

**Wildwood Park District
Regular Board Meeting
33325 N. Sears Boulevard, Wildwood, IL 60030
Tuesday, February 22nd, 2022, | 7:00pm
In-Person at Rule House**

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

AGENDA

- I. Call to Order - Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda – Regular Board Meeting – Tuesday, February 22nd, 2022**
- IV. Approval of Minutes**
 - A. Minutes of the Regular Board Meeting – Tuesday, January 18th, 2022**
 - B. Minutes of the Board Workshop – Wednesday, February 16th, 2022**
- V. Matters from the Public**
- VI. Financial Report**
- VII. WSRA**
- VIII. GLCC Report**
- IX. Valley Lake Report**
- X. Staff Reports**
 - A. Recreation/Administration**
 - B. Maintenance**
 - C. Marketing/Promotions**
- XI. New Business**
 - A. Approval of Umbdenstock Electric Quote for Camp Cottage/Rule Park Outdoor Electrical Improvements**
- XII. Unfinished Business**
 - A. Valley Lake Stormwater Improvements DCEO/SMC Intergovernmental Agreement (IGA)**
 - B. Covid-19 Testing Center Discussion**
- XIII. Other Business**
- XIV. Matters from the Public**
- XV. Executive Session**
 - A. Personnel 5 ILCS 120/2(c)(1)**
- XVI. 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.

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
Tuesday, January 18th, 2022, at 7:00pm**

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 (via audio), Becky Jante, Dan Corrigan, Frank Bruno
Absent: None
- Park District Staff Present:** Brandon Magnini, Park Dist. Manager; Katherine Atkins, Accountant
- III. Approval of Consent Agenda – Regular Board Meeting – Tuesday, January 18th, 2022**
Commissioner Corrigan so moved to approve the consent agenda as stated for the Regular Board Meeting of Tuesday, January 18th, 2021. Commissioner Bruno seconded the motion. All in favor, motion carries.
- IV. Approval of Minutes**
A. Minutes of the Regular Board Meeting - Monday, December 13th, 2021
Commissioner Bruno moved to approve the minutes of the Regular Board Meeting of Monday, December 13th, 2021. Commissioner Corrigan seconded the motion. All in favor, motion carries.
- V. Matters From the Public**
-None
- VI. Financial Report**
The Financial Report was read. Discussion. Commissioner Bruno moved to approve the Financial Report. Commissioner Nelson seconded the motion. All in favor, motion carries.
- VII. WSRA**
Commissioner Nelson stated the previous meeting of January 10th, 2022, was cancelled and the next meeting will be March 14th, 2022.
- VIII. GLCC**
No further meetings are scheduled at this time. The GLCC will be assisting with the ‘Snow Much Fun’ event at Pebble Beach on January 22nd with a fishing derby, and conservation opportunity.
- IX. Valley Lake Report**
Park District Manager Magnini summarized the January 12th Valley Lake Committee meeting. Discussion. Topics included the Valley Lake Ice Fishing Derby on February 12th, along with a University of Michigan lake study, and a brief presentation from Commissioner Brueck on beneficial bacteria options for the lake. Discussion.
- X. Staff Reports**
A. Recreation/Administration
The Recreation/Administration Report was read. Discussion.
B. Maintenance
The Maintenance Report was read. Discussion.
C. Marketing/Promotions
The Marketing/Promotions Report was read. Discussion. The Board approved Park District Manager Brandon Magnini to begin the recruiting process for a year-round part-time Marketing and Special

Events Coordinator position for 20-25 hours a week not to exceed 1000 hours (annually), per the recommendation from Rudow Consulting. Discussion.

XI. New Business

A. COVID-19 Testing Center Discussion

Agenda item was tabled to the February 2022 Regular Meeting as Commissioner Brueck would like to touch more on this when in person at the February 2022 Meeting.

XII. Unfinished Business

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

Commissioner Jante noted that things were moving and status quo. Surveys continue for the basins Lake County Stormwater Management will be putting in around Valley Lake and all sings indicate the project will begin during the FY 2022-2023.

B. Rule Park Driveway Exit Discussion.

Commissioner Brueck noted that this issue should be addressed by the public during Matters from the Public and is not worth further pursuing at this time. Commissioner Brueck noted that this item can be removed from any further agendas.

