **Constituent concerns this past week:**

- Mr. Warren James provided concerns from 10/24 Board meeting to Board.
- Staff and Kemper spoke to the Brya's this week regarding general golf course concerns / future. Advised of Golf Advisory Board.
- 10/18 Farmer's Market Comments
 - Is paddle adding two more courts?
 - Ralph's Red Hots inquired about vending at Ice.
 - Any progress on beach projects?
 - Fright Fest trip was fun.
 - Do you offer a Thanksgiving 5k?
 - Thank you for a quick response to maintenance email.

- **Major Concerns/Items the Board may be contacted about:**

- SUP for temporary Centennial Dog Beach fence was submitted to Village
- Minor damage to a green at the golf course this week from a small vehicle / cart. Repairs made.
- Golf Services Advisory Board application is out and on the website. Hope to bring back applications to Board at 11/20 meeting.
- Shannon and Alisa attended Youth Mental Health First Aid Training this week in an effort to bring more knowledge to our agency on the importance of this topic.
- Attended IAPD Best of the Best Gala to celebrate Mike DeBartolo's award for Outstanding Volunteer of the Year!



- **Non-reoccurring open session items being briefed to the Board in the next 30 days:**
 - Presentation - Budget. Scheduled 11/06/2025
 - Unfinished Business - Elder & Centennial Engineer RFQ. Scheduled 11/20/2025
 - New Business - Policy Manual Update - Chapter 4 (Part 2). Tentative 11/20/2025
 - New Business - Golf Services Advisory Board Appointments. Tentative 11/20/2025
 - New Business - Ordinance 596 Amendment. TBD
 - Unfinished Business - Ethics Ordinance. TBD
- **Upcoming Events / Registrations:**
 - Tennis Winter Registration (New) - 11/8 Res / 11/10 Non-Res
 - Deadline for submitting application for Golf Services Advisory Board - 11/13
- **Media Touches / Outreach since last week:**
 - N/A
- **Project Updates:**
 - See Parks update.
- **FOIA requests last 30 days:** (45 in 2025 to date/ 20 different requesters)

<https://winpark.diligent.community/Portal/DocumentLibrary.aspx?id=532e948f-622a-4b68-993a-105260ce08e6>

- 2025-09-16-01-THEDATABRANCH: Complete. Commercial request. All Purchase orders from 2021 to present.
- 2025-10-08-01-CONCOURSETECH: Processing. Assumed Commercial request. subscription details from software manufacturers; website contract
- 2025-10-10-01-WYNNYCHENKO: Complete. how many people signed up and used the childcare option, and how many children ultimately participated.
- 2025-10-14-01-WYNNYCHENKO: Complete. Related to closed session determinations at 10/9/25 Special Meeting.

☐ [This Week in WPD - 10_20_2025.pdf](#)

☐ [10.23.25 Rec + Fac.pdf](#)

☐ [Weekly Marketing Report October 23, 2025.pdf](#)

☐ [HR Report 10-23-2025.pdf](#)

☐ [43 - Weekly Report 10.23.25.pdf](#)

☐ [Weekly Report 10-19-25_10-25-25 Parks and Projects.pdf](#)

Shannon Q. Nazzal, CPRE (she / her)

Executive Director

Office: +1.847.501.2074

Email: snazzal@winpark.org

Winnetka Park District | winpark.org





TO: Shannon Nazzal, Executive Director
FROM: Alisa Kapusinski, Director of Recreation + Facilities
DATE: October 23, 2025
RE: Recreation & Facilities Weekly Updates

Administration

- The recreation and facility managers met this week to begin the vision planning discussion on the WPD Strategic Plan goals and objectives.
- Alisa and Shannon are attending a Mental Health Certification program on Friday.
- Shannon, Alisa and Pat are attending the annual IAPD Awards Gala on Friday to recognize Mike DeBartolo as Outstanding Citizen/Volunteer of the Year.
- Alisa and James met with representatives from the AYSO affiliate to discuss the 2026 agreement.
- Staff are proofing the Winter Brochure. It will go to the printer soon!
- The Foundation is planning their winter events. They have secured the tennis center on February 20 for their annual Ladies Tennis Tournament and will be securing the ice arena for a Family Skate Day in February.

Special Events

- Spynergy Rise + Ride continues to run classes at Lloyd on the weekends. These are very popular and the participants love the site. There were 57 enrolled last weekend.
- Middle School Fright Fest trip was last Friday. There were 41 participants.
- Pumpkins in the Woods is Friday, October 24. The event is free, but there is a small fee for the pumpkin. To date, 140 children pre-paid for their pumpkin.

Programs

- One birthday party is scheduled this weekend at Skokie School.
- Registration is open for House League Basketball. To date there are 98 girls in the 3rd-6th grade levels and 124 boys in the 4th-6th grade levels.
- Fall 2 sports programs began this week: 37 basketball, 4 baseball, 47 volleyball, 6 softball, 40 soccer, 6 flag football.
- D36 does not have school on Thursday, October 30 and Friday, October 31. In addition to Trips, a new sports program is offered. For October 30, there are 40 enrolled in the Field Trip and 37 enrolled in the Sports Program. For October 31, there are 28 enrolled in the Sports Program.

Fields / Rentals

- Crow Island Woods is rented on Friday and Saturday.
- The Community Room is rented for a meeting next Tuesday.

Winnetka Ice Arena

- Winnetka Skating Club held an event last Friday.
- Fall session 2 is in progress.

A.C. Nielsen Tennis Center

- Winter registration is open for current fall participants. To date there are 182 juniors and 190 adults registered.
- Seasonal preventative maintenance was done on the heating system this week.
- Outdoor playing season officially ends November 1. Windscreens will be removed. Nets remain in place for those that continue to play outdoors.
- Outdoor court construction continues with electrical work, stone backfill and then asphalt.



Winnetka Park District
540 Hibbard Road
Winnetka, IL 60093
(847) 501-2040
winpark.org

Weekly Marketing Report – October 23, 2025

Winter Programs are coming your way!

The 2025-2026 Winter Brochure will be online November 21
and mailed out the week of November 24

RESIDENT REGISTRATION: Tuesday, December 2 at 10am

NON-RESIDENT REGISTRATION: Thursday, December 4 at 10am

[LEARN MORE](#)



Content Creation:

Created videos for Pumpkins in the Woods and Fall 2 programs.

Social Media: We had 8,055 views on Facebook and 9,527 views on Instagram. Focused on Fall Session 2, Pumpkins in the Woods, Schools Out recap and upcoming dates, Let's Play event, Fall Session 2 video, Spynergy, Fall in Winnetka - late Fall events, Great America recap, Pumpkins in the Woods reminder.

E-Blasts:

- Created graphics for Fall Newsletter.
- House League Newsletter – 63% open rate.
- Pumpkins in the Woods – 55% open rate.
- Finished Winter Tennis E-Blast. Sending out 10/24

Winter Brochure:

- Winter Brochure final edits.
- Added photos to brochure.
- Finished Draft two of brochure and sent out to team.

Meetings:

- Meeting with Marketing – went over priorities and upcoming campaigns.
- Met with Alisa Kapusinski on marketing priorities and updates.
- Met with Jim Crocker and Beth Dostert – Strategic Plan.
- IPRA submission meeting / conference call.

Additional Marketing Duties:

- Worked on event pages for winter programs on website.
- Worked on updates on winter brochure pages to website.
- Finalized details for sponsors for Pumpkins in the Woods/ communication with partners.
- Completed signage for Pumpkins in the Woods.
- Picked up banners and put new banners around Winnetka.
- Created Winter Program marketing.
- Worked on strategic plan objectives.
- Worked on winter program promotions – posters and marketing materials.
- Finalized schedule for photographer for tennis and ice.
- Worked on budget talking points for board meeting.
- Started work on Boat Storage page.



Winnetka Park District

540 Hibbard Road
Winnetka, IL 60093
(847) 501-2040
winpark.org

October 23, 2025

Weekly Report from Human Resources Department

- Reviewed and approved timecards.
- Administrative tasks.
- Participated in two strategic planning meetings.
- Weekly check-in meeting with Shannon.
- Check-in with Lynn and Taylor.
- Had a call with IPBC.
- Had multiple meetings with leadership.
- Reviewed job applicants.
- Met with One Digital, our insurance broker, regarding our annual renewal.
- Lynn worked on accreditation.
- Taylor and I worked on adjusting the budget and monitoring training completion.
- Answered policy questions for staff.
- HR team worked on onboarding for part-time hires.
- Communicated the schedule for annual performance reviews.
- Worked on drafting performance evaluations.



Winnetka Park District
540 Hibbard Road
Winnetka, IL 60093
(847) 501-2040
winpark.org

FINANCE and ACCOUNTING

OCT 17 – OCT 23

This week the finance and accounting section has accomplished the following:

Accounting

- Processed and reconciled daily receipt files
- Performed journal entries
- Reviewed and processed 20 invoices for payment
- Reviewed vouchers with Cmsr. Tyson
- Made corrections and adjustments to 2026 budget
- Began work on 2026 Budget Book

Finance

- Processed the 10/24 payroll
- Made required contributions to various retirement funds:
 - NPPFA
- Paid payroll taxes to state of IL and IRS
- Made bank deposits
- Coordinated and attended internal 2026 budget meetings
- Completed monthly financial reports for Oct. 23 Board meeting
- Completed budget presentation for Oct. 23 Board meeting
- Provided budget reports requested by Board
- Began working to develop strategic plan objectives

Compliance

- Continued daily review of fraud prevention protocols

Weekly Report

To: Shannon Nazzal, Executive Director

From: Costa Kutulas, Director of Parks and Maintenance

Greg Fields, Superintendent of Parks

Date: October 23rd, 2025

Re: Parks and Planning Weekly Report

For Week Ending October 25th, 2025

Park Operations Overview:

Routine Operations: Refuse collection, playground detail, facility/playground/park inspections, facility and rental cleanup, equipment repair and maintenance.

Landscaping: Fall cut-downs, bush trimming, perennial planting.

General/ Facility Repairs: Compost yard cleanup in preparation for Synthetic Turf project, winterizing facilities and parks, light switch replacement at Ice, guard chair removals at lakefront, Lloyd hut relocated and shut down, turned heat on at various facilities, 4x4s cut for Ice.

Shop: Summer/ fall equipment switchover,

Safety/Training: AED pads and batteries replaced, fire extinguisher replacement and remount, New hire safety overview meeting.

Fields: Outfield fence removal including base plates, weekend cleanup, dugout screen removal, athletic field painting, fall cut-downs around SPF.

Park Planning & Construction Projects:

Maple Lighting Upgrades: Staff selected and ordered the LED retrofit light fixtures for Maple Park. Staff is currently scheduling the install with G.B. Electric.

Station Park Guardrail Topic: Staff met with Village representatives to discuss implementation of a barrier or other form of protection and its feasibility. Staff will work with our in-house architect to create a couple of design options. Once a couple of designs are created staff will re-engage the Village for further discussion.

Controlled Burn of Woodland Areas: Controlled burns are tentatively planned for Nov 11, 12, 13 at Bell Woods, Crow Island Woods, and Franklin Dunbaugh park respectively. Once these dates are confirmed the contractor will hand deliver notice to the neighboring community and staff will post signage as well as provide information on the website.

Budget/ PowerPoint: Staff met with commissioners to run through budget presentations and flush out any specific questions they may have with the 2026 budget. Staff will present the 2026 budget on Thursday October 23rd.

Elder + Centennial Projects: Staff is actively working on Board-directed tasks related to the Elder/Centennial properties. Staff continues to meet with members of the Village's staff to maintain open communication between agencies. The Special Use Permit for the Centennial Temporary Dog Park Fencing was finalized and submitted to the Village of Winnetka for review. Staff continues to check in with CCDARC regarding the review of the fencing plan; we are still waiting to hear back.

Tennis Center Outdoor Court Project: This week, the contractor removed a section of concrete and curbing that did not meet specification. The framing and resetting of those items are underway and will be completed next week. A second site meeting was held to confirm the physical layout locations of the curbing and fence posts. Staff continues to meet with Musco Lighting representatives to ensure a smooth and successful installation. Site logistics and equipment delivery dates were discussed and confirmed. Lighting materials are scheduled for delivery late next month, with installation to follow.

Skokie Playfield Synthetic Turf: Staff continue to meet with the installation team from MWSTS to review site logistics and schedules. The project is scheduled to begin installation during the first week of November.

Additional Projects Staff Is Working Through: Paddle Hut renovation review and discussion, Tennis Center window project submittals and scheduling, Tower Road Playground Project planning, budget review (0300/0400), and long-range plan (LRP) year-end project closeout, 2025 Tree Lighting review, Station Park site review, and wrap-up of the 2025 Farmers Market (10/25/25).

