

**Wildwood Park Districts  
Regular Board Meeting  
Monday, November 18, at 7:00pm  
Held at Rule House, 33325 N. Sears Blvd.**

**Minutes**

- I. Call to Order:** The meeting was called to order at 7:05pm. The Pledge of Allegiance was recited.
- II. Roll Call**  
**Present:** Commissioners Becky Jante, Matt Brueck, Anna Nelson, Dan Bundalo  
**Absent:** Commissioner David Rupp
- Park District Staff Present:** Brandon Magnini, Recreation Supervisor
- III. Approval of Agenda**  
Commissioner Brueck moved to approve the agenda of the November 18, 2019 Regular Board Meeting. Commissioner Nelson seconded the motion. All in favor, motion carried.
- IV. Approval of Minutes**  
Commissioner Brueck moved to amend the minutes of the October 21, 2019 meeting; specifically, under New Business - Tentative Tax Levy with the following sentence revision: The text will be amended to say that "When the Park District levied 0% in 2011, it cost the Park District approximately \$89,000 of money that could have been had through an 8-10-year period. Commissioner Brueck stated that this is actually a savings to the taxpayer and is a good thing". Commissioner Bundalo seconded the motion. All in favor, motion carried.
- V. Public Comment**  
There was no public comment.
- VI. Financial Report**  
Kathy Atkins gave the financial report. She noted that the Park District income is up from prior year due to \$72,000 grant from the state. Wage expenses are up due to employee payout from previous staff. Kathy is now providing the board Park District fund balances monthly within profit/loss report. Commissioner Nelson noted that she liked seeing the fund balances spread out over several pages to get a better view of the funds versus keeping it on one page. Commissioner Brueck asked why the Rule Park path project that cost \$22,000 out of the \$72,000 grant the Park District received came out of Maintenance-Professional Services line-item. Kathy Atkins stated that the \$22,000 was moved from the General Reserves line-item and previously moved. Commissioner Brueck asked why in the Park Playground Maintenance and Repair line item the Park District was \$7,000 over budget. Commissioner Jante stated that in 2019 Maintenance had more part-time help and fuel costs that may have driven that expense higher, and that Professional Services expenses were not as high as 2018 due to in-house mowing this summer. Kathy Atkins stated that \$18,000 came from the Park Playground Maintenance line-item to pay for Rule Park parking lot paving in 2019. Going forward, Kathy noted that she will make the necessary adjustments and was an easy fix; and have the Board have greater understanding of where funds are moving to and from.
- VII. WSRA**



Commissioner Nelson stated that the WSRA meeting was November 11<sup>th</sup>. They reviewed the financial audit from Lauterbach and Amen for WSRA. The auditors recommended that WSRA develop stronger policies, capital assets, capital fund balances, investment policies. The Wildwood Park District had provided WSRA a copy of policies to them for reference. The WSRA Board of Directors provided copies of the WSRA's Executive Director's performance review to the Director. The next WSRA meeting is January 13<sup>rd</sup> 2020.

#### **VIII. GLCC**

Commissioner Brueck stated that there was no meeting.

#### **IX. Valley Lake**

Commissioner Bundalo stated there will be a meeting in December. They will reach out to Marine Biochemists to discuss what work was done on Valley Lake this year. He stated he will bring the notes of the Valley Lake meeting to the December Board Meeting.

#### **X. Staff Reports**

**A. Recreation:** The Recreation Supervisor report was read.

**B. Maintenance:** The Maintenance Supervisor report was read. Commissioner Nelson requested that the Park District maintain an active log of what maintenance is done to the new Pebble Beach Boat Ramp so that work can be tracked for what is required for the Ramp and cost of cleaning.

#### **XI. Unfinished Business**

##### **A. Rip Rap Installation Research**

Commissioner Jante said not much was done due to the water levels and frozen water. Topic will be kept on agenda going forward until issue is resolved.

##### **B. Valley Lake Drain**

Commissioner Bundalo stated that he would like to get Lake County Stormwater Management and Marine Biochemists involved with the project. He stated that the volume of water coming through the drain was too high, and would desire to complete the fix completely come Spring. Commissioner Jante stated she is still obtaining the permit and that Warren Highway Commission would provide the necessary rip rap. Commissioner Jante stated her desire to create a Valley Lake Committee of the Board to spearhead the Valley Lake Drain issue. Commissioner Nelson will be heading up the Committee. The Board will gather more information and present their findings at the December Board Meeting.

