

**Wildwood Park District  
Regular Board Meeting  
Rule House 33325 N. Sears Boulevard Wildwood, IL 60030  
Monday, September 20<sup>th</sup>, 2021  
7:00pm – Regular Board Meeting**

**AGENDA**

- I. Call to Order - Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda – Regular Board Meeting – Monday, September 20<sup>th</sup>, 2021.**
- IV. Approval of Minutes**
  - A. Minutes of the Regular Board Meeting – Monday, August 16<sup>th</sup>, 2021.**
- V. Public Comment**

(Anyone that would like to address the board may do so at this point in the meeting, or you may email your comments to [bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com) before 6:45pm the day of the meeting. All emails will be addressed during the Public Comment section of the meeting.
- VI. Financial Report**
- VII. WSRA**
  - A. Trunk and Treat Event Wildwood Park District Representative**
- VIII. GLCC Report**
- IX. Valley Lake Report**
- X. Staff Reports**
  - A. Recreation/Administration**
  - B. Maintenance**
  - C. Marketing/Promotions**
  - D. Park Safety**
- XI. Unfinished Business**
  - A. Valley Lake Drain/Monitoring**
- XII. New Business**
  - A. Approval of Precise Landscaping Expenditures for Rule Park Gardening Project August 30<sup>th</sup>.**
  - B. Approval of Garden Club Expenditures for Rule Park Gardening Project August 30<sup>th</sup>.**
- XIII. Public Comment**
- XIV. Executive Session**
  - A. Personnel 5 ILCS 120/2(c)(1)**
- XV. Adjournment**

The Wildwood Park District welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call 847-223-7275 or email [info@wildwoodparkdistrict.com](mailto:info@wildwoodparkdistrict.com).

**Wildwood Park District  
Regular Board Meeting  
Monday, August 16<sup>th</sup>, 2021, at 7:00pm**

Due to the COVID-19 pandemic and state guidelines/restrictions, this meeting was held virtually through Microsoft Teams. All are welcome, but for security reasons, the link to the meeting is available by emailing the Park District Manager Brandon Magnini at [bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com) or calling 224-723-2795. Public Comments are welcomed and encouraged. Public Comments should be emailed to [bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com) and contain the following information:

\*Name

\*Street Address (Optional)

\*City, State (Optional)

\*Phone (Optional)

\*Organization, agency, etc. being represented. (If representing yourself, put "Self")

\*Topic or Agenda Item Number followed by Public Comment

**Minutes**

- I. Call to Order:** The meeting was called to order at 7:01pm. 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 District Manager; Katherine Atkins, Accountant
- III. Approval of Agenda – Regular Board Meeting – Monday, August 16<sup>th</sup>, 2021**  
Commissioner Brueck moved to approve the agenda of the Regular Board Meeting of Monday, August 16<sup>th</sup>, 2021. Commissioner Corrigan seconded the motion. Roll Call: Frank Bruno, aye, Matt Brueck, aye, Dan Corrigan, aye, Becky Jante, aye, Anna Nelson, aye. All in favor, motion carried.
- IV. Approval of Minutes**
- A. Minutes of the Regular Board Meeting Monday, July 19<sup>th</sup>, 2021** - Commissioner Nelson moved to approve the minutes of the Regular Board Meeting of Monday, July 19<sup>th</sup>, 2021. Commissioner Corrigan seconded the motion. Roll Call: Frank Bruno, aye, Matt Brueck, aye, Dan Corrigan, aye, Becky Jante, aye, Anna Nelson, aye. All in favor, motion carried.
- B. Minutes of the Executive Session Semi-Annual Review** – Commissioner Nelson approved the release of the Executive Session minutes of Monday November 16<sup>th</sup>, 2020, as well as Monday, December 14<sup>th</sup>, 2020. Commissioner Nelson approved the Executive Session minutes of Monday, June 21<sup>st</sup>, 2021. Commissioner Brueck seconded the motion. Roll Call: Frank Bruno, aye, Matt Brueck, aye, Dan Corrigan, aye, Becky Jante, aye, Anna Nelson, aye. All in favor, motion carried.
- V. Public Comment**  
- Brad Sealander was virtually present and listened to the meeting.
- VI. Financial Report**  
The Financial Report was read. Discussion. Commissioner Brueck moved to approve the Financial Report. Commissioner Nelson seconded the motion. Roll Call: Frank Bruno, aye, Matt Brueck, aye, Dan Corrigan, aye, Becky Jante, aye, Anna Nelson, aye. All in favor, motion carried.

**VII. WSRA**

Commissioner Nelson stated the next WSRA Board meeting will be September 13<sup>th</sup>, 2021.

**VIII. GLCC**

Commissioner Brueck and Jante commented on the success of the GLCC - led Kayak Poker run event on Gages Lake that took place August 7<sup>th</sup>. Commissioner Jante commented on Clarke's herbicide treatments that cleared up a large percentage of the overgrown lily pads on the lake. Commissioner Brueck stated that no further treatments are scheduled for the year. The next meeting has not been scheduled yet. Park District Manager Brandon Magnini stated that the ILDNR will be stocking the Gages Lake with catfish early next week.