This Week in WPD: 10/20/25 - 10/26/2025

From Shannon Nazzal <snazzal@winpark.org>

Date Fri 10/24/2025 8:25 AM

To WPD All Staff <wpdallstaff@winpark.org>; Miles Tucker <mtucker@kempersports.com>

****PLEASE POST FOR THOSE WITHOUT EMAIL****

Hey Team!

VIDEO MESSAGE:   [VLOG 2025-10-24.MOV](#)

Happy Friday! I hope everyone's having a good week and staying warm out there. Fall is definitely here, and that means cooler temps, shorter days, and plenty of layers if you're spending time outdoors.

At last night's Board meeting, the Comprehensive Master Plan was officially adopted! This process started back in July 2024, so it's been over a year of hard work, community feedback, and teamwork across every department. The plan gives us a clear roadmap for the next ten years and will guide how we approach parks, facilities, and programs moving forward. Thank you to everyone who contributed along the way.

The Board also approved an update to our Conduct Ordinance related to e-bikes and e-scooters. These are becoming more common in our community, and this update is about keeping things safe and enjoyable for everyone. We'll share more soon about what that means in real life, including signage locations and how we'll help educate the public.

So, as the weather continues to change, please make sure you're dressed for outdoor conditions and using the right protective gear. Take a few extra minutes to stay safe and help your teammates do the same. Who knows what winter will deal us!

Lastly, I want to highlight our "Thanks, We Noticed" program. It's a simple but meaningful way to recognize park users when we see them doing the right thing, like picking up trash or keeping their pet on a leash. Keep those cards handy and look for opportunities to share some appreciation out there!

Have an amazing weekend!

-S

 [HR Report 10-16-2025.pdf](#)

 [10.16.25 Rec + Fac.pdf](#)

 [Weekly Report 10-12-25_10-18-25 Parks and Projects.pdf](#)

 [42 - Weekly Report 10.16.25.pdf](#)

- **Non-reoccurring open session items being briefed to the Board in the next 30 days:**
 - Presentation - Budget. Scheduled 11/06/2025
 - Unfinished Business - Elder & Centennial Engineer RFQ. Scheduled 11/20/2025
 - New Business - Policy Manual Update - Chapter 4 (Part 2). Tentative 11/20/2025
 - New Business - Golf Services Advisory Board Appointments. Tentative 11/20/2025
 - New Business - Ordinance 596 Amendment. TBD
 - Unfinished Business - Ethics Ordinance. TBD
- **Upcoming Events / Registrations / Important Dates:**
 - Pumpkins in the Woods - 10/24
 - Tennis Winter Registration (New) - 11/8 Res / 11/10 Non-Res
 - Deadline for submitting application for Golf Services Advisory Board - 11/13

To-Do List Overview

1. Improvements to Board Meeting Process & Logistics

- Review of Diligent Communities system to look at meeting efficiencies such as posting & minutes.

2. Board Policy Manual Updates

- Process: Legal review and incremental Board review (chapter by chapter).
- Updates completed:
 - Sections 4.12, 4.30, and 4.38 updated and approved (9/26 and 10/24/24). 
 - Board Policy up on PowerDMS. <https://public.powerdms.com/WinnetkaLLParks/tree> 
 - Chapter 5 revisions on donations and sponsorships (5.10 and 5.24) updated on 2/20/25. 
 - Chapter 4.14 for review 06/26/2025, approved by Board. 
 - Chapter 1, approved by Board 7/24. 
 - Chapter 2, approved by Board 7/24. 
 - Chapter 3, (3.01, 3.02, 3.03, 3.05) approved by Board 8/28 
 - 8.08 and 17.07 - Affiliate Program approved by Board 8/28 
 - Chapter 3, (3.04) approved 9/25 
 - Chapter 4, (4.01 - 4.11, 4.13, 4.15, 4.17-4.20) approved 9/25 
 - Policy 5.00 removed and a new 6.00 added. Approved 9/25 
 - 4.16 approved 10/23 
- Current Focus:
 - Remaining Chapter 4 is under review.
 - ~~4.16 was tabled at 9/25 meeting and will come back 10/23/25~~
 - Specific work on Chapter 7 on Purchasing
 - Goal to update entire manual in 2025. Not going to get there, but giving it a good try!

3. Ordinance 504 (Conduct Ordinance) Update

- Requires full review since last update in 2008.
- Aim to consolidate changes for public accessibility.
- Updated language in discussion due to e-scooters / e-bikes and Village Ordinances. Adopted by the Board 10/23/25.
- Working on updates to Permitting / First Amendment Activities areas to ensure current.

4. Capital Projects

- **Elder/Centennial Beach Projects:**

- Centennial: Special Use Permit ongoing
 - ZBA recommended denial of Special Use Permit, recommended approval of variances & exceptions
 - Plan Commission recommended denial of Special Use Permit and exceptions (5/28/2025)
 - ~~Design & Review Board and Village Council are the next steps.~~
 - Board directed staff on 6/26 to pause zoning process to make amendments.
 - 2 change orders approved. Need to solicit for Engineer firm in a RFQ.
 - RFQ out on 9/11. Closes 9/26. Board reviewed 10/23. Tabled to 11/20.
- Elder Lane: Submitted SUP permitting 09/2024 - still pending Village review.
 - Board directed staff on 6/26 to pause zoning process to make amendments.
 - Staff meeting with Village to discuss stormwater options. Continuing monthly meetings.
- Centennial dog beach temporary fence permitting in progress.
 - Received public comment back from IDNR. Staff working through providing responses to each. Responses mailed out and completed 9/25
 - Army Corps public comment started 07/18/2025. Comments closed 08/18/25. Received Army Corps comments back. Responses mailed out and completed
 - Received positive final determination from IEPA on 08/08/2025 that allows moving forward.
 - 8/28 Board decided to apply for Special Use Permit for the temporary fence ~~and to look at revision to the temporary dog fence and bring back. No revisions made at this time to temporary fencing layout.~~ This has been submitted to the Village for review.
- Elder Lane opened for sand-only use on 5/24. ~~Closed temporarily for cleanup on 7/21. The work being done to include the Village's pipe replacement will complete the season. They expect completion 9/19.~~ Other than a required integrity study on the pier, the Village work is completed. Fencing removed other than on the pier itself.
- **Golf Course Cart Barn Upgrades:**
 - Phase 1 completed. 
 - Phase 2 fire suppression quote approved by Board. Agreement signed to begin the work.
- **Outdoor Tennis Court Repair / Replacement**
 - Design awarded to GeWalt Hamilton on 3/20.
 - Construction bid approved by Board 7/24 
 - Construction to start 08/18/2025, will last through 2025 and into 2026 with final coating at that time.
 - Awarded \$30,000 for lighting improvements through IMEAs program.
- **Turf Field Replacement:**
 - ~~Scheduled for 2025; vendor selection process underway.~~
 - ~~Touring a nearby project that is a potential turf system in the next week.~~
 - ~~Looking to tour a few more locations to ensure products that meet our needs.~~
 - Construction awards approved 7/24 
 - Scheduled construction after fall season.

5. Strategic Plan

- Last plan concluded in 2022; requires update for accreditation.
- Will align with CMP development.
- Once CMP is adopted, this will begin work.
- ~~Provided Board with topics that would be covered in Strategic Plan. Working on first draft.~~
- ~~CMP Implementation Plan will streamline into Strategic Planning. First staff meeting 10/1.~~
- Supervisory team assigned the first Strategic Plan task, objectives and what's missing. Due back 11/7/25.
- Supervisory team will meet again in December to review.

6. Comprehensive System-Wide Master Plan COMPLETE

- RFP process completed; BerryDunn selected as consultant. ✓
- Phases Completed:
 - Discovery and demographic analysis underway. ✓
 - Public Engagement ✓
 - Final Facilities / Parks Assessment ✓
 - Review of Survey report ✓
 - Review of Public Engagement ✓
 - Determining facilities to use Placer.AI for usage data ✓
 - Final Public Engagement Report. ✓
 - Final Survey report (statistically valid and open link) ✓
 - Staff Engagement Survey ✓
 - Staff Engagement Activities conducted 03/12/25 ✓
 - Visioning Meetings ✓
 - Placer.AI Usage Report / Findings ✓
 - Final Recreation Assessment ✓
 - Financial analysis Final ✓
 - Draft Report to be delivered to staff ✓
 - Board approved Draft Report 7/24 to begin design phase. ✓
 - Implementation Workshop with Staff 10/1. ✓
 - Graphic Design of Plan ✓
- Current Phase:
 - ~~Board final review 10/23/25. Adopted by the Board 10/23/25~~
- ~~Regular status meetings with the consultant; updates ongoing.~~

7. Marketing & Outreach Plan

- Initial meetings conducted to review examples.
- Staff preparing a “skeleton” document to incorporate data from the Master Plan and Strategic Plan.

8. Accreditation Process

- Pursuing both State and National accreditations.
- Applied for CAPRA Accreditation on 6/18 - starts the clock for 2 years until submittal (or earlier!)
- Committee of Alisa and Lynn are organizing the process for both sets of accreditation.
- New CAPRA standards have been completed and will be released publicly this month (October).
Format is good, will be easier to follow!

9. Document Organization

- Digitizing WPD documents and organizing electronic files for FOIA and retention.
- Working with vendor for a document repository (e.g., PowerDMS).
- Updating resolutions, ordinances, and FOIA information online.
- PowerDMS training and implementation ongoing for policy and accreditation documentation.

10. Website Updates

- Reviewing new provider options and improving layout and search functionality.
- Updated lakefront project pages; promoting Rainout Line for real-time beach status.
- Enhancing “Waterfront 2030” information.
- Linked Board Policy areas to the PowerDMS site.
- Reviewing other Park District websites for benchmarking purposes.

11. Winnetka Parks Foundation

- Meetings and 501(c)(3) requirements addressed in 2024.
- Events planned:
 - Golf Classic (9/13/24) ✓

- Family Skate (11/15/24) ✓
- Family Skate 2.0 - 2/21/25 ✓
- Tennis Tournament - 5/2/25 ✓ - Raised about \$5,000
- Partner on Back to School Bash - 09/02/25 ✓ - Raised over \$9,000
- Appeal letter raised about \$1,500 before expenses.
- Board members registered for NAPF for resources and training.
- At 2/12/25 meeting, WPF approved donation to WPD of \$18,500 for programming and \$15,000 for Lloyd Beach improvements.
- On 04/01/25, Foundation approved their Annual Plan. ~~This will be presented to the Park Board on 04/24/25.~~
- At 7/15/25 meeting, WPF approved restricted donation from a donor of just under \$5,000 for fencing replacement at Lloyd Beach.
- At August meeting, Foundation approved funding to offset cost of artificial turf recycling, up to just over \$26,000
- At October meeting, Foundation added another member. They are at 6 Directors currently!
- A very generous donation of \$200,000 was gifted to the Foundation in September!
- Next meeting January.

12. FY 2026 Budget

- Board Schedule:
 - Budget schedule presented to the Board on 5/22/2025.
 - Public presentations and discussions to begin in fall.
 - ~~LRP scheduled for Board presentation 09/25/25~~
 - ~~Recreation / Enterprise Funds presentation 10/09/25~~
 - ~~Corporate / Parks presentation 10/23/25~~
 - Budget Summary 11/6/25
- Staff Submission:
 - Updated submission schedule for staff.
 - ~~Departments will submit budget proposals per updated schedule.~~
 - ~~Budget system is open for input.~~
 - ~~Most input due 8/15.~~
 - ~~Meeting with Departments and ED start week of 8/18.~~
- Fee Schedule & Staffing Plan:
 - Fee schedule and staffing plan to be included in budget presentations. ~~Staffing Plan expected to Board on 08/28~~
 - Fee schedule approved by Board. Staffing plan information to be incorporated.
 - Staff will align budget proposals with recommendations from the Comprehensive Master Plan.
 - Board has requested staff reassess the 2026 Fee Schedule.

Shannon Q. Nazzal, CPRE (she / her)

Executive Director

Office: +1.847.501.2074

Email: snazzal@winpark.org

Winnetka Park District | winpark.org



From: [Shannon Nazzari](#)
Cc: [James Crocker](#); [Costa Kutulas](#); [Elizabeth Dostert](#); [Kate Erickson](#); [Alisa Kapusinski](#); [Saba Koya](#)
Subject: Weekly Status Report - 10/31/2025
Date: Friday, October 31, 2025 3:03:34 PM
Attachments: [image.png](#)
[image.png](#)

Commissioners,

All are BCC'd. [ATTACHMENTS LINKED AT BOTTOM]

- **Constituent concerns this past week:**

- Mr. Terry McKay voiced concern about gate closures at beaches and requested additional infrastructure for automatic closures.
- Mr. Marc Hecht reached out with concern about minutes from last meeting not being available publicly. Advised that 9/25 would be posted (is), 10/9 open was tabled, and 10/9 closed is confidential.
- 10/25 Farmer's Market Comments - Last one!
 - Thank you for placing the bench back on GB Trail.
 - Looking forward to playing on golf course.
 - Secretary of KWBA stopped by.
 - Need more sand on the beaches and less rocks.
 - Keep dog beach open longer.
 - Thanks for all you do.

