

**Wildwood Park District
Regular Board Meeting
33325 N. Sears Boulevard, Wildwood, IL 60030
Monday, October 20th, 2025, 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

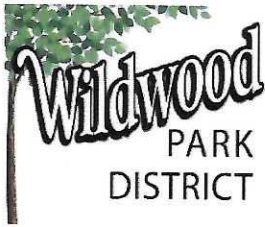
- I. Call to Order - Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda – Regular Board Meeting – Monday, October 20th, 2025**
- IV. Approval of Minutes**
 - A. Minutes of the Regular Board Meeting – Monday, September 15th, 2025**
- V. Matters from the Public**
- VI. Financial Report**
- VII. WSRA**
- VIII. GLCC Report**
- IX. Valley Lake Report**
- X. Staff Reports**
 - A. Recreation/Administration**
 - I. Harvest Fest Report**
 - II. Summer 2025 End of Season Report**
 - B. Maintenance**
 - C. Marketing/Promotions**
- XI. Unfinished Business**
 - A. Willow Point Park Shoreline Stabilization Project**
- XII. New Business**
 - A. FT Staff PDRMA 2026 Health Plan Approval Open Enrollment**
 - B. IPRA Soaring to New Heights Conference Registration**
 - C. Tentative Tax Levy**
- XIII. Other Business**
- XIV. Matters from the Public**
- XV. Closed Session**
 - A. 5 ILCS 120/2 (C) (1) Personnel**
- 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.



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TO: Board of Commissioners
CC: All Staff
FROM: Brandon Magnini, Executive Director
SUBJECT: Board Packet Attachments and Agenda Items
DATE: October 20th, 2025

Good afternoon, Commissioners,

Please find below a brief explanation on the following Board attachments that correlate with the agenda items for the Monday, October 20th, 2025 Regular Board Meeting:

GLCC Report: Attached you will find the Agenda from the GLCC's October 8th meeting as well as the minutes from their September meeting.

Staff Reports

I. Harvest Fest Report

Please find attached a summary of the 2025 Harvest Fest Event. Included is a breakdown of the event financials, tickets, collected, and Quickbooks expense report summary.

II. Summer 2025 End of Season Report

Please find attached a summary of the late spring-early fall season programming and events. Also included is a breakdown of registration numbers, revenue, and Quickbooks expense reports.

New Business

A. FT Staff PDRMA 2026 Health Plan Approval Open Enrollment

Attached you will find the PDRMA Health Plan Open Enrollment Selection Form with the requested coverage options for Executive Director Brandon Magnini for the 2026 calendar year. In addition, you will find the cost benefit tables for each area of coverage along with talking points from PDRMA explaining the current rates and external factors that play into those rates. My recommendation is to approve the Health Plan Selection Form as presented.

B. IPRA Soaring to New Heights Conference Registration

Attached you will find preliminary Conference information and registration/housing rates at the early bird and regular pricing. I will be looking to attend Conference in January after missing the 2025 program. Please consider if you would like to have me send any of our support staff (Maintenance/Marketing & Special Events Coordinator) at the IPRA member rate if the budget allows. Also, please consider the conference dates and Commissioner availability to attend. Early bird registration ends 12/19/2025. I have also attached a resolution from the IAPD that the Board should vote to appoint me as the District voting representative at the IAPD Annual Business Meeting in January at Conference.

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

Sincerely,

Brandon Magnini

Brandon Magnini, Executive Director

Wildwood Park District
Regular Board Meeting
Rule House 33325 N. Sears Blvd, Wildwood, IL 60030
September 15th, 2025, 7:00 PM

Minutes

- I. **Call to Order:** The meeting was called to order at 7:01 PM. The Pledge of Allegiance was recited.
- II. **Roll Call:**
Present: Commissioners Becky Jante, Matt Brueck, Anna Nelson, Dan Corrigan, Doug Dietzen
Absent: None
- Park District Staff Present:** Brandon Magnini, Executive Director, Kathy Atkins, Accountant, Michael Dykes, Maintenance Supervisor.
- III. **Approval of Agenda – Regular Board Meeting – Monday, September 15th, 2025**
President Jante entertained a motion to approve the Agenda of the Regular Board Meeting of the Wildwood Park District of Monday, September 15th 2025, as presented. So Moved: Commissioner Corrigan, Second: Commissioner Dietzen. All in favor, motion carried.
- IV. **Approval of Minutes – Regular Board Meeting – Monday, August 18th, 2025**
President Jante entertained a motion to approve the Minutes of the Regular Board Meeting of Monday, August 18th, 2025, as presented. So Moved: Commissioner Brueck, Second: Commissioner Corrigan. All in favor, motion carried.
- Approval of Closed Session Minutes – Monday, August 18th, 2025**
President Jante entertained a motion to approve the Minutes of the Closed Session of the Regular Board Meeting of Monday, August 18th, 2025, as presented. So Moved: Commissioner Dietzen, Second: Commissioner Corrigan. All in favor, motion carried.
- V. **Matters from the Public**
- Marianna Ruano was present. She is a resident of Valley Lake. She shared her concerns with the health of the lake, and the fish kill situation. She was interested in asking how the residents can volunteer, be involved, and more active in the conservation of the lake. Director Magnini will follow up with Marianna with additional details.
- Valley Lake residents Maj Kowalski and Sally Mahan were also present.
- VI. **Financial Report**
The Financial Report was read. President Jante entertained a motion to accept the Financial Report as presented. So Moved: Commissioner Corrigan, Second: Commissioner Nelson. Roll Call: Commissioner Nelson, aye, Commissioner Brueck, aye, Commissioner Dietzen, aye, Commissioner Corrigan, aye, Commissioner Jante, aye. All in favor, motion carried.

VII. **WSRA**

Commissioner Nelson noted the next meeting was September 22nd.

VIII. **GLCC**

GLCC had their first meeting since May on September 10th. Their meeting outline, financials, and minutes from their May meeting were attached to the Board Packet. TIGRIS did a 4pbb bump treatment of the Sonar on September 2nd. Will assess going forward. The GLCC requested that Jennifer from TIGRIS visit the lake again in the fall to see what progress has been made and how to plan for next season. Discussion.

IX. **Valley Lake Report**

The fish kill in late August and the Park District's response to it was reviewed. Discussion. Additional information about other local fish kills in the area was included along with documentation and correspondence of the low dissolved oxygen and lake conditions from the IL Department of Natural Resources, Lake County Health Department, and Maj Kowalski's volunteer lake monitoring readings. The information gathered continued to support the fact that high temperatures and a heavy rain event exacerbated a previous algae bloom and low dissolved oxygen to create the conditions that led to the fish kill.

President Jante entertained a motion to approve the Any Illinois Wildlife Removal and Relocate Inc. invoice for the removal of dead fish on Valley Lake for \$6,090.00 as presented. So Moved: Commissioner Brueck, Second: Commissioner Corrigan. Roll Call: Commissioner Nelson, aye, Commissioner Brueck, aye, Commissioner Dietzen, aye, Commissioner Corrigan, aye, Commissioner Jante, aye. All in favor, motion carried.

ILM's treatment report from September 2nd was included in the packet. ILM's July Lake Water Quality Report that was included in the contract was also added to the Board Packet and will be added to the long term Valley Lake Management Plan. Discussion.

Commissioners would like to see the service bids for the 2026 treatment year ready for review either in December or January.

X. **Staff Reports**

A. Recreation/Administration – report was read. Discussion

B. Maintenance – report was read. Discussion

I. Lake County Tree Initiative: Director Magnini shared several slides from a Lake County presentation detailing the opportunity to apply for a tree planting grant program that the County puts on. Director Magnini completed the application materials and submitted to County. This program aims to award tree plantings to parks and areas that experience stormwater/flooding/runoff issues to help mitigate those issues. The parks submitted include Pebble Beach Park, Valley South Park, and Lakeshore Drive Park. If awarded, the County would plant the trees at no charge to the Park District for the trees or the labor. Expecting award and or notice of status by Spring 2026. Discussion.

C. Marketing/Promotions – report was read. Discussion

D. Park Safety – report was read. Discussion

XI. UNFINISHED BUSINESS

A. Willow Point Park Shoreline Stabilization Project

Director Magnini confirmed the shoreline permit has been approved USACOE. Waiting now on the Lake County Site Development Permit to be approved and picked up. Once the County Permit is approved, dates for the RFP to go out, sealed bid timeline/opening, and bid award approval will be updated in the bid packet draft which was included in this Board Packet for review. The Commissioners had no additional questions on the draft bid packet for this project. Updates will be given at the October meeting on timeline.

B. Sunset Park ADA Accessible Pathway Project Bids for Approval

Accountant Kathy Atkins with input from Director Magnini put together a Board memo/recommendation with an analysis of the four opened bids that were received for this project. An Executive Summary, Evaluation Criteria, Bid Evaluation Summary, and Recommendations were included. Staff recommendation was to proceed with DK Contractors, Inc.

In addition, an analysis of possible budget sources to cover the cost of the project was included in the Packet, along with the bid tabulations, and the feedback/recommendations from several PE firms that we reached out to after having conducted the bid opening. Positive recommendations from three PE firms including IMEG, Eriksson Engineering Associates, and Landworks Limited in regard to DK Contractors was included. Finally, a positive reference from the Waukegan Park District in regard to NP Paving was included. Discussion.