**IX. Valley Lake Report**

Park District Manager Brandon Magnini stated that Clarke will be out at Valley Lake again on August 24<sup>th</sup> for their second round of preventative Swimmer's Itch treatment. Discussion. Park District Manager Brandon Magnini stated that Paddle the Lake event on Valley Lake is scheduled for Sunday, August 22<sup>nd</sup> from 1-3pm. The next Valley Lake Committee meeting is scheduled for September 13<sup>th</sup> at Valley Lake South Park at 7:00pm.

**X. Staff Reports**

**A. Recreation**

The Recreation 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. Commissioner Bruno inquired on the feedback with the new trailer parking spots at Sunset Beach Park. Park District Manager Brandon Magnini explained that the majority of the resident feedback was positive. Discussion.

**XI. Unfinished Business**

**A. Valley Lake Drain/Monitoring**

Commissioner Jante spoke with Warren Highway Commissioner Amy Sarver who passed on information from the Lake County Stormwater Management Division and County Chair Sandy Hart that the Valley Lake Drainage Improvement Project is included in LCSWM DCEO projects once they receive their notice of state award. Their current FY22 budget includes funding for this project. More information will be forthcoming within the next few months when the funding is released. Local Lake County Representatives are working intently with downstate legislators for when funding with the grant will be available.

**XII. New Business**

**A. Approval of Site One Quote for Gravel Supply Sunset Beach Trailer Parking Project**

Park District Manager Brandon Magnini presented to the Board an invoice for a total of \$1,087.60 (consisting of 24 tons of gravel from SiteOne) used to complete the new Sunset Beach Park Trailer Parking spots. Commissioner Brueck moved to approve the payment of \$1,087.60 to SiteOne Landscape and Supply for limestone for the Sunset Beach parking project out of the Maintenance Fund. Commissioner Bruno seconded he motion. Roll Call: Frank Bruno, aye, Matt Brueck, aye, Dan Corrigan, aye, Becky Jante, aye, Anna Nelson, aye. All in favor, motion carried.

**XIII. Public Comment**

- Cathy Neal was present. She shared her concerns over Park Security enforcement especially at Sunset Beach Park. She has been a resident for over 40 years and wanted to request the Park District add more enforcement to park security and check for IDs for all persons that enter the park to reduce the number of people/non-residents using parking spots/picnic tables/etc. Discussion. The Park District will set up a time to meet with several Sunset Beach residents to address their concerns.

**XIV. Executive Session**

**A. Personnel 5 ILCS 120/2(c)(1) – Rudow Consulting Proposal**

Commissioner Brueck made a motion to move into Executive Session at 7:35pm. Commissioner Nelson seconded the motion. Roll Call: Frank Bruno, aye, Matt Brueck, aye, Dan Corrigan, aye, Becky Jante, aye, Anna Nelson, aye. All in favor, motion carried. Commissioner Brueck made a motion to move back into the Regular Board meeting at 8:02pm. Commissioner Bruno seconded the motion. Roll Call: Frank Bruno, aye, Matt Brueck, aye, Dan Corrigan, aye, Becky Jante, aye, Anna Nelson, aye. All in favor, motion carried. Commissioner Brueck moved to approve the Rudow Consulting Proposal of August 10<sup>th</sup>, 2021, in all respects and not to exceed \$10,000.00. Commissioner Nelson seconded the motion. Roll Call: Frank Bruno, aye, Matt Brueck, aye, Dan Corrigan, aye, Becky Jante, aye, Anna Nelson, aye. All in favor, motion carried.

**XVI. Adjournment**

Commissioner Brueck moved to adjourn the Regular Board Meeting of Monday, August 16<sup>th</sup> at 8:03pm. Commissioner Bruno seconded the motion. Roll Call: Frank Bruno, aye, Matt Brueck, aye, Dan Corrigan, aye, Becky Jante, aye, Anna Nelson, aye. All in favor, motion carried. Meeting adjourned at 8:03pm.

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**Secretary**  
**Board of Park Commissioners**

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**President**  
**Board of Park Commissioners**

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**Date**

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**Date**

**Subject:** WSRA's Trunk or Treat Event  
**Date:** Wednesday, September 1, 2021 at 10:57:36 AM Central Daylight Time  
**From:** Jessica Fultz <Jessica@warrentownship.net>  
**To:** Brandon Magnini <bmagnini@wildwoodparkdistrict.com>  
**Attachments:** image001.png, image002.png, image003.png, Warren Special Recreation Association's Trunk or Treat.pdf

Good Morning Brandon,

On behalf of WSRA, I wanted to send you an email with information for our first Trunk-or-Treat event to see if you and/or your staff would be interested in participating.

On Sunday, October 24<sup>th</sup> WSRA will host the Trunk-or-Treat event at the Warren Township Center in parking lot C from 1:00 – 3:30pm. WSRA staff, participants and their family, community members, businesses and groups will join together to raise awareness and funds for WSRA. Registration is open to all ages and this event will be advertised to the community.

***How can you help?*** We are asking you and your team to join our event by dressing up in Halloween attire or costumes and come up with a fun theme for the trunk of your car. We do ask that the themes be non-spooky as we plan on having many kids come through this event. You will provide your own costumes, props, vehicle trunks to decorate and candy/goodies to hand out. WSRA will provide a space to park your car and we will have cars parked every other space to ensure enough room to decorate and keep people socially distanced. Trick-or-treaters will come car to car to view your theme and get their candy/goodie. Once we start registration we will send out a more detailed email with trick-or-treater numbers to help you prepare for how much candy or goodies you will need to provide. There is no registration fee to have a car in the event.