- **Major Concerns/Items the Board may be contacted about:**

- Vessel ran aground at Lloyd Beach. Owner aware, hasn't been able to get towed. Law Enforcement aware. Determining methods for removal that may require referring to State Statute for abandoned vessels.
- Couple car accidents over last weekend. Addressed and areas repaired.
- Golf Services Advisory Board application is out and on the website. Hope to bring back applications to Board at 11/20 meeting.
- Met with Village Manager on pertinent topics this week including beaches, partnership, and CMP.
- Caucus Council planks are now official and on Caucus website.

- **Non-reoccurring open session items being briefed to the Board in the next 30 days:**

- Presentation - Budget. Scheduled 11/06/2025
- Unfinished Business - Revised FY2026 Fee Schedule. Scheduled 11/06/2025
- Unfinished Business - Elder & Centennial Engineer RFQ. Scheduled 11/20/2025
- New Business - Policy Manual Update - Chapter 4 (Part 2). Tentative 11/20/2025
- New Business - Golf Services Advisory Board Appointments. Tentative 11/20/2025
- New Business - 2026 Board Meeting Schedule. Scheduled 11/20/2025
- New Business - Ordinance 596 Amendment. TBD

- Unfinished Business - Ethics Ordinance. TBD
- **Upcoming Events / Registrations:**
 - Tennis Winter Registration (New) - 11/8 Res / 11/10 Non-Res
 - Deadline for submitting application for Golf Services Advisory Board - 11/13
- **Media Touches / Outreach since last week:**
 - News: <https://www.therecordnorthshore.org/2025/10/28/police-reports-multiple-road-rage-arrests-car-thefts-and-burglaries-winnetka-golf-putting-green-damaged/>
 - Outreach: <https://www.winpark.org/centennial-special-use-permit-temporary-dog-fencing/>
- **Project Updates:**
 - See Parks update.
- **FOIA requests last 30 days:** (45 in 2025 to date/ 20 different requesters)
 - <https://winpark.diligent.community/Portal/DocumentLibrary.aspx?id=532e948f-622a-4b68-993a-105260ce08e6>
 - 2025-10-08-01-CONCOURSETECH: Processing. Assumed Commercial request. subscription details from software manufacturers; website contract
 - 2025-10-10-01-WYNNYCHENKO: Complete. how many people signed up and used the childcare option, and how many children ultimately participated.
 - 2025-10-14-01-WYNNYCHENKO: Complete. Related to closed session determinations at 10/9/25 Special Meeting.

☐ [This Week in WPD - 10_27_2025.pdf](#)

☐ [44 - Weekly Report 10.30.25.pdf](#)

☐ [Weekly Report 10-26-25 11-01-25 Parks and Projects.pdf](#)

☐ [HR Report 10-30-2025.pdf](#)

☐ [Weekly Marketing Report October 30, 2025 .pdf](#)

☐ [10.30.25 Rec + Fac.pdf](#)

Shannon Q. Nazzal, CPRE (she / her)

Executive Director

Office: +1.847.501.2074

Email: snazzal@winpark.org

Winnetka Park District | winpark.org





TO: Shannon Nazzal, Executive Director
FROM: Alisa Kapusinski, Director of Recreation + Facilities
DATE: October 30, 2025
RE: Recreation & Facilities Weekly Updates

Administration

- Staff worked through the revisions of the fee schedule this week. Revised fees will be presented at the November 6 meeting.
- Alisa, Lynn and Saba met to review the accreditation process.
- Alisa and Toby met with NSSRA to recap the summer inclusion program and discuss plans for summer 2026.
- The Engagement Committee organized a staff Halloween luncheon.

Special Events

- Spynergy Rise + Ride final classes at Lloyd are this weekend. They have enjoyed the space (they moved indoors to beach house the past couple weekends). Matt met with them to discuss winter classes and 2026 plans.
- Pumpkins in the Woods was last Friday, October 24. This is a great community event. 173 children pre-registered for a pumpkin. A new trick or treat trail and craft station were added to the event options.

Programs

- One birthday party is scheduled this weekend at Skokie School.
- D36 does not have school on Thursday, October 30 and Friday, October 31. In addition to Trips, a new sports program is offered. For October 30, there are 40 enrolled in the Field Trip and 48 enrolled in the Sports Program. For October 31, there are 33 enrolled in the Sports Program.

Fields / Rentals

- Crow Island Woods is rented on Saturday.

Winnetka Ice Arena

- Staff is reviewing applications for the vacant Skating Director position. Phone screenings will take place on Friday with interviews scheduled after.

A.C. Nielsen Tennis Center

- Winter registration is open for current fall participants. To date there are 258 juniors and 281 adults registered.
- Fall session ends November 22.

Winnetka Golf Club

- Congratulations to Miles Tucker. He is a proud parent of a healthy baby boy, Jack.
- 520 rounds this week.
- Starting tee times will be pushed later as the weather changes. Monday will be 9am and will move to 10am on November 17.
- Fairway aerification is nearly complete. Evan and his team pulled cores and back filled with soil to help amend the soil structure away from clay. This process will be repeated twice next spring, and twice more next fall.
- We are now utilizing very limited staff to mitigate payroll expenses.



Winnetka Park District
540 Hibbard Road
Winnetka, IL 60093
(847) 501-2040
winpark.org

FINANCE and ACCOUNTING

OCT 24 – OCT 30

This week the finance and accounting section has accomplished the following:

Accounting

- Processed and reconciled daily receipt files
- Performed journal entries
- Reviewed and processed 18 invoices for payment
- Reviewed vouchers with Cmsr. Tyson
- Made corrections and adjustments to 2026 budget
- Continued work on 2026 Budget Book

Finance

- Made bank deposits
- Coordinated and attended internal 2026 budget meetings
- Began budget presentation for Nov. 6 Board meeting
- Met with representative from new auditing firm
- Completed and submitted first draft of strategic plan objectives

Compliance

- Continued daily review of fraud prevention protocols



Winnetka Park District
540 Hibbard Road
Winnetka, IL 60093
(847) 501-2040
winpark.org

October 30, 2025

Weekly Report from Human Resources Department

- Administrative tasks.
- Participated in two strategic planning meetings.
- Had multiple meetings with leadership.
- Weekly check-in meeting with Shannon.
- Assisted a student at Northwestern who needed to interview someone working in HR in the Public Sector.
- Check-in with Lynn and Taylor.
- Assisted an employee with an IMRF issue.
- Reviewed budget and identified areas for possible reduction.
- Participated in a budget meeting with leadership.
- Reviewed job applicants.
- Scheduled phone screens for Skating Director opening.
- Created multiple compensation models for the board.
- Lynn worked on accreditation and job descriptions.
- Taylor and I worked on adjusting the budget.
- Answered policy questions for staff.
- Met with managers regarding the performance management process.
- Taylor and I conducted phone screens for Skating Director applicants.
- Communicated with our Insurance broker regarding open enrollment and development of the 2026 Benefit Guide.



Winnetka Park District
540 Hibbard Road
Winnetka, IL 60093
(847) 501-2040
winpark.org

Weekly Marketing Report – October 30, 2025



Content Creation:

- Took photos at Pumpkins in the Woods, edited and catalogued photos.
- Took photos of Sports Camp – edited and catalogued photos.

Social Media: Facebook at 10,524 views, Instagram had 5,113 views. Focused on- Pumpkins in the Woods reminder, Day of Pumpkins in the Woods reminder, Halloween Skate, Mike DeBartolo congratulations, Pumpkins in the Woods recap, Farmers Market – done for the season, Tennis – priority registration reminder.

E-Blasts:

- Priority Tennis Registration – 73% open rate.
- Board Highlights – 69% open rate.

Winter Brochure:

- Winter Brochure final edits from team.
- Sent final copy out to printer.

Meetings: Meeting with Marketing – went over priorities and upcoming campaigns.

- Met with Alisa Kapusinski on marketing priorities and updates.
- Met with Alisa to discuss budget details on sponsorship.
- Met with Jim Crocker and Beth Dostert for final meeting– Strategic Plan.
- Budget meeting with Leadership team.

Additional Marketing Duties:

- Worked on event pages for winter programs on website.
- Worked on updates on winter brochure pages to website.
- Researched comparisons for brochure advertising.
- Put together Brochure Advertising plan.
- Created listing of sponsorship / advertising targets.
- Started work on sponsorship letters.
- Worked on Fenced in Boat Storage website page updates.
- Worked on CMP page for website.
- Worked on strategic plan objectives.
- Worked on winter program promotions – posters and marketing materials.
- Started work on Boat Storage page.

Weekly Report

To: Shannon Nazzal, Executive Director

From: Costa Kutulas, Director of Parks and Maintenance

Greg Fields, Superintendent of Parks

Date: October 30th, 2025

Re: Parks and Planning Weekly Report

For Week Ending November 1st, 2025

Park Operations Overview:

Routine Operations: Refuse collection, playground detail, facility/playground/park inspections, facility and rental cleanup, equipment repair and maintenance.

Landscaping: Nursery tree planting and mulching, straw install at Crow Island, trimmed trees and Crow Island area, tree protection on newly planted trees, repair tree nursery door, tree nursery inventory, tree trimming at Hubbard Woods, planting perennials at Hubbard Woods, mulching.

General/ Facility Repairs: Compost Cleanup, fence repair at Lloyd, fence repair at SPF service center, accident cleanup at SPF service center, water shut-downs, fence repair at Happ Road Park.

Shop: Toro 4000D repair, chainsaw repair, received new tractor from Revels John Deere, sharpening hedge trimmers, heat repair on truck 9, truck 8 battery replacement, Toro blower repair.

Safety/Training: Maintenance facility walkthrough with Mary from PDRMA

Fields: Storage sheds framed and placed in storage area, table from storage area cleaned and retuned to parks, north storage area at SPF service center cleaned out, stored football gear for season, Nick Corwin storage area cleanup.

Park Planning & Construction Projects:

SPF Synthetic Turf Install Prep: Staff has been working to clear brush, spoils, equipment, logs and various other things from the compost site in preparation for the installation of the new synthetic fields. The compost yard will be vitally important for staging of materials and equipment for the project as there will be many truckloads of material. This cleanup effort has involved regrading and stabilizing the southeast corner of the yard in order to handle the traffic.

Strategic Plan Objectives: Staff worked on creating objectives for all the assigned goals for our team. Staff created four objectives for each goal bringing the total number of objectives to 36.

Controlled Burn of Woodland Areas: Controlled burns are temporarily on hold as the company is still navigating the last permit requirements. Notice will be posted with updated burn dates once available.

Elder + Centennial Projects: Staff is continuing to actively work on Board-directed tasks related to the Elder/Centennial properties. Staff continues to meet with members of the Village's staff to maintain open communication between agencies. Staff continues to check in with CCDARC regarding the review of the fencing plan; we are still waiting to hear back.

Tennis Center Outdoor Court Project: This week, the contractor completed framing and poured the concrete curbs. Repairs to the electrical conduits have also been completed. Staff continues to meet with Musco Lighting representatives to ensure a smooth and successful installation. Site logistics and equipment delivery dates were discussed and confirmed. Lighting materials are scheduled for delivery late next month, with installation to follow.

Skokie Playfield Synthetic Turf: Staff continue to meet with the installation team from MWSTS to review site logistics and schedules. The project is scheduled to begin installation during the first week of November. Building Permit for the project was also approved.

Additional Projects Staff Is Working Through: Paddle Hut renovation review and discussion (COA Submittal completed), Tennis Center window project submittals and scheduling, Tower Road Playground Project planning, budget review with all park district leadership to address the direction given to staff by the Park Board at the last Park Board Meeting, and long-range plan (LRP) year-end project closeout.

This Week in WPD: 10/27/25 - 11/02/2025

From Shannon Nazzal <snazzal@winpark.org>

Date Fri 10/31/2025 1:24 PM

To WPD All Staff <wpdallstaff@winpark.org>; Miles Tucker <mtucker@kempersports.com>

****PLEASE POST FOR THOSE WITHOUT EMAIL****

Hey Team!

Happy Halloween! I hope everyone enjoys the festivities tonight, whether that means costumes, candy, or just a cozy evening at home.

Thank you to everyone who came to the staff lunch today. It was great to see everyone together and take a little time to connect outside our usual routines.

As we head into a busy stretch, just a quick reminder to keep communication lines open. If something needs attention, please don't wait until it's too late to bring it up. A quick check-in or heads-up can make all the difference in keeping things running smoothly.

Don't forget to set your clocks back this weekend as we "fall back" an hour. And get ready, because starting tomorrow it's officially all things peppermint and evergreen! ❄️



Thanks again for all you do and have a fun and safe Halloween! 🎃 PS - Nothing new below.. Just digging in on budget!