NP Paving proposed 6" #9 stone for the base of the path whereas DK proposed 6" CA-6 aggregate base. Discussion. Commissioners saw online that #9 stone was appropriate for this sort of application that could handle heavier vehicles as such that could be found on roadways and that CA-6 was more costly. The heaviest vehicles that would be traversing the walking path at any time would be the Park District John Deere Gator UTV vehicles.

The Commissioners agreed that NP Paving was their recommended choice to award bid. The Commissioners cited the overall lowest cost by \$28,788.00 in comparison to DK, the same standard depth of 2.5" asphalt surface course depth, the positive recommendation from the Waukegan Park District on past ADA path projects and NP's experience working with Park District projects whereas DK had more recent work with larger non-Park District projects, and the fact that NP Paving met the Park District at the non-mandatory pre-bid meeting onsite on 8/6.

President Jante entertained a motion to award the bid for the Sunset ADA Path to NP Paving for \$27,895.00 as presented. So Moved: Commissioner Corrigan, Second: Commissioner Dietzen. Roll Call: Commissioner Nelson, aye, Commissioner Brueck, aye, Commissioner Dietzen, aye, Commissioner Corrigan, aye, Commissioner Jante, aye. All in favor, motion carried.

A letter to the Gagewood Lions Club asking for their input and assistance on this project was included. Director Magnini and President Jante will be attending the Lions meeting on September 22nd to garner their support.

NEW BUSINESS

A. Review of Memorial Tree Donation Request

An application for a memorial tree planting at Pebble Beach Park for a shade red oak tree was presented. The Board agreed that Pebble Beach Park on the west side of the park was a good location for this tree with its history of stormwater runoff. Planting pending a visit from an arborist to narrow down the best location within the section of the park.

B. PDRMA Health Program Membership Renewal Term

Director Magnini presented a notice from PDRMA’s CEO Brett Davis notifying the Park District that their three-year PDRMA Health Insurance membership was expiring by years end; and the three-year membership term would auto-renew in 2026 unless the member agency Board made a resolution to discontinue the membership. The Board agreed that keeping the health membership as is made sense. With no changes to be made, no action was taken, and the membership will auto-renew in January 2026.

C. Other Business – None

D. Matters from the Public – Maj Kowalski and Sally Mahan, residents on Valley Lake were present. Maj provided her most up to date volunteer lake monitoring readings from September 12th. The dissolved oxygen is very low (below 1.0) at the bottom of the deep end in the middle of the lake. The dissolved oxygen 3” down was the highest DO she has ever seen with the lake turning back over. Maj also saw baby minnows in the lake after the fish kill, with the desire to stock additional fish before the winter. She also noted that there were no birds to eat the fish that died and washed up which she thought was odd along with no bullfrog sightings - with some skepticism of what caused the fish kill. Director Magnini will follow up.

Sally Mahan saw what she believes is sediment runoff and brown coloration of the lake from what she believes is runoff from the Public Works projects going on around the roads right off the lake.

E. Closed Session – The Board did not enter into Closed Session.

F. Adjournment

President Jante entertained a motion to adjourn the Regular Board Meeting of Monday, September 15th 2025, at 8:42 PM. So Moved: Commissioner Brueck, Second: Commissioner Dietzen. All in favor, motion carried.

Secretary
Board of Park Commissioners

President
Board of Park Commissioners

Date:

Date:

**GLCC Meeting Outline
October 8, 2025**

Meeting Call To Order Rob Flood, President

Pledge of Allegiance

Introductions

Public Comment

Secretary's Report Rachael Klabunde

- a. Minutes from September 10, 2025 meeting

Treasurers Report Marianne Porreca

Old Business

1. Weed Control for 2025
 - a. Sonar treatment for E. milfoil and curly pondweed application date 5/1.
 - b. September 16 on lake meeting with Jennifer recap
 - c. Last bump application on 9/2 – Fast test on 9/18 = 3.2 and 2.8.
2. Fall Fish Stocking
 - a. Walleye and N. Pike to be stocked in October/November.
3. Lake plant and carp composting program
 - a. Update.
4. Adopt A Highway clean up
 - a. Recap
5. Harvest Fest
 - a. Recap
6. Any Other Old Business.

New Business

1. GLCC Logo Swag
 - a. Hats and shirts with GLCC logo
 - b. Additional inventory for sale
2. ILMA POD
 - a. Would like to host a meeting at Gages Lake.
 - b. Spring 2026
3. Illinois EPA Water Quality Sampling Program

4. Bonfire Grill Fundraiser.
5. Any Other New Business?

GLCC Projects/Goals for 2025

- Weed Control Spring 2025 – April 2025
- Carp Derby – May 31, 2025
- Shoreline Cleanup – June 1, 2025
- Adopt A Highway clean up – Sept. 17
- WPD Harvest Fest Sept.27
- Fish stocking – Fall 2025
- Public Relations/Education – GLCC section on WPD Website/Facebook Page
-

Adjournment

Next meeting date – November 12, 2025

GLCC Meeting Minutes

September 10, 2025

ATTENDANCE:

NAME	TITLE
Rob Flood	President
Todd Schara	Vice President
Marianne Porreca	Treasurer
Rachael Klabunde	Secretary
Brandon Magnini	Executive Director of WPD
Becky Jante	President of Board of Commissioners
Attendees:	Joe Losser, Jeff and Lynn Frye, Steve Gerzel, Garry Grzelak, Jack and Donna Straka

- Meeting called to order at 7:02pm
- Pledge of Allegiance

SECRETARY REPORT:

- Rachael passed out 05/14/25 meeting minutes – reviewed by attendees
- ❖ Motion to approve minutes by Todd Schara, seconded by Brandon Magnini and approved by all at 7:03pm

TREASURER REPORT:

- Balance as of September 9, 2025:
 - Miscellaneous: \$8,349.96
 - Algae \$1,158.00
 - Lily Pads \$ 250.00
 - Stamps \$ 8.40
 - **Total: \$9,766.36**
- ❖ Motion to approve report by Joe Losser, seconded by Todd Schara, all in favor at 7:08PM

OLD BUSINESS:

1. Weed Control for 2025
 - a. Sonar treatment for Eurasian Milfoil and Curly Leaf Pondweed application
 - b. Sonar treatment summary provided at meeting showing distributions as follows:
 - i. May 1st – 6ppb
 - ii. June 25th – 2ppb
 - iii. September 2nd – 4ppb
 - c. Rob to request Jennifer come out to do a ride along on the boat and attend October 8th Board Meeting
2. Spring Fish Stocking
 - a. April 14 Keystone Fisheries stocked 250 SMB
 - b. Smallmouth Bass 4-6" @ \$5.63 each for a total \$1,406 (cost split with WPD)
 - c. Walleye and N. Pike to be stocked in October (same amounts as last year)

3. Lake plant and carp composting program
 - a. Composting is going well, bags are under 100 degrees, will start screening and distributing compost in coming weeks and will track where it goes and the results
 - b. WPD moved the original location to the back of the park at Twin Lakes and added screening for aesthetics
 - c. No additional composting added since initial carp derby composts
 - d. Logistically, WPD won't continue composting on park property – will look into other solutions for compost location
4. Adopt-A-Highway Clean-Up
 - a. Conducted on September 17th
 - b. Approximately 10 volunteers
5. Plant ID Paddle
 - a. Alana B. from LCHD did a plant paddle on August 26th
 - b. Plants identified included Sago Pondweed, Eurasian Milfoil, Water Star grass, Large Leaf Pondweed, White Water Lillie, American Pondweed and Chara
6. Shoreline Cleanup
 - a. Great participation with lots of trash picked up
 - b. The program has come a long way since its inception
7. Carp Derby
 - a. Went well
 - b. Attendees in all age categories
 - c. Facebook survey to receive feedback on what works, doesn't work and how to make it better
8. Carp Removal with IDNR on 5/24
 - a. Removed 404 carp and were used in WPD compost
9. Any other old business: None

NEW BUSINESS:

1. GLCC Swag
 - a. Hats and shirts with GLCC logo
 - b. Additional inventory for sale
2. 2025 Harvest Fest
 - a. September 27th from 12-6pm
 - b. Todd Schara to lead
 - c. Minnow Races, information table and swag table
 - d. Need volunteers to help
3. Illinois Lake Management Association (ILMA) Point of Discussion
 - a. ILMA would like to host a meeting at a Gages Lake park in October to share lake plant information, water information, etc.
 - b. More info to come on date
4. Illinois EPA Water Quality Sampling Program
 - a. They've been doing water testing (June to September) and vegetation mapping
 - b. Results should be ready in 2027 due to time it takes to analyze samples and data

5. Bonfire Grill Fundraiser
 - a. Typically, the last Monday of each month
 - b. GLCC receives 15% of daily sales

6. Other New Business:
 - a. Lisa Van Erden presented the GLCC with the money raised at the Kayak Poker Run in the amount of \$3,000

GLCC PROJECTS & GOALS FOR 2025:

Goal	Status
Weed control Spring '25	April 2025
Carp Derby	May 31, 2025
Adopt-A-Highway Spring Clean-Up	April 23, 2025
Shoreline clean-up	June 1, 2025
Adopt-A-Highway Fall Clean-Up	September 17, 2025
WPD Harvest Fest	September 27, 2025
Fish stocking (Fall 2025)	Fall 2025
Public relations/education – GLCC Facebook page and WPD Website	Ongoing

