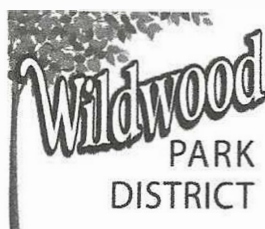


**Wildwood Park District
Regular Board Meeting
33325 N. Sears Boulevard, Wildwood, IL 60030
Monday, May 16th, 2022, | 7:00pm
In-Person at Rule House**

Consistent with the requirements of the Illinois Compiled Statutes
5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Location of the meeting: Rule House, 33325 N. Sears Boulevard, Wildwood, IL 60030

AGENDA

- I. Call to Order - Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda – Regular Board Meeting – Monday, May 16th, 2022**
- IV. Approval of Minutes**
 - A. Minutes of the Regular Board Meeting – Monday, April 18th, 2022**
- V. Matters from the Public**
- VI. Financial Report**
- VII. WSRA**
- VIII. GLCC Report**
- IX. Valley Lake Report**
- X. Staff Reports**
 - A. Recreation/Administration**
 - B. Maintenance**
 - C. Marketing/Promotions**
 - D. Park Safety**
- XI. New Business**
 - A. Nomination of Officers**
- XII. Unfinished Business**
 - A. Valley Lake Stormwater Improvements DCEO/SMC Intergovernmental Agreement (IGA)**
- XIII. Other Business**
- XIV. Matters from the Public**
- XV. Executive Session**
 - A. Personnel 5 ILCS 120/2(c)(1)**
- XVI. Adjournment**



33325 N. Sears Blvd.
Wildwood, IL 60030
Phone: 847.223.7275
Fax: 847.223.2820
www.wildwoodparkdistrict.com

TO: Board of Commissioners
CC: All Staff
FROM: Brandon Magnini, Park District Manager
SUBJECT: Board Packet Attachments and Agenda Items
DATE: May 16th, 2022

Good afternoon, Commissioners,

Please find below brief explanations on the following Board attachments that correlate with the agenda items for the Monday, May 16th, 2022, Regular Board Meeting:

WSRA Report: The WSRA Regular Board Meeting was cancelled for Monday, May 9th as there would not have been a quorum present to conduct business. I was to attend in the place of Commissioner Nelson. Meeting has been rescheduled to Monday, May 16th in which Commissioner Nelson plans to attend. The May 16th meeting will cover the WSRA FY 22-23 budget, proposed addition of the Lindenhurst Park District to WSRA's coverage and contributions, and staff reports.

Valley Lake Report: Treatment contract was signed with Clarke Environmental for the 2022 season on Valley Lake. Clarke's first visit to Valley Lake took place on Tuesday, May 10th. Beneficial Bacteria (Mukkbuster) was purchased in quantities appropriate for the first treatment/application with more to follow per the approved amount set by the Board.

Staff Reports: Marketing and Promotions:

Marketing and Special Events Coordinator Maggie Woznick will be in attendance to introduce herself and her work to the Board and present the Wildwood Park District's 2022 Events and Brochure Sponsorship Guide.

New Business:

A. Nomination of Officers

At Monday's meeting, the Board will decide whom to appoint for the following officer positions: President, Vice President, Treasurer, GLCC Representative, WSRA Representative, Secretary, FOIA Officer, ADA Compliance Officer, SAFE-T Act Compliance Officer. You will also be

voting to retain the services of Ancel Glink as corporate counsel and Lauterbach & Amen as the District's auditors.

It is my recommendation that the Board vote to nominate Park District Manager Brandon Magnini to the following positions: FOIA (Freedom of Information Act) Officer, ADA (Americans with Disabilities Act) Officer, SAFE-T Act (Whistleblower Protection and Reporting) Officer, Board Secretary, and alternate to WSRA meetings in the event Commissioner Nelson cannot attend. It is my recommendation to also retain the services of Ancel Glink as District corporate counsel as well as the firm of Lauterbach & Amen as the District's annual auditors.

Unfinished Business:

A. Valley Lake Stormwater Management Improvements DCEO/SMC Intergovernmental Agreement (IGA)

The Lake County Stormwater Management Commission disseminated a press release on May 9th, 2022, detailing the release of \$30 million dollars of the total \$122 million dollars for stormwater related improvement projects around Lake County stemming from a visit and announcement from Governor Pritzker to Lake County this week.