October 31st vs. November 1st



 [10.23.25 Rec + Fac.pdf](#)

 [Weekly Marketing Report October 23, 2025.pdf](#)

 [HR Report 10-23-2025.pdf](#)

 [43 - Weekly Report 10.23.25.pdf](#)

 [Weekly Report 10-19-25_10-25-25 Parks and Projects.pdf](#)

- **Non-reoccurring open session items being briefed to the Board in the next 30 days:**
 - Presentation - Budget. Scheduled 11/06/2025
 - Unfinished Business - Revised FY2026 Fee Schedule. Scheduled 11/06/2025
 - Unfinished Business - Elder & Centennial Engineer RFQ. Scheduled 11/20/2025
 - New Business - Policy Manual Update - Chapter 4 (Part 2). Tentative 11/20/2025
 - New Business - Golf Services Advisory Board Appointments. Tentative 11/20/2025
 - New Business - 2026 Board Meeting Schedule. Scheduled 11/20/2025
 - New Business - Ordinance 596 Amendment. TBD
 - Unfinished Business - Ethics Ordinance. TBD
- **Upcoming Events / Registrations / Important Dates:**
 - Tennis Winter Registration (New) - 11/8 Res / 11/10 Non-Res
 - Deadline for submitting application for Golf Services Advisory Board - 11/13

To-Do List Overview

1. Improvements to Board Meeting Process & Logistics

- Review of Diligent Communities system to look at meeting efficiencies such as posting & minutes.

2. Board Policy Manual Updates

- Process: Legal review and incremental Board review (chapter by chapter).
- Updates completed:
 - Sections 4.12, 4.30, and 4.38 updated and approved (9/26 and 10/24/24). 
 - Board Policy up on PowerDMS. <https://public.powerdms.com/WinnetkaLLParks/tree> 
 - Chapter 5 revisions on donations and sponsorships (5.10 and 5.24) updated on 2/20/25. 
 - Chapter 4.14 for review 06/26/2025, approved by Board. 
 - Chapter 1, approved by Board 7/24. 
 - Chapter 2, approved by Board 7/24. 
 - Chapter 3, (3.01, 3.02, 3.03, 3.05) approved by Board 8/28 
 - 8.08 and 17.07 - Affiliate Program approved by Board 8/28 
 - Chapter 3, (3.04) approved 9/25 
 - Chapter 4, (4.01 - 4.11, 4.13, 4.15, 4.17-4.20) approved 9/25 
 - Policy 5.00 removed and a new 6.00 added. Approved 9/25 
 - 4.16 approved 10/23 
- Current Focus:
 - Remaining Chapter 4 is under review.
 - Specific work on Chapter 7 on Purchasing
 - Goal to update entire manual in 2025. Not going to get there, but giving it a good try!

3. Ordinance 504 (Conduct Ordinance) Update

- Requires full review since last update in 2008.
- Aim to consolidate changes for public accessibility.
- Updated language in discussion due to e-scooters / e-bikes and Village Ordinances. Adopted by the Board 10/23/25.
- Working on updates to Permitting / First Amendment Activities areas to ensure current.

4. Capital Projects

- **Elder/Centennial Beach Projects:**

- Centennial: Special Use Permit ongoing
 - ZBA recommended denial of Special Use Permit, recommended approval of variances & exceptions
 - Plan Commission recommended denial of Special Use Permit and exceptions (5/28/2025)
 - ~~Design & Review Board and Village Council are the next steps.~~
 - Board directed staff on 6/26 to pause zoning process to make amendments.
 - 2 change orders approved. Need to solicit for Engineer firm in a RFQ.
 - RFQ out on 9/11. Closes 9/26. Board reviewed 10/23. Tabled to 11/20.
- Elder Lane: Submitted SUP permitting 09/2024 - still pending Village review.
 - Board directed staff on 6/26 to pause zoning process to make amendments.
 - Staff meeting with Village to discuss stormwater options. Continuing monthly meetings.
- Centennial dog beach temporary fence permitting in progress.
 - Received public comment back from IDNR. Staff working through providing responses to each. Responses mailed out and completed 9/25
 - Army Corps public comment started 07/18/2025. Comments closed 08/18/25. Received Army Corps comments back. Responses mailed out and completed
 - Received positive final determination from IEPA on 08/08/2025 that allows moving forward.
 - 8/28 Board decided to apply for Special Use Permit for the temporary fence ~~and to look at revision to the temporary dog fence and bring back. No revisions made at this time to temporary fencing layout.~~ This has been submitted to the Village for review.
- ~~Elder Lane opened for sand-only use on 5/24. Closed temporarily for cleanup on 7/21. The work being done to include the Village's pipe replacement will complete the season. They expect completion 9/19.~~ Other than a required integrity study on the pier, the Village work is completed. Fencing removed other than on the pier itself.

- **Golf Course Cart Barn Upgrades:**

- Phase 1 completed. 
- Phase 2 fire suppression quote approved by Board. Agreement signed to begin the work.

- **Outdoor Tennis Court Repair / Replacement**

- Design awarded to GeWalt Hamilton on 3/20.
- Construction bid approved by Board 7/24 
- Construction to start 08/18/2025, will last through 2025 and into 2026 with final coating at that time.
- Awarded \$30,000 for lighting improvements through IMEAs program.

- **Turf Field Replacement:**

- ~~Scheduled for 2025; vendor selection process underway.~~
- ~~Touring a nearby project that is a potential turf system in the next week.~~
- ~~Looking to tour a few more locations to ensure products that meet our needs.~~
- Construction awards approved 7/24 
- Scheduled construction after fall season.

5. Strategic Plan

- Last plan concluded in 2022; requires update for accreditation.
- Will align with CMP development.
- Once CMP is adopted, this will begin work.
- ~~Provided Board with topics that would be covered in Strategic Plan. Working on first draft.~~
- ~~CMP Implementation Plan will streamline into Strategic Planning. First staff meeting 10/1.~~
- Supervisory team assigned the first Strategic Plan task, objectives and what's missing. Due back 11/7/25.
- Supervisory team will meet again in December to review.

6. Marketing & Outreach Plan

- Initial meetings conducted to review examples.
- Staff preparing a “skeleton” document to incorporate data from the Master Plan and Strategic Plan.

7. Accreditation Process

- Pursuing both State and National accreditations.
- Applied for CAPRA Accreditation on 6/18 - starts the clock for 2 years until submittal (or earlier!)
- Committee of Alisa and Lynn are organizing the process for both sets of accreditation.
- New CAPRA standards have been completed and will be released publicly this month (October).
Format is good, will be easier to follow!

8. Document Organization

- Digitizing WPD documents and organizing electronic files for FOIA and retention.
- Working with vendor for a document repository (e.g., PowerDMS).
- Updating resolutions, ordinances, and FOIA information online.
- PowerDMS training and implementation ongoing for policy and accreditation documentation.

9. Website Updates

- Reviewing new provider options and improving layout and search functionality.
- Updated lakefront project pages; promoting Rainout Line for real-time beach status.
- Enhancing “Waterfront 2030” information.
- Linked Board Policy areas to the PowerDMS site.
- Reviewing other Park District websites for benchmarking purposes.

10. Winnetka Parks Foundation

- Meetings and 501(c)(3) requirements addressed in 2024.
- Events planned:
 - Golf Classic (9/13/24) ✓
 - Family Skate (11/15/24) ✓
 - Family Skate 2.0 - 2/21/25 ✓
 - Tennis Tournament - 5/2/25 ✓ - Raised about \$5,000
 - Partner on Back to School Bash - 09/02/25 ✓ - Raised over \$9,000
- Appeal letter raised about \$1,500 before expenses.
- Board members registered for NAPF for resources and training.
- At 2/12/25 meeting, WPF approved donation to WPD of \$18,500 for programming and \$15,000 for Lloyd Beach improvements.
- On 04/01/25, Foundation approved their Annual Plan. ~~This will be presented to the Park Board on 04/24/25.~~
- At 7/15/25 meeting, WPF approved restricted donation from a donor of just under \$5,000 for fencing replacement at Lloyd Beach.
- At August meeting, Foundation approved funding to offset cost of artificial turf recycling, up to just over \$26,000
- At October meeting, Foundation added another member. They are at 6 Directors currently!
- A very generous donation of \$200,000 was gifted to the Foundation in September!
- Next meeting January.

11. FY 2026 Budget

- Board Schedule:
 - Budget schedule presented to the Board on 5/22/2025.
 - Public presentations and discussions to begin in fall.
 - LRP ~~scheduled for Board presentation 09/25/25~~
 - Recreation / Enterprise Funds presentation 10/09/25
 - Corporate / Parks presentation 10/23/25

- Budget Summary 11/6/25
- Staff Submission:
 - Updated submission schedule for staff.
 - ~~Departments will submit budget proposals per updated schedule.~~
 - Budget system is open for input.
 - ~~Most input due 8/15.~~
 - ~~Meeting with Departments and ED start week of 8/18.~~
- Fee Schedule & Staffing Plan:
 - Fee schedule and staffing plan to be included in budget presentations. ~~Staffing Plan expected to Board on 08/28~~
 - Fee schedule approved by Board. Staffing plan information to be incorporated.
 - Staff will align budget proposals with recommendations from the Comprehensive Master Plan.
 - Board has requested staff reassess the 2026 Fee Schedule.

Shannon Q. Nazzal, CPRE (she / her)

Executive Director

Office: +1.847.501.2074

Email: snazzal@winpark.org

Winnetka Park District | winpark.org



From: [Shannon Nazzari](#)
Cc: [James Crocker](#); [Costa Kutulas](#); [Elizabeth Dostert](#); [Kate Erickson](#); [Alisa Kapusinski](#); [Saba Koya](#)
Subject: Weekly Status Report - 11/07/2025
Date: Friday, November 7, 2025 3:20:43 PM
Attachments: [image.png](#)
[image.png](#)
[image.png](#)
[image.png](#)
[image.png](#)
[image.png](#)
[image.png](#)

Commissioners,

All are BCC'd. [ATTACHMENTS LINKED AT BOTTOM]

Of note, I will be out of the office on Monday, and Tuesday is a holiday. I will still be available by phone / text and Saba will be in the office on Monday.

- **Constituent concerns this past week:**

- Mr. Ted Wynnychenko included the Park District on an email message addressed to the Village and other regulatory agencies regarding a neighboring property.
- D36 informed us of an incident at Skokie School when program participants vandalized areas of the school. Working through pinpointing the issue and resolving for future. The Park District reimburses for any damage / clean up.

- **Major Concerns/Items the Board may be contacted about:**

- Vessel that ran aground at Lloyd Beach was removed last Sunday.
- Playfield turf project is underway.
- Golf Services Advisory Board application is out and on the website. Hope to bring back applications to Board at 11/20 meeting.
- In regard to the Centennial temporary fencing, Cook County has informed us that they want to wait to evaluate until Army Corps and IDNR weigh in.
- Requests for Pre-Board Meeting Review will be sent by Saba for the 11/20 meeting.

- **Non-reoccurring open session items being briefed to the Board in the next 30 days:**

- Unfinished Business - Elder & Centennial Engineer RFQ. Scheduled 11/20/2025
- New Business - Policy Manual Update - Chapter 4 (Part 2). Tentative 11/20/2025
- New Business - Golf Services Advisory Board Appointments. Tentative 11/20/2025
- New Business - 2026 Board Meeting Schedule. Scheduled 11/20/2025
- New Business - Parking Agreement with NTHS. Tentative 11/20/2025
- New Business - Appoint Additional FOIA Officer. Scheduled 11/20/2025
- New Business - Ordinance 596 Amendment. TBD
- Unfinished Business - Ethics Ordinance. TBD

- **Upcoming Events / Registrations:**

- Tennis Winter Registration (New) - 11/8 Res / 11/10 Non-Res
- Deadline for submitting application for Golf Services Advisory Board - 11/13

- **Media Touches / Outreach since last week:**

- News: <https://www.therecordnorthshore.org/2025/11/05/winnetka-trustees-agree-to-redo-staircase-to-beach-off-spruce-street/>
- Outreach: <https://www.winpark.org/comprehensive-master-plan-is-approved-by-winnetka-park-district-board/>
- Outreach: <https://www.winpark.org/skokie-playfield-synthetic-turf-replacement-project/>

- **Project Updates:**

- See Parks update.

- **FOIA requests last 30 days:** (45 in 2025 to date/ 20 different requesters)

<https://winpark.diligent.community/Portal/DocumentLibrary.aspx?id=532e948f-622a-4b68-993a-105260ce08e6>

- 2025-10-08-01-CONCOURSETECH: Processing. Assumed Commercial request. subscription details from software manufacturers; website contract
- 2025-10-10-01-WYNNYCHENKO: Complete. how many people signed up and used the childcare option, and how many children ultimately participated.
- 2025-10-14-01-WYNNYCHENKO: Complete. Related to closed session determinations at 10/9/25 Special Meeting.

