

**Wildwood Park District  
Regular Board Meeting  
33325 N. Sears Boulevard, Wildwood, IL 60030  
Monday, November 15<sup>th</sup>, 2021, | 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, November 15<sup>th</sup>, 2021**
- IV. Approval of Minutes**
  - A. Minutes of the Regular Board Meeting – Monday, October 18<sup>th</sup>, 2021**
  - B. Minutes of the Board Workshop – Monday, November 8<sup>th</sup>, 2021**
- 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**
- XI. Unfinished Business**
  - A. Valley Lake Drain/Monitoring**
  - B. Approval of 2021 Tax Levy**
- XII. New Business**
  - A. Wildwood Park District Whistleblower Protection (SAFE-T Act) Policy Approval**
  - B. Valley Lake Stormwater Improvements DCEO/SMC Intergovernmental Agreement (IGA) Review & Discussion**
  - C. Wildwood Park District Employee Automobile Damage Review**
  - D. IPRA/IAPD Soaring to New Heights 2022 Conference Registration Approval**
  - E. Rule Park Driveway Exit Discussion**
  - F. Dog Washing Station Discussion**
  - G. Property Tax Appeal Grays Pointe Apartments**
- XIII. Matters from the Public**
- XIV. Executive Session**
  - A. Personnel 5 ILCS 120/2(c)(1)**
- XV. Adjournment**

The Wildwood Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-223-7275 or email [info@wildwoodparkdistrict.com](mailto:info@wildwoodparkdistrict.com).

**The Board of Park Commissioners welcome public comments during all meetings.**

**Key rules governing participation**

All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.

**Wildwood Park District  
Regular Board Meeting  
Rule House 33325 N. Sears Boulevard Wildwood, IL 60030  
Monday, October 18th, 2021, 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 (via audio phone-in due to business travel), Becky Jante, Dan Corrigan, Frank Bruno  
**Absent:** None
- Park District Staff Present:** Brandon Magnini, PD Manager; Katherine Atkins, Accountant
- III. Approval of Agenda – Regular Board Meeting – Monday, October 18<sup>th</sup>, 2021**  
Commissioner Corrigan moved to approve the agenda as stated for the Regular Board Meeting of Monday, October 18<sup>th</sup>, 2021. Commissioner Bruno seconded the motion. All in favor, motion carries.
- IV. Approval of Minutes - Minutes of the Regular Board Meeting - Monday, September 20<sup>th</sup>, 2021,**  
Commissioner Bruno moved to approve the minutes of the Regular Board Meeting of Monday, September 20<sup>th</sup>, 2021. Commissioner Corrigan seconded the motion. All in favor, motion carried.
- V. Matters From the Public**  
Wildwood residents Jennifer and Donna Radke were present. For the past 25 years, they have been coordinating the Wildwood neighborhood Santa Parade and food drive which takes place the first Saturday of December every year. To spread the word, they have used flyers and posters in the past. Donna Radke requested of the Board a financial contribution of \$600 to help pay for the postage/ mailing distribution of a new Santa Parade postcard. District Advertising on this postcard was offered to the Board. Commissioner Jante stated that although this was a good initiative, the Park District may not want to be involved promoting one realtor over another. The Board explained that this issue would be discussed and will follow up before the next Regular Board Meeting.
- VI. Financial Report**  
The Financial Report was read. Discussion. Commissioner Nelson brought before the Board a check for \$300.00 due to Susan Randstrom. It was explained that this was the final cost to the previously approved Precise Landscaping expense as well as the expense for the plantings to Donna Anhalt-Straka at the September Board Meeting for the Rule Park front entrance planter completed on August 30<sup>th</sup>. This final check was due to the landscape designer who sketched the original plans and put together a comprehensive binder of plant information, prices, and how to care for them. Discussion. Park District Manager Brandon Magnini confirmed to the Board that the expense for \$300.00 originally was approved by him and was aware of the expense and work that came with it from Susan Randstrom for the sketches and plans. Commissioner Corrigan reiterated that the procedures for paying for this project were not originally Board approved and will not occur again. The Garden Club will be asked to present to the Board any upcoming plans and how those will be executed at the next Regular Board Meeting. Commissioner Nelson moved to approve the Financial Report.



Commissioner Bruno seconded the motion. Roll Call: Anna Nelson, aye, Dan Corrigan, aye, Frank Bruno, aye, Matt Brueck, aye, Becky Jante, aye. All in favor, motion carries.

**VII. WSRA**

Commissioner Nelson stated the next meeting will be November 8<sup>th</sup> and that the Trunk-or-Treat event will be on October 24<sup>th</sup>. Discussion.

**VIII. GLCC**

Park District Manager Brandon Magnini informed the Board there was not a meeting in the previous month nor are there any scheduled meetings currently. GLCC was satisfied with their booth at Harvestfest and the success of the ticketed minnow race event. Commissioner Brueck stated he took the final Gages Lake reading in October and sent to the Lake County Health Department in his role as volunteer lake monitor. Report will be forthcoming.

**IX. Valley Lake Report**

Park District Manager Magnini included the final Clarke Environmental treatment reports from September in the Board packets. The lake and beach have been winterized. Park District Manager Magnini asked the Board if trolling motors were allowed on Valley Lake after a resident asked. Commissioner Corrigan confirmed that trolling motors are not allowed on Valley Lake per Park District ordinance. Discussion. Commissioner Brueck intends on presenting Clarke's beneficial bacteria treatment options and pricing at the next Valley Lake Committee meeting which will be rescheduled from November 8<sup>th</sup> due to the upcoming Strategic Planning Meeting on November 8<sup>th</sup>.

**X. Staff Reports**

**A. Recreation/Administration**

The Recreation/Administration Report was read. Discussion. Park District Manager Magnini indicated to the Board that he followed up with the resident at the September Board Meeting and let him know that the District has no legal obligation to install a ladder off the Pebble Beach pier based on PDRMA recommendations.

**B. Harvestfest**

The Harvestfest Report was read. Discussion. Park District Manager Magnini indicated that a Harvestfest Committee will be set up in January 2022 to plan for next year's event.

**C. Maintenance**

The Maintenance Report was read. Discussion.

**D. Marketing/Promotions**

The Marketing/Promotions Report was read. Discussion.

**XI. Unfinished Business**

**A. Valley Lake Drain/Monitoring**

Park District Manager Magnini put in the Board packets correspondence from Joy Corona of Bleck Engineering indicating that an intergovernmental agreement (IGA) for the Valley Lake improvements were finally being put together for the governmental bodies involved in this project to sign. The Wildwood Park District's local sponsor match estimate for project funding is currently \$26,544.00. Further developments on the IGA will be forthcoming, and a vote will be required from the Board at the November Regular Board meeting to sign and agree to the IGA and financial commitment. Discussion.