Please find the article embedded in the link below:

<https://content.govdelivery.com/accounts/ILLAKE/bulletins/317058b>.

The Warren Township/Wildwood area was listed as an area of improvements to take place in this press release, and it now appears that the funds are ready to move, and the Valley Lake improvement project timeline is heating up. As more information comes through, I will be sure to update the Board.

As always, please let me know if you have any questions, comments, or concerns.

Sincerely,

Brandon Magnini

Brandon Magnini

Park District Manager

847.223.7275

bmagnini@wildwoodparkdistrict.com

**Wildwood Park District
Regular Board Meeting
Rule House 33325 N. Sears Boulevard Wildwood, IL 60030
April 18th, 2022, at 7:00pm**

Minutes

- I. Call to Order:** The meeting was called to order at 7:00pm. The Pledge of Allegiance was recited.
- II. Roll Call:**
Present: Commissioners Anna Nelson, Matt Brueck, Becky Jante, Dan Corrigan, Frank Bruno
Absent: None
- Park District Staff Present:** Brandon Magnini, Park Dist. Manager; Katherine Atkins, Accountant (via audio/video call-in)
- III. Approval of Consent Agenda – Regular Board Meeting – Monday, April 18th, 2022**
Commissioner Jante entertained a motion to approve the Consent Agenda of the Regular Board Meeting of Monday, April 18th, 2022. So moved, Commissioner Nelson. Seconded, Commissioner Corrigan. All in favor, motion carries.
- IV. Approval of Minutes**
A. Minutes of the Regular Board Meeting - Monday, March 21st, 2022
Commissioner Jante entertained a motion to approve the Minutes of the Regular Board Meeting of Monday, March 21st, 2022. So moved, Commissioner Brueck. Seconded, Commissioner Corrigan. All in favor, motion carries.
- V. Matters From the Public**
-Valley Lake Residents Marcus Leshock and Michael Morse were present. Michael Morse stated his thoughts on the Valley Lake treatment proposals that were up for a vote and stated his endorsement of Scientific Aquatic for service. Marcus Leshock stated his appreciation to the Board for meeting with Valley Lake residents throughout the year and discussing solutions for the lake.
- VI. Financial Report**
The Financial Report was read. Kathy Atkins stated the District was ready for the annual audit conducted by Lauterbach and Amen to commence in early June. Discussion. Commissioner Jante entertained a motion to approve the Financial Report. So moved, Commissioner Nelson. Seconded, Commissioner Brueck. Roll Call: Commissioner Brueck, aye, Commissioner Bruno, aye, Commissioner Corrigan, aye, Commissioner Jante, aye, Commissioner Nelson, aye. All in favor, motion carries.
- VII. WSRA**
Commissioner Nelson stated the next meeting will be May 9th, 2022, with Park District Manager Magnini filling in for Commissioner Nelson.
- VIII. GLCC**
The GLCC met on March 23rd at Rule House. Clarke presented to the GLCC their proposal for treatment on Gages Lake for 2022 and GLCC accepted said services. President Flood of the GLCC signed the 2022 services agreement with the Wildwood Park District as approved at the March 2022 Regular Board Meeting. Other topics of note included the summary of 2021 projects and events as

well as fundraising/service/special event/and marketing goals for 2022 The minutes from the September 2021 GLCC and 2021 GLCC treasurer's report were attached and reviewed by the Board. The GLCC carp derby will be on June 11th at Willow Point Pavilion. The next GLCC meeting is TBD.

IX. Valley Lake Report

Park District Manager Magnini deferred discussion related to Valley Lake to be covered under the agenda item B "Valley Lake Treatment Proposals and Beneficial Bacteria Review/Discussion" under Unfinished Business. Magnini informed the Board that the office has been receiving calls about the surveying work that has been going on from the Lake County Stormwater Management as part of the prep work for the coming Valley Lake Improvement Projects.

X. Staff Reports

A. Recreation/Administration

The Recreation/Administration Report was read. Discussion.

B. Maintenance

The Maintenance Report was read. Discussion.

C. Marketing/Promotions

The Marketing/Promotions Report was read. Discussion.