C. Defining Role of Wildwood Park District Maintenance Position and Approval

Commissioner Jante made a motion to redefine the position of the Maintenance Part-Time Supervisor to be IMRF eligible; with the realization that this position requires over 1000 hours annually to perform all prescribed duties. This IMRF enrollment would begin February 1st, 2022. So moved, Commissioner Nelson. Commissioner Corrigan seconded. Roll Call: Frank Bruno, aye, Dan Corrigan, aye, Matt Brueck, aye, Anna Nelson, aye, Becky Jante, aye. All in favor, motion carries.

XIII. Matters from the Public

-None

XIV Executive Session

A. The Board did not move into Executive Session.

XV. Adjournment

Commissioner Nelson moved to adjourn the Regular Board Meeting of Tuesday, January 18th, 2022, at 7:37pm. Commissioner Corrigan 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
Wednesday, February 16th, 2022, at 7:00pm**

Minutes

XIII. Call to Order: The meeting was called to order at 7:03pm. The Pledge of Allegiance was recited.

XIV. 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

XV. Approval of Agenda – Board Workshop– Wednesday, February 16th, 2022

Commissioner Corrigan moved to approve the agenda as stated for the Board Workshop of Wednesday, February 16th, 2022. Commissioner Nelson seconded the motion. All in favor, motion carries.

XVI. Matters From the Public

-Lisa Sheppard and Laura Rudow of Rudow Consulting Group were present.

XVII. Strategic Plan Focus Group Review

-Laura Rudow began the presentation by sharing with the Board the results of the Focus Groups that were undertaken with the Wildwood Park District Board, Staff, and Community Stakeholders in the neighborhood as part of the strategic planning process for the Wildwood Park District. Roughly 22 stakeholders attended the Focus Group meeting; and 4-5 stakeholders that could not attend answered a series of Focus Group survey questions regarding District strategic priorities. Discussion.

It was noted that amongst the three groups surveyed in the focus groups (Board, Staff, Stakeholders), there was strong congruence and agreement with what the District priorities are and what improvements can be made.

Examples of District priorities that were apparent across the board:

- Increase communications of programs across multiple channels consistently
- Rich history of Wildwood and maintain partnerships with organizations like the Lion's Club
- Harvestfest and developing a volunteer database to tap into with building up our special events (community pride).
- Core programming (Swim Lessons, Preschool, Camp, Smaller Special Events/Summer Concert Series, Active Adult Programming on occasion, Harvestfest).
- High Maintenance standards and the parks in general. Trees and tree care are top priority. 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.

Examples of District areas of improvement sought across the board:

- Stronger communication especially across social media (consistency), continue prioritizing the hardcopy seasonal brochures, look into quoting out signboard for Twin Lakes Park area near Mill Road, increase capabilities on mailing lists and database to get weekly information out to all homeowners in the community.
- Investigate possibility of bringing pickleball to the community.
- Increase smaller events for children and their parents.
- Clarify communication and "safety" efforts in parks as well as educating the community on Gages Lake rules and regulations.
- Solidify desired capital projects and put into place concrete plans to get said projects completed and planned out several years in advance when applicable.

Discussion.

XVIII. Board Training

-Lisa Sheppard presented to the Board a series of PowerPoint slides covering Board Essentials Training that she covers with her Board on a yearly basis.

Lisa reiterated how important it was for the Board to work together as a team and not allow one Commissioner to act strictly alone and be above it all (i.e., the President making all the decisions or a Commissioner promising something to the community without prior Board consensus). Discussion.

The Board sets the policies and vision of the Park District – not the Staff. Staff are responsible for executing that vision.

The Board ultimately decides the allocation of taxpayer money levied to the District and for which programming that should go to. The Board also ultimately decides the direction of park use and capital planning.

The Board approves policies – sound policies that are executed by Staff. The Board also lead the District, not operate day to day. In the case of the Wildwood Park District with its size; there are some areas in which the Board can be further involved such as chairing a Harvestfest Committee group.

Discussion.

Lisa distributed out several handouts detailing the “Job Description” of a Board member, the “5 hand” model of Board discourse and decorum, and the aforementioned Focus Group results.

Discussion was had regarding the concept of using your hands and body language to show solidarity with Commissioners in discussion when disagreements are had using the “5 hand model”.

Discussion was had regarding proper procedure for Board meetings and the inclusion of “Other Business” of “Commissioner Comment” on an agenda. The inclusion of “Other Business” on an agenda presents Board members the ability to talk freely and introduce items that were not on the agenda under New or Unfinished business to bring up for general discussion (although no voting can be done).