ADJOURNMENT:

Motion to adjourn meeting by Todd Schara, seconded by Joe Losser and approved by all at 8:11pm

NEXT MEETING:

October 8, 2025

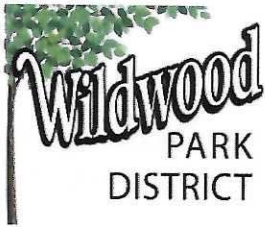
Wildwood Park District
Recreation/Administration Report
October 2025

1. Routine administrative tasks such as sorting through bills, payroll, depositing funds, PDRMA reporting requirements and safety coordinator updates, meeting with Treasurer Corrigan for bi-weekly financials, and assisting Kathy with various administrative tasks, and associated reports.
2. Website management and board duties.
3. Attended Executive Director/Department Head Learning Lab and Q and A Panel Event through IPRA at the Northbrook Park District on 10/8 as a networking and educational opportunity.
4. Will be attending IPRA Safety Coordinator educational/training event on 10/24 at the Carol Stream Park District.
5. Prior to the November Board Meeting, will be attending Year 2 of IPRA Professional Development School in Galena between 11/9-11/12.
6. Submittal of proposed 2026 Health Plan Insurance Open Enrollment forms through PDRMA pending Board approval.
7. Continued chipping away at completing extensive PDRMA (Park District Risk Management Agency) 20-part Risk Management Review for 2025 as detailed in the July/August Recreation/Admin Report.
8. Office Staff continue to manage pavilion/room rental bookings, parking stickers, and boat key sales as the season comes to a close.
9. Preschool program is doing well. With the consolidated class, we have 8 enrolled. The class went to Kroll's Farm in early October for their educational field trip. This field trip cost is offset by the preschool parents paying an admission fee payable to the Park District.
10. Touch a Truck event on 10/4 at Rule Park went very well. Community partners like the Warren Township Highway Department, Grayslake Fire District, and Lake County Sheriff's Office were represented by their staff and vehicles. The Park District detailed and cleaned our three utility vehicles and Ford F250 for the kids to explore.
11. Glow in the Dark Scavenger Hunt scheduled for 10/10 at Rule House was cancelled due to low interest.
12. Battle of the Bowls Chili Cookoff is tentatively still on for 10/18 pending additional registration the week of 10/13.
13. Pumpkin Painting event at Rule House took place on 10/7 and went well with 7 registered. Selected leftover pumpkins from Harvest Fest were utilized further providing some cost savings.
14. WSRA Trunk or Treat set for 10/19 at the Warren Township Center. WPD has RSVP'd their spot. Commissioner Nelson and Director Magnini corresponding for trunk prep and logistics.
15. Fall Bingo Night on 11/7 at Rule House.
16. U of I Extension Master Gardener Spring Flowering Bulbs class on 10/8 at Rule House had 11 in attendance. Attendees walked away with tulips for their gardens.
17. Seeking registrations for 10/18 Adult, Child, and Infant CPR/AED class.
18. Fall Adult Yoga close to being at maximum registration.
19. Continuing to work with Maintenance Supervisor Dykes on a daily basis for current and future project planning and execution. Handling staff schedule changes and hours management with Dykes as the busy season ends.
20. Communication with Valley Lake resident on community engagement/Valley Lake resident involvement in the lake planning and treatment process.
21. Sent notice to proceed, signed contract, and letter of award of bid to NP Paving for the Sunset ADA Path Project. Due to the timeline of the Board awarding the bid at the September meeting, NP will now have to schedule the work for mid/end of April 2026 with an early May completion

Wildwood Park District
Recreation/Administration Report

October 2025

- date. Sent notice of bid rejection to the three other bidders who submitted bids. Continued further communication with the Lions Club after their public presentation of a \$10,000.00 check to assist the Park District in the funding of this project.
22. Great Lakes Urban Forestry has completed the field work for Phase I (year 1) of the Tree Inventory. Deliverables for Phase I are expected to be provided to the District by the end of October.
 23. US Army Core of Engineers and Lake County Planning have now fully confirmed approval of the Willow Point Park shoreline project with the approved permits. Bid Packet for Willow Point Project work has now been updated with a bidding/award timeline which will be discussed at the October meeting prior to notice for bid opening/RFP going out near the end of October.
 24. Park Safety completed their end of season operations ending at Harvest Fest and assisted at the event. Completed remaining HR end of year tasks with Park Safety Coordinator Cambrany after another successful Park Safety year.
 25. Execution of 2025 Harvest Fest event. This year's event was another success, and further details will be shared in the Harvest Fest Report. Working on a post-event Committee meeting and strategy timeline to get ahead for the 2026 event.
 26. Met with arborist to discuss placement of upcoming donated tree at Pebble Beach Park.
 27. Completed submittal of application materials and information for possible award of Lake County Tree Planting Initiative for Spring 2026 that was discussed at the September meeting. Awaiting word from Lake County which may take until Spring of 2026.
 28. Finished updating the Park District SAM (System for Award Management) online portal/account standing and federal UEI # for being able to properly submit grant applications and receive grant award for projects. Main contact for grant award through this portal was switched from Kathy Atkins to Director Magnini. Sent in notarized letter and received official approval.
 29. Continue working on the bones of the Strategic Planning Process and current Focus Groups. I borrowed a copy of the Grayslake Park District's Comprehensive Master Plan to gain insight and inspiration of how to present the information. Working off other similar sized agency Strategic Plans and goal setting such as Lindenhurst Park District. Email went out to interested parties the second week of October who had previously expressed interest in joining the focus group meetings. Possible meeting dates were suggested to take place on Thursdays through the rest of October and the first few weeks of November. Once I have confirmed the dates that will work best for everyone, we will have two meetings to cover bigger picture items and also more specific topics across the board.
 30. Continued to chip away on Valley Lake Management Plan and proposed lake management goals. Added ILM July 2025 Water Quality Report to appendices of plan.
 31. Continued work on beginning of ADA Transition Plan. Reached out to WSRA to ask for their feedback on WPD's accessibility and inclusivity of program participants with disabilities and for any sample accessibility survey questions they have utilized with member Districts in the past.
 32. Engaged Staff to assist in the formation of the Summer 2025 End of Season Report and analysis as well as the 2025 Harvest Fest Report.
 33. Working with PDRMA to update WPD photo and video taking policy by WPD in relation to participants in our programs, events, and marketing.



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The following pages include an overall event recap for 2025's Harvest Fest complete with staff recaps/reports. Also included is an overall financial analysis breaking down overall event expenses, income, sponsorship revenue, profit/loss/break even data pulled from Quickbooks. Finally, Maggie Woznick our Marketing & Events Coordinator and I included quantitative and qualitative data from our post-event Harvest Fest survey responses from 22 event attendees, 6 vendors, and 3 sponsors. Please peruse this report at your leisure and I will be prepared to answer questions you may have at Monday's meeting on the contents of this report.

Sincerely,

Brandon Magnini

Brandon Magnini
Executive Director

PROS of the Event

- Solid vendor turnout with 28 total vendors including our Boy Scouts Troops, WSRA, and GLCC partner vendors free of charge. Total of 24 paid business vendors. Two vendors purchased the additional \$10 table/chair fee on top of the \$50 entry fee which was standard for all vendors.
- Vendors were able to fit all their cars easily and park away from any activities on the grass by Sears Boulevard. We had a good variety of vendors this year.
- Signage was great and even better than 2024. First aid table had clear informational signage and tents met fire codes and had “No Smoking” signage throughout. We again posted our “handicap drop off” at the Rule entrance by the arch. We added event parking directional arrow signage around streets to direct people to park at Willow along with custom signs with address directions to Willow Point (as well as the parking procedures inside the grass parking).
- Partner organizations such as Boy Scout Troop 671, GLCC, WSRA, and Troop 672 got great exposure and help their brands and recruitment based on their feedback. Troop 671 again had a successful rope bridge and Jacob’s Ladder attraction and the same for Troop 672 in their Wild Wild West.
- Lions Club did very well with food sales and were extra prepared with more food and a second grill.
- Kiki’s Cotton candy did very well with carnival snacks and lemonade as usual.
- Adding Awesome Mini Donuts donut truck and lemonade was well received. It also took costs and resources off the WPD, so we did not have to sell them again this year or handle cash at that booth.
- Lumpia lady food truck came back again this year to help alleviate pressure off the Lions Club. They did well selling Filipino dishes and spring rolls.
- Our alcohol sales setup was again very well organized by using our WWPDP trailer to house the beer and serve as a backdrop to our beer tent surrounded by snow fencing and appropriate alcohol signage.
- Glunz Family Winery did well once again.
- The tent and stage for the musical entertainment, ticket tent, beer tent, and fall photo op area was nicely decorated by Jen Brueck and a few other volunteers. Jen also prettied up the corn stalks with nice ribbons and décor. The fishing gazebo photo op area was setup again with hay bales/mums/pumpkins/corn stalks. All hay bales, corn stalks, and pumpkins that we had left were able to be used as fall decorations around Rule Park and the parking lot light posts in the weeks following the event. We got the stalks this year at no charge from Joe Losser with the Lake County Farm Heritage Association. We even sold \$20 (4 total) unused corn stalks during our post-event pumpkin sales (\$420.00).
- The Buffalo Grove Police Department with TOPS Kennel put on another great K-9 show. Many children were very interested in what they had to say once again.
- Music by School of Rock was very solid, and the kids really rocked out Rule Park with inspired classic rock covers!
- The antique car show was a huge success with easily double the amount of classic cars than expected in years past. We even had four vintage motorcycles on display.
- The overall event layout was solid. Having the food and alcohol in the main parking lot near the general ticket and information table was a recipe for success. The Pony Rides and Petting Zoo fit nicely into their slot of the park; and all the other kids’ activities were easy to spot and partake in. We split up the lines again more clearly this year for the pony rides and petting zoo to eliminate confusion.
- The Boy Scouts continue to be a reliable helping hand and provided us with many volunteers who assisted with the following: parking at Rule and Willow Point Park, Rope Bridge, Wild, Wild, West game, Pony Rides and Petting Zoo, kids’ games, and more.
- Pumpkin painting was a huge hit! We did not run out of pumpkins this year at the event and the Grayslake and Avon Township Pageant Queens were very helpful in running this area.
 - ***Left over pumpkins were sold at the Park District 2/\$5 for a total of \$420.00 in revenue.***