D. Park Safety

The Park Safety Report was read. Discussion.

XI. New Business

A. Approval of Maintenance Ford Pickup Truck Tire/Alignment Service/Quotes

Park District Manager Magnini presented to the board two quotes for the replacement of the tires (bald tires) and adjustment of alignment on the Ford F250 Super duty Maintenance Truck.

Commissioner Jante entertained a motion to approve the service through Waukegan Tire for a total of \$2,500.00. So moved, Commissioner Brueck. Seconded, Commissioner Corrigan. Roll Call: Commissioner Brueck, aye, Commissioner Bruno, aye, Commissioner Corrigan, aye, Commissioner Jante, aye, Commissioner Nelson, aye. All in favor, motion carries.

B. Approval of Willow Point Park Walking Path Safety Asphalt Repair Work/Quotes

Park District Manager Magnini presented to the board three quotes for the re-grading and patch work to fix the asphalt walking path at Willow Point Park that had risen above the concrete platform at the pavilion. Discussion. Park District Manager Magnini moved forward to complete the work with Dave's Sealcoating for a total of \$650.00.

C. FY 22-23 Tentative Budget Review

Discussion. The FY 22-23 Budget and Appropriation Ordinance in Tentative Form will be made available for public viewing and be on the agenda for approval and adoption (after conducting the Budget and Appropriations Hearing Special Session) at the June 20th Regular Board Meeting to comply with posting requirements.

XII. Unfinished Business

A. Valley Lake Stormwater Improvements DCEO/SMC Intergovernmental Agreement (IGA) Review and Discussion

Commissioner Jante noted that progress was status quo. Commissioner Jante met with Joy and Pat of Bleck engineering along with Highway Department Commissioner Amy Sarver.

Bleck engineering is moving forward with engineering plans and surveying while the funds are waiting to be released by the State to local partners.

B. Approval of Valley Lake Treatment Proposal(s) and Beneficial Bacteria

Discussion. Commissioner Corrigan stated his case for Scientific Aquatic for service on Valley Lake due to their history on the lake, expected response times to algae blooms, flexibility with treating algae and bacteria at the same time, and general cost efficiency including their beneficial bacteria treatment options. Commissioner Nelson and Jante, and Park District Manager stated their case for Clarke Environmental as a trusted lake partner on Gages Lake for years and Valley Lake last year, access to their treatment portal and general transparency/communication with the Park District, professionalism, and the perceived added benefit of educational sessions from Clarke to the residents around Valley Lake. Scientific Aquatic had been contacted via email and phone in the days leading up to the April Board meeting and did not respond via email or phone to the inquiry of how/which method Scientific Aquatic would use to

communicate weekly/biweekly treatments to the Park District Manager (ex: email repolts, paper reports, online treatment portal, etc.). Discussion. Commissioner Jante entertained a motion to approve the services of Clarke Environmental for a total of no more than \$9,040.00 (less the fees in the contract for beneficial bacteria treatment) for the 2022 treatment season on Valley Lake. So moved, Commissioner Brueck. Seconded, Commissioner Nelson. Roll Call: Commissioner Brueck, aye, Commissioner Bruno, aye, Commissioner Corrigan, nay, Commissioner Jante, aye, Commissioner Nelson, aye. Motion passes.

Commissioner Corrigan and Jante discussed the breakdowns of doing beneficial bacteria treatments in-house. Discussion. Commissioner Jante entertained a motion to approve the treatment of beneficial bacteria in-house on Valley Lake for the 2022 season for a total of up to and no more than \$3,000.00. So moved, Commissioner Corrigan. Seconded, Commissioner Nelson. Roll Call: Commissioner Brueck, aye, Commissioner Bruno, aye, Commissioner Corrigan, aye, Commissioner Jante, aye, Commissioner Nelson, aye. All in favor, motion carries.

XIII. Other Business

-None

XIV. Matters from the Public

-Michael Morse thanked the Board for their time and hoped communication between the Park District and the Valley Lake residents would continue communication and increase it on Valley Lake matters. Marcus Leshock commented on the algae on the lake last year and general lack of swimming that took place and hoped it would improve this year and that everybody wants the same solution of Valley Lake being a great lake to use.