**XII. New Business**

**A. 2021 Tentative Tax Levy**

Commissioner Brueck moved for a 0% Tax Levy for 2021. Commissioner Corrigan seconded the motion. Discussion. Roll Call: Anna Nelson, nay, Dan Corrigan, nay, Frank Bruno, nay, Matt Brueck, aye, Becky Jante, nay. Motion does not pass. Commissioner Nelson made a motion to adopt a 2% Tax Levy for 2021. Commissioner Corrigan seconded the motion. Roll Call: Anna Nelson, aye, Dan Corrigan, aye, Frank Bruno, aye, Becky Jante, aye, Matt Brueck Nay. Motion Carries.

**B. PDRMA Health Plan Selection and Approval for 2022**

Park District Manager Magnini presented the PDRMA Health/Dental/Vision Insurance Benefit Plans and pricing for 2022 for Full-Time staff (1). Staff would like to continue with the BCBS HMO Rx1 health plan, Dental (with Ortho), and Vision (\$400) for a total of \$769.57 per month for the coverages. This plan is an \$11.00 increase over last year's rate. Discussion. Commissioner Nelson moved to approve the BCBS HMO Rx1 health plan, Dental (with Ortho), and Vision (\$400) for a total of \$769.57 per month for the coverages. Commissioner Corrigan seconded the motion. Roll Call: Anna Nelson, aye, Dan Corrigan, aye, Frank Bruno, aye, Matt Brueck, aye, Becky Jante, aye. All in favor, motion carries.

**C. Sunset Temporary Pier Removal Approval**

Commissioner Nelson made a motion to allocate up to \$2,100.00 for the Sunset Temporary Pier removal. Commissioner Corrigan seconded the motion. Roll Call: Anna Nelson, aye, Dan Corrigan, aye, Frank Bruno, aye, Matt Brueck, aye, Becky Jante, aye. All in favor, motion carries.

**D. Proposed 2022 Regular Board Meeting Dates Approval**

Commissioner Nelson moved to keep the presented 2022 Regular Board Meeting dates as is except for moving the December meeting to 12/13/2021. Commissioner Corrigan seconded the motion. All in favor, motion carries.

**XIII. Matters from the Public**

-None

**XIV. Executive Session (NONE)**

A. Personnel 5 ILCS 120/2(c)(1). The Board did not move into Executive Session.

**XVI. Adjournment**

Commissioner Nelson moved to adjourn the Regular Board Meeting of Monday, October 18<sup>th</sup>, 2021, at 8:45pm. Commissioner Bruno seconded the motion. All in favor, motion carried. Meeting adjourned.

\_\_\_\_\_  
**Secretary**  
**Board of Park Commissioners**

\_\_\_\_\_  
**President**  
**Board of Park Commissioners**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Wildwood Park District  
Board Workshop  
Rule House 33325 N. Sears Boulevard Wildwood, IL 60030  
Monday, November 8<sup>th</sup>, 2021, 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:** None

**III. Matters From the Public**

-None

**IV. Board Strategic Plan Workshop and Discussion**

Lisa Sheppard and Laura Rudow of Rudow Consulting Group were present. Lisa asked the Board what the main priorities of the Park District were and what areas were most important to the Board. Discussion. The mission of this meeting is to begin the process towards creating a Strategic Plan for the Park District that staff can follow through with and execute per the Board's directives. Discussion. A fully developed Strategic Plan should last for 3-5 years. The process for creating a Strategic Plan typically takes 6-8 months; but will be an abbreviated process for the Wildwood Park District.

The Board was asked individually what their reasons were for originally running for the Board. Discussion. The Board was asked what they thought made the Park District/Wildwood special. Commissioners noted that the parks and lakes, "community within a community" with natural resources, size of the community with a small-town feel, and the people having close connections with each other especially with Park District community events were areas in which the Park District was special. Discussion.

The Board was asked to review the District's Vision and Mission Statement. Discussion.

The Board indicated that they would like to see more community events (i.e., weekly live music events in the parks) as an emphasis over smaller programs that typically do not run. Events can be smaller pop-up events that rotate parks. Events like Harvestfest are what the community was yearning for. Programming priorities include core programs such as Preschool, Camps, Swim Lessons, Adult Fitness Classes, and Early Childhood programming. The Board would also like to see a stronger emphasis put on active adult and senior programming. Discussion was had regarding what necessary staffing and budgeting may look like for events and programming priorities.

Discussion was had regarding partnerships with other Park Districts and local organizations.

The Board was asked if they would like open park spaces to be continued to be used for programming and activities. Discussion.



The Board was asked how they feel about the maintenance department and the parks in general. Consensus was that the parks are well kept, and the maintenance crew does a very good job. Emphasis was put on having a clearer vision of maintenance staff needed and hours worked in the peak seasons for the Park District. Discussion.

The Board was asked how they felt about District infrastructure and capital needs (i.e., playgrounds, boat ramps, buildings, etc.). Discussion. Important areas of future concern include addressing the seawalls and shoreline erosion around the parks on Gages Lake.

The Board came away with 5 Strategic Goals.

- Communication
- Conserve, protect, maintain parks and resources
- Community events
- Maintain core programming
- Restore District assets through capital planning

Rudow Consulting asked the Board if they could look through the District Park Ordinances and review for clarity and make sure they are up to date. The Board approved of the work. Discussion.

#### **XVI. Adjournment**

Commissioner Corrigan moved to adjourn the Board Strategic Planning Meeting and Workshop of Monday, November 8<sup>th</sup>, 2021, at 8:43pm. Commissioner Bruno seconded the motion. All in favor, motion carried. Meeting adjourned.

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

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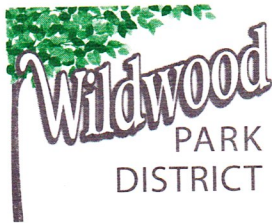
**President**  
**Board of Park Commissioners**

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**Date**

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**Date**



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**TO:** Board of Commissioners  
**CC:** All Staff  
**FROM:** Brandon Magnini, Park District Manager  
**SUBJECT:** Board Packet Attachments  
**DATE:** November 12<sup>th</sup>, 2021

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Good afternoon, Commissioners,

Please find below brief explanations on the following Board attachments that correlate with the agenda items for the Monday, November 15<sup>th</sup> Regular Board Meeting:

**Valley Lake Report:** In the Board Packet, I have attached a section of Clarke Environmental proposal and pricing for additional beneficial bacteria and phoslock treatments through them for Valley Lake along with a note from Commissioner Brueck. I also attached my breakdown and estimates of cost for online purchased beneficial bacteria treatments that could be done in-house. The next VLCC meeting has been rescheduled for Wednesday, December 15<sup>th</sup> at 7:00pm. Commissioner Brueck and I will be in attendance.