XVI. Adjournment

Commissioner Brueck moved to adjourn the Board Workshop of Wednesday, February 16th, 2022, at 8:26pm. Commissioner Nelson seconded the motion. All in favor, motion carried. Meeting adjourned.

Secretary
Board of Park Commissioners

President
Board of Park Commissioners

Date

Date

TO: Board of Commissioners
CC: All Staff
FROM: Brandon Magnini, Park District Manager
SUBJECT: Board Packet Attachments and Agenda Items
DATE: February 22nd, 2022

Good evening, Commissioners,

Please find below brief explanations on the following Board attachments that correlate with the agenda items for the Tuesday, February 22nd Regular Board Meeting:

Valley Lake Report: I have started the quoting process for Valley Lake treatment companies for 2022. More information to come when further quotes are received to compare.

Approval of Umbdenstock Electric Quote for Camp Cottage/Rule Park Outdoor Electrical Improvements: Attached to this Board Packet is the quote for service from Umbdenstock Electrical for adding 6 20-amp individual circuits on the exterior of the Camp Cottage at Rule that can be used for the bounce house, live music entertainment, food trucks, and multiple sources of higher voltage when we do events at Rule (especially for Harvestfest) for a total of \$1020.00 (labor included). This proposal was taken into consideration along with Harold Flood's colleague who designed the original underground electrical system at Rule. I would be seeking the Board's approval for this expense and to schedule the service for the early Spring.

Valley Lake Stormwater Improvements DCEO/SMC Intergovernmental Agreement (IGA) Review and Discussion: As a follow up from our previous discussions on the Valley Lake Improvements Project, I spoke with Bleck Engineering and gave them access to the Valley Lake North outflow drain as they are now drawing up redesigns and engineering blueprints to submit to the plan for the north end of the lake. This agenda item is routine and will continue to remain on the agenda until the final paperwork is signed.

COVID-19 Testing Center:

It was brought to my attention by Commissioner Brueck that there is a COVID-19 Testing Lab in Illinois that does COVID testing at third party sites (please see lab information at the back of your Board Packets); and that this operation could be offered here at the Wildwood Park District as a service to the community. The following points (in consultation with Rudow Consulting) are reasons I believe the Park District should **not** pursue this endeavor. I have also attached a list of local testing sites that are already in operation in the Grayslake and surrounding areas.

- I. Our space and Park District Building is too small for an operation of this size with the amount of people that would be in very long lines inside and outside the building.
- II. Security for the building after hours. We would not entrust security of the building to a third party.
- III. Mission of the Park District. It is not the Park District's stated mission (To Conserve and Protect Natural Resources and Provide Leisure Opportunities for our Community), to delve into a medical situation that does not reflect the mission and vision of the District.
- III. Programming: We have several programs that will be taking place (and space) in Rule House during the mornings, afternoons, and evenings throughout the week along with Garden Club speaker event, Board Meetings, etc.
- IV. Staff: We do not have the funds or staff (trained, medical staff) to keep a completely sterile environment inside and outside the building after every test would take place. This would be a daily cleaning cost.
- V. The space this would take place in is our only preschool/multipurpose room in the building and would interfere with class and cleanliness in those rooms.
- VI. Parking lot: The Rule Parking lot does not have enough parking spots to accommodate the amount of people that would be attracted to this location; and would perhaps cause a larger issue with the Rule Exit with more vehicle traffic going through that slow area that has been an agenda item already.
- VII. Current COVID metrics and state mandates seem to be waning/coming to an end at the end of February. Another point to consider is current demand for testing considering these recent developments.

Thank you again to Commissioner Brueck for thinking of the community and bringing this idea to the Park District's attention.