XV. Executive Session

A. The Board did not move into Executive Session.

XVI. Adjournment

Commissioner Corrigan moved to adjourn the Regular Board Meeting of Monday, April 18th, 2022, at 7:33 pm. Commissioner Brueck seconded the motion. All in favor, motion carried. Meeting adjourned.

Secretary
Board of Park Commissioners

President
Board of Park Commissioners

Date

Date



Customer: 088827 - Valley Lake

Service Order No: 0000163967

Treatment Date: 5/10/2022

Start Time: 5/10/2022 7:57 AM

End Time: 5/10/2022 9:06 AM

Duration: 69

Technician: Tommy Purdom

Permit No: na

Primary Licensee Name: Tommy Purdom

Primary License No: CA89414

Primary License Name: ILG87

Your Site Reference: CAS

Our Site Reference: 000-0001

Water Temp: 60

Dissolved Oxygen: 10.50

PH: 8.00

Alkalinity: 120

Temperature: 75

Wind Direction: South

Wind Velocity: 1-10 MPH

Precipitation: Clear

Precipitation %: 70%

Control Consultant: Jennifer Biancalana

Tel:

Email: jbiancalana@clarke.com

Weed Algae	Percentage	Location	Treated
Filamentous Algae	2	Shoreline	Yes



Products Used	Used Quantity	Unit Of Measure
K-TEA	12.5	gal
EPA Number 67690-24		
	Restrictions	Restriction Expires On
	Swimming	days n/a
	Irrigation	days n/a
	Fishing	days n/a
Cygnets Plus Adjuvant	0.25	gal
EPA Number NO NUMBER		
	Restrictions	Restriction Expires On
	Swimming	0 days n/a
	Irrigation	0 days n/a
	Fishing	0 days n/a

Total Products Used - All Sites		
	Cygnets Plus Adjuvant	0.25 gal
	K-TEA	12.5 gal

Wildwood Park District
Recreation/Administration Report
May 16th, 2022

1. Camp Rules enrollment as of 5/10 is at 41 participants (spread out across all sessions and some are repeat enrollees).
2. Tot Camp enrollment as of 5/10 is at 16 participants (spread out across three sessions and some are repeat enrollees).
3. Swim Lessons enrollment as of 5/10 is at 91 participants (spread out across six sessions and some are repeat enrollees).
4. Willow Point Park Pavilion Rentals: 6 (with one or two cancellations due to weather so 8 in total).
5. Sunset Beach Park Pavilion Rentals: 4. Total pavilion rental revenue at \$390.00.
6. Boat Keys and Decals: Have sold 42 and 7 respectively for a total of \$3,765.00 since April 1.
7. Tot Soccer enrollment as of 5/10 is at 7 participants.
8. Intro to T-Ball enrollment as of 5/10 is at 5 participants.
9. Movie in the Park online registration is at 20 people thus far (Free Event).
10. Adult Yoga is at 14 enrollments for the summer thus far.
11. Room Rental Fees revenue of \$245.00 since April 1.
12. Adult Class Fees revenue since May 1: \$1,127.00
13. Camp Fees revenue since May 1: \$18,159.00
14. Children's Class Fees revenue since May 1: \$626.00
15. Swim Fees revenue since May 1: \$7,422.00
16. Managing resident and non-resident summer program enrollment while overseeing registration activity undertaken by Guest Services Representatives.
17. Completing hiring paperwork and coordinating pre-employment screenings for Camp Counselors, Park Safety/Boat Ramp Staff, Part-Time Maintenance, and more.
18. Receiving stronger registration as of 5/8 for Junior Counselor Program, Before/After Camp Care, and specialty programs such as paddle boarding and sports camp.
19. Executed children's movie and craft night "A Dog's Life" on 4/29 with 5 participants.
20. Routine administrative tasks such as sorting through bills, payroll, depositing funds, PDRMA reporting requirements and assisting Kathy with various financial tasks.
21. Continuing staff recruitment, hiring, and interviewing for certain seasonal positions (PT maintenance, boat ramp monitors).
22. Working with Park Safety Coordinator Greg Flynn on training date preparation for Park Safety staff.
23. Met as Harvestfest Committee on 5/4 and associated tasks. Office Administrator Colleen King sent out updated Vendor Applications to last year's vendors and several have already renewed their spot. Will open vendor registration to public near end of May to give previous vendors a chance to respond.
24. Completed 2022 Risk Management Review forms for our Risk Management Consultant at PDRMA.
25. Completed staff apparel order for 2022.
26. Completed Part 1 of parks walk-through with Rudow Consulting on 4/23. Parks visited included Sunset Beach Park, Valley North Park, Valley South Park, and Pebble Beach Park.
27. GO WILDWOOD Kickoff Event to take place at Willow Point Pavilion on Saturday, May 14th at 10:00am. Coordinating with Marketing and Events Coordinator Maggie Woznick on event preparation and planning.
28. Organizing and coordinating staff CPR/AED/First Aid training and certifications.