**Approval of 2021 Tax Levy:** I have attached the 2021 Tax Levy Ordinance for Board approval and the Certificate of Secretary that I would sign when approved. The tentative ordinance has been posted for the required time for the public to review before the Board adopts the ordinance on the 15<sup>th</sup>.

**Wildwood Park District Whistleblower Protection (SAFE-T Act) Policy Approval:** I have attached a Memo to the Board explaining the new (SAFE-T Act) law for whistleblower rights and retaliation in municipalities and Park Districts. The second part of the attachment is the Wildwood Park District Whistleblower Protection (SAFE-T) Act Policy and Procedure the Board will need to review and adopt as policy at the Regular November meeting. I have already been appointed by the Board as the "Auditing Official for this new law".



The District needed to adopt a policy as well for this law and will require new hires and all employees to sign off on the policy every year and upon hire. This policy that is attached has been reviewed by Rudow Consulting through Ancel/Glink corporate counsel.

**Valley Lake Stormwater Improvements DCEO/SMC Intergovernmental Agreement (IGA) Review and Discussion:** I have attached the intergovernmental agreement (IGA) between the Lake County Stormwater Commission and the Warren Township Highway Department/Wildwood Park District for Wildwood area drainage improvements. This agreement was sent to us for the Board to review and sign at the November Regular Board Meeting and ensure that the Board agrees with the funds required. In the packet after the agreement is a several page summaries of the Wildwood area drainage improvements scope of work complete with a map. I finally included thoughts from Kathy Atkins about the documents after she reviewed them initially.

**IPRA/IAPD Soaring to New Heights 2022 Conference Registration Approval:** I have included the preliminary conference schedule and sessions in this packet. Also included are the rates for IAPD members for the No Frills registration. No Frills registration will cost \$280.00 per IAPD/IPRA member with Early-Bird registration by 12/13/2021.

**Rule Park Driveway Exit Discussion:** I have been notified that residents on Rule Court have expressed concern over vehicles rolling the exit stop sign at Rule parking lot and speeding out the exit. I have addressed this issue with our preschool teachers and parents for their drop-off and pick-up. I have seen vehicles roll the sign outside of preschool hours as well. Attached in this packet is an estimate from Nabar Sealcoating and Paving from Commissioner Brueck to fix the Rule Park exit for \$13,300.00 (please disregard the first option on the estimate per Commissioner Brueck). I have also attached a PowerPoint presentation that was brought to a Board meeting a few years ago addressing some of the same issues.

**Dog Washing Station Discussion:** Commissioner Brueck has reached out to a contact and inquired about having a dog washing station in the parks.

Attached to this packet is a brochure on the specs of the dog washing station. I could not find an estimate of the cost of installation, but the internet estimates typical dog wash stations cost between \$1,500-\$3,500 to purchase/install. Internet estimates also claim that K9000 dog washing station owners typically charge \$10.00 per wash; and that dog washing stations can be a profit center. Further financial analysis will be required for this discussion topic.

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

Sincerely,

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

Brandon Magnini

Park District Manager



**Subject:** FW: [External] Bioaugmentation for Valley Lake  
**Date:** Monday, September 20, 2021 at 4:41:11 PM Central Daylight Time  
**From:** Brueck, Matthew <matthew.brueck@honeywell.com>  
**To:** Becky Jante <bjante@wildwoodparkdistrict.com>, Anna Nelson <anelson@wildwoodparkdistrict.com>, Dan Corrigan <dcorrigan@wildwoodparkdistrict.com>, Frank Bruno <fbruno@wildwoodparkdistrict.com>, Brandon Magnini <bmagnini@wildwoodparkdistrict.com>  
**CC:** Wildwood Park District Accounting <accounting@wildwoodparkdistrict.com>, Matt Brueck <MBrueck@wildwoodparkdistrict.com>  
**Priority:** High  
**Attachments:** Valley Lake- Bioaugmentation program options- final.pdf, image003.jpg

Here is the report and quotes that I received from Clarke. There are two quotes.

1. Bacteria Treatment with four options in \$4k to \$10k range
2. Phosphorous Treatment with three options in the \$20k to \$40k range

As a Board, we will have to decide if we want to do either, and then how we will fund it. I have a call into Jennifer to clarify the final amount in each option based on how many actual treatments there will be in each case, and to see if there is a more limited approach. More to follow on that.

### Matt Brueck

US Central Region Sales Manager

Canada Sales Manager

Honeywell | Honeywell Process Solutions (HPS)

Honeywell Thermal Solutions (HTS)

The HTS family of offerings includes: Honeywell Combustion Safety, Eclipse, Exothermics, Hauck, Kromschröder, and Maxon

Mobile: 630-258-4180

Email: [matthew.brueck@honeywell.com](mailto:matthew.brueck@honeywell.com)

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**From:** Jennifer Biancalana <JBiancalana@clarke.com>  
**Sent:** Monday, September 13, 2021 2:12 PM  
**To:** Brueck, Matthew <matthew.brueck@honeywell.com>  
**Subject:** [External] Bioaugmentation for Valley Lake  
**Importance:** High

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Matt

## CLARKE AQUATIC SERVICES, INC. Aquatic Professional Services Proposal

**PHOSPHORUS REDUCTION PROGRAM WITH PHOSLOCK**

The Phosphorus Reduction Program is a prescription treatment with Phoslock, designed to bind up excess phosphorus in the water column and sediment. The prescription was developed by SePRO Corporation, the manufacturer of Phoslock, based on laboratory analysis of active phosphorus in water and sediment. The prescription has been designed based on dated water and sediment data collected in 2015 and will be modified based on current water and sediment analysis collected in 2021 to deliver the best results. SePRO has made the following treatment recommendations:

- Product(s) will be applied per label requirements and restrictions.
- Clarke Aquatic Services (Clarke) will determine the proper treatment time based on the weather and environmental conditions of the water along with SePRO recommendations.
- New water and sediment testing will be conducted prior to Phoslock treatment and may result in revised prescription if phosphorus levels have changed; these tests are included in Clarke's 2021 lake management program.