- We did well on ticket sales for WWPDP popcorn and water selling \$87.00 worth of water at the WPD popcorn tent and \$103.00 worth of popcorn. The beer tent sold \$134.00 worth of water. There was a fair amount of water that the maintenance team was instructed to bring around to event vendors/volunteers as it was a warm day.
- It was a good idea to continue to bring the WTHS with Amy Sarver's crew for their touch a truck opportunity. Kids liked it and honked the horn a lot.
- The Lake County Farm Heritage Association Tractor Rides, Barrel Train, and Rope Making attractions took this event from great to excellent in my opinion. They were setup in the northwest corner of the park near the Van Erden Garden. This part of the park had been mainly unused for the last four Harvest Fest events. The LCFHA collected 768 tickets from patrons (with each of the attractions being 2 tickets per). There was an estimated 10 vintage tractors on display and that were being utilized for the guided tractor rides. Younger kids and their parents especially appreciated the barrel train ride! We will certainly need to have LCFHA back again next year. Per my agreement with LCFHA to come out to the event, the WPD is to pay them out the value of their received tickets (so \$768.00).

Ticket Sales & Children/Family Activities

Please see breakdown of ticket statistics on the following spreadsheet attached to this summary. We did a nice job organizing tickets into bundles of 25 tickets for \$20 or people could buy a single ticket for a dollar. The Pony Rides/Petting Zoo was an absolute hit as usual. Patch-22 continues to be a great vendor for this event area this year and continues to be easy to work with in terms of logistical parking of their trailer. The staff hand walked their ponies for the pony rides which is better for the animals and allowed the kids to take more a scenic and longer ride around that section of the park. We estimate about 186 pony rides were given and 246 people gave tickets to access the petting zoo. Pumpkin painting cost us \$330.00 for the pumpkin purchases, and we made a ticket value of \$905.00 on the pumpkin painting at Harvest Fest. We had quite a few pumpkins left over so we sold the rest and made \$420.00 in addition. Boy Scout led Wild, Wild, West and Rope Bridge continue to be unique and attracted many adventurous children. Troop 671 added a Jacobs Ladder challenge to the Rope Bridge area which seemed to be received well. The Dunk Tank also was a hit with a more varied list of people being dunked with myself (14 dunks), Grayslake Fire District firefighter Andrew (10 dunks), WPD preschool teacher Tamara Rasmussum (21 dunks), Grayslake Pageant Queen Madelynn (29 dunks), Grayslake Pageant Queen Olivia (35 dunks), Jim Fry WPD swim instructor (22 dunks), Amy Sarver Warren Township Highway Commissioner (20 dunks), and Elmer Fallos Warren Township Supervisor (29 dunks). Face Painting was again very popular, and we had decently long lines again. The face painter we chose this year cost over \$1,500.00 less than the two face painters we worked with in years past. The face designs were still quality for the kids as well. We were overall very happy with the quality and friendliness of our face painter this year. We estimated about 112 kids got their faces painted (about the same as last year). GLCC did well with 153 minnow racing tickets collected that we would pay out to them. A new addition this year was the Lake County Farm Heritage Association tractor rides, barrel train, and rope making. These activities all required two tickets each. LCFHA reported that they received 768 tickets total. Like the GLCC, we will pay them out for this ticket value collected. Another new addition this year was a custom scarecrow craft purchased from Oriental Trading. Many families took the kits home to make, but some put them together onsite near the pumpkin painting area. Based on tickets collected, we estimate 16 individuals paid for the kits. The remaining kits will be used for next year. Non-ticketed attractions such as the bounce house, Warren Township Highway Department Touch a Truck, playground, etc. were available for those who wanted to partake.

Ellen Dimock did another excellent job in prepping the Wildwood History Museum exhibits and display information in a sleek and professional look inside the Cottage. This year, she had an emphasis on the history of the Park District acquiring Rule Park in 1992 and the referendum required to purchase the property. Ellen and her husband Joseph did a

great job setting up and supervising the area. Thank you also to Commissioner Nelson for supervising the history museum and talking to visitors about the history during her shift inside the museum.

50/50 Raffle and Firetruck Raffle

Overall, solid response for people participating in the raffle. Commissioner Brueck and our other 50/50 roaming volunteers did a nice job walking around the event and gathering 50/50 tickets throughout. Please find the breakdown of the 50/50 Raffle on the spreadsheet following this summary.

The winner of our 50/50 raffle walked away with a total of \$236.50 (of the \$472 overall pot). Will look to find ways to increase the amount of 50/50 tickets sold and a larger pot next year. We did improve our cash handling processes for the raffle takers walking around the park this year. We had our volunteers wear aprons and carry bank bags to better handle the cash, make change, and appear more transparent in handling the tickets and cash.

This year, Ellen Dimock on our Planning Committee introduced a Grayslake Fire District firetruck raffle. Ellen is on the Grayslake Fire District Board. The winner of this raffle won a free ride on a Grayslake Fire District firetruck to their school (if they lived in the Grayslake Fire District boundary). A winner from outside the boundary would be able to meet the Fire District in downtown Grayslake and go for a ride in the truck around downtown. Please find the breakdown of this raffle on the spreadsheet following this summary.

T-Shirts/Koozies Stats

With our koozie supply we have on hand from 2022; we sold a 20 koozies for \$2 each. We still have a good amount of koozies left for next year. The 2022 Harvest Fest shirts we still had on hand we sold a total of three at \$5 per shirt. We did also sell 2 Apple Fest t-shirts we found in the attic at \$5 a shirt.

The Park District purchased 100 Harvest Fest volunteer shirts this year that our volunteers were asked to wear. This provided a uniform look and gave our attendees an easy visual aid to identify those who could help or answer questions. We have a good amount of volunteer shirts left in various sizes, so we believe this purchase will not be necessary in 2026.

Technical/Logistics & Safety Summary

Our electrical was very well organized this year. We had no power surges, loss of power, or tripping hazards. We had a very safe event ensuring all tents were flame proof and proper fire extinguishers and other measures were in place. Health Department inspection passed with flying colors the morning of for our popcorn machine setup. They also passed the Lions Club and Lumpia Lady with no issues. We had adequate rubber cord covers for extension cords across walking areas along with cones, barriers, and sawhorses that marked off ADA parking areas and ingress/egress controls. We were able to secure stage lighting on the main stage tent this year to help the bands and crowd see the main stage better. This lighting was compliant with the permitting and flame certificate.

We were fortunate to have 2 Park Safety Staff providing traffic control and basic event security. I felt (and likely others felt) their presence was helpful and nice to see. I felt their presence was important and brought a sense of control to the event. Our Park Security staff were able to use the Mule to check on Willow Point parking, Cornerstone Church

parking, and around the perimeter of the event on Sears Boulevard to dissuade cars from parking on the shoulder. Fortunately, there was no safety issues that arose. I ran a pre-event volunteer orientation that covered active shooter, event logistics, volunteer assignments, weather, and emergency situations and provided an emergency action plan to volunteers and key staff. Either way, we were prepared to deal with any issues. Our EAP and, AED, and First Aid equipment table were centrally located at our front ticket booth. We had no accident reports or incident reports to fill out.

Our use of the port-o-potties, garbage cans, and the second year of the portable hand washing stations was again very helpful this year and allowed a healthier and cleaner event to take place. Handwashing stations were staged by the food areas/bathrooms and petting zoo area.

Having the portable picnic tables set up within the food court area in the parking lot was key once again this year. The benches were being constantly used for people to eat, drink, and converse all day in a central location.

Doppler Audio once again took care of our PA/Audio needs and did a great job moving around the speakers to maximize all areas of the park hearing the audio. In terms of event layout, I really cannot think of any big improvements that need to be made. Dan Van Erden also had a pop-up tent next to the main stage that operated as his HQ and was easily visible to the crowd. Thank you to Commissioner Brueck for stepping in for Dan to EMCEE the remainder of the event from 4-6pm.

Our Maintenance Supervisor Michael Dykes (and his Staff) had a great gameplan in preparing the park for the event beforehand and also executing their tasks during and post-event. So much more prep work was done this year in a timely manner and having additional staff available allowed our parks team to help vendors setup their tents upon arrival, setup the pumpkins in an efficient way, and be onsite for effective garbage control. A full recap of what the parks team did to setup the park and execute the event can be found in the Maintenance Report in this Board Packet.