Wildwood Park District
Maintenance Report
May 16th, 2022

1. Ongoing park garbage control and maintenance
2. Routine maintenance and upkeep of equipment.
3. Clean Rule bathrooms, community rooms, and office spaces as needed - re-stock paper towels and soap.
4. Park and playground inspections, corrective actions as needed.
5. Building inspections conducted monthly.
6. Removing brush and debris from parks when needed.
7. Cleaning Boat Ramps weekly.
8. Setup and takedown of room rentals as requested.
9. Dropped off final picnic benches that were sanded and repainted over the winter to parks. Evaluating other benches in poor shape and will prioritize completing all benches parks-system wide right away come next winter.
10. Quoting out estimates for adding new beach sand to four Park District beaches.
11. Working with Rudow Consulting to begin plan to assess current playground mulch status.
12. Cub Scouts with Pack 671 will be helping with Butterfly Garden cleanup and planting on May 15th.
13. Completed tire replacements and alignment fix for Ford Pickup Truck at Waukegan Tire.
14. Completed Willow Point Park asphalt path patch work with Dave's Sealcoating for \$650.00.
15. Cleaned out, leaf blew, and dug out Rule Park Garage entryway and interior to make usable for Park Safety staff and vehicle for the season.
16. Hung up Willow Point Park volleyball net for the season.
17. Replacing and fixing broken and fallen signage throughout parks.
18. Pavilion Rental responsibilities including post-event inspections, posting renter information, etc.
19. Securing park picnic benches and bolting down where needed.
20. Added landscaping mulch around the rear of Rule House, Rule entrance planter, Camp Cottage beds, and additional locations.
21. Finished removing old grills and replaced with newly purchased grill units at Sunset Beach Park and Willow Point Park.
22. Replaced damaged wood timbers that bordered Pebble Beach Park Toddler Swing area. Replaced and re-aligned new timbers to eliminate safety risk and improve aesthetics.
23. Prepped buoys for the season and all new buoys delivered. Setting buoys in their spots this week.
24. Beneficial Bacteria was delivered for initial treatment quantity.
25. Contract with Clarke Environmental was signed per the Board's vote. Clarke to visit Valley Lake to inspect and treat (if necessary) on Tuesday, May 10th.
26. Hired Part-Time Seasonal staff Patrick Cagle. Patrick began the week of the 9th of May. Patrick will be working the 10:00am-4:00pm M-F shift (and weekend shifts as assigned) to assist District in meeting park needs after 2:00pm. Continuing to recruit additional summer maintenance help.
27. Created modified duty work plan for part-time maintenance staff Michael Dykes. Michael had medical procedure done in April that limited his ability to work for several weeks. Expected return end of May to light duties and helping Park District Manager and Maintenance Supervisor with maintenance administrative duties.
28. Spring lawn treatment to take place at Rule Park and Willow Point Park through Lawn Doctor shortly (installment 1 of 3).