 [This Week in WPD - 11_03_2025.pdf](#)

 [HR Report 11-06-2025.pdf](#)

 [45 - Weekly Report 11.06.05.pdf](#)

 [Weekly Report 11-02-25_11-08-25 Parks and Projects.pdf](#)

 [11.6.25 Rec + Fac.pdf](#)

 [Weekly Marketing Report November 6, 2025 .pdf](#)

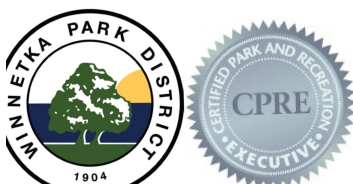
Shannon Q. Nazzal, CPRE (she / her)

Executive Director

Office: +1.847.501.2074

Email: snazzal@winpark.org

Winnetka Park District | winpark.org





TO: Shannon Nazzal, Executive Director
FROM: Alisa Kapusinski, Director of Recreation + Facilities
DATE: November 6, 2025
RE: Recreation & Facilities Weekly Updates

Administration

- Staff worked through the revisions of the budget this week. The revised budget will be presented at the November 6 board meeting.
- Staff attended the annual open enrollment / benefits meeting on Wednesday.
- Staff finalized the first round of Strategic Plan objectives.
- Matt is working with the facilities to add CPR/First Aid training this month for staff.

Special Events

- Veteran's Day observance will be held next Tuesday.

Programs

- One birthday party is scheduled this weekend at Skokie School.
- Fall session 2 is in progress.
- Registration for House League Basketball is open. To date there are 250 players enrolled.

Fields / Rentals

- Skokie Playfield turf replacement project began this week.
- Crow Island Woods is rented on Friday night and Saturday.
- Indian Hills is rented on Sunday.

Lakefront

- Small watercraft indoor winter storage at Lloyd is available. All rack renters were contacted about this option.

Winnetka Ice Arena

- HR completed phone screenings for the Skating Director position. First round of interviews will be scheduled for next week.

Platform Tennis

- Preventative maintenance took place this week on the court heaters.

A.C. Nielsen Tennis Center

- Winter registration transfer week began. This allows participants to transfer a different day/time from their fall session. On November 8, new participants can register for any remaining space.
- Outdoor court construction: concrete is complete and the stone foundation is being placed. The next steps will be fencing and asphalt.
- The facility was awarded a \$60,000 grant from the USTA to use towards lighting improvements. This is in addition to a \$30,000 grant from the IMEA for lighting.

Winnetka Golf Club

- 435 rounds in the past week - play has slowed significantly with the cooler weather.
- First tee time moved to 9am on Monday, will then move to 10am on the 17th.
- 18-Hole course was closed Wednesday for fairway aerification. We have contracted with an outside company for this work.
- Our entire F&B operation is now closed for the season given the forecasted weather this weekend. Beverages and snacks are available in the golf shop.
- 2025 Capital work is being finalized, with water fountain replacement and pump work remaining.



Winnetka Park District
540 Hibbard Road
Winnetka, IL 60093
(847) 501-2040
winpark.org

FINANCE and ACCOUNTING

OCT 31 – NOV 6

This week the finance and accounting section has accomplished the following:

Accounting

- Reconciled the October bank statements
- Reconciled October credit card statements
- Processed and reconciled daily receipt files
- Performed journal entries
- Reviewed and processed 32 invoices for payment
- Reviewed vouchers with Cmsr. Tyson
- Made adjustments to 2026 budget
- Continued work on 2026 Budget Book

Finance

- Processed the 11/07 payroll
- Made required contributions to various retirement funds:
 - NPPFA
- Paid payroll taxes to state of IL and IRS
- Made bank deposits
- Coordinated and attended internal 2026 budget meetings
- Completed budget presentation for Nov. 6 Board meeting
- Completed and submitted first draft of strategic plan objectives
- Began employee evaluations

Compliance

- Continued daily review of fraud prevention protocols



Winnetka Park District
540 Hibbard Road
Winnetka, IL 60093
(847) 501-2040
winpark.org

November 6, 2025

Weekly Report from Human Resources Department

- Administrative tasks.
- Reviewed and approved timecards.
- Conducted seven phone interviews.
- Weekly check-in meeting with Shannon.
- Check-in with Lynn and Taylor.
- Scheduled in-person interviews and communicated with applicants.
- HR and Finance created multiple reports and made updates to the budget to make reductions as per Board direction in the financial software system.
- Attended our mandatory staff quarterly meeting, which included presentations by our broker for open enrollment, Aflac insurance, IMRF, and a mental health awareness training led by a representative of the Josslyn Center.
- Answered benefit and open enrollment questions for employees.
- Prepared interview questions for next week.
- Lynn worked on accreditation.
- Answered policy questions for staff.
- Met with managers regarding the performance management process.
- Attended IAPD annual legal symposium.
- Attended the Board meeting.
- Reported IMRF earnings.
- Had a meeting with Strongpay on outstanding issues update.
- Had a meeting with Employee Navigator, our open enrollment website provider.

This Week in WPD: 11/03/25 - 11/09/2025

From Shannon Nazzal <snazzal@winpark.org>

Date Fri 11/7/2025 2:37 PM

To WPD All Staff <wpdallstaff@winpark.org>; Miles Tucker <mtucker@kempersports.com>

****PLEASE POST FOR THOSE WITHOUT EMAIL****

Hey Team!

VIDEO MESSAGE:  [VLOG 2025-11-07.MOV](#)

Thanks for getting through another full week. I know the budget work has been a lot, and I really appreciate all the time and effort that's gone into it. The Board reviewed the 2026 budget again last night and talked about a possible 4% merit increase for full-time staff. It's not approved yet, but it's being considered, and I'll share updates as things move forward.

It was great seeing everyone at the quarterly meeting this week! I really enjoy hearing what's happening across all departments and the training topics were really wonderful. There is a lot going on, and it's good to catch up!

The turf project is also in full swing, which is exciting to watch. It has taken a lot of planning to get to this point, and it's nice to see it finally coming together. Thank you to everyone helping to keep things on track. I'm super excited for the future time lapse video of the project!

A quick reminder about open enrollment. Once you get the notification, take a few minutes to check your benefits and make any updates before the deadline. HR can help if you have questions.

Thanks again for everything this week. I hope you get some time this weekend to relax and enjoy the fall weather before the snow gets here!

-S

 [44 - Weekly Report 10.30.25.pdf](#)

 [Weekly Report 10-26-25_11-01-25 Parks and Projects.pdf](#)

 [HR Report 10-30-2025.pdf](#)

 [Weekly Marketing Report October 30, 2025 .pdf](#)

 [10.30.25 Rec + Fac.pdf](#)

- **Non-reoccurring open session items being briefed to the Board in the next 30 days:**
 - Unfinished Business - Elder & Centennial Engineer RFQ. Scheduled 11/20/2025
 - New Business - Policy Manual Update - Chapter 4 (Part 2). Tentative 11/20/2025
 - New Business - Golf Services Advisory Board Appointments. Tentative 11/20/2025
 - New Business - 2026 Board Meeting Schedule. Scheduled 11/20/2025
 - New Business - Parking Agreement with NTHS. Tentative 11/20/2025
 - New Business - Appoint Additional FOIA Officer. Scheduled 11/20/2025
 - New Business - Ordinance 596 Amendment. TBD
 - Unfinished Business - Ethics Ordinance. TBD
- **Upcoming Events / Registrations / Important Dates:**
 - Tennis Winter Registration (New) - 11/8 Res / 11/10 Non-Res
 - Deadline for submitting application for Golf Services Advisory Board - 11/13

To-Do List Overview

1. Improvements to Board Meeting Process & Logistics

- Review of Diligent Communities system to look at meeting efficiencies such as posting & minutes.

2. Board Policy Manual Updates

- Process: Legal review and incremental Board review (chapter by chapter).
- Updates completed:
 - Sections 4.12, 4.30, and 4.38 updated and approved (9/26 and 10/24/24). ✓
 - Board Policy up on PowerDMS. <https://public.powerdms.com/WinnetkaLLParks/tree> ✓
 - Chapter 5 revisions on donations and sponsorships (5.10 and 5.24) updated on 2/20/25. ✓
 - Chapter 4.14 for review 06/26/2025, approved by Board. ✓
 - Chapter 1, approved by Board 7/24. ✓
 - Chapter 2, approved by Board 7/24. ✓
 - Chapter 3, (3.01, 3.02, 3.03, 3.05) approved by Board 8/28 ✓
 - 8.08 and 17.07 - Affiliate Program approved by Board 8/28 ✓
 - Chapter 3, (3.04) approved 9/25 ✓
 - Chapter 4, (4.01 - 4.11, 4.13, 4.15, 4.17-4.20) approved 9/25 ✓
 - Policy 5.00 removed and a new 6.00 added. Approved 9/25 ✓
 - 4.16 approved 10/23 ✓
- Current Focus:
 - Remaining Chapter 4 is under review.
 - Specific work on Chapter 7 on Purchasing
 - Goal to update entire manual in 2025. Not going to get there, but giving it a good try!

3. Ordinance 504 (Conduct Ordinance) Update

- Requires full review since last update in 2008.
- Aim to consolidate changes for public accessibility.
- Updated language in discussion due to e-scooters / e-bikes and Village Ordinances. Adopted by the Board 10/23/25.
- Working on updates to Permitting / First Amendment Activities areas to ensure current.

4. Capital Projects

- **Elder/Centennial Beach Projects:**
 - Centennial: Special Use Permit ongoing
 - ZBA recommended denial of Special Use Permit, recommended approval of variances & exceptions
 - Plan Commission recommended denial of Special Use Permit and exceptions (5/28/2025)

- Design & Review Board and Village Council are the next steps.
- Board directed staff on 6/26 to pause zoning process to make amendments.
- 2 change orders approved. Need to solicit for Engineer firm in a RFQ.
- RFQ out on 9/11. Closes 9/26. Board reviewed 10/23. Tabled to 11/20.
- Elder Lane: Submitted SUP permitting 09/2024 - still pending Village review.
 - Board directed staff on 6/26 to pause zoning process to make amendments.
 - Staff meeting with Village to discuss stormwater options. Continuing monthly meetings.
- Centennial dog beach temporary fence permitting in progress.
 - Received public comment back from IDNR. Staff working through providing responses to each. Responses mailed out and completed 9/25
 - Army Corps public comment started 07/18/2025. Comments closed 08/18/25. Received Army Corps comments back. Responses mailed out and completed
 - Received positive final determination from IEPA on 08/08/2025 that allows moving forward.
 - 8/28 Board decided to apply for Special Use Permit for the temporary fence and to look at revision to the temporary dog fence and bring back. No revisions made at this time to temporary fencing layout. This has been submitted to the Village for review.
 - Cook County has informed us that they want to wait to evaluate until Army Corps and IDNR weigh in.
- Elder Lane opened for sand only use on 5/24. Closed temporarily for cleanup on 7/21. The work being done to include the Village's pipe replacement will complete the season. They expect completion 9/19. Other than a required integrity study on the pier, the Village work is completed. Fencing removed other than on the pier itself.
- **Golf Course Cart Barn Upgrades:**
 - Phase 1 completed. ✓
 - Phase 2 fire suppression quote approved by Board. Agreement signed to begin the work.
- **Outdoor Tennis Court Repair / Replacement**
 - Design awarded to GeWalt Hamilton on 3/20.
 - Construction bid approved by Board 7/24 ✓
 - Construction to start 08/18/2025, will last through 2025 and into 2026 with final coating at that time.
 - Awarded \$30,000 for lighting improvements through IMEAs program.
 - Awarded \$60,000 for lighting improvements through USTA.
- **Turf Field Replacement:**
 - Scheduled for 2025; vendor selection process underway.
 - Touring a nearby project that is a potential turf system in the next week.
 - Looking to tour a few more locations to ensure products that meet our needs.
 - Construction awards approved 7/24 ✓
 - Scheduled construction after fall season. Construction has started!

5. Strategic Plan

- Last plan concluded in 2022; requires update for accreditation.
- Will align with CMP development.
- Once CMP is adopted, this will begin work.
- Provided Board with topics that would be covered in Strategic Plan. Working on first draft.
- CMP Implementation Plan will streamline into Strategic Planning. First staff meeting 10/1.
- Supervisory team assigned the first Strategic Plan task, objectives and what's missing. Due back 11/7/25.
- Supervisory team will meet again in December to review.

6. Marketing & Outreach Plan

- Initial meetings conducted to review examples.
- Staff preparing a "skeleton" document to incorporate data from the Master Plan and Strategic Plan

7. Accreditation Process

- Pursuing both State and National accreditations.
- Applied for CAPRA Accreditation on 6/18 - starts the clock for 2 years until submittal (or earlier!)
- Committee of Alisa and Lynn are organizing the process for both sets of accreditation.
- New CAPRA standards have been completed and will be released publicly this month (October).
Format is good, will be easier to follow!