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

Sincerely,

Brandon Magnini

Brandon Magnini

Park District Manager

**Wildwood Park District
Recreation/Administration Report
February 22nd, 2022**

1. Daddy Daughter Dance event at the Grandwood Park District took place on Friday, February 4th. We had 50 participants attend with 23 “couples” and additional daughters. The children were treated to sweet refreshments like fruit punch, cookies/cupcakes, chocolates, and lollipops! The Dads had coffee as well that was served. The girls danced the night away and played with hula hoops and balloons with our interactive DJ. Every dad and daughter went home with a framed polaroid picture. Kathy Atkins did a wonderful job decorating the entire room and centerpieces!
2. Valley Lake Ice Fishing Derby to take place on Saturday, February 19th at Valley Lake South Park 10:30am-12:30pm. 18 participants registered.
3. Gathering quotes for 2022 Valley Lake treatment service.
4. I will be taking my CPRP (Certified Park and Recreation Professional) examination on Tuesday, March 1st.
5. Harvestfest Committee Meeting was held Friday, February 19th at Rule House. Commissioners Jante and Nelson were present along with myself and Office Administrator Colleen King. We hammered out the hours of the event, initial costs to charge vendors, food trucks, and entertainment. Discussed needed extra signage, layout, and order of activities amongst other topics. I will share my compiled notes with the Board once reviewed and edited.
6. Hired new Front Desk Representative to work Mondays and Tuesdays. For reference, Office Administrator Colleen King works Wednesdays, Thursdays, and Fridays.
7. Routine administrative tasks such as sorting through bills, payroll, depositing funds, PDRMA reporting requirements and assisting Kathy with various financial tasks such as budget preparation.
8. Budget preparation for cost-control centers under my supervision.
9. Purchased two new baggo sets with current Park District logo to give to pavilion renters this year. Old baggo boards with old logo can still be used for programming and at some special events.
10. Re-order of boat decals and new boat keys for 2022-2023 season.
11. Updated 2022 Park District Master Calendar.
12. Our Snow Much fun event was a great success! I emailed the Commissioners a couple weeks ago a news story from the Lake County News-Sun in which they interviewed event volunteers and myself at the event. We had between 70-80 participants who enjoyed ice skating, ice fishing, ice painting, ice darts, baggo, snowman marshmallow craft, and much more! Thank you again to the GLCC for their sponsorship of the event, ice fishing assistance/demonstration, and advocacy for conservation to the public. Thank you to Commissioners Bruno, Nelson, Jante, and Brueck for assisting before, during, and after the event! Formal thank you letters have been sent to our event sponsors and volunteer assistants and a post-event survey and recap was completed. If you would like to view the survey results, please let me know. There are many pictures of the event on our Facebook page if you would like to see additional shots.
13. Continuing staff recruitment, hiring, and interviewing for all seasonal positions (camp, instructors, swim, etc.).
14. Working out a time for Sonic Low Voltage to adjust the security camera above the maintenance garage.
15. Office staff creating mass copies for hiring packets, rental applications, staff manuals, camp, and preschool parent packets to be prepared for when registration opens, and summer hires arrive for paperwork.
16. Staff continue to turn around summer programming dates and descriptions and entering it into our registration systems and digital summer brochure to be ready ahead of time.
17. Handling any inclusion requests with WSRA for summer programs.
18. Contacting entertainment and working out dates and availability for summer concert series and regular events.
19. Conducting interviews for Park Safety Coordinator and Marketing and Special Events Coordinator positions.
20. I attended the 2022 IPRA/IAPD Soaring to New Heights Conference from January 27th-29th. It was a successful Conference, and I was able to connect and network with professionals, attend many beneficial educational sessions, and explore the expansive Exhibit Hall. I have a summary of each Conference event on the following page:

Exhibit Hall: As in years past, I roamed the Exhibit Hall and tried to hit on areas of interest to the Park District. For future playground swing needs (i.e., Pebble), I visited several playground companies and gathered information. I always stop by recreation software companies to see what is current in the industry and if their registration solutions would ever be beneficial for the Park District. Other booths visited include: PDRMA, IPRA/IAPD, camp and sporting good vendors, entertainment vendors, and a few parks maintenance booths.

Agency Showcase: The Agency Showcase was an open area where Park District marketing teams displayed their digital, print, and life-size marketing and promotional materials for viewers. I took many good ideas, pictures, and marketing strategies and visuals with me from this opportunity.

Legal/Legislative: Several notable laws and statutes came into play this year from the General Assembly including addendums to OSLAD grants, medical cannabis use by Park District/SRA participants, DCFS mandated reporter training, HIPPA, and more.

Marketing with a Small Team and Budget: This was a great session as it applies directly to WPD. I learned some new strategies for marketing in a situation like ours, and methods best used to maximize your resources.

Better Board Meetings with Robert's Rules: This was a good refresher on Robert's Rules and decorum for Board Meetings along with some revised information that is pertinent.

Facility and Park Maintenance Roundtable: This was a discussion and group-based session where parks and facility professionals discussed common issues, we are all facing and guidance on certain topics such as mowing plans, facility surfaces and floors, best lighting for your facility, etc.