WSRA is also looking for 8-10 volunteers to help at the event. If anyone is interested in volunteering please email me at [amberb@warrentownship.net](mailto:amberb@warrentownship.net). Please also feel free to spread the word to any family or friends who you think may want to come trick-or-treating. There is a \$2.00 pre-registration fee for each trick-or-treater. Registration will take place on our website, [www.warrenspeciallyrec.org](http://www.warrenspeciallyrec.org), under the Trunk or Treat tab. Trick-or-Treaters will pick between two time slots and space will be limited. Feel free to hand out the attached flyer to anyone interested or post in your offices. 😊

***We kindly ask that you let us know by Tuesday, September 7th if you would like us to hold a parking spot for your team and how many.*** You can send an email right back to me if you are interested or have any questions. It is our hope to have a great community presence.

WSRA will be actively following the status of COVID-19 and modifications for this event will be made, if needed. Masks will be required. Get creative and incorporate that into your costume/theme! There will be no makeup date if we need to cancel this event.

Thank you!

Warren Special Recreation  
Association's



# TRUNK-OR-TREAT

*Join WSRA as we partner with local  
businesses and groups to hand out treats  
from the trunk of our cars.  
Masks are required.*

**October 24, 2021**

**Warren Township Center Parking Lot C**

**1:00 - 2:00P OR 2:30 - 3:30P**

**\$2.00 Per Trick-or-Treater**

***Spots are limited, register today!***

Pre-register and join the fun at [www.warrenspecialrec.org](http://www.warrenspecialrec.org)

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## GLCC MEETING MINUTES May 13, 2021

Attendance: Rob, Michelle, Marianne Porreca, Todd Schara, Joe Losser, Matt Brueck, Kimberly Moore, & Brandon

Rob called the meeting to Order at 7:06pm & group said the pledge of allegiance

**Secretary Report** - Motion to approve by Todd and Marianne seconded it, all approved

**Treasure Report** – Motion to approve by Michelle and Todd seconded it

**Old Business:** 1. Weed Control - (Clarkes survey, GLCC budget, GLCC group approved treatment areas) Discussion were decided to treat 38acres, last year was 35 acres. Costing us \$343 an acre (Clarkes rates went up to a 8 1/2 % increase in cost.) Total \$13,034. See map for weed control areas, the group decided to connect zone 12 and 9 as a rectangle, extend into both channels, etc. Our expectations of contribution of payment to come from Gages Lake subdivisions are: Edlewild; Gages Lake, Dady Decker, Water Edge Condo, Wildwood Park District and Fund Raisers from Gages Lake Block Party on the Water volunteer group .Rob asked for a motion to pass, Todd made the motion and Marianne seconded it.

**New Business:** 1. Carp Derby - Scheduled for June 5th, (am- 12 noon at Willow Point Park. GLCC donated \$100; Gagewood Lions Club donated \$100, and Wildwood Park District donated \$100 towards prizes. Greater Chicago Bass Masters will donate \$50-75 towards a fishing pole too. 2. Shoreline Clean-up - Scheduled on June 26th 830am meet at Sunset Beach Pier- possible reschedule due to weather, see Todd for more information. 3. Other New Business - Get irrigation flyers out this week; Non GLCC event but a Fund raiser Event -Boat Parade for Gages Lake Needs being held on 7/10

Next Meeting: TBD

Meeting Ended at: 8:17pm, Rob called to adjourn meeting and Matt made the motion and Todd seconded it.

Customer: 088927 - Valley Lake

Service Order No: 0000122298

Temperature: 81

Treatment Date: 8/24/2021

Wind Direction: SouthWest

Start Time: 8/24/2021 7:38 AM

Wind Velocity: 1-10 MPH

End Time: 8/24/2021 9:02 AM

Precipitation: Clear

Duration: 84

Precipitation %: 100%

Technician: Tommy Purdom

Control Consultant: Jennifer Biancalana

Permit No: na

Tel:

Primary Licensee Name: Tommy Purdom

Email: jbiancalana@clarke.com

Primary License No: CA89414

Primary License Name: ILG87

Your Site Reference: CAS  
 Our Site Reference: 000-0001

Water Temp: 79  
 Dissolved Oxygen: 5.50  
 PH: 8.00  
 Alkalinity: 180

Weed Algae	Percentage	Location	Treated
Planktonic	10	Shoreline	Yes
Swimmers Iich	1	Submerge d	Yes
Sago Pondweed	2	Whole pond	***No***





Products Used	Used Quantity	Unit Of Measure	Restrictions	Restriction Expires On
COPPER SULFATE LARGE GRAN	135	lbs	Swimming Irrigation Fishing	n/a n/a n/a
<b>EPA Number</b> 829-210				

<b>Total Products Used - All Sites</b>	
COPPER SULFATE LARGE GRAN	135 lbs



# Aquatics Report

Customer: 088827 - Valley Lake

Service Order No: 0000122299

Treatment Date: 9/7/2021

Start Time: 9/7/2021 12:42 PM

End Time: 9/7/2021 1:36 PM

Duration: 54

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: 73

Dissolved Oxygen: 9.60

PH: 8.50

Alkalinity: 240

Temperature: 78

Wind Direction: NorthWest

Wind Velocity: 11-15 MPH

Precipitation: Intermittent

Precipitation %: 90%

Control Consultant: Jennifer Biancalana

Tel:

Email: jbiancalana@clarke.com

Weed Algae	Percentage	Location	Treated
Sago Pondweed	2	Submerged	***No***
Planktonic	1	Shoreline	Yes
America Pondweed	1	Shoreline	***No***





# Aquatics Report

Products Used	Used Quantity	Unit Of Measure	Restrictions	Restriction Expires On
Cygnel Plus Adjuvant	0.25	gal		
<b>EPA Number</b> NO NUMBER			<b>Restrictions</b>	<b>Restriction Expires On</b>
			Swimming	0 days n/a
			Irrigation	0 days n/a
			Fishing	0 days n/a
Cutrine Plus	15	gal		
<b>EPA Number</b> 8959-10			<b>Restrictions</b>	<b>Restriction Expires On</b>
			Swimming	days n/a
			Irrigation	days n/a
			Fishing	days n/a
<b>Total Products Used - All Sites</b>				
			Cygnel Plus Adjuvant	0.25 gal
			Citrine Plus	15 gal

**Wildwood Park District**  
**Recreation/Administration Report**  
**September 20<sup>th</sup>, 2021**

1. Fall 2021 preschool is scheduled to begin October 1<sup>st</sup>. We have secured two teachers for a group of 10 kids after combining the classes together. Class will meet Mondays, Wednesdays, and Fridays. Parent feedback with these changes has been mostly positive!
2. Managing Harvestfest Event prep with Marketing Coordinator and Office Staff.
3. Paddle the Lake event on August 22<sup>nd</sup> at Valley South was a success with about 15 participants of different age groups racing kayaks in heats of 3! Prizes for different age groups and refreshments were available to all. Big thank you to Alicia Corrigan for helping run the races and help with the event!
4. End of Summer Luau on the Lake at Sunset Beach on September 21<sup>st</sup> will have a food truck, live music, volleyball, games, and more!
5. Fall Adult Yoga is up and running with a full class of 9.
6. Programs/Events planned for the Fall: Ping Pong Night, Youth Yoga, Lunch Bunch, Milk and Cookies with Santa, Christmas in the Park, Harvestfest, Touch a Truck, Board Game Night, Go Wildwood Walking Club. More programs and events to follow!
7. Pavilion Rentals: 23 at Willow, 19 at Sunset since April 1 for a grand total of \$1,790.00.
8. Daily Parking, Non-Resident Parking, and Permits since April 1: \$634.00 (includes extra parking for pavilion renters).
9. Attended GLCC meeting 9/17. Discussions were had regarding lake levels and aquatic weeds, fish stocking for the fall, and GLCC involvement at Harvestfest.
10. Held pizza lunch for Maintenance Staff to acknowledge their continued hard work day in and day out.
11. Sparkomatic Cleaning conducted deep clean of the entire Rule Building.
12. Food Trucks: Had Fork and Fry out at Willow on 8/17 and Mario's Cart out on 9/14.
13. Keeping up to date on updated vendor Certificates of Insurance, W-9's, invoices, and contracts.
14. Routine administrative tasks such as sorting through bills, depositing funds, and assisting Kathy with various financial tasks.
15. Consolidating keys and staff forms from staff as their seasonal employment ends (security).
16. Directed Park Safety and Boat Ramp monitor staff throughout the weeks and scheduling them.
17. Directed Maintenance Staff to complete monthly building and playground inspections.

**Wildwood Park District**  
**Maintenance Report**  
**September 20<sup>th</sup>, 2021**

1. Ongoing park garbage control and maintenance.
2. Routine maintenance and upkeep of equipment.
3. Clean Rule bathrooms and office spaces as needed - re-stock paper towels and soap.
4. Wash trucks and equipment.
5. Park and playground inspections, corrective actions as needed.
6. Building inspections conducted monthly.
7. Routine raking of beaches, removal of seaweed/debris on beaches and boat ramps.
8. Have been mowing parks throughout the summer/fall when appropriate. Weed whipping where necessary.
9. Maintaining watering schedule at flower beds around parks and newly planted areas at Rule Park.
10. Handling signage and cleanup for weekend pavilion rentals.
11. Clarke had applied preventative Swimmer's Itch Treatment to Valley Lake on 8/24. Continued regular treatment again on 9/7. At this point in time, lake and beach were in good condition based on reports.
12. All Wildwood Park District beaches officially closed for the season the day after Labor Day. Maintenance Staff will ensure that "Beach Closed" signs will be displayed during the offseason.
13. Completed Rule Park landscape improvements on 8/30. Contracted with Precise Landscaping to prepare flower beds and rototill/dig holes and place plantings around Camp Cottage building and front entrance of Rule Park. They assisted all day with volunteers from the Garden Club in planting, watering, mixing soils, and cleanup. New seed was also planted in dry area near the front entrance. New plantings include hydrangeas, arborvitaes, and boxwoods.
14. Maintenance Staff weed whipped the central bed in the Rule Parking lot in preparation for Harvestfest. Staff also planted fall mums leading up to the deck in front of the Rule Building.
15. Commissioner Frank Bruno and his wife Gail donated several Rose of Sharon plants to the Park District. Thank you! These will be wonderful additions to Rule Park.
16. Garden Club volunteer Mary Jaffe did a great job weeding out the overgrown Van Erden garden at the rear of Rule Park. Volunteers transplanted hostas from the garden and planted them around the Camp Cottage where the other new plantings were placed.
17. Mulched all new plantings and flower beds at Rule Park.
18. Looking into purchasing/quoting out portable water tanks in order to effectively water all the parks on a consistent basis.
19. Schopen Pest solutions came out 8/24 for regularly scheduled quarterly pest control and also handled yellowjacket nest on the exterior of the Camp Cottage building.
20. Completed sapling removal and brush reduction near Valley Lake South plunge pool (in view of beach) per Commissioner Nelson's directives.
21. Harvestfest: Will be picking up entertainment stage from Grandwood Park Park District on Friday, October 1<sup>st</sup>. Will assist in setting up stage for event. Maintenance Staff have been informed of their duties for Harvestfest and plans are set.