8. Document Organization

- Digitizing WPD documents and organizing electronic files for FOIA and retention.
- Working with vendor for a document repository (e.g., PowerDMS).
- Updating resolutions, ordinances, and FOIA information online.
- PowerDMS training and implementation ongoing for policy and accreditation documentation.

9. Website Updates

- Reviewing new provider options and improving layout and search functionality.
- Updated lakefront project pages; promoting Rainout Line for real-time beach status.
- Enhancing "Waterfront 2030" information.
- Linked Board Policy areas to the PowerDMS site.
- Reviewing other Park District websites for benchmarking purposes.

10. Winnetka Parks Foundation

- Meetings and 501(c)(3) requirements addressed in 2024.
- Events planned:
 - Golf Classic (9/13/24) ✓
 - Family Skate (11/15/24) ✓
 - Family Skate 2.0 - 2/21/25 ✓
 - Tennis Tournament - 5/2/25 ✓ - Raised about \$5,000
 - Partner on Back to School Bash - 09/02/25 ✓ - Raised over \$9,000
- Appeal letter raised about \$1,500 before expenses.
- Board members registered for NAPF for resources and training.
- At 2/12/25 meeting, WPF approved donation to WPD of \$18,500 for programming and \$15,000 for Lloyd Beach improvements.
- On 04/01/25, Foundation approved their Annual Plan. ~~This will be presented to the Park Board on 04/24/25.~~
- At 7/15/25 meeting, WPF approved restricted donation from a donor of just under \$5,000 for fencing replacement at Lloyd Beach.
- At August meeting, Foundation approved funding to offset cost of artificial turf recycling, up to just over \$26,000
- At October meeting, Foundation added another member. They are at 6 Directors currently!
- A very generous donation of \$200,000 was gifted to the Foundation in September!
- Next meeting January.

11. FY 2026 Budget

- Board Schedule:
 - Budget schedule presented to the Board on 5/22/2025.
 - Public presentations and discussions to begin in fall.
 - LRP ~~scheduled for Board presentation 09/25/25~~
 - Recreation / Enterprise Funds presentation 10/09/25
 - Corporate / Parks presentation 10/23/25
 - Budget Summary 11/6/25
 - Tax Levy Scheduled for 11/20.
- Staff Submission:
 - Updated submission schedule for staff.

- ~~Departments will submit budget proposals per updated schedule.~~
- ~~Budget system is open for input.~~
- ~~Most input due 8/15.~~
- ~~Meeting with Departments and ED start week of 8/18.~~
- Fee Schedule & Staffing Plan:
 - Fee schedule and staffing plan to be included in budget presentations. ~~Staffing Plan expected to Board on 08/28~~
 - Fee schedule approved by Board. Staffing plan information to be incorporated.
 - Staff will align budget proposals with recommendations from the Comprehensive Master Plan.
 - ~~Board has requested staff reassess the 2026 Fee Schedule.~~ Board reviewed and updated fee schedule for 2026.

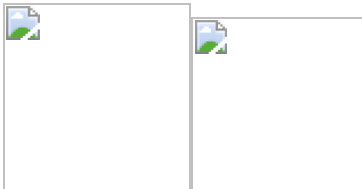
Shannon Q. Nazzal, CPRE (she / her)

Executive Director

Office: +1.847.501.2074

Email: snazzal@winpark.org

Winnetka Park District | winpark.org





Winnetka Park District
540 Hibbard Road
Winnetka, IL 60093
(847) 501-2040
winpark.org

Weekly Marketing Report – November 6, 2025



Content Creation:

- Took photos of Halloween on Ice, edited and catalogued photos.
- Took fall photos around the parks.

Social Media: Instagram had 8,775 views and Facebook had 8,163 views. Focused on – Halloween on Ice reminder, Halloween on Ice recap, Driving Range, Let's Play, CMP, Skokie Playfield Turf project is starting, Sports Camp recap, Tennis Reg – transfers, Veterans Day, Happy Halloween, Dick's Coupon.

E-Blasts:

- Dick's Sporting Goods E-blast – created and sending out.
- Started work on Boat Storage and Lottery e-blast.

Winter Brochure:

- Finished final brochure edits
- Communication with printer, proofs and approvals.

Meetings:

- Half day Benefits meeting

Additional Marketing Duties:

- Created new CMP page, wrote up news feature and press release.
- Worked on winter program promotions – posters and marketing materials.
- Completed Winter Events poster, digital slides, Winter Carnival poster, Santa's Mailbox poster, Gingerbread House Decorating poster.
- Created Veteran's Day program.
- Completed updates on Boat Storage and Fenced In page.
- Completed Dick's Coupons, Dick's website and social posts.
- Worked with Parks team on technology / time lapse of Turf Field project.
- Wrote up News Feature on Turf Field.
- Worked on Lottery/Boat Storage campaign.
- Updated posters and banners at facilities and around town.
- Worked with Village / Josie Clark on E-Bikes social post – communication.
- Updated social calendar based on changing priorities.
- Worked on billing for American Eagle – pulled invoices and contract.
- Worked on updating the website pages based on winter brochure.

Weekly Report

To: Shannon Nazzal, Executive Director

From: Costa Kutulas, Director of Parks and Maintenance

Greg Fields, Superintendent of Parks

Date: November 7th, 2025

Re: Parks and Planning Weekly Report

For Week Ending November 8th, 2025

Park Operations Overview:

Routine Operations: Refuse collection, playground detail, facility/playground/park inspections, facility and rental cleanup, equipment repair and maintenance.

Landscaping: Repair block wall at Dwyer Park, backfilling at the butterfly garden, goal mouth backfilling at Nick Corwin Park, backfilling low spots on soccer fields, Little Duke backfilling seeding and fertilizing.

General/ Facility Repairs: Dock removals, cleaned admin/tennis roof drains and gutters, time lapse camera install, tennis light ballast replacement, paddle outlet repair, Indian Hill outlet repair, Centennial gate button repair, Park Service Center mailbox replacement, Golf Service Center fence repair, Hubbard Woods picnic table repair, clubhouse TV mounting, Ice on Stairs signs installation, concrete for sprinkler system hut.

Shop: Toro 4000d repairs, blower maintenance for Toro 72, John Deere front seal replacement, salt spreader install and maintenance.

Safety/Training: Protect Your Property- Proactive Facility Inspections training.

Fields: Goal post removals, refuse cleanup.

Park Planning & Construction Projects:

Lloyd Dock Removal/ Shutdown: Staff wrapped up the shutdown procedure for Lloyd boat ramp and pier. This process involves staff removing and storing the railing as well as disassembly of the dock sections, ramps and bridges. Staff also removed the Lloyd hut and stowed all picnic tables for the season. This process was handled by contractor however through sweat equity staff performs these cost saving tasks.

Strategic Plan Objectives: Staff completed the assignment of creating objectives for the goals given to the team. After careful review these objectives reflect the first draft of measurable tasks for the short-term, mid-term, long-term and ongoing.

Staff Reviews: The Superintendent of Parks and the Operations Manager has begun the staff review process. This process will involve a thorough review of staff's goals, rate their performance for each factor, and comment on their rating with examples given.

Elder + Centennial Projects: Staff is actively working on Board-directed tasks related to the Elder/Centennial properties. Staff continues to meet with members of the Village's staff to maintain open communication between agencies. Staff also continues to check in with CCDARC regarding the review of the fencing plan. Sand nourishment at the far southern end of Centennial was completed this week. This work was required to be completed by the property owner at 205 Sheridan Road as part of their shoreline permit requirements.

Tennis Center Outdoor Court Project: All lighting repairs (damage) to the existing system have been completed, and the contractor is currently placing the stone base for the court paving. This work is anticipated to be completed by the end of this week, with paving expected to begin late next week. Lighting materials are scheduled to arrive later this month, with installation to follow.

Skokie Playfield Synthetic Turf: Work has begun on the project with the removal of the old turf and nailer board. Installation of the new nailer board should be completed soon, followed by final grading of the base stone. Delivery of the shock pad and turf has begun, and the remainder of the materials are expected early next week.

Golf Course Projects: The pump replacement at #17 tee is complete, and final testing is scheduled to take place next week. The fire alarm inspection was completed on Monday, with a few follow-up items identified. Parts for these repairs are on order, and the work is anticipated to be completed next week, with the final inspection to follow.

Additional Projects Staff Is Working Through: Paddle Hut renovation review and discussion, Tennis Center window project scheduling, Tower Road Playground Project planning, budget review (0300/0400), long-range plan (LRP) year-end project closeout, and review of job descriptions for the Parks Department.

From: [Shannon Nazzari](#)
Cc: [James Crocker](#); [Costa Kutulas](#); [Elizabeth Dostert](#); [Kate Erickson](#); [Alisa Kapusinski](#); [Saba Koya](#)
Subject: Weekly Status Report - 11/14/2025
Date: Friday, November 14, 2025 3:11:38 PM
Attachments: [image.png](#)
[image.png](#)

Commissioners,

All are BCC'd. [ATTACHMENTS LINKED AT BOTTOM]

- **Constituent concerns this past week:**

- Mr. Oleg Trifonov reached out to voice displeasure with an interaction with staff at the Tennis Center. The incident is under review.
- Mr. Warren James copied the Park District on Elder / Centennial Beach messages to the Village.

- **Major Concerns/Items the Board may be contacted about:**

- Village provided comments on SUP for temporary fence at Centennial. Currently working through responses.
- Damage done to the 3rd green on the golf course. Looks like an e-bike. Will not be able to be repaired until spring so that hole remains closed.
- Crown Castle has reached out again regarding renegotiating our lease agreement. I have indicated to Crown Castle the value remaining on our current lease.
- The synthetic turf was able to be reused by a venue in Kansas. This reduces the cost of any recycling as it's being reused instead.
- We are partnering with the Library District for a food pantry donation bin collection. Located at Tennis Center.

- **Non-reoccurring open session items being briefed to the Board in the next 30 days:**

- Consent - 2026 Board Meeting Schedule. Scheduled 11/20/2025
- Consent - Appoint Additional FOIA Officer. Scheduled 11/20/2025
- Consent - Joint Agreement for Tree Lighting at Dwyer Park. Tentative 11/20/2025
- Unfinished Business - Elder & Centennial Engineer RFQ. Scheduled 11/20/2025
- Unfinished Business - 2025 Tax Levy Ordinance. Scheduled 11/20/25
- Unfinished Business - 2025 Supplemental Tax Levy Ordinance. Scheduled 11/20/2025
- New Business - Golf Services Advisory Board Appointments. Scheduled 11/20/2025
- New Business - Policy Manual Update - Chapter 4 (Part 2). Tentative 12/18/2025
- New Business - Parking Agreement with NTHS. Tentative 12/18/2025
- New Business - Use Agreement with 3 Step Sports. Tentative 12/18/2025
- New Business - Affiliate Agreement with Various Organizations. Tentative 12/18/2025
- New Business - Ordinance 596 Amendment. TBD
- Unfinished Business - Ethics Ordinance. TBD

- **Upcoming Events / Registrations:**

- Offices closed - 11/27 & 11/28
- Holiday Tree Lighting - 12/5

- **Media Touches / Outreach since last week:**

- Socials.

- **Project Updates:**

- See Parks update.

- **FOIA requests last 30 days:** (45 in 2025 to date/ 20 different requesters)

<https://winpark.diligent.community/Portal/DocumentLibrary.aspx?id=532e948f-622a-4b68-993a-105260ce08e6>

- N/A

☐ [This Week in WPD - 11_10_2025.pdf](#)

☐ [HR Report 11-13-2025.pdf](#)

☐ [Weekly Marketing Report November 13, 2025 .pdf](#)

☐ [46 - Weekly Report 11.13.25.pdf](#)

☐ [Weekly Report 11-09-25 11-15-25 Parks and Projects.pdf](#)

☐ [11.13.25 Rec + Fac.pdf](#)

Shannon Q. Nazzal, CPRE (she / her)

Executive Director

Office: +1.847.501.2074

Email: snazzal@winpark.org

Winnetka Park District | winpark.org





TO: Shannon Nazzal, Executive Director
FROM: Alisa Kapusinski, Director of Recreation + Facilities
DATE: November 13, 2025
RE: Recreation & Facilities Weekly Updates

Administration

- The accreditation committee met with Shannon to review standards and next tasks.
- The first draft of the Spring brochure is due this week. Spring includes April-May programs and some summer camps.
- Matt and Alisa attended a Northshore Roundtable meeting at Glencoe Park District to discuss post-season beach operations.
- Staff completed their annual self-evaluations.

Special Events

- Veteran's Day observance was held on Tuesday at the Community House.
- Santa's Mailbox is getting refreshed and will be placed outside soon.

Programs

- One birthday party is scheduled this weekend at Skokie School.
- Fall session 2 is in progress. Enrollment: Soccer – 58, Softball – 10, Flag Football – 8, Volleyball – 68, and Basketball – 53.
- Registration for House League Basketball is open. To date there are 116 girls and 146 boys enrolled. Evaluations will be held on November 15.
- Toby is finalizing all the details for the No School Trips over Thanksgiving week.