**Option 1 (Best): Remove approximately 80lbs of phosphorus with Phoslock.....\$37,830.00 (\$260.90 per bag)**

- Dosage Rate 8,000 lbs. applied in 2021 (145 bags of Phoslock)
- Application expected to target free phosphorus within water column and sediment.
- Treatment to be applied in a single application per SePRO recommendations.
- Product will be applied across 4 acres on south end of lake and plunge pool
- Expectation: Maximum result will be seen in shortest amount of time

**Option 2 (Better): Remove approximately 40lbs of phosphorus per year, over 2 years with Phoslock .....\$19,440.00 per year in 2021 and 2022 (approx. \$270 per bag). Two year commitment required.**

- Dosage Rate: 4,000 lbs. per year in 2021 and 2022 (72 bags of Phoslock per year)
- Application expected to target free phosphorus within water column and sediment.
- Treatment to be applied in single application of 4,000 lbs. per year per SePRO recommendations.
- Product will be applied across 4 acres on south end of lake and plunge pool in 2021 and 2022
- Expectation: lower annual project cost and any new phosphorus that enters the system will be mitigated with annual treatments over the two year program

**Option 3 (Good): Remove approximately 60lbs of phosphorus with Phoslock.....\$29,700.00 (approx.\$270 per bag)**

- Dosage Rate: 6,050 lbs. applied in 2021 (110 bags of Phoslock)
- Product will be applied evenly over entire 11.96 acre lake and plunge pool; excluding deepest areas to maximize efficacy
- Application expected to target free phosphorus within water column only
- Treatment to be applied in 1 dose in spring (April/May)

**Required: Post treatment phosphorus sampling and laboratory analysis**

- After Phoslock application(s), additional water and sediment tests required to monitor efficacy of application.
- Post treatment water sampling and testing will be billed at \$265.00 per sample (3 samples recommended)
- Post treatment sediment sampling and testing will be billed at \$550 per sample (2 samples recommended)
- Fees include sample collection, shipping, analysis, and lab report.

The overall goal is to reduce Total Phosphorus levels which will be analyzed through follow up water and sediment testing. Phoslock will not need a buffering agent; product will permanently tie up legacy Phosphorus in the system and will be softer on the biota in the system (pH shifts, toxicity) when compared to alternative technologies.



**Subject:** Prices for beneficial bacteria/phoslock  
**Date:** Wednesday, November 10, 2021 at 1:29:06 PM Central Standard Time  
**From:** Brandon Magnini <bmagnini@wildwoodparkdistrict.com>  
**To:** Matt Brueck <MBrueck@wildwoodparkdistrict.com>  
**CC:** Brueck, Matthew <matthew.brueck@honeywell.com>  
**Attachments:** image001.png

Good afternoon, Matt,

Please find the following breakdowns of cost for online (purchased) beneficial bacteria/phoslock treatments that could be done in-house next season. I will put this summary in the Board Packet as well:

1. Air Max Muck Away Total Muck Reducer: <https://www.airmaxeco.com/product/airmax-muckaway-total-lake/muck-control#prod-overview>  
 Cost comes to \$19.41 per pound with a total of 36 pounds for \$699.99. Removes up to 2" of muck a month. Each tablet treats 1,000 sq. foot area.
2. MicroLife Muck Out Pond Bacteria (25 lbs. 100 pucks) sold by Pond Supply Store: <https://www.thepondsupplystore.com/microlife-muck-out-pond-bacteria-25-lb-100-pucks/>.  
 Cost comes to \$10.60 per pound (25 lbs.) at a total cost of \$265.00. The website says to toss in 10-20 "pucks" per surface acre every 2-4 weeks as needed. I am not as keen on this product compared to the others.
3. Muck Silt Sludge Reducer Pellets from Shore Restore off Amazon: [https://www.amazon.com/ShoreRestore-Reducer-Digester-Beneficial-Bacteria/dp/B01GR4SQVM/ref=sr\\_1\\_4?keywords=muck+silt+sludge+reducer&qid=1636571621&qsid=134-0916367-0839556&sr=8-4&sres=B01GR40XMC%2CB01GR4SQVM%2CB01JJC8I2W%2CB00IFHTBFU%2CB00IFHT86M%2CB074HNGV1S%2CB07CCB4NPG%2CB06XV1MWVZ%2CB004CR456M%2CB0006JDWGO%2CB00S6QJKEW%2CB00OVCIS%2CB003GPWVUI%2CB06XVF516C%2CB00FGPU0CW%2CB01JJC8IT0](https://www.amazon.com/ShoreRestore-Reducer-Digester-Beneficial-Bacteria/dp/B01GR4SQVM/ref=sr_1_4?keywords=muck+silt+sludge+reducer&qid=1636571621&qsid=134-0916367-0839556&sr=8-4&sres=B01GR40XMC%2CB01GR4SQVM%2CB01JJC8I2W%2CB00IFHTBFU%2CB00IFHT86M%2CB074HNGV1S%2CB07CCB4NPG%2CB06XV1MWVZ%2CB004CR456M%2CB0006JDWGO%2CB00S6QJKEW%2CB00OVCIS%2CB003GPWVUI%2CB06XVF516C%2CB00FGPU0CW%2CB01JJC8IT0). Cost comes to \$16.00 per pound (6 lbs.) for a total of \$97.00. Pellets are capable of reducing up to 8" of muck and build-up on lake bottom per month.
4. Natural Waterscapes Muck Remover Pellets sold by Natural Waterscapes store off Amazon: [https://www.amazon.com/Natural-Waterscapes-Muck-Remover-Pellets/dp/B06XVF516C/ref=sr\\_1\\_1\\_sspa?crid=RH23MENER1T1&keywords=natural+waterscapes+muck+remover&qid=1636571814&srefix=natural+waterscapes+muck+r%2Caps%2C168&sr=8-1-spons&psc=1&smid=A37B8VHQVCQHxD&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEzR0kzRUg4VEVYMU9PJMvUyY3J5cHRIZElkPUeWOTY0MDY2MU50OUtVSEtaQUcySiZlbnNyeXB0ZWZWRBZEIkPUeWOTExMzI4RkxKVVJLVjRGUEZQJndpZGdldE5hbWU9c3BfYXRmJmFjdGlvbj1jbGlja1JlZGlyZWNOJmRvTm90TG9nQ2xpxY2s9dHJ1ZQ==](https://www.amazon.com/Natural-Waterscapes-Muck-Remover-Pellets/dp/B06XVF516C/ref=sr_1_1_sspa?crid=RH23MENER1T1&keywords=natural+waterscapes+muck+remover&qid=1636571814&srefix=natural+waterscapes+muck+r%2Caps%2C168&sr=8-1-spons&psc=1&smid=A37B8VHQVCQHxD&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEzR0kzRUg4VEVYMU9PJMvUyY3J5cHRIZElkPUeWOTY0MDY2MU50OUtVSEtaQUcySiZlbnNyeXB0ZWZWRBZEIkPUeWOTExMzI4RkxKVVJLVjRGUEZQJndpZGdldE5hbWU9c3BfYXRmJmFjdGlvbj1jbGlja1JlZGlyZWNOJmRvTm90TG9nQ2xpxY2s9dHJ1ZQ==).  
 Cost comes to \$14.70 per pound (10 lbs.) for total cost of \$147.99. Each 8oz scoop of the product treats 5,000 sq. ft every two weeks. Suggested use of two scoops per every quarter acre.
5. Air Max PondClear off Amazon: [https://www.amazon.com/Pond-Logic-PondClear-24-Packets/dp/B0015AMEFS/ref=sr\\_1\\_1\\_sspa?crid=1NA98UXVRXEM6&keywords=airmax%2Bpondclear%2Bbeneficial%2Bbacteria&qid=1636572033&srefix=airmax%2Bpondclear%2Caps%2C177&sr=8-1-spons&smid=A1EDR700GKJKM5&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEySVUwTEFFVUHVhMVU81JmVuY3J5cHRIZElkPUeWOTAxNTE3UTBZRFXUzQwRkg3JmVuY3J5cHRIZEFkSWQ9QTA0NzlwMDVFRUtaVlPIT0cyTzlmZ2V0TmFtZT1zcF9hdGYmYWN0aW9uPWNsaWNrUmVkaXJlY3QmZG9Ob3RMB2dDbGljaz10cnVi&th=1](https://www.amazon.com/Pond-Logic-PondClear-24-Packets/dp/B0015AMEFS/ref=sr_1_1_sspa?crid=1NA98UXVRXEM6&keywords=airmax%2Bpondclear%2Bbeneficial%2Bbacteria&qid=1636572033&srefix=airmax%2Bpondclear%2Caps%2C177&sr=8-1-spons&smid=A1EDR700GKJKM5&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEySVUwTEFFVUHVhMVU81JmVuY3J5cHRIZElkPUeWOTAxNTE3UTBZRFXUzQwRkg3JmVuY3J5cHRIZEFkSWQ9QTA0NzlwMDVFRUtaVlPIT0cyTzlmZ2V0TmFtZT1zcF9hdGYmYWN0aW9uPWNsaWNrUmVkaXJlY3QmZG9Ob3RMB2dDbGljaz10cnVi&th=1)