Signage/Marketing:

This year, we again purchased save the date yard signs to place at the key entrances of Wildwood (Mill and 120, Mill and Gages Lake Road, 45 and Sears, Deerpath and 45 along with signs and banners at all 11 parks. We once again incorporated event layout map signage in strategic locations within Rule Park with a map image to show people where everything was located. Signs that were remade for the 2025 event included the schedule of events, ticket pricing, and yard signs thanking in-kind sponsors. A new sign was made this year and placed by the dunk tank to advertise who was being dunked at what time and a little fun blurb about each dunkee. We had two 8' banners made for our schedule of events and our Stage Sponsor Level sponsors which were placed on each side of the main stage/tent with PVC framing. We were able to save money on one of the 8" banners by obtaining Velcro patches for the previous year's banner and affixing the 2025 sponsor logos on top. Maintenance Staff also came up with ground anchors that were drilled into the ground to better hold the PVC framed banners with the wind/weather. Last year, we struggled to use sandbags on the PVC base and that caused some issues. We once again had our \$250 level Beer Garden Sponsor Banner near the beer tent. This year, we purchased a new yard sign (with grommet holes) advertising the beer choices and ticket cost which was hung up on the pop up tent over the beer garden area for better visibility. Two new banners were made this year, to cover the sponsors for the \$500 Food Court Level sponsorship and for the Presenting Sponsor (State Farm) Level sponsorship which was placed at the entrance to the park. As before, we had wooden stakes with laminated sheets at each event/activity indicating the ticket value for each activity as well as signage for vendor/staff/entertainer parking, food vendor parking, and pony rides parking. We also made VIP parking passes and drew out additional parking lines along Sears Boulevard for our top sponsors and their vehicle. Parking passes were made for WPD staff and Lions Club

members. We continued to have event flyers, a dedicated website page for Harvest Fest, and promotion on Facebook/Instagram and our E-Newsletter. Harvest Fest flyer and details were included in our Fall 2025 Program Guide that had 8,000 copies distributing throughout the District. Strong word of mouth and advertisement from our sponsors/vendors to their networks also helped attendance. Signage for restrooms locations was also set up in the main food court area and near the car show.

We utilized A-Frame signs and other small yard signs to indicate that there was event parking at Cornerstone Korean Church and Willow Point Park along with directional arrows (both spray painted and actual signs) to guide cars through the parking zone inside Willow Point Park. Two "Additional Parking at Willow Point Park" that were purchased last year were again used along Sears and Deerpath with Willow Point's address.

A banner was again utilized for the save the date for the 2026 event by the parking lot exit.

Sponsors/Vendors:

We brought in \$3,450.00 in sponsorship funds this year which was a nice improvement from last year (\$3,050.00). We had some returning sponsors this year including Steve Ostrowski State Farm Agent (\$1,000 level presenting sponsor), Glynn's Plumbing and Sewer (\$750 level stage sponsor), Alyssa Sanchez Photography of Grayslake who ran a free of charge fall décor photo op at the Rule fishing gazebo for families (market valued at \$750 level stage sponsor at 50% of her regular market value of \$1,500.00), State Bank of the Lakes (\$500 level food court sponsor), Wildwood Presbyterian Church (\$250 level beer tent sponsor), Cinq-Mars Group (\$250 level beer tent sponsor), Aplus Electrolysis (\$100 level event sponsor), and Ace Hardware (\$100 level event sponsor). Returning In-Kind Sponsors Einstein's Bagels providing free bagels to staff/event volunteers, Wayne's Pizza providing 10 free pizzas post-event for staff/volunteers, Troop 671/672 for their contributions and volunteers along with the Rope Bridge/Jacob's Ladder and Wild Wild West area, Warren Township Highway Department for their Touch a Truck, Grayslake Fire District for their firetruck ride raffle offering, and TOPS Dog Kennel providing a free K9 dog show with the Buffalo Grove Police Department.

New sponsors this year included \$500 food court level sponsors Beckman Brothers of Grayslake. Our Committee was very pleased with the variety of sponsors this year. We setup the sponsor booths along the walking path adjacent to the playground and beer tent. We wanted to ensure that the sponsor booths were distinct and separated from the main craft vendor booths like we did last year.

The layout continued to be more conducive to business as we made sure no vendor booth was behind another. At their request, we moved the GLCC booth to the end of the booth line so they could setup on the minnow races off to the side out of the way of foot traffic. GLCC was also able to sell some of their new branded apparel. Our two food bakery, ice coffee, and hot sauce vendors we once again kept in the food court parking lot area to drum up their businesses which was well received. Glunz Winery was moved to the food court area for the vendors and paid the \$50 fee this year. In Glunz previous spot, we brought in the Awesome Mini Donut truck to serve apple cider donuts, lemonade, and apple cider which was well received.

Vendor arrival, departure, and communication, and payment processes went well again this year thanks to Melissa and Meghan in the office. Melissa and Commissioner Nelson did a great job coordinating with Park Safety, Director Magnini, and volunteers to get all incoming vehicles for vendors/sponsors and volunteers safely into the park and following agreed upon procedure.

We received 11 new Vendors this year including the following: The Dusty Coop Homestead (handmade tallow based body creams, soaps, balms, herbal body and hair oils), CC Stuffies (Embroidery and sewing products), Turtle Peach Collective (paper crafts, zines, photography, crochet & knit items), Impulsive Creations (wood, metal, glass art, home décor), Beaded Bliss Studio (Wildwood Resident who sold handmade bracelets and earrings), Troop 672 of Wildwood (they have had the Wild West activity at Harvest Fest for years, but requested a recruiting booth this year), Alchemy Clay Studio (polymer clay jewelry and pottery), Creative Chaos (crochet plushies, earrings, pens, and keychains), James Lefler (Wildwood Resident) custom built bird/bat houses and feeders, Twisted Tinsel LLC (hair tinsel/hair wraps, this was pursued as an alternative to face painting to alleviate lines and was a hit), and Eva's Henna Bazaar (henna and jagua tattoos starting at \$10 per design). The Henna Bazaar was also organized as an alternative to the face painting to alleviate lines and provide more body art options. We strategically placed the henna and hair tinsel booths next to the face painting booth.

General Improvements for Next Year

- Continue to improve the quality of the bands on the main stage, possibly add more music. Looking to book a big name band like Judson Brown to draw crowds especially in the 4-6pm hours.
- Although bingo on the main stage did fairly well (\$130 revenue against \$120 in expenses for the gift card prizes), we will market it better and push the bingo to be longer and start later in the event to capture more people.
- Stronger pre-event communication and coordination necessary with the Lions Club if we are to promote a meal ticket voucher (to the Lions food tent) to our VIP sponsors and entertainment as part of our sponsorship packages. This communication to the Lions fell through the cracks this year and the Lions were unaware of what was being presented to them from some of the sponsors/entertainers .
- The Lions Club hearing and vision bus they secured from the state of IL Lions foundation was not popular. The hearing bus personnel were not able to get their in-unit air conditioning going early which made it uncomfortable inside for those wanted to use those services. The Park District had power for the bus, and the Gagewood Lions made sure they had enough properly rated extension cords for the bus on hand. After speaking with some of the Gagewood Lions members, they indicated they probably wouldn't seek the bus next year for Harvest Fest but try to set it up at the Warren Senior Center. The Gagewood Lions had no issue with the Park District handling the situation as it seemed the issue was with the hearing bus personnel and not knowing what kind of power they needed.
- Ensure they are additional volunteers (older adults preferred) supervising the bounce house.
- Continue to attract new and engaging vendors and sponsors.
- Attempt to secure a shuttle bus like we did in 2024 that shuttled people from Willow Point Park parking and the Cornerstone Church to Rule Park. We tried several bus companies this year, but none ever came through for Staff.

Harvest Fest 2025

Price per Ticket \$1.00

Activities Charging Tickets

	# Tickets Charged	# Tickets Collected	\$ Amount Redeemed
Paint a Pumpkin	5	905	\$ 905.00
Scarecrow Craft	3	50	\$ 50.00
Rope Bridge	1	99	\$ 99.00
Wild, Wild, West	1	40	\$ 40.00
Minnow Racing - to GLCC	1	153	\$ 153.00
Pony Rides	5	930	\$ 930.00
Petting Zoo	3	739	\$ 739.00
Face-Painting	5	560	\$ 560.00
Water (incl. Beer tent water)	1	134	\$ 134.00
Popcorn (103) & Water (87)	1	190	\$ 190.00
Barrel Train/Rope/Tractor to LCFHA	2	768	\$ 768.00
Dunk Tank (includes 5 \$10 autopush)	3	663	\$ 663.00
Post-Event Pumpkin Sales	5	84	\$ 440.00

Credit Card	Frequency	\$ Amount	
Firetruck Raffle 1 ticket	0	\$ -	
Firetruck Raffle 12 tickets	2	\$ 20	\$ 5,231.00
Firetruck Raffle 25 tickets	9	\$ 180	
Koozies	20	\$ 40	
Bingo Games \$10 fee	13	\$ 130	
Alcoholic Beverages via Tickets- 5 tickets each			
Modelo	70		
Yuengling	91		
Carbliss	56		
Leinenkugel's Oktoberfest	127		
Angry Orchard	56		
Coors Light	131		

Total Value of Tickets Redeemed* (not including pumpkins sold post-event) \$ 5,231.00

*There will be some people who went home without redeeming their tickets!