Fields / Rentals

- Skokie Playfield turf replacement project is in progress. All of the turf was removed last week.
- Community Room is rented on Friday.

Lakefront

- Small watercraft indoor winter storage at Lloyd is available.
- Fenced-in storage information will be promoted. There are two spots available for the upcoming season.

Winnetka Ice Arena

- Interviews took place this week for the Skating Director position.

A.C. Nielsen Tennis Center

- Winter registration is complete. There are limited openings. To date there are 384 juniors (388 in fall) and 332 adults (351 in fall).
- Outdoor court construction: stone back fill and compaction, fence fabric installation. Asphalt will occur in April.
- Scouts will begin setup for Tree Sales on November 22.

Winnetka Golf Club

- 197 rounds in the past week. The facility has been closed since Sunday for winter weather.
- The course received vandalism on Tuesday causing moderate damage on hole #3 on the 18-hole course. Due to the damage, only 17 holes will be open for rest of year.
- Our entire F&B operation is now closed for the season given the forecasted weather this weekend. Beverages and snacks are available in the golf shop.
- Staff will assess course and weather conditions after this weekend to determine course closure for the season.



Winnetka Park District
540 Hibbard Road
Winnetka, IL 60093
(847) 501-2040
winpark.org

FINANCE and ACCOUNTING

NOV 7 – NOV 13

This week the finance and accounting section has accomplished the following:

Accounting

- Processed and reconciled daily receipt files
- Performed journal entries
- Reviewed and processed 31 invoices for payment
- Reviewed vouchers with Cmsr. Tyson
- Adjusted 2026 budget
- Continued work on 2026 Budget Book

Finance

- Made bank deposits
- Coordinated and attended internal 2026 budget meetings
- Completed quarterly credit card PCI scans
- Completed employee evaluations
- Processed semi-annual debt service payments
- Drafted 2025 tax levy ordinance
- Completed monthly financial report

Compliance

- Continued daily review of fraud prevention protocols



Winnetka Park District

540 Hibbard Road
Winnetka, IL 60093
(847) 501-2040
winpark.org

November 13, 2025

Weekly Report from Human Resources Department

- Administrative tasks.
- Conference call with ExcalTech.
- Conducted interviews for the Skating Director position.
- Weekly check-in meeting with Shannon.
- Check-in with Taylor.
- Call with District counsel.
- Taylor and I had a meeting regarding our Section 125 plans.
- Compiled data for a board member.
- Had multiple meetings with leadership.
- Answered benefit and open enrollment questions for employees.
- Met with Paul and Alisa to debrief interviews.
- Answered policy questions for staff.



Winnetka Park District
540 Hibbard Road
Winnetka, IL 60093
(847) 501-2040
winpark.org

Weekly Marketing Report – November 13, 2025

Winter Events

[LEARN MORE](#)



Content Creation:

- Took photos of North Shore Art League painting Santa's Mailbox.
- Made video of Autumn in Winnetka.

Social Media: Instagram had 11,125 views and Facebook had 10,652 views. Focused on – Dick's Coupon reminder, Autumn in Winnetka, Turf Replacement video, Snow in Winnetka, Veterans Day Hours, Veterans Day Info, Winter Boat Storage, School's Out Trips for November and recap, Winter Registration.

E-Blasts:

- Dick's Sporting Goods E-blast went out with a 52% open rate.
- Board Highlights – 74% open rate.
- Worked on Boat Storage and Lottery e-blast.

Spring Brochure:

- Worked on shell for Spring Brochure.
- Communication with staff on shell – communication on dates.
- Worked on design of Spring Brochure.
- Pulled RecTrac Export.

Meetings:

- Meeting with Alisa Kapusinski – discussed upcoming action items, winter promotions, self evaluation.
- Marketing Meeting – discussed finalizing winter advertising, new campaigns, IPRA.

Additional Marketing Duties:

- Worked on winter program promotions – posters and marketing materials.
 - Winter Break Camps – posters, digital slides, email banners
 - Boat Storage/lottery/bid posters and marketing materials.
 - Worked on Ice Show logo.
- Communication with Winter Carnival sponsors.
- Worked on invoicing for sponsorships.
- Updated website pages to match winter registration brochure.
- Worked on Lottery/Boat Storage campaign.
- Worked on events for Winnetka Living.
- Worked on article for Winnetka Living on Winter Registration.
- Updated posters at facilities and around town.
- Updated social calendar based on changing priorities.

Weekly Report

To: Shannon Nazzal, Executive Director

From: Costa Kutulas, Director of Parks and Maintenance
Greg Fields, Superintendent of Parks

Date: November 13th, 2025

Re: Parks and Planning Weekly Report

For Week Ending November 15th, 2025

Park Operations Overview:

Routine Operations: Refuse collection, playground detail, facility/playground/park inspections, facility and rental cleanup, equipment repair and maintenance.

Landscaping: Maple tree cleanup, branch collection at Lloyd, Hill Road and Tower Beach.

General/ Facility Repairs: Outlet repair SPF, Maple picnic table repair, Santa's mailbox rehab, admin sink drain repair, emergency light replacement at SPF service center, Lloyd concrete block moving and ramp closure.

Shop: Toro winter switchover and cab installation,

Safety/Training: Address fire department deficiencies at clubhouse, safety inspections, AED pad replacements at SPF service center.

Fields: Refuse collection, on-going turf project.

Park Planning & Construction Projects:

Lloyd Dock Dredging Bid Documents 2026: Work has begun to update and re-work the dredging bid documents for the 2026 season. Once the budget is approved for 2026 the bid advertisement can be released for this work.

Strategic Plan Objectives: Staff completed the assignment of creating objectives for the goals given to the team. After careful review these objectives reflect the first draft of measurable tasks for the short-term, mid-term, long-term and ongoing.

Staff Reviews: All parks staff have turned in their self-evaluations and writing of the manager evaluations is currently under way.

Elder + Centennial Projects: Staff is actively working on Board-directed tasks related to the Elder/Centennial properties. Staff received the village comments for the SUP for Centennial Temp fencing and will be responding next week. Staff will also update the WPD website with the updated submittal and response once completed. Staff continues to meet with members of the Village's staff to maintain open communication between agencies. Staff also continues to check in with CCDARC regarding the review of the fencing plan.

Tennis Center Outdoor Court Project: Stone placement and compaction is complete and binder course paving was completed on Friday. Site cleanup has begun and we are continuing to progress on the project. Lighting materials are scheduled to arrive later this month, with installation to follow.

Skokie Playfield Synthetic Turf: Delivery of the shock pad and turf supplies is complete. Installation of the replacement nailer is done and final grading work is underway. We expect to see pad and new turf installation begin next week.

Golf Course Projects: The pump replacement at #17 tee is complete and passed all testing. The fire alarm work is anticipated to be completed next week, with the final inspection to follow.

Additional Projects Staff Is Working Through: Paddle Hut renovation review and discussion (DRB presentation for the COA (11/20/25), Tennis Center window project scheduling, Tower Road Playground Project planning, budget review (0300/0400), long-range plan (LRP) year-end project closeout, and review of job descriptions for the Parks Department.

This Week in WPD: 11/10/25 - 11/16/2025

From Shannon Nazzal <snazzal@winpark.org>

Date Fri 11/14/2025 2:29 PM

To WPD All Staff <wpdallstaff@winpark.org>; Miles Tucker <mtucker@kempersports.com>

****PLEASE POST FOR THOSE WITHOUT EMAIL****

Hey Team!

This time of year can feel a little strange. We are catching our breath from busy seasons, talking through budgets for next year, and still showing up every day for our community. It can feel like a mix of calm and chaos at the same time. If that sounds familiar, you are not alone.

I want to remind you that your mental health matters here. You do not need to power through every minute of the day. Small resets really do help. Think of it like the little spinning wheel on your computer. When it shows up, it is not a sign of failure. It just means you need a moment so you do not end up frozen like an old desktop from 1998!



A few simple things that help during a shift or workday:

- Take a real break when you have one, even if it is only five minutes. Step outside, pause the radio, or just breathe for a moment.
- Use the spaces we care for. A quick loop around campus, the beach, or just sitting at a picnic table can calm your mind more than checking your phone.
- Notice when you are overloaded. If you need a hand, speak up before your brain starts narrating your day into a made for TV drama.
- Check in on each other. A quick “How are you doing today” can make someone’s whole morning.
- If someone is upset, do not take the bait. Stay calm, keep it simple, and let the policies do the heavy lifting. You are not required to match anyone’s energy, especially the spicy kind. 🔥

We spend so much time creating healthy spaces for our residents and visitors. Those same spaces belong to you too. You are allowed to protect your energy, ask for support, and take care of yourself while you take care of others.

Let's do this!

Pick one small reset and try it once a day. It can be as simple as stepping outside for a minute or taking the scenic route from one part of your facility to another. At the end of the week, share with your team which one actually helped. If your answer is “eating a snack in peace,” that counts too. 😊🍪

Have an amazing weekend!

-S

-  [HR Report 11-06-2025.pdf](#)
-  [45 - Weekly Report 11.06.05.pdf](#)
-  [Weekly Report 11-02-25_11-08-25 Parks and Projects.pdf](#)
-  [11.6.25 Rec + Fac.pdf](#)
-  [Weekly Marketing Report November 6, 2025 .pdf](#)

- **Non-reoccurring open session items being briefed to the Board in the next 30 days:**
 - Consent - 2026 Board Meeting Schedule. Scheduled 11/20/2025
 - Consent - Appoint Additional FOIA Officer. Scheduled 11/20/2025
 - Consent - Joint Agreement for Tree Lighting at Dwyer Park. Tentative 11/20/2025
 - Unfinished Business - Elder & Centennial Engineer RFQ. Scheduled 11/20/2025
 - Unfinished Business - 2025 Tax Levy Ordinance. Scheduled 11/20/25
 - Unfinished Business - 2025 Supplemental Tax Levy Ordinance. Scheduled 11/20/2025
 - New Business - Golf Services Advisory Board Appointments. Scheduled 11/20/2025
 - New Business - Policy Manual Update - Chapter 4 (Part 2). Tentative 12/18/2025
 - New Business - Parking Agreement with NTHS. Tentative 12/18/2025
 - New Business - Use Agreement with 3 Step Sports. Tentative 12/18/2025
 - New Business - Affiliate Agreement with Various Organizations. Tentative 12/18/2025
 - New Business - Ordinance 596 Amendment. TBD
 - Unfinished Business - Ethics Ordinance. TBD
- **Upcoming Events / Registrations / Important Dates:**
 - Offices closed - 11/27 & 11/28
 - Holiday Tree Lighting - 12/5

To-Do List Overview

1. Improvements to Board Meeting Process & Logistics

- Review of Diligent Communities system to look at meeting efficiencies such as posting & minutes.

2. Board Policy Manual Updates

- Process: Legal review and incremental Board review (chapter by chapter).
- Updates completed:
 - Sections 4.12, 4.30, and 4.38 updated and approved (9/26 and 10/24/24). 
 - Board Policy up on PowerDMS. <https://public.powerdms.com/WinnetkaLLParks/tree> 
 - Chapter 5 revisions on donations and sponsorships (5.10 and 5.24) updated on 2/20/25. 
 - Chapter 4.14 for review 06/26/2025, approved by Board. 
 - Chapter 1, approved by Board 7/24. 
 - Chapter 2, approved by Board 7/24. 
 - Chapter 3, (3.01, 3.02, 3.03, 3.05) approved by Board 8/28 
 - 8.08 and 17.07 - Affiliate Program approved by Board 8/28 
 - Chapter 3, (3.04) approved 9/25 

- Chapter 4, (4.01 - 4.11, 4.13, 4.15, 4.17-4.20 approved 9/25 ✓
- Policy 5.00 removed and a new 6.00 added. Approved 9/25 ✓
- 4.16 approved 10/23 ✓
- Current Focus:
 - Remaining Chapter 4 is under review.
 - Specific work on Chapter 7 on Purchasing
 - Goal to update entire manual in 2025. Not going to get there, but giving it a good try!

3. Ordinance 504 (Conduct Ordinance) Update

- Requires full review since last update in 2008.
- Aim to consolidate changes for public accessibility.
- Updated language in discussion due to e-scooters / e-bikes and Village Ordinances. Adopted by the Board 10/23/25.
- Working on updates to Permitting / First Amendment Activities areas to ensure current.