Cost comes to \$24.60 per pound (6 lbs.) with 24 packets for a total of \$149.99. 24 of these packets only treat ¼ acre for 6 months, so perhaps not the best bang for your buck.

6. SePro Phoslock (off Amazon): [https://www.amazon.com/SePro-Corporation-Phoslock-55-Bag/dp/B00KNWBX8I/ref=sr\\_1\\_2?keywords=phoslock&qid=1636572218&qsid=134-0916367-0839556&sr=8-2&sres=B00KNWBX8I%2CB004BHNY6A%2CB0084HQ63G%2CB000255PHQ%2CB00AGK9KOG%2CB0775MV9K2%2CB07SC58QBW%2CB000255PH6%2CB00HUDH9VS%2CB0734SN6VR%2CB081W9LGL2%2CB084VLR9D%2CB07KFMTWVF%2CB07TK6MPNB%2CB088GNC6TT%2CB01IVTVK3W%2CB0785JVT1S%2CB07NGY19KQ%2CB07Q5F82V3%2CB001K5MOHA](https://www.amazon.com/SePro-Corporation-Phoslock-55-Bag/dp/B00KNWBX8I/ref=sr_1_2?keywords=phoslock&qid=1636572218&qsid=134-0916367-0839556&sr=8-2&sres=B00KNWBX8I%2CB004BHNY6A%2CB0084HQ63G%2CB000255PHQ%2CB00AGK9KOG%2CB0775MV9K2%2CB07SC58QBW%2CB000255PH6%2CB00HUDH9VS%2CB0734SN6VR%2CB081W9LGL2%2CB084VLR9D%2CB07KFMTWVF%2CB07TK6MPNB%2CB088GNC6TT%2CB01IVTVK3W%2CB0785JVT1S%2CB07NGY19KQ%2CB07Q5F82V3%2CB001K5MOHA).

Cost is \$266.50 for a 55lb. bag. This product decreases phosphorus levels after each application of the product. Phoslock can be applied as a dry or as a slurry, combining 1 pound of product with 1 gallon of water. For a 1/4 acre, 55 pounds is recommended for the slurry method or 110 pounds for the dry.

The products presented in this summary meet EPA and ANSI qualifications and are safe for the lake water and animals/plants. Please do not hesitate to reach out if you have any questions or comments.

Sincerely,  
Brandon Magnini

Brandon Magnini  
Park District Manager  
Wildwood Park District  
33325 N. Sears Boulevard Wildwood, IL 60030  
[bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com)  
847.223.7275





**Wildwood Park District**  
**Recreation/Administration Report**  
**November 15<sup>th</sup>, 2021**

1. Preschool had their Halloween party on October 29<sup>th</sup>.
2. Collaborated with Erik on draft of Maintenance Standards Plan for Rudow Consulting.
3. Routine administrative tasks such as sorting through bills, payroll, depositing funds, and assisting Kathy with various financial tasks.
4. Posted tentative Tax Levy for 2021 to outdoor bulletin board and website as well as the Daily Herald.
5. Commissioner Nelson and I represented the Wildwood Park District at WSRA's Trunk-or-Treat Event on Sunday, October 24<sup>th</sup>. According to WSRA, there were over 200 trick or treaters at the event! WSRA was very pleased with the event and the feedback they received. The Park District is excited to be a part of this event again in the future.
6. PDRMA visited Rule House and the Maintenance Facility to conduct heat/electrical Infrared Scanning audit on October 21<sup>st</sup> at no cost to the District to evaluate District electrical sources and safety levels. All heat/infrared levels were appropriate, and outstanding issues were addressed and fixed.
7. Commissioner nameplates for Dan Corrigan and Frank Bruno have been ordered and are shipping.
8. Reviewed SAFE-T Act Whistleblower policy and put in Board packet for Board to review and approve on November 15<sup>th</sup>.
9. Prepared outline and plan for January 22<sup>nd</sup> winter event "Snow Much Fun" on the ice at Pebble Beach Park.
10. Research and quoting out of in-house beneficial bacteria treatments that can be done by Maintenance Staff for Valley Lake (see attachment in Board Packet).
11. Boy Scout Nathan Landmann of Troop 672 of Wildwood is interested in helping the District in the parks to obtain his rank of Eagle Scout. His initial ideas were assistance with the Garden Club, adding additional bat houses, and building/adding additional picnic benches to select parks. Please let me know if there are any other potential projects/ideas that the Board may be considering. I can relay the Board's preference to Nathan so he can compile a presentation and plan for presenting to the Board at the December Regular meeting.