WPD Alcohol Invoice from Anticoh Liquors \$1,189.00

T-Shirt Sales - \$5 each **No new shirts for 2025 - sold 2022 Tees for \$5 each

	<input type="text"/>	
Quantity Sold	5	\$ 25.00
Profit/(Loss) on T-Shirt Sales		<u>\$ 25.00</u>

No new shirts for 2025 - sold those from 2022 for \$5 each

T-Shirt Sales by Size			\$ Sold
Bought	Remining	# Sold	
Youth Large			\$ -
Medium (Apple Fest Shirts)		2	\$ 10
Large		2	\$ 10
XL			\$ -
2XL		1	\$ 5
	0	0	5 \$ 25

HARVEST FEST 2025

T-Shirt Sales/Koozies/Bingo	\$ 195.00
Bar Sales	\$ 1,321.50
Event Tickets/Post Pumpkin Sales	\$ 5,671.00
Firetruck Raffle	\$ 200
50/50 Raffle	\$ 472.00

Half of Total Ticket Sales given to winner:		\$	236.50
Name of person who won:	Mason White		
Net Profit on 50/50 Raffle		\$	235.50
Cash Donations Received at Event		\$	-
Total Event Proceeds		\$	7,623.00

Cash Recap

Total Cash Counted		\$	5,227.00	(includes \$290 cash for post pumpkin sales)
Starting Cash in Cash Boxes		\$	450.00	
Cash Collected at Event (9/27)		\$	4,937.00	

Gross Amount on Cards		\$	2,374.00	\$22 was a refund)
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Booth vendor payments		\$	1,200.00
Food Trucks (Lumpia/Kiki/Donuts)		\$	300.00
Event Sponsors		\$	3,450.00
		\$	4,950.00

Payout to GLCC Minnow Races		\$	(153.00)
Payout to LCHFA Tractor/Barrel/Rope			(\$768)
	Net Income	\$	11,652.00

Total Expenses - see QB listing	\$13,093.44	\$	13,093.44
Event Profit (Loss)		\$	(1,441.44)

Wildwood Park District
Transaction Detail By Account
April 1 through October 15, 2025

Date	Name	Memo	Amount
6000 · RECREATION EXP			
6200 · PROGRAM EXP			
620095 · SPECIAL EVENTS			
620095B · Special Events-Harvest Fest			
07/28/2025	Lake County Treasurer - Wauke...	Class "D" Permit Application - Harvest Fest 9/27/25	75.00
07/28/2025	Certus Fusion Training	Harvest Fest Liquor Training for Becky Jante	12.95
08/05/2025	Lake County	Inv#000099651 Permit for Commercial Tent at Harvest Fest 2025	300.50
08/24/2025	Oriental Trading	Qty 3 Harvest Scarecrows	34.96
09/01/2025	Amazon.com	2k blue tickets, 500 neon green wristbands	17.42
09/04/2025	Amazon.com	Tent Tie Down Straps & tent stakes	41.88
09/04/2025	Amazon.com	5 rolls 2k ea blue smile tickets, 500 neon green wristbands, 2k red double raffle tickets, 2 of ...	80.84
09/08/2025	Thompson Farm	Pumpkins for Harvest Fest - charged 3 carloads plus small SUV extra row	330.00
09/08/2025	Oriental Trading	scarecrows for HF	37.12
09/14/2025	Amazon.com	500 various colored wrist bands, 500 ct 6" paper plates	26.78
09/16/2025	Sign A Rama	Various signs & Banners for Harvest Fest 2025	724.09
09/16/2025	Amazon.com	50 pcs flat paint brushes, dark gree & white card stock	18.37
09/17/2025	Amazon.com	50 pcs kids paint brushes, yellow card stock, chalk markers	31.76
09/18/2025	Amazon.com	2 money bags & server aprons	23.95
09/18/2025	Illinois Liquor Control Commissi...	Permit for HF 2025	50.00
09/19/2025	Amazon.com	12 bottles assorted colors acrylic paint	58.64
09/21/2025	Amazon.com	popcorn supplies & pop can openers for Harvest Fest	77.23
09/22/2025	Becky Jante	Jante/Magnini/Anna & Richard Nelson/Laura/Wanda Gerzel	110.23
09/23/2025	Sam's Club	4 gift cards for Bingo at HF	96.42
09/24/2025	Amazon.com	card stock	-1.99
09/25/2025	Arlington Rental	Conract#73901 20'x40' tent/lights/setup/takedown/9 sections stage/skirt/delivery/pickup	2,123.50
09/25/2025	Doppler Audio	Invoice#000124 PA/Microphone/2 satelite speakers/receiver	850.00
09/25/2025	Alexis Montella Lesko	face painting/temporary tattoos HF2025	360.00
09/25/2025	Patch 22	Petting Farm & 6 Ponies for HF2025	2,200.00
09/25/2025	Bella's Bouncies	Dunk Tank for HF25 plus \$16.91 tip	467.91
09/25/2025	School of Rock Libertyville	Musical entertainment for Harvest Fest 2025	300.00
09/25/2025	Retrojet Band	Headling musical entertainment for Harvest Fest 2025	0.00
09/25/2025	American Outfitters Ltd.	Inv#436370 Qty 100 Neon Green tees for volunteers	780.00
09/25/2025	Alexis Montella Lesko	Add'l pymt for setup time at Harvest Fest 2025	60.00
09/30/2025	Retrojet Band	Replaces Ck#5156 issued to Retrojet Band	590.00
10/06/2025	Matt Brueck	Reimburse for Dollar Tree purchase of decor for Harvest Fest 2025	65.54
10/06/2025	Becky Jante	Walmart 6 large mums	37.93
10/06/2025	Becky Jante	Thomtons 8 large bags ice	44.77
10/06/2025	Becky Jante	Lauretta's Gift Card	25.00
10/14/2025	Lake County Farm Heritage Ass...	Tractor rides/barrel train/rope making HF2025	768.00
10/14/2025	Gages Lake Conservation Com...	Minnow Races Tickets HF 2025	153.00
10/14/2025	Service Sanitation Inc.	Inv#9150270 Handwash Station for HF 2025	880.00
10/15/2025	Becky Jante	Bottled Water for Harvest Fest 2025 from Sam's Club	52.64
Total 620095B · Special Events-Harvest Fest			11,904.44
Total 620095 · SPECIAL EVENTS			11,904.44
Total 6200 · PROGRAM EXP			11,904.44

Subject: Square Sales Report: Sep 27
Date: Thursday, October 16, 2025 at 8:49:35 AM Central Daylight Time
From: Square Reports
To: Brandon Magnini



Sales Report
Wildwood Park District
Reported on Oct 16, 2025 8:49 AM CDT
Sep 27, 2025 12:00 AM - 11:59 PM
All Employees
All Devices

SALES

Gross Sales	\$7,183.00
Items	\$7,183.00
Service Charges	\$0.00
Returns	(\$22.00)
Discounts & Comps	\$0.00
Net Sales	\$7,161.00
Tax	\$0.00
Tips	\$0.00
Gift Card Sales	\$0.00
Refunds by Amount	\$0.00
Total	\$7,161.00

PAYMENTS

Total Collected	\$7,161.00
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Cash × 312	\$4,937.00
Card × 116	\$2,224.00
Gift Card	\$0.00
Other	\$0.00
Fees	(\$75.78)
Net Total	\$7,085.22

CATEGORY SALES

Uncategorized × 1340	\$7,183.00
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ITEM SALES

50/50 Raffle 1 Ticket × 6	\$6.00
Regular × 6	\$6.00
50/50 Raffle 12 Tickets × 6	\$60.00
Regular × 6	\$60.00
50/50 Raffle 25 Tickets × 3	\$60.00
Regular × 3	\$60.00
Apple Fest T-Shirt × 2	\$10.00
Regular × 2	\$10.00
Beer Tent (5 Tickets) For A Drink × 60	\$300.00
Regular × 60	\$300.00
Firetruck Raffle 12 Tickets × 2	\$20.00
Regular × 2	\$20.00
Firetruck Raffle 25 Tickets × 9	\$180.00
Regular × 9	\$180.00
Kids Activity Ticket (1) × 952	\$952.00
Regular × 952	\$952.00
Kids Activity Tickets (25) × 277	\$5,540.00

Regular x 277	\$5,540.00
Koozies x 20	\$40.00
Regular x 20	\$40.00
L TShirt x 2	\$10.00
Regular x 2	\$10.00
XXL TShirt x 1	\$5.00
Regular x 1	\$5.00

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SQUARE
1955 BROADWAY, SUITE 600
OAKLAND, CA 94612



Subject: Square Sales Report: Sep 29 - Oct 1
Date: Thursday, October 16, 2025 at 8:50:58 AM Central Daylight Time
From: Square Reports
To: Brandon Magnini



Sales Report
Wildwood Park District
Reported on Oct 16, 2025 8:50 AM CDT
Sep 29, 2025 12:00 AM - Oct 01, 2025 11:59 PM
All Employees
All Devices

SALES

Gross Sales	\$440.00
Items	\$440.00
Service Charges	\$0.00
Returns	\$0.00
Discounts & Comps	\$0.00
Net Sales	\$440.00
Tax	\$0.00
Tips	\$0.00
Gift Card Sales	\$0.00
Refunds by Amount	\$0.00
Total	\$440.00

PAYMENTS

Total Collected	\$440.00
------------------------	-----------------

Cash x 22	\$290.00
Card x 12	\$150.00
Gift Card	\$0.00
Other	\$0.00
Fees	(\$5.88)
Net Total	\$434.12

CATEGORY SALES

Uncategorized x 88	\$440.00
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ITEM SALES

Pumpkins (Purchase) 2 for \$5 x 88	\$440.00
Regular x 88	\$440.00

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SQUARE
1955 BROADWAY, SUITE 600
OAKLAND, CA 94612



2025 Harvest Fest Post Event Vendor Survey has collected 6 responses

All responses

Question 1: How easy/difficult was the vendor registration and payment process?