4. Capital Projects

- **Elder/Centennial Beach Projects:**
 - Centennial: Special Use Permit ongoing
 - ZBA recommended denial of Special Use Permit, recommended approval of variances & exceptions
 - Plan Commission recommended denial of Special Use Permit and exceptions (5/28/2025)
 - ~~Design & Review Board and Village Council are the next steps.~~
 - Board directed staff on 6/26 to pause zoning process to make amendments.
 - 2 change orders approved. Need to solicit for Engineer firm in a RFQ.
 - RFQ out on 9/11. Closes 9/26. Board reviewed 10/23. Tabled to 11/20.
 - Elder Lane: Submitted SUP permitting 09/2024 - still pending Village review.
 - Board directed staff on 6/26 to pause zoning process to make amendments.
 - Staff meeting with Village to discuss stormwater options. Continuing monthly meetings.
 - Centennial dog beach temporary fence permitting in progress.
 - Received public comment back from IDNR. Staff working through providing responses to each. Responses mailed out and completed 9/25
 - Army Corps public comment started 07/18/2025. Comments closed 08/18/25. Received Army Corps comments back. Responses mailed out and completed
 - Received positive final determination from IEPA on 08/08/2025 that allows moving forward.
 - 8/28 Board decided to apply for Special Use Permit for the temporary fence ~~and to look at revision to the temporary dog fence and bring back. No revisions made at this time to temporary fencing layout.~~ This has been submitted to the Village for review. Village has responded with comments.
 - Cook County has informed us that they want to wait to evaluate until Army Corps and IDNR weigh in.
 - ~~Elder Lane opened for sand-only use on 5/24. Closed temporarily for cleanup on 7/21. The work being done to include the Village's pipe replacement will complete the season. They expect completion 9/19.~~ Other than a required integrity study on the pier, the Village work is completed. Fencing removed other than on the pier itself.
- **Golf Course Cart Barn Upgrades:**
 - Phase 1 completed. ✓
 - Phase 2 fire suppression quote approved by Board. Agreement signed to begin the work.
- **Outdoor Tennis Court Repair / Replacement**
 - Design awarded to GeWalt Hamilton on 3/20.
 - Construction bid approved by Board 7/24 ✓

- Construction to start 08/18/2025, will last through 2025 and into 2026 with final coating at that time.
- Awarded \$30,000 for lighting improvements through IMEAs program.
- Awarded \$60,000 for lighting improvements through USTA.
- **Turf Field Replacement:**
 - ~~Scheduled for 2025; vendor selection process underway.~~
 - ~~Touring a nearby project that is a potential turf system in the next week.~~
 - ~~Looking to tour a few more locations to ensure products that meet our needs.~~
 - Construction awards approved 7/24 
 - ~~Scheduled construction after fall season.~~ Construction has started!
 - Vendor has been able to find a recipient of the old turf to reuse. No shipping charges will apply.

5. Strategic Plan

- Last plan concluded in 2022; requires update for accreditation.
- Will align with CMP development.
- Once CMP is adopted, this will begin work.
- ~~Provided Board with topics that would be covered in Strategic Plan. Working on first draft.~~
- ~~CMP Implementation Plan will streamline into Strategic Planning. First staff meeting 10/1.~~
- ~~Supervisory team assigned the first Strategic Plan task, objectives and what's missing. Due back 11/7/25.~~
- Supervisory team will meet again in December to review.

6. Marketing & Outreach Plan

- Initial meetings conducted to review examples.
- Staff preparing a “skeleton” document to incorporate data from the Master Plan and Strategic Plan.

7. Accreditation Process

- Pursuing both State and National accreditations.
- Applied for CAPRA Accreditation on 6/18 - starts the clock for 2 years until submittal (or earlier!)
- Committee of Alisa and Lynn are organizing the process for both sets of accreditation.
- New CAPRA standards have been completed and will be released publicly this month (October). Format is good, will be easier to follow!

8. Document Organization

- Digitizing WPD documents and organizing electronic files for FOIA and retention.
- Working with vendor for a document repository (e.g., PowerDMS).
- Updating resolutions, ordinances, and FOIA information online.
- PowerDMS training and implementation ongoing for policy and accreditation documentation.

9. Website Updates

- Reviewing new provider options and improving layout and search functionality.
- Updated lakefront project pages; promoting Rainout Line for real-time beach status.
- Enhancing “Waterfront 2030” information.
- Linked Board Policy areas to the PowerDMS site.
- Reviewing other Park District websites for benchmarking purposes.

10. Winnetka Parks Foundation

- Meetings and 501(c)(3) requirements addressed in 2024.
- Events planned:
 - Golf Classic (9/13/24) 
 - Family Skate (11/15/24) 
 - Family Skate 2.0 - 2/21/25 

- Tennis Tournament - 5/2/25  - Raised about \$5,000
- Partner on Back to School Bash - 09/02/25  - Raised over \$9,000
- Appeal letter raised about \$1,500 before expenses.
- Board members registered for NAPF for resources and training.
- At 2/12/25 meeting, WPF approved donation to WPD of \$18,500 for programming and \$15,000 for Lloyd Beach improvements.
- On 04/01/25, Foundation approved their Annual Plan. ~~This will be presented to the Park Board on 04/24/25.~~
- At 7/15/25 meeting, WPF approved restricted donation from a donor of just under \$5,000 for fencing replacement at Lloyd Beach.
- At August meeting, Foundation approved funding to offset cost of artificial turf recycling, up to just over \$26,000
- At October meeting, Foundation added another member. They are at 6 Directors currently!
- A very generous donation of \$200,000 was gifted to the Foundation in September!
- Next meeting January.

11. FY 2026 Budget

- Board Schedule:
 - Budget schedule presented to the Board on 5/22/2025.
 - Public presentations and discussions to begin in fall.
 - ~~LRP scheduled for Board presentation 09/25/25~~
 - ~~Recreation / Enterprise Funds presentation 10/09/25~~
 - ~~Corporate / Parks presentation 10/23/25~~
 - ~~Budget Summary 11/6/25~~
 - Tax Levy Scheduled for 11/20.
- Staff Submission:
 - ~~Updated submission schedule for staff.~~
 - ~~Departments will submit budget proposals per updated schedule.~~
 - ~~Budget system is open for input.~~
 - ~~Most input due 8/15.~~
 - ~~Meeting with Departments and ED start week of 8/18.~~
- Fee Schedule & Staffing Plan:
 - Fee schedule and staffing plan to be included in budget presentations. ~~Staffing Plan expected to Board on 08/28~~
 - Fee schedule approved by Board. Staffing plan information to be incorporated.
 - Staff will align budget proposals with recommendations from the Comprehensive Master Plan.
 - ~~Board has requested staff reassess the 2026 Fee Schedule.~~ Board reviewed and updated fee schedule for 2026.

Shannon Q. Nazzal, CPRE (she / her)

Executive Director

Office: +1.847.501.2074

Email: snazzal@winpark.org

Winnetka Park District | winpark.org



2025 Legal Fees

Bill Date	Provider	Date Range	Service		Fees
2/13/2025	Ancel Glink, P.C.	01/01/2025 - 01/31/2025	Legal	Elder + Centennial	\$4,983.75
2/13/2025	Ancel Glink, P.C.	01/01/2025 - 01/31/2025	Legal	General	\$3,416.25
3/1/2025	Robbins Schwartz	02/01/2025 - 02/28/2025	Legal	Tax Rate Issue	\$45.00
3/10/2025	Ancel Glink, P.C.	02/01/2025 - 02/28/2025	Legal	Elder + Centennial	\$2,741.25
3/10/2025	Ancel Glink, P.C.	02/01/2025 - 02/28/2025	Legal	General	\$3,490.50
4/15/2025	Ancel Glink, P.C.	03/01/2025 - 03/31/2025	Legal	Elder + Centennial	\$6,476.00
4/15/2025	Ancel Glink, P.C.	03/01/2025 - 03/31/2025	Legal	General	\$4,748.75
4/22/2025	Robbins Schwartz	03/01/2025 - 03/31/2025	Legal	Tax Rate Issue	\$180.00
5/14/2025	Ancel Glink, P.C.	04/01/2025 - 04/30/2025	Legal	Elder + Centennial	\$2,182.50
5/14/2025	Ancel Glink, P.C.	04/01/2025 - 04/30/2025	Legal	General	\$4,883.75
6/1/2025	Robbins Schwartz	05/01/2025 - 05/31/2025	Legal	Tax Rate Issue	\$157.50
6/12/2025	Ancel Glink, P.C.	05/01/2025 - 05/31/2025	Legal	Elder + Centennial	\$3,993.75
6/12/2025	Ancel Glink, P.C.	05/01/2025 - 05/31/2025	Legal	General	\$4,550.00
7/1/2025	Robbins Schwartz	06/01/2025 - 06/30/2025	Legal	Tax Rate Issue	\$112.50
7/11/2025	Ancel Glink, P.C.	06/01/2025 - 06/30/2025	Legal	Elder + Centennial	\$2,186.25
7/11/2025	Ancel Glink, P.C.	06/01/2025 - 06/30/2025	Legal	General	\$2,806.25
7/31/2025	Chapman and Cutler, LLC	07/01/2024 - 06/30/2025	Legal	Bond Counsel	\$2,000.00
8/1/2025	Robbins Schwartz	07/01/2025 - 07/31/2025	Legal	Tax Rate Issue	\$45.00
8/11/2025	Ancel Glink, P.C.	07/01/2025 - 07/31/2025	Legal	Elder + Centennial	\$4,422.00
8/11/2025	Ancel Glink, P.C.	07/01/2025 - 07/31/2025	Legal	General	\$5,360.50
8/11/2025	Ancel Glink, P.C.	07/01/2025 - 07/31/2025	Legal	Litigation	\$5,507.75
9/10/2025	Ancel Glink, P.C.	08/01/2025 - 08/30/2025	Legal	Elder + Centennial	\$3,206.25
9/10/2025	Ancel Glink, P.C.	08/01/2025 - 08/30/2025	Legal	General	\$3,028.75
9/10/2025	Ancel Glink, P.C.	08/01/2025 - 08/30/2025	Legal	Litigation	\$1,160.00
10/10/2025	Ancel Glink, P.C.	09/01/2025 - 09/30/2025	Legal	Elder + Centennial	\$393.75
10/10/2025	Ancel Glink, P.C.	09/01/2025 - 09/30/2025	Legal	General	\$8,590.00
10/10/2025	Ancel Glink, P.C.	09/01/2025 - 09/30/2025	Legal	Litigation	\$3,523.75
11/12/2025	Ancel Glink, P.C.	10/01/2025 - 10/31/2025	Legal	Elder + Centennial	\$506.25
11/12/2025	Ancel Glink, P.C.	10/01/2025 - 10/31/2025	Legal	General	\$8,903.75
11/12/2025	Ancel Glink, P.C.	10/01/2025 - 10/31/2025	Legal	Litigation	\$3,245.57
2025 Year to Date WPD Legal Expenses					\$96,847.32
2019-2024 WPD Legal Expenses					\$821,094.32
Total WPD Legal Expenses 2019 to Present					\$917,941.64

C:\Users\snazzal\OneDrive - Winnetka Park District\001 - LEGAL\Annual Legal Fees 2025

11/12/2025



October 2025 Board Report

Marketing Update

Website Performance

- Users: 8,074 (+51.7% YoY) — Strong growth continues, particularly from Chicago and North Shore traffic.
- Users by Device: Traffic is driven predominantly by mobile users (68%).
- Conversions: 140 (-21.3% YoY)

Social Media

- Facebook:
 - Followers: 1,314 (+2.7% YoY).
 - Engagement: 884
- Instagram:
 - Followers: 527
- Paid Social
 - Impressions – 32,316
 - Clicks – 1,996
 - CTR – 13.2%

Outings & Events

- Hosted four events in October including the Pro-Veteran outing for the Illinois PGA Section.
- Selected to host a qualifier for the Illinois State Amateur tournament in 2026.

Departmental Reports

Group/Individual Instruction

- Completed fall programming through The Golf Practice with over 40 participants and a full wait list for all programs. Work has begun on scheduling spring programming.

Course & Grounds

- The grounds team completed several large agronomic projects in October including greens and fairway aerification. Our team also core aerified five fairways with high clay concentrations to address soil structure and drainage.
- Fall maintenance practices began including leaf mulching and reduced mowing frequency.

Food & Beverage

- Kitchen closed for the season on October 31, with the bar remaining open for one additional week.

Pro Shop

- Merchandise sales very strong in the month of October driven through high school purchases and special orders.

Financial Update:

October	MTD Actual	MTD Budget	YTD Actual	YTD Budget
Revenue	\$268,212	\$205,444	\$3,028,775	\$2,961,668
COGS	\$33,469	\$14,454	\$195,479	\$217,116
Payroll	\$128,551	\$131,042	\$998,985	\$1,197,083
Operating Expenses	\$61,198	\$64,088	\$695,995	\$841,979
EBITDA	\$44,994	(\$4,140)	\$1,138,316	\$705,490
Management Fees	\$10,380	\$10,410	\$103,800	\$104,100
Capital/Other	\$11,881	\$0	\$156,163	\$281,000
Net Operating Income	\$22,733	(\$14,550)	\$878,353	\$320,390
Rounds	3,422	2,700	44,344	39,406