Marketing Report May 16, 2022

Website

- Routine Maintenance- keeping website up to date with current announcements, events, news, and programs, as well as removing old content.
- Updates
 - All forms are now fillable
 - Events Tab
 - District Affiliate Page
 - Volunteer Page
 - Sponsorship Page
- Metrics (last 30 days)
 - Sessions: a session is the browsing session of a single user to our website
 - 1,620- up 15% from previous 30 days
 - Pageviews: a view of a page on our site that is being tracked by the Analytics tracking code
 - 3,850- up 3% from previous 30 days
 - Average Session Duration: total duration of all sessions, in seconds
 - 36 seconds- down 13% from previous 30 days
 - With our website redesign, it's likely that visitors are finding what they're looking for faster.
 - Total Users: the number of distinct tracked users
 - 1,157- up 20% from previous 30 days
 - New vs Returning Visitors
 - New- 94%, Returning- 6%
 - Device Breakdown
 - Desktop- 40%, Tablet- 1%, Mobile- 57%
 - Top Referrals: the top websites that send your website traffic, known as referral traffic
 - 1. Facebook, 2. Instagram, 3. Weblinxinc.com (visitors organically going to our website), 4. Libertyvilleareamoms.com, 5. LinkedIn, 6. NextDoor
 - Top Pages
 - 1. Home, 2. Registration, 3. Program Brochure, 4. Parks & Facilities, 5. Employment Opportunities, 6. Pavilion & Room Rental, 7. Summer Camp, 8. Special Events, 9. Calendar, 10. Board of Commissioners & Board Meetings

Social Media

- Routine Maintenance- checking social media pages daily for comments, messages, etc. and responding accordingly.
- Posts- posting multiple times a week to drive program registration, event attendance, engagement, follows, and to remain visible in people's newsfeeds.
- Updates
 - All Park District summer events are on social media in newsfeed posts, stories, and under our Upcoming Events Calendar (Facebook) and Events Highlights (Instagram)
 - All open Park District jobs are on social media in newsfeed posts, stories, and under 'Jobs' tab (Facebook), and Jobs Highlights (Instagram)
- Analytics (since March)
 - Total page followers: 1,310 on March 1 and up to 1,446 on May 12
 - Post Reach- The number of people who saw any of our posts at least once: 9 on March 1 and up to 1,376 by May 12
 - Reactions/Comments/Shares: 1 on March 1 and up to 141 by May 12
 - Events
 - People Reached: 48,312- up 27,250 in last 90 days
 - Responses- 2,392 up 1,917 in last 90 days
 - Top Event: Encanto Movie Night with 104 RSVP Yes's and 1,400 interested

Monthly E-Newsletter Email

- Redesigned monthly e-newsletter emails to be more on brand, require less scrolling, and more call-to-actions (buttons, links) to drive people to the website

Content Library

- Sponsorship Guide
- Creating flyers for all upcoming special events

Promo Materials

- Ordered new giveaways: WWPD branded drawstring backpacks and frisbees
- Ordered refrigerator schedule magnets with WWPD branding and summer concert series schedule
- Created artwork and ordered new Easter Egg Hunt yard signs with plastic sleeve inserts so signs can be customized and used year after year. Will use this method with most yard signs moving forward.

Wildwood Park District
Park Safety Report
May 16th, 2022

1. Greg Flynn continues to oversee all Park Safety and Boat Ramp Monitor Staff and supervise, coordinate with, and schedule said staff.
2. Greg continues to take parks tours when the weather cooperates to fully immerse himself with expectations for the summer.
3. Taking new hires and training on Kawasaki Mule and parks tours before official training.
4. Hiring paperwork and pre-employment screenings for new hires.
5. Currently have three park safety staff (including Greg) to handle shifts. Also currently have two boat ramp monitors who are committed to the majority of shifts throughout the season. Currently looking to bring on substitutes to cover for staff in case of vacation or sickness.
6. Greg continues to build schedule for Boat Ramp Monitors and Park Safety Staff. Park Safety staff to begin the week of May 16th after training on the 14th of May. Boat Ramp Monitors work their shifts from Memorial Day weekend-Labor Day weekend.
7. Sunset Beach Park street lights owned by the township have been successfully fixed and bulbs replaced. This was a concern from the residents attending our Focus Group that has been taken care of.
8. Successfully coordinated with the Warren Township High School to move the canoe program originating from Sunset Beach to Pebble Beach Park for the program duration. This also was a concern from the residents attending our Focus Group that has been taken care of.
9. Coordination of Park Safety and Boat Ramp Monitor staff to obtain their CPR certification on 5/14.
10. Updating PDRMA forms, reporting forms, and first aid supplies in Kawasaki Mule.
11. Worked with Maintenance to organize, clean out, and prepare Rule Garage for Safety staff.