**Wildwood Park District**  
**Marketing/Events Report**  
**September 20<sup>th</sup>, 2021**

1. Maintaining desktop and mobile pages of website.
2. Keep the website updated with current programs and information.
3. Put updated pictures of parks onto website.
4. Marketed Paddle the Lake and Food Trucks on Facebook, Instagram and NextDoor and had a great turn out to all events.
5. Assisting with the promotion and set-up of Luau on the Lake event at Sunset on 9/21.
6. Responding to resident concerns/questions online in a timely manner.
7. Continue to receive program and park survey responses from SurveyMonkey months after releasing survey to the public! Responses continue to be mostly positive with some prior concerns over amount of seaweed on beaches/boat ramps.
8. Wildwood Garden Club will have a table at Harvestfest and will sell tulip bulbs to help fund future Garden Club volunteer needs, as well as have informational literature and a banner!
9. Wildwood affiliated Boy Scout/Cub Scout troops will have informational tables and run a Rope Bridge game and Wild Wild West game.
10. As of 9/17, we have 20 paid for in writing event vendors!
11. Secured 4 additional portable toilets for Harvestfest.
12. Reached out to WSRA to inquire if they would like a booth spot at Harvestfest.
13. GLCC confirmed they will be managing minnow races at Harvestfest as a ticketed event and will have volunteers to man a table with informational literature and plant samples to educate the watershed.
14. The Gagewood Lions Club will be holding an antique car show and serving walking tacos at the event.
15. Received several event sponsors. The sponsors include: State Bank of the Lakes (\$250), Warren Area Lacrosse Association, (\$500), and more!
16. Harvestfest Event Banners have been ordered.
17. Harvestfest Ticket Rolls have been bought and delivered.
18. Harvestfest T-Shirts are in production.
19. Harvestfest Flyers were professionally printed and delivered.
20. Harvestfest program card is being ordered 9/17.
21. Purchased cord covers for the parking lot at Rule for Harvestfest.
22. Purchased 8 solar spotlights to illuminate stage for Harvestfest when it gets dark.
23. Continuing to work on obtaining security for the event. Continuing to reach out to Lake County Sheriff Department to check their status based on agreement we signed; as well as Commissioner Corrigan if he has any resources from his department.
24. Obtained all necessary permits for Harvestfest. Permits include: Temporary Liquor Permit, Temporary Use Event Permit, Temporary Food Permit.

25. Spoke with Amy Sarver at the Warren Highway Department and she verbally signed off on all Harvestfest activity and had no issues.
26. Pushing upcoming programs on Facebook and created event pages and interactions.
27. Finalizing Fall 2021 Brochure and posting on Wildwood Park District website.
28. Continue posting about beach updates on all socials per LCHD mandates.
29. Working on new website with Brandon and with Weblinx and answering their questions as needed. Process should finalize in the next few weeks on Weblinx's end.



**Subject:** Labor cost for planting at Rule (Garden Club)  
**Date:** Wednesday, September 15, 2021 at 1:34:02 PM Central Daylight Time  
**From:** Wildwood Park District Accounting <accounting@wildwoodparkdistrict.com>  
**To:** Becky Jante <bjante@wildwoodparkdistrict.com>, Brandon Magnini <bmagnini@wildwoodparkdistrict.com>  
**Attachments:** Planting reimbursement issues.docx

I have mentioned to you both some of the issues I have with how the expenses of this project were handled. I prepared a recommendation letter and attached it to this email as well as included it with the reimbursement check for Donna Anhalt-Straka. This expense will need to be approved by the board at Monday's meeting (Brandon, please contact her and see if she still has the original receipts as we should have them). The expense to Precise Landscaping for bedding preparation also needs board approval. Their check for \$1,350 was already given to them, but the check to Donna for \$1,222.60 (\$145.36 plant starter products and \$1,077.24 plants) is still in the "checks to be signed" folder.