##### **C. Sunset Beach Seawall**

Commissioner Bundalo stated that the project began today on the 18<sup>th</sup>. Work is expected to be finished Wednesday the 20<sup>th</sup> according to Commissioner Jante.

##### **D. Tentative Tax Levy**

Commissioner Nelson made a motion to accept the tax levy ordinance for 4%.

Commissioner Bundalo asked to be filled in on what was voted for at last month's meeting for the tentative tax levy. Commissioner Brueck stated that the Board vote asked for 4% tentatively and was approved; but that he asked for a 0% levy and he did not get a second to his motion. Commissioner Jante stated that the Park District has been making strong efforts to save tax dollars by changing spending habits. Commissioner Jante explained the CPI for 2020 was going up and sticking with the 4% levy would be able to take in that tax revenue. She again explained that the 4% is worth it due to the tangible benefits Wildwood taxpayers can see with that tax payer money in the parks, facilities, and assets. After discussion, Commissioner Bundalo seconded the motion to adopt the 4% tax levy. Commissioner



Nelson Aye, Commissioner Brueck Nay, Commissioner Jante Aye, Commissioner Bundalo, Aye. Motion carried.

## **XII. New Business**

### **A. 2020 Regular Board Meeting Schedule Dates/Time Approval**

Commissioner Nelson presented the Board with the proposed 2020 Regular Board Meeting Dates. She made the correction that the March 23<sup>rd</sup> meeting should be March 16<sup>th</sup>. The Board desires to keep the Board Meeting times at 7:00pm and the Meetings shall be on the third Monday of each month with the exception of December 14<sup>th</sup> the second Monday of December due to the Holiday. Commissioner Nelson made a motion to approve the 2020 Regular Board Meeting Dates for 2020: January 20, February 17<sup>th</sup>, March 16<sup>th</sup>, April 20<sup>th</sup>, May 18<sup>th</sup>, June 15<sup>th</sup>, July 20<sup>th</sup>, August 17<sup>th</sup>, September 21<sup>st</sup>, October 19<sup>th</sup>, November 16<sup>th</sup> and December 14<sup>th</sup>. Commissioner Brueck seconded the motion. All in favor, motion carried.

### **B. Park District Board of Commissioners Manual Update**

Commissioner Jante stated that Recreation Supervisor Brandon Magnini made changes to the Board of Commissioners Manual Update pending Board approval. The changes included the Recreation Supervisor to sign payroll checks if needed and proceeds in the forms of certified checks or cash accompanied by a receipt from the salvage of any equipment/materials/supplies are to be forwarded to the Recreation Supervisor. The word "Director" was also removed from the appropriate spots as the District does not currently employ an Executive Director. Commissioner Nelson made a motion to approve the updates made in the Board of Commissioners Manual update. Commissioner Brueck seconded the motion. All in favor, motion carried.

### **C. Accounting Practices/Billing Discussion**

Commissioner Jante asked if the Board had reviewed Kathy Atkins list of accounts and purchases that are desired to be paid via auto-pay and online methods. Commissioner Nelson made a motion that the items on the list that Kathy Atkins provided shall be made online payable and auto-paid/paid electronically. Commissioner Bundalo seconded. All in favor, motion carried.

### **D. Full-Time Staff Evaluation(s) procedures**

Commissioner Jante stated that full-time staff shall be performance reviewed by the Board annually in January/February (generally speaking) before budgets are implemented yearly following the Wildwood Park District Performance Review sheet.

### **E. Brochure Advertisement Policy Updates**

Recreation Supervisor Brandon Magnini amended the Wildwood Park District Brochure Advertisement Policy to change the costs to \$350 for Cover Half Page (Color) for 1 brochure, \$200 for Inside ½ page 1 brochure, \$100 for Inside ¼ page 1 brochure, and \$25 for Inside 1/8-page 1 brochure. For 3 brochures advertising contract, the prices are as follows: \$1050 for Cover ½ page (color), \$600 Inside ½ page, \$300 Inside ¼ page, and \$75 for Inside 1/8 page.

## **XIII. Public Comment**

No additional questions or comments.

**XIV. Adjournment**

Commissioner Jante made a motion to adjourn the Regular Board Meeting at 8:57pm.  
Commissioner Bundalo seconded. All in favor, motion carried.

David Rupp  
Secretary  
Board of Park Commissioners

12-23-19  
Date

Becky N. Jante  
President  
Board of Park Commissioners

12-23-19  
Date