Question 2: If applicable, payment method used? (Pick 2 or fewer that the vendor used to pay for the event)

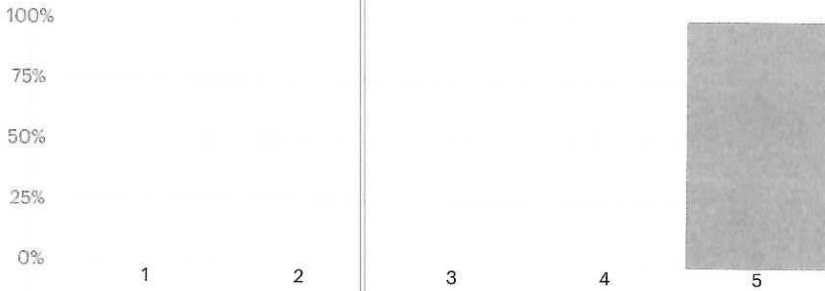
Print all responses and charts

Question 1 has 6 answers (Range)

Average rating: 5.0



"How easy/difficult was the vendor registration and payment process?"



Feedback



Question 2 has 6 answers (Open text)

"If applicable, how can the Wildwood Park District make the vendor registration and payment process easier?"

Unknown contact said:
"it was easy."

Unknown contact said:
"Take card payments "

Unknown contact said:
"It was great"

Unknown contact said:
"Registration is fairly easy and straightforward."

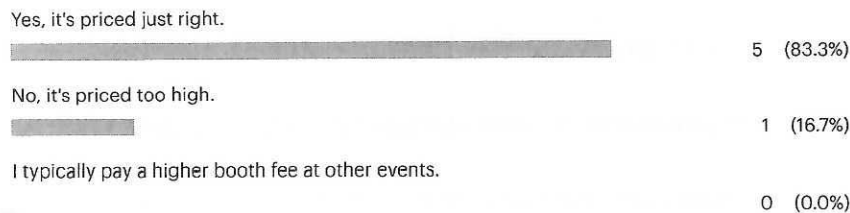
Unknown contact said:
"payment was easy, but this required a response."

Unknown contact said:
"No improvement needed"

Question 3 has 6 answers (Radio buttons)



"Do you feel that the \$50 vendor booth fee is fairly priced?"

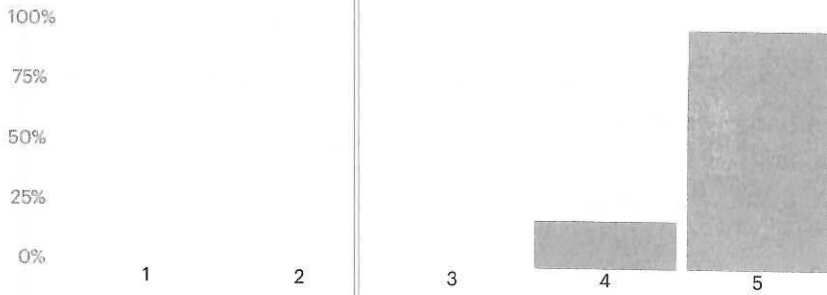


Question 4 has 6 answers (Range)



Average rating: 4.8

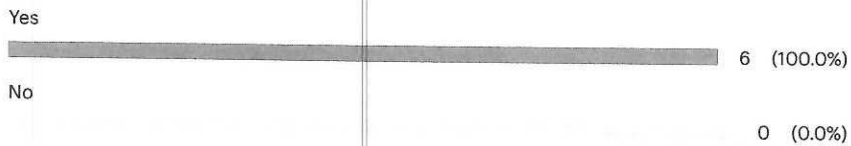
"How would you rate communications from the Wildwood Park District leading up to the event?"



Question 5 has 6 answers (Radio buttons)



"Do you feel that vendor arrival, material drop-off, and parking details were clear and well communicated?"



Question 6 has 6 answers (Radio buttons)



"Do you feel that vendor booth breakdown and exiting the park at the conclusion of the event was well communicated, organized, and controlled?"



Question 7 has 6 answers (Radio buttons)



"Do you feel that the event layout was conducive for being a vendor?"



Question 8 has 6 answers (Radio buttons)



"Were you satisfied with the location of your booth?"

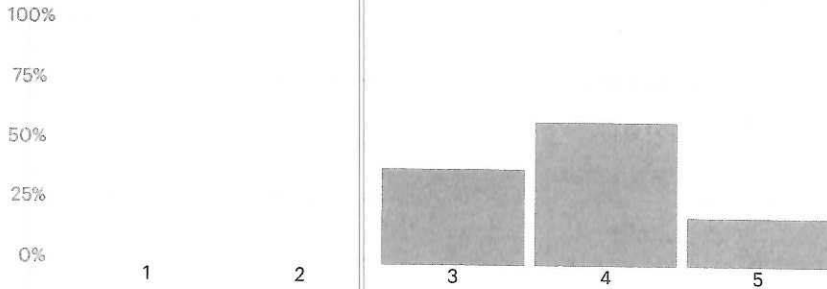


Question 9 has 6 answers (Range)



Average rating: 3.8

"How was your booth traffic/visits based on your expectations for the event?"

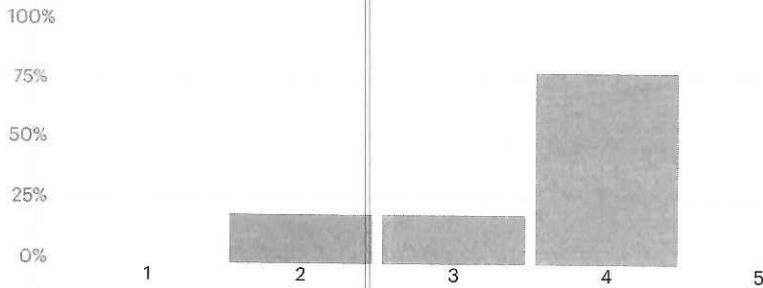


Question 10 has 6 answers (Range)



Average rating: 3.5

"How were your sales based on your expectations for the event?"



Question 11 has 6 answers (Radio buttons)



"Do you feel that attending the event as a vendor was beneficial for your business and worth the investment?"

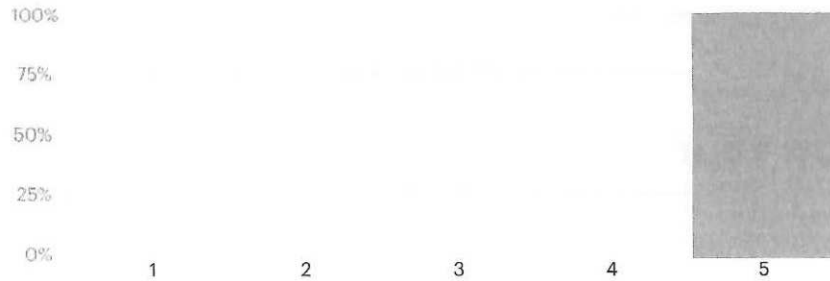


Question 12 has 6 answers (Range)



Average rating: 5.0

"How likely are you to return as a vendor for Harvest Fest 2026?"

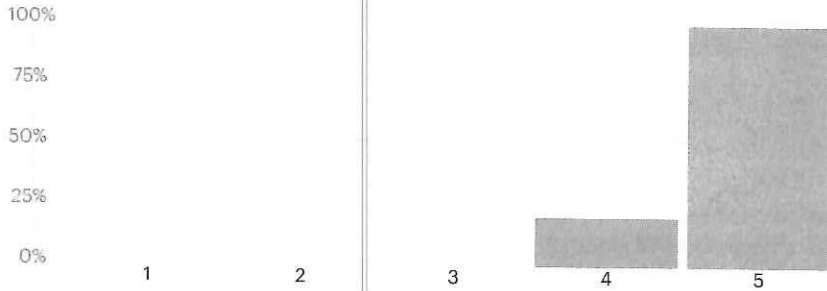


Question 13 has 6 answers (Range)



Average rating: 4.8

"How satisfied were you with the overall experience at Harvest Fest?"



Question 14 has 6 answers (Open text)

"Please provide any other comments, feedback, suggestions, and/or safety concerns regarding your experience as a vendor."

Unknown contact said:

"Seeing Volunteers in bright color, labeled shirts was helpful to distinguish who was who at the event. They were very Helpful!"

Unknown contact said:

"Great job again !! "

Unknown contact said:

"Everything was great"

Unknown contact said:

"The fact that there are other organizations/activities other than craft vendors there competing for disposable income does tend to put some downward pressure on our sales for the day. Many of the craft fairs we attend with such other attractions tend to charge \$25 - \$35 for a booth fee in order to compensate for this.