**Wildwood Park District**  
**Maintenance Report**  
**November 15<sup>th</sup>, 2021**

1. Large tree at Valley Lake North Park had large dead portion fall into the lake. Quotes were obtained to have dead section of tree removed from the water and chipped. Quotes came in at \$900.00, \$1,200, and \$1,248.00 respectively. I have moved forward and signed the estimate for the \$900.00 (Rivas Tree Service) quote to get us on the schedule. Company and Park District will wait until ground hardens for work to be completed to protect park grass from heavy machinery. Resident has been informed that quotes were obtained, and the process is moving forward.
2. Ongoing park garbage control and maintenance
3. Routine maintenance and upkeep of equipment.
4. Rule Garage has been winterized for season. Mule has been brought to Maintenance Shop.
5. Clean Rule bathrooms and office spaces as needed - re-stock paper towels and soap.
6. Park and playground inspections, corrective actions as needed.
7. Building inspections conducted monthly.
8. Removing brush and debris from parks when needed.
9. Continued to mow parks on regular schedule weather permitting. Weed whipping where necessary.
10. Continued Fall Cleanup and leaf collection throughout the parks.
11. Removed and weeded fall Rule deck planters, mums, and hostas in preparation of the winter and to make room for annuals next spring.
12. Sunset Temporary Piers were removed by Lighthouse dock and pier for a total of \$1,700.00 on 11/1.
13. Garden Club volunteers planted tulip bulbs at the Rule Park entrance planter, bed around Camp cottage, and flower bed at Sunset Beach park on 11/6. Tulips were planted at Sunset flower bed to eventually make a "W" for "Wildwood" shape when bloomed in the Spring.
14. Volunteer mulch and Black-Eyed Susan's were added to the Van Erden Garden at the rear of Rule Park. Volunteers further weeded and removed unnecessary overgrowth in the garden.
15. Thank you to Larry and Becky Jante for drilling drainage holes in the Rule Park concrete planters that they had donated. Maintenance was able to then add landscape mesh and pea gravel over the holes to make for effective drainage.
16. The Garden Club will be having a holiday planter making class on 11/30 from 6:30pm-7:30pm in the Oak room. A volunteer teacher will be leading the class and all materials will be brought from volunteer's homes.
17. Pit Stop portable toilets were removed for the season at all parks on 11/2. I will be focused on looking for another company to use in 2022.
18. A tree at Sunset Beach park fell and was nearly uprooted due to wind. Maintenance Staff removed and cut up the tree. As a result, residents can now have a more open view of Gages Lake from the street.
19. Worked with Amy Sarver with the Highway Department to have dropped off ten yards of double ground mulch to re-apply in the parks for the end of Fall. Highway Department also came and removed/chipped significantly large brush pile sitting at the Maintenance shop. Continuing to work with Amy to establish an IGA for future chipping work.



**Wildwood Park District**  
**Marketing Report**  
**November 15<sup>th</sup>, 2021**

1. Maintaining desktop and mobile pages of website.
2. Keep the website updated with current programs and information.
3. Santa Parade postage request for \$600.00 from Donna and Jennifer Radke was not approved in a 3-2 majority vote from the Board. Santa Parade flyers have been created and copies made by the Radke's. Flyers have been on display in Rule House and distributed to preschool participants. Flyer will be put on Park District website and social media channels in the two weeks leading up to the parade.
4. Created flyers for future events and programs.
5. Update Boulder Park signboard promptly when applicable.
6. Pushing upcoming programs on Facebook.
7. Post upcoming events and programs on Instagram.
8. Promoted Board Game Night event (11/19) and Cookies and Milk with Santa (12/10) events.
9. Created Garden Club page on Park District website under "About Us" and "Garden Club". Page will be updated as projects and information continue. We also included an application form to download for residents who would like to join the Garden Club on this page.
10. Posted on our website, newsletter, and online social channels volunteer recognition for the Garden Club for all the work they have done since the summer complete with pictures. Individual residents were recognized for their specific work as well.
11. Weblinx re-design of Park District website is complete; and will be available for the Board to review and approve at the December Regular Board Meeting before the final product is complete and available to the public.

**WILDWOOD PARK DISTRICT  
TAX LEVY ORDINANCE NO: 2021-11-01  
Annual Levy Ordinance for the Year 2021**

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS (“Board”) of the WILDWOOD PARK DISTRICT (“the District”), LAKE COUNTY, ILLINOIS as follows:

**Whereas**, the Board of Park Commissioners established an estimate of levy, in compliance with section 18-60 of the Property Tax Code, at its meeting on November 15, 2021; and

**Whereas**, the estimate of levy determined that the proposed aggregate levy represents a 2% increase over the 2020 extension of the corporate or special purpose taxes that were levied or abated.

**Be it Ordained** by the Board of Park Commissioners of the Wildwood Park District, Lake County, Illinois, as follows:

**Section 1.** The sum of Four hundred ninety-three thousand, eight hundred four dollars (\$493,804.00), or so much 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 Wildwood Park District as the same is levied, are exclusive of the amounts previously levied for the payment of bonded indebtedness and interest thereon.

<b>General Corporate Fund (70 ILCS 1205/5-1; 5-3 and Public Act 97-974)</b>	<b>\$295,940.00</b>
<b>Recreation Fund (70 ILCS 1205/5-2; 5-3a and Public Act 97-974)</b>	<b>\$133,608.00</b>
<b>Special Recreation Fund (70 ILCS 1205/5-8)</b>	<b>\$41,342.00</b>
<b>Liability Insurance Fund (745 ILCS 10/9-107)</b>	<b>\$12,576.00</b>
<b>Audit Fund (50 ILCS 310/9)</b>	<b>\$5,169.00</b>
<b>Paving &amp; Lighting Fund</b>	<b><u>\$5,169.00</u></b>
 <b>TOTAL TAXES LEVIED FOR ALL FUNDS</b>	 <b>\$493,804.00</b>

**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 current fiscal year beginning May 1, 2021, and ending April 30, 2022, 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.** The unexpended balance of any item or items levied in and by this ordinance may be expended in making up any deficit or any item or items in the same general appropriation and levy made by this ordinance. The unexpended balance of the tax for general corporate purposes from the preceding year may be accumulated and set aside for the purposes of building repairs and improvements in a capital improvement fund, provided that the balance of such fund does not exceed 1.5% of the aggregated assessed valuation of all taxable property within the District.