How to Make Live Music the Pulse of your Park District: Members of the Decatur Park District presented strategies and how-to's on booking live music and entertainment, facility preparation, marketing, etc. The Decatur Park District has "The Devon" which is a large outdoor amphitheater on the lake which brings in thousands of attendees every year.

Leadership is an Action Not a Position: This was an inspiring session on leadership in your agency and how to act and lead as a leader to get buy-in from your fellow employees.

Park District Finance 101: This was a refresher session on basics of Park District finance and terminology such as Fund Accounting, Tax Levies, Debt Service, Budgeting, etc.

If any of the Commissioners would like to discuss these sessions or my overall experience and takeaways further; I am willing to set aside time and discuss in-person or over the phone!

**Wildwood Park District
Maintenance Report
February 22nd, 2022**

1. Ongoing park garbage control and maintenance
2. Routine maintenance and upkeep of equipment.
3. Organization of maintenance garage and shop (ongoing)
4. Clean Rule bathrooms and office spaces as needed - re-stock paper towels and soap.
5. Park and playground inspections, corrective actions as needed.
6. Building inspections conducted monthly.
7. Removing brush and debris from parks when needed.
8. Continued routine housekeeping
9. Snow plowing and snow/ice control around Rule House, Willow walking paths, and Maintenance Facility as needed.
10. Replaced Maintenance first aid kit with up-to-date kit and eye washing station. Purchasing correct signage for the inside of the shop such as "Fire Extinguisher", "AED", etc.
11. Delegating seasonal purchase of PPE, eye wear, and maintenance supplies to Office Administrator Colleen King.
12. Beckman Brother's inspected Rule and Maintenance heating systems and boilers as part of annual inspections. No issues detected.
13. Assisting Park District Manager with set-up of Valley Lake Ice Fishing Derby on 2/19.
14. Assisted Park District Manager with set-up, execution, and take-down of Snow Much Fun event on 1/22. Coordinated registration tent set-up, fire pit set-up.
15. Worked with Park District manager to begin orders of grill replacements, buoy replacements, and finalizing selection for portable water tank trailer equipment.
16. Replaced last outdated smoke alarm at Rule House and all alarms are now uniform.
17. Replacing batteries in emergency backup lights.
18. Replacing lights in Oak Room as needed.
19. Looking to sell or donate unneeded equipment in shop to Township (i.e., welding equipment) that PDRMA/OSHA recommended we remove.
20. Building portable workbench in shop to use for equipment oil changes and small equipment repair.
21. Attached Slow Moving Vehicle reflective signage to UTV's along with identifying decals and logos.

Marketing/Promotions Report
February 22nd, 2022

1. Maintaining desktop and mobile pages of website.
2. Keep the website updated with current programs and information.
3. Updated Boulder Park signboard to "Valley Lake Ice Fishing Derby" Event Information.
4. Pushing upcoming programs on Facebook.
5. Post upcoming events and programs on Instagram and NextDoor.
6. Updated website home page with "Hiring and Interviewing" advertisement for Park Safety Coordinator and Marketing and Special Events Coordinator positions.
7. Sent out February E-Newsletter on 1/31. Upcoming special events and programs were the highlight alongside the monthly recreation/maintenance/marketing highlights.
8. Weblinx re-design demo alterations and page migrations for Park District website in final stages the week of 2/14 in order to make sure current website information reflects on the demo. Preparing to present demo to Board on 2/22. Commissioners will have a chance to be sent the demo by email and review with their own thoughts after presentation on 2/22 before website goes live and staff are trained on its use.
9. Updating digital version rough draft of Summer 2022 brochure with programming and events as we confirm them.
10. Plan to budget for additional postcard for summer concert series with the backside promoting "Save the Date" for Harvestfest.

UMBDENSTOCK

ELECTRIC, INC.

25745 N. Gilmer Rd. • Mundelein, IL 60060 • (847) 566-0619 •

kenumbdenstock@yahoo.com

PROPOSAL

Date: 11/22/2021

From: Ken Umbdenstock

To: Brandon Magnini

Re: festival circuits

Phone: [Click here to enter text.](#)

Email

Job Description: Labor and materials to install (6) 20-amp circuits on exterior of cottage on individual circuit breakers in cottage panel. All receptacles to be GFCI with in use covers.

Total Price: \$1020.00