I'm working from best recollection. There were 4 employees of Precise Landscaping working from roughly 11 AM – 5 PM, so 6 hours for 4 men is a total of 24 man hours. Our two current grounds staff earn an average of roughly \$20/hour gross w/employer expenses. \$20/hour for 24 man hours equals \$480. We would have needed to rent a sod cutter \$103/day, tiller \$97/day. We're now at \$680 cash outlay. It would have taken our two men two days to work the same 24 hours. That's two days out of the work week that no other landscaping/mowing could be accomplished. With the amount of work they have, that would have severely impacted their ability to complete their normal work schedule. While our cash outlay using Precising Landscaping was roughly twice what we would have spent, what we need to add to the equation is time. Our guys are working to maintain the parks with very little time leftover for anything more. If we want to keep accomplishing projects like this, we need to find volunteers to do the physical labor, hire more staff at an ongoing fixed cost to the district, or outsource like was done in this instance to get the job done timely.

Please have the approval of the expenses for this project included on the agenda. This situation is a first for us all so I think of it as a learning experience. We love volunteers and want to encourage their involvement in our community. We know that working in government comes with lots of restrictions and hands tied, but most don't. Having some procedures in place will help ensure clear communication and anticipation of expenses.

The new bed looks wonderful btw!

**Kathy Atkins**  
Accountant

Wildwood Park District  
33325 N. Sears Blvd.  
Wildwood, IL 60030  
847-223-7275  
Cell: 224-723-3031



## Independent Contractor Agreement

- I. It is the intention of the Wildwood Park District to create an Independent Contractor Relationship with Precise Landscaping. This agreement shall not be construed as creating an employee/employer relationship or joint employment relationship between the parties.
- A. The contractor acknowledges and agrees that he/she is not entitled to any benefits or protections afforded employees of the park district nor bound by any obligations of employees of the park district.
- B. The contractor agrees not to hold him/herself out as an employee of the park district to members of the public.
- C. The contractor acknowledges and agrees that he/she is solely responsible to pay all applicable federal, state and local income and withholding tax obligations or contributions imposed by social security, unemployment insurance and worker's compensation insurance on behalf of the contractor and those employees, if any, employed by him/her.
- D. The contractor agrees and fully understands that the contractor will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers compensation insurance of the Park District and that any injury or property damage on the job will be the contractor's sole responsibility and not the Park District's.

Services to be performed by contractor include Landscape Design and Bed Installation/Rototilling per sketches and following: Assistance in prepping area for:

3 hydrangeas in front by shed  
3 hydrangeas by side of shed  
5 boxwoods and entrance of driveway  
3 arborvitaes at entrance of driveway  
8 hydrangeas at entrance of driveway

Total is \$1150

Add-ons:

Add seed and peat moss  
Rototilling front  
Remove grass by side of shed  
Install compost

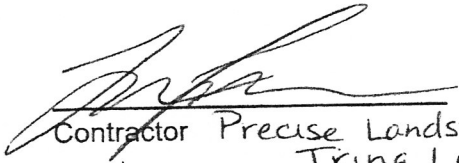
Additional \$200

Total project cost 1350.00

II.

- III. Dates and times of work to be performed by contractor include Monday, August 30<sup>th</sup>, 2021. Work to begin at 11:00am to prep beds; and project complete based upon agreed timeframe/project outline with Wildwood Park District staff on 8/24/2021.
- IV. Location of work to be performed by contractor include Rule Park 33325 N. Sears Boulevard Wildwood, IL 60030.
- V. The contractor shall at all times have sole control over the manner, means and methods of performing the work/services required by the contract according to his/her own independent judgment, and is solely responsible for the direction of his/her employees and agents. The contractor acknowledges and agrees that he/she will devote such times as is necessary to produce the contracted for results.
- VI. Payment  
A. Method of Payment: The contractor will invoice the Park District and will receive payment by check once the invoice has been processed.  
B. Amount of Payment:                     \$1350.00
- VII. The contractor acknowledges and agrees that he/she is responsible for all expenses, including the provision of equipment and materials related to provision of the contracted for results, unless otherwise specific and explained.
- VIII. To the extent permitted by law, the contractor shall indemnify, save, defend and hold harmless the Park District, including its officers, officials, agents, volunteers and employees, (hereinafter collectively referred to as "District") from and against any and all liabilities, obligations, claims, damages, penalties, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) which the district may become obligated by reason of any accident, bodily injury, or death of persons, civil or constitutional rights violation, or loss or damage to tangible property, arising directly or indirectly in connection with, or under, or as a result of this Agreement.
- IX. The contractor acknowledges and agrees that he/she will comply with all applicable laws, rules and regulations promulgated by any federal, state, county, municipal, park district or any other governmental unit or regulatory body or court.
- X. The Park District may terminate this contractual agreement in the event of contract breach.
- XI. Contractor represents and warrants that Contractor has the skills and knowledge necessary to perform the Services in a safe, proper, efficient, thorough and satisfactory manner and understands that Park District is relying on such representation in contracting with Contractor for the Services.

XII. This Contract constitutes the entire agreement between the Parties pertaining to the subject matter hereof and supersedes all prior or contemporaneous agreements and understandings either oral or written of the Parties in connection therewith. No modification of this Contract shall be effective unless made in writing, signed by both Parties and dated after the date hereof. This Contract is non-assignable by Contractor.