**Section 4.** That forthwith upon the passage of this ordinance, the Secretary of this Board is directed to file in the office of the County Clerk of Lake 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, and said County Clerk is hereby directed to extend taxes sufficient to produce the amounts levied herein in accordance with applicable law.

**Section 5.** This ordinance shall be in full force and effect from and after its adoption as required by law.

**Adopted** this 15<sup>th</sup> day of November 2021 pursuant to a roll call vote as follows:

Ayes:

Nays:

Abstentions:

Absent and Not Voting:

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President  
Board of Commissioners

Attest:

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Secretary  
Board of Commissioners

SEAL:

**Wildwood Park District**

**WILDWOOD PARK DISTRICT  
CERTIFICATE OF SECRETARY**

I, Brandon Magnini, hereby certify that I am Secretary of the Board of Park Commissioners of the Wildwood Park District, Lake County, Illinois, and as such official, I am keeper of the records, ordinances, files and seals of said Park District, and

**I HEREBY CERTIFY** that the foregoing instrument is a true and correct copy of **AN ORDINANCE LEVYING THE TAXES OF THE WILDWOOD PARK DISTRICT, LAKE COUNTY, ILLINOIS FOR 2021, WHICH WAS ADOPTED AT A DULY CALLED** Regular Meeting of the Board of Park Commissioners of the Wildwood Park District, held at 33325 N Sears Boulevard, Wildwood, Illinois, in said District at 7 p.m. on the 15<sup>th</sup> day of November 2021.

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 held at a specific 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 at which 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 said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, 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.

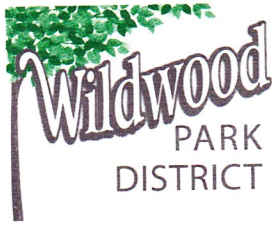
**IN WITNESS WHEREOF**, I hereunto affix my official signature and the seal of said Park District at Wildwood, Illinois, this 15<sup>th</sup> day of November, 2021.

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Secretary  
Board of Park Commissioners  
Wildwood Park District

(SEAL)





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Wildwood, IL 60030  
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[www.WildwoodParkDistrict.com](http://www.WildwoodParkDistrict.com)

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**TO:** Board of Commissioners  
**CC:** All Staff  
**FROM:** Brandon Magnini, Park District Manager  
**SUBJECT:** Whistleblower Protection (SAFE-T) Policy and Procedure  
**DATE:** November 8, 2021

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On Jan. 13, 2021, Governor Pritzker signed into law [Public Act 101-0652](#), otherwise known as the SAFE-T Act. Although the legislation largely applies to reforming policing, pretrial and prison and sentencing procedures, one provision significantly affects park districts and other units of local government without police forces: the whistleblower retaliation provision, which became effective July 1, 2021.

**What your agency needs to do to be compliant**

PDRMA members, as well as other public employers, must take these required steps:

1. Designate an Auditing Official. While such an official can be an internal or external individual, or the state attorney, we recommend appointing an *internal* auditing official, so our agency maintains control of its investigation and can consult with legal counsel for our agency as needed at the beginning and throughout the investigation and any subsequent remedial action. Notably, nothing precludes an internal auditing official from designating an external individual or the state attorney as a designee, if the specific circumstances of an investigation warrant it.
2. The Auditing Official must establish a written process and procedure for managing complaints – i.e., a new policy.
3. Each employee must receive a written copy of the policy from the Auditing Official upon hire and at least once yearly afterwards.
4. Each employee must also receive a written [complete copy](#) of the whistleblower provision of the Public Officer Prohibited Activities Act upon hire and at least once yearly afterwards.

5. We will notify our legal counsel and/or PDRMA's Legal Services upon receiving notice of a complaint that may trigger this policy, so we can receive legal advice regarding who the proper person is to investigate and recommended next steps in the investigation. This will help mitigate the chance of an investigation leading to legal liability for the agency, either because it failed to properly handle a matter under this act or because in handling a matter under this act it created admissions against interest that could be used against it in subsequent litigation.

### **What you need to know**

A provision of the SAFE-T Act, [50 ILCS 105/4.1](#), amends the Public Officer Activities Act to prohibit a unit of local government, or any agent or representative thereof, from retaliating against an employee or *contractor*, who commits any of the following acts:

- Reporting improper governmental action under this section.
- Cooperating with an investigation by an Auditing Official related to a report of improper governmental conduct.
- Testifying in a proceeding or prosecution arising out of an improper governmental action.

### **What is "improper governmental action" under this section?**

"Improper governmental action" means any action by an employee or elected official of a unit of local government – i.e., PDRMA's members, employees and commissioners – that falls under any of the following categories:

- Violates a federal, state or unit of local government law or rule.
- Abuses authority.
- Violates the public's trust or expectation of conduct.
- Is a substantial and specific danger to the public's health or safety.
- Is a gross waste of public funds.

The statute specifically excludes personnel actions, such as discrimination in hiring, firing, promotions, and compensation, from the definition of covered "improper governmental action." But, the statute does prohibit retaliation for reporting covered "improper governmental action" or participating in a related investigation or proceeding, as noted above.

### **How can an employee or contractor assert his rights under this section?**

To invoke these retaliation protections, the employee or contractor must submit



a written report of the improper governmental action to the appropriate Auditing Official within sixty (60) days of knowledge of the retaliatory conduct.

### **Who is an “Auditing Official?”**

An “Auditing Official” is the individual elected, appointed or hired by a unit of local government that, among other things, is responsible for investigating and handling complaints dealing with misconduct or performance of employees under the act and promoting the administration of the governmental unit.

PDRMA members are free to designate an employee who already undertakes these duties as its Auditing Official. For example, you may designate the person responsible for human resources, such as a Superintendent of Human Resources and Risk Management. The Auditing Official also has the authority to designate another Auditing Official to investigate the complaint.

If your agency does not designate an Auditing Official, then the Auditing Official would be the state attorney of the county where your agency resides.

For the purposes of the law, the Auditing Official is also responsible for creating the policies and procedures pertaining to whistleblower complaints and investigations.