  
Contractor Precise Landscaping  
Trina Lopez  
8/26/21  
Date

Brandon Magnini  
Wildwood Park District  
8/24/2021  
Date

# Precise Landscaping

1612 kenmore ave  
Round Lake, IL 60073 US  
preciselandscaping01@gmail.com

## INVOICE

BILL TO  
Wildwood Park District

INVOICE 1016  
DATE 08/30/2021  
TERMS Due on receipt  
DUE DATE 08/30/2021

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Custom Amount		1	1,350.00	1,350.00

It was a pleasure doing business with you please let us know if you need our services in the future.

Thank you

PAYMENT 1,350.00

BALANCE DUE **\$0.00**  
**PAID**

August 30, 2021

Brandon Magnini, Park District Manager  
Board of Commissioners

Re: Purchase of plants and materials for Garden Club

I received a check request to reimburse Donna Anhalt-Straka for the purchase of plants and planting materials she purchased directly from Pasquesi Home and Gardens for the Rule Park planting beds. It is not good business practice to have individuals purchase items and request reimbursement from the Park District, especially items totaling such a large dollar amount.

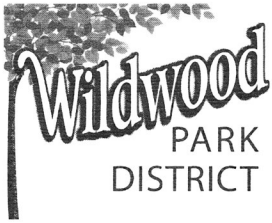
In this instance she could have requested a quote on WPD behalf for the specific plantings and supplies called for in *plans previously approved by the Board*. The Board should have *previously approved a dollar amount for the project*. The Park District would have been invoiced directly from the vendor and issued payment directly to them.

Since this is not what occurred I propose the following actions:

- 1) Ms. Anhalt-Straka needs to supply ORIGINAL receipts for the items she purchased. This is so that nothing we are issuing reimbursement for can be returned. Original receipts should be provided in ALL instances, not just in situations like this one.
- 2) The Board needs to approve the reimbursement of \$1,222.60 at the next board meeting so that the reimbursement reason is properly document in the board minutes.
- 3) Brandon will provide me a copy of the approved board minutes as well as the email he has showing prior authorization. It will be attached to the reimbursement check packet with the original receipts. We want all the support for this payment located in one easy place should we receive a FOIA request or any other questions regarding this payment.

Please let me know if you have any questions.

Regards,   
Kathy Atkins, Accountant



33325 N. Sears Blvd.  
Wildwood, IL 60030  
Phone: 847-223-7275  
Fax: 847-223-2820  
[www.WildwoodParkDistrict.com](http://www.WildwoodParkDistrict.com)

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To Whom it May Concern:

I Brandon Magnini, Park District Manager of the Wildwood Park District do authorize Donna Anhalt-Straka the authority to purchase for the Park District greenery and flowers/supplies as needed using the Wildwood Park District's IL State Tax Exemption. Our federal Tax ID is as follows: 36-3026178.

Sincerely,

A handwritten signature in black ink, appearing to read "Brandon Magnini", with a long horizontal flourish extending to the right.

Brandon Magnini  
Park District Manager  
Wildwood Park District  
224-723-2795  
[bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com)

Verify that all of your Illinois Sales Tax Exemption Certificate information is correct

- ✓ If not, contact us immediately.
- ✓ **Do not discard** - your Illinois Sales Tax Exemption Certificate is an important tax document that authorizes you to purchase tangible personal property for use or consumption tax-free.

OFFICIAL DOCUMENT

State of Illinois - Department of Revenue

OFFICIAL DOCUMENT

**Illinois Sales Tax Exemption Certificate**

WILDWOOD PARK DISTRICT

33325 N SEARS BLVD  
GRAYSLAKE IL 60030-2158

**Sales Tax Exemption Certificate**

<b>Issue date:</b> 02/10/2020	<b>Sales Tax Exemption</b>	<b>E99957108</b>
<b>Expiration date:</b> 03/01/2025	<b>Organization type:</b>	<b>Governmental</b>

This entity is authorized under the Retailers' Occupation Tax Act to purchase tangible personal property for use or consumption tax-free.

ILLINOIS REVENUE  
*[Signature]*  
Director

OFFICIAL DOCUMENT - DO NOT DESTROY



THANK YOU FOR SHOPPING AT  
PASQUESI HOME AND GARDENS  
975 NORTH SHORE DRIVE  
LAKE BLUFF, IL 60044  
(847) 615-2700

08/12/21 12:11PM 139 554 SALE

-----  
HYPLILIG315M 3 EA \$39.99 EA SN  
HYDRANGEA LITTLE LIME G3 \$119.97  
Regular Price: 49.99  
HYDINCB315 2 EA \$39.99 EA SN  
HYDRANGEA INCREDIBALL BLUSH G \$79.98  
Regular Price: 49.99  
HYPLIQF315M 6 EA \$39.99 EA SN  
HYDRANGEA LITTLE QUICKFIRE G3 \$239.94  
Regular Price: 49.99  
HYAANBG5 1 EA \$39.99 EA SN  
HYDRANGEA ANNABELLE G5 \$39.99  
Regular Price: 49.99  
ALLMI1 6 EA \$14.99 EA N  
ALLIUM MILLENIUM G1 \$89.94  
BUXGRVEG3 5 EA \$39.99 EA SN  
BUXUS GREEN VELVET G3 \$199.95  
Regular Price: 59.99  
PIGJEDIG3I 1 EA \$59.99 EA N  
PICEA JEANS DILLY G3 \$59.99

SUB-TOTAL:\$ 829.76 TAX:\$ .00  
TOTAL:\$ 829.76  
BC AMT:\$ 829.76

BK CARD#: XXXXXXXXXXXX3019  
MID:\*\*\*\*\*4825TID:  
AUTH: 01397T AMT:\$ 829.76  
Host reference #:108156 Bat#0000

TID: 00452640

Chip Read  
CARD TYPE:MASTERCARD EXPR: XXXX  
AID : A0000000041010  
TVR : 0000008000  
IAD : 01106070012200002188000000000000  
TSI : E800  
ARC : 00  
MODE : Issuer  
CVM :  
Name :  
ATC :0106  
AC : 98DFEF1342E2AF52  
TxnID/ValCode: 715608

Bank card USD\$ 829.76

ORDER# 108136 STORE#1



==> JRNL#B08156/1

<<==

REGULAR PRICE: 59.99  
EA N \$59.99  
1 EA \$59.99  
PICEA JEANS DILLY G3  
SUB-TOTAL:\$ 829.76 TAX:\$ .00  
TOTAL:\$ 829.76  
BC AMT:\$ 829.76

BK CARD#: XXXXXXXXXXXX3019  
MID:\*\*\*\*\*4825TID:  
AUTH: 01397T AMT:\$ 829.76  
Host reference #:108156 Bat#0000

TID: 00452640  
Chip Read  
CARD TYPE:MASTERCARD EXPR: XXXX  
AID : A0000000041010  
TVR : 0000008000  
IAD : 01106070012200002188000000000000  
TSI : E800  
ARC : 00  
MODE : Issuer  
CYM :  
Name :  
ATC :0106  
AC : 98DFEF1342E2AF52  
TxnID/VaI Code: 715608

Bank card USD\$ 829.76

ORDER# 108136 STORE#1



==>> JRNL#B08156/1 <<==  
CUST NO:\*11

THANK YOU DONNA ANHALTSTRAKA  
FOR YOUR PATRONAGE

Acct: CASH - NONTAXABLE LB

Customer Copy

YOU SAVED \$ 220.00 BY SHOPPING AT  
PASQUESI HOME AND GARDENS  
Ship to: CASH - NONTAXABLE LB

THANK YOU FOR SHOPPING AT  
PASQUESI HOME AND GARDENS  
975 NORTH SHORE DRIVE  
LAKE BLUFF, IL 60044  
(847) 615-2700

THANK YOU FOR SHOPPING AT  
PASQUESI HOME AND GARDENS  
975 NORTH SHORE DRIVE  
LAKE BLUFF, IL 60044  
(847) 615-2700

08/12/21 12:13PM 139 554 SALE  
-----  
THOSMARG748 3 EA \$82.493EA N  
THUJA EM GRN SMARAGD G7 \$247.48  
Regular Price: 109.99  
SUB-TOTAL:\$ 247.48 TAX: \$ .00  
TOTAL: \$ 247.48  
BC AMT: \$ 247.48

BK CARD#: XXXXXXXXXXXX3019  
MID:\*\*\*\*\*4825TID:  
AUTH: 01614T AMT: \$ 247.48  
Host reference #:108158 Bat#0000  
TID: 00452640

Chip Read  
CARD TYPE:MASTERCARD EXPR: XXXX  
AID : A0000000041010  
TVR : 0000008000  
IAD : 0110607001220000BC91000000000000  
TSI : E800  
ARC : 00  
MODE : Issuer  
CVM :  
Name :  
ATC :0107  
AC : 558436C7DF071420  
TxnID/ValCode: 715610

Bank card USD\$ 247.48

ORDER# 108146 STORE#1  


==>> JRNL#B08158/1 <<==  
CUST NO:\*11

THANK YOU DONNA ANHALTSTRAKA  
FOR YOUR PATRONAGE

Acct: CASH - NONTAXABLE LB

Customer Copy

08/12/21 12:15PM 139 554 SALE  
-----  
ESPBTSP4 1 EA \$9.99 EA N  
BIO TONE STARTER PLUS W/MYCOR \$9.99  
BTNCBC2 1 EA \$10.99 EA N  
COTTON BURR COMPOST 2 CU FT \$10.99  
SUB-TOTAL:\$ 20.98 TAX: \$ .00  
TOTAL: \$ 20.98  
BC AMT: \$ 20.98

BK CARD#: XXXXXXXXXXXX3019  
MID:\*\*\*\*\*4825TID:  
AUTH: 01416T AMT: \$ 20.98  
Host reference #:108160 Bat#0000  
TID: 00452640

Chip Read  
CARD TYPE:MASTERCARD EXPR: XXXX  
AID : A0000000041010  
TVR : 0000008000  
IAD : 01106070012200003E71000000000000  
TSI : E800  
ARC : 00  
MODE : Issuer  
CVM : No CVM  
Name :  
ATC :0108  
AC : 0A95AA7D5CDB790B  
TxnID/ValCode: 715612

Bank card USD\$ 20.98

ORDER# 108150 STORE#1  


==>> JRNL#B08160/1 <<==  
CUST NO:\*11

THANK YOU DONNA ANHALTSTRAKA  
FOR YOUR PATRONAGE

Acct: CASH - NONTAXABLE LB

Customer Copy

Ship to: CASH - NONTAXABLE LB