### **Should the reporting employee be kept confidential?**

To the extent allowed by law, yes. The identity of the employee making the report of improper governmental action should be kept confidential, unless the reporting employee waives confidentiality in writing. Auditing officials should take reasonable measures to ensure confidentiality for the reporting employee’s protection. However, you should never promise 100-percent confidentiality, as your agency must share information internally on a need-to-know basis to allow the Auditing Official (or designee) to investigate and take remedial action, if warranted.

### **What are the penalties for violations?**

The statute authorizes the Auditing Official to impose some/all of the following potential penalties on a person found to have violated the protections covering retaliation against a whistleblower:

- Fine totaling \$500 to \$5,000.
- Suspension without pay.
- Demotion.
- Discharge.

- Civil or criminal prosecution.
- Any combination of these penalties.

The Auditing Official may also award either of the following remedies to impacted employees:

- Reinstatement, reimbursement for lost wages or incurred expenses, promotion, or other forms of restitution.
- In situations where restitution will not suffice, the Auditing Official will make the investigation findings available to aid the employee or employee's attorney in making the employee whole.

Attached: Policy





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## **Wildwood Park District Whistleblower Protection (SAFE-T Act) Policy and Procedures**

### **A. Purpose**

Pursuant to § 4.1 of the Public Officer Activities Act, 50 ILCS 105/4.1 (the "Act"), the Wildwood Park District protects the confidentiality of and prohibits retaliation against any full-time, part-time, or temporary employee or contractor who reports improper governmental action under the Act and this Policy. Confidentiality will be protected to the extent permissible by law unless waived by the employee. Wildwood Park District's Auditing Official will manage and investigate complaints filed under the Act and this Policy in accordance with the following processes and procedures.

### **B. Improper Governmental Action**

For purposes of this Policy, "improper governmental action" means any action by an employee of Wildwood Park District, an appointed member of a board, commission or committee, or an elected official of Wildwood Park District that:

- Is undertaken in violation of a federal or state law or local ordinance;
- Is an abuse of authority;
- Violates the public's trust or expectation of their conduct;
- Is of substantial and specific danger to the public's health or safety; or,
- Is a gross waste of public funds.

The action need not be within the scope of the official duties of the employee, elected official, board member, or commission member to be subject to a claim of improper governmental action.

Improper governmental action does not include Wildwood Park District's personnel actions, including but not limited to: (1) employee grievances or complaints; (2) appointments, promotions, transfers, reassignments, or reinstatements; (3) restorations or reemployment; (4) performance evaluations; (5) reductions in compensation; (6) dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

### **C. Confidentiality**

The identity of an employee will be kept confidential to the extent allowable by law unless waived in writing by the employee.

The Auditing Officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

### **D. No Retaliation**

Wildwood Park District will not retaliate against an employee or contractor who:

- Reports an improper governmental action under this Policy or the Act;



- Reports an improper governmental action under this Policy or the Act;
- Cooperates with an investigation by the Auditing Official related to a report of improper governmental action; or
- Testifies in a proceeding or prosecution arising out of an improper governmental action.

Prohibited retaliation means any adverse change in an employee's employment status or terms and conditions of employment. Retaliatory action includes, but is not limited to,: (1) denial of adequate staff to perform duties; (2) frequent staff changes; (3) frequent and undesirable office changes; (4) refusal to assign meaningful work; (5) unsubstantiated letters of reprimand or unsatisfactory performance evaluations; (6) demotion; (7) reduction in pay; (8) denial of promotion; (9) transfer or reassignment; (10) suspension or dismissal; or (11) other disciplinary action made because of an employee's protected activity under the Act.

#### E. Reporting Procedures

To invoke the protections of the Act and this policy, any employee who is aware of an improper governmental action (as defined above) is required to make a **written** report of it to Wildwood Park District's Manager, who serves as our Auditing Official.

Further, any employee who believes that he or she is being retaliated in violation of the Act and this Policy must submit a **written** report regarding the retaliation to the Wildwood Park District's Auditing Official, within 60 days of learning of the retaliatory conduct.

If the Auditing Official is the individual doing the improper governmental action, then a report may be submitted to any State's Attorney.

#### F. Investigation Procedures

Upon receiving a report of alleged improper governmental action, the Auditing Official shall conduct a confidential investigation of report.

The Auditing Official will also notify the employee and all witnesses of the Wildwood Park District's policy against retaliation for reporting alleged improper government action or participating in a related investigation or proceeding.

The Auditing Official may notify the Manager and/or Wildwood Park District's corporate counsel and/or the General Counsel of the Park District Risk Management Agency of the report and seek legal advice regarding the report, investigation, and potential findings and remedies.

The Auditing Official may transfer a report of improper governmental action to another auditing official designee (including, but not limited to, the appropriate State's Attorney) for investigation if the Auditing Official deems it appropriate.

If the Auditing Official (or his/her designee) concludes that an improper governmental action has taken place or concludes that the any person has hindered the investigation, the Auditing Official shall notify in writing Wildwood Park District's Manager and any other individual or entity the Auditing Official deems necessary in the circumstances, including, for example, the President of the Board or other Board Commissioners.

If the Auditing Official determines that an employee has been subjected to retaliation in violation of the Act or this Policy, the Auditing Official may also reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution. In instances where the Auditing Official determines that restitution will



not suffice, the Auditing Official may make his or her investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

The Auditing Official shall maintain records relating to the report, investigation, and findings confidential to the extent allowed by law and shall consult with Wildwood Park District's corporate counsel and/or PDRMA's General Counsel before disclosing such records to any third parties, including, but not limited to, pursuant to a request under the Illinois Freedom of Information Act (IL FOIA).

#### **G. Other Duties Of The Auditing Official**

The Auditing Official shall also ensure that each employee receives a written summary or a complete copy of § 4.1 of the Act upon hire and at least once each year of employment.

The Auditing Official shall also ensure that all employees receive a copy of this Policy upon hire and at least once each year of employment, as well as any updates to it, and sign a form acknowledging receipt.

The Auditing Official shall also be familiar with § 4.1 of the Act and any amendments thereto and shall comply with all requirements of the Act.

The Auditing Official shall also respond to questions from employees about this Policy.



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## **Wildwood Park District Employee Acknowledgement of Whistleblower Protection (SAFE-T Act) Policy and Procedures**

By signing below, I confirm I have received, read and understand the "Whistleblower Protection (Safe T Act) Policy and Procedures for Wildwood Park District's." I also understand that as an employee, it is my responsibility to abide by this Policy.

Employee Name (Printed): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_