The recorded music & spoken announcements were very loud - to the point where we had to shout to communicate with our customers. I mentioned this to the event staff and the volume was reduced a little, but I would ask that this be taken into account in future years."

Unknown contact said:

"load out could have been a bit more clear, some cars just parked on the road preventing any other car from getting to their spot to pack up. if there could be designated parking spaces for tear down that would help. I did like the vendors having an area to park their cars"

Unknown contact said:

"You guys are always great. This was our 4th year (or maybe 3). You are organized, helpful and friendly. We appreciated the offer of water on multiple occasions. We really liked the food options. Keep up the good work. See you next year!"

2025 Harvest Fest Post Event Sponsor Survey has collected 3 responses

All responses

Question 1: How did you hear about becoming a Harvest Fest event sponsor?

Question 2: Do you feel the sponsorship levels (\$100, \$250, \$500, \$750, and \$1,000) are fairly priced?

Question 1 has 3 answers (Open text)

"How did you hear about becoming a Harvest Fest event sponsor?"

Unknown contact said:

"My second year "

Unknown contact said:

"multiple ways. I live in the community."

Unknown contact said:

"Brandon stopped into our office"

Question 2 has 3 answers (Radio buttons)



"Do you feel the sponsorship levels (\$100, \$250, \$500, \$750, and \$1,000) are fairly priced?"

Yes, they're priced just right.



No, they're priced too high.

0 (0.0%)

I typically pay a higher sponsor fee at other events.

0 (0.0%)

Feedback



Question 3 has 3 answers (Radio buttons)



"Do you feel that the sponsor benefits (i.e. 10 X 10 sponsor booth space, company logo on Wildwood Park District website, etc.) were appropriate and beneficial?"



Question 4 has 3 answers (Open text)

"Are there any additional sponsor benefits you would like to see added for next year?"

Unknown contact said:
"Not sure can't think of anything at this time "

Unknown contact said:
"I feel like the signs were way too small. One would have to go right up to them to read them in order to see what was on there,"

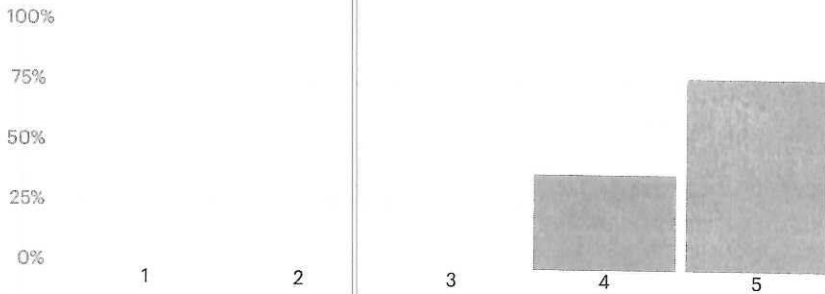
Unknown contact said:
"No, I think the sponsor benefits were really well done"

Question 5 has 3 answers (Range)



Average rating: 4.7

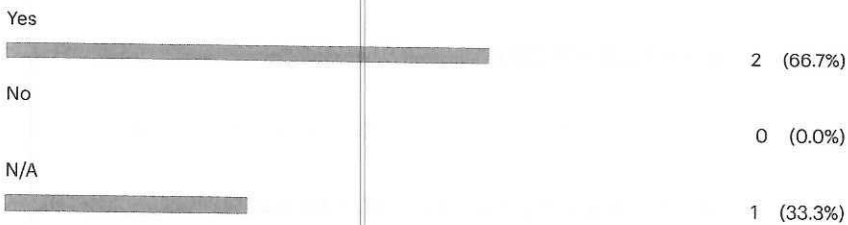
"How would you rate communications from the Wildwood Park District leading up to the event?"



Question 6 has 3 answers (Radio buttons)



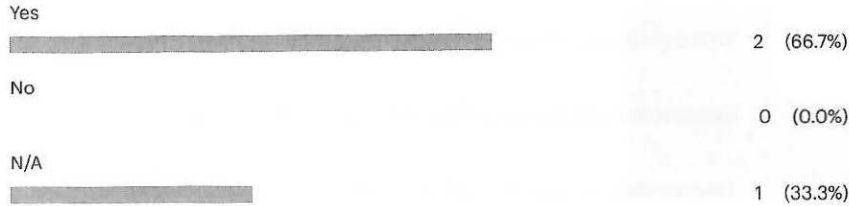
"If you attended Harvest Fest, do you feel that sponsor arrival, material drop-off, and parking details were clear and well communicated?"



Question 7 has 3 answers (Radio buttons)



"If you attended Harvest Fest, do you feel that sponsor booth break-down and exiting the park at the conclusion of the event was well communicated, organized, and controlled?"



Question 8 has 3 answers (Radio buttons)



"If applicable, were you satisfied with the location of your booth?"



Question 9 has 3 answers (Radio buttons)



"If applicable, how was your booth traffic/visits based on your expectations for the event?"

Below Expectations		1 (33.3%)
Met Expectations		0 (0.0%)
Exceeded Expectations		1 (33.3%)
N/A		1 (33.3%)

Question 10 has 3 answers (Radio buttons)



"If applicable, how were your sales based on your expectations for the event?"

Below Expectations		1 (33.3%)
Met Expectations		1 (33.3%)
Exceeded Expectations		0 (0.0%)
N/A		1 (33.3%)

Question 11 has 3 answers (Open text)

"If you did not attend Harvest Fest and utilize your 10 X 10 booth space, please explain why."

Unknown contact said:

"I was there "

Unknown contact said:

"My business provides a service, not a product."

Unknown contact said:

"n/a"

Question 12 has 3 answers (Radio buttons)



"Do you feel that being a Harvest Fest event sponsor was beneficial for your business and worth the investment?"



Question 13 has 3 answers (Open text)

"Is there a best time of year to reach out to you to become an event sponsor? i.e. before April 1st due to my organizations fiscal year and budgeting."

Unknown contact said:

"The sooner the better but it doesn't matter "

Unknown contact said:

"no"

Unknown contact said:

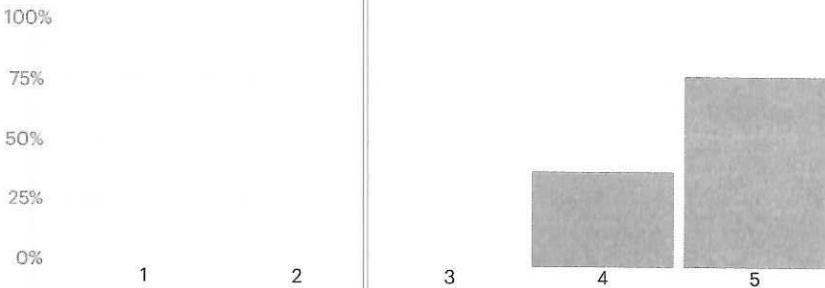
"Anytime is great, we will be there next year"

Question 14 has 3 answers (Range)

Average rating: 4.7



"How likely are you to return as a sponsor for Harvest Fest 2026?"

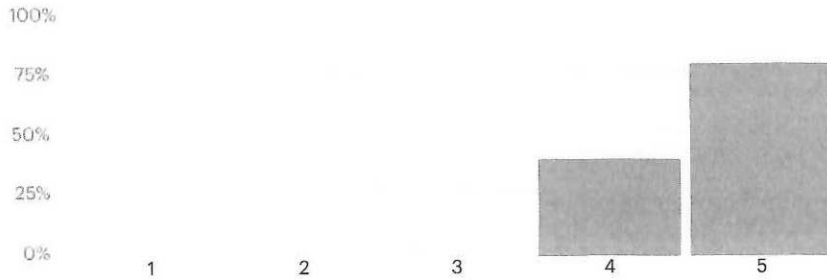


Question 15 has 3 answers (Range)



Average rating: 4.7

"How satisfied were you with the overall experience at Harvest Fest?"



Question 16 has 3 answers (Radio buttons)



"Are you interested in sponsoring other Wildwood Park District events and receiving similar sponsor benefits? (i.e. Summer Concert Series, Ice Fishing Derby, Easter Egg Hunt, Daddy Daughter Dance, Blues Soiree, etc.)."



Question 17 has 3 answers (Open text)

"If you are interested in sponsoring other Wildwood Park District events, please leave your contact information below."

Unknown contact said:

"Not interested "

Unknown contact said:

"Kathy Harold
224 430-0385
apluselectrolysis@gmail.com"

Unknown contact said:

"Christine Beckman, christine@beckmanbrosinc.com 847-223-7870 or 847-508-9864"

Question 18 has 3 answers (Open text)

"Please provide any other comments, feedback, suggestions, and/or safety concerns regarding your experience as an event sponsor."

Unknown contact said:

"None "

Unknown contact said:

"no"

Unknown contact said:

"We came as attendants maybe 3 years ago. 2025 was a whole different experience, there was tons of stuff to do, it was really well organized, the park district was so good at helping with set up etc. Also, we could not believe the dedicated volunteers and how many of them there were, it was incredible, really well done. "

2025 Harvest Fest Post Event Survey

has collected 22 responses

All responses

Question 1: What was your favorite activity or entertainment at the event?

Print all responses and charts

Question 1 has 22 answers (Open text)

"What was your favorite activity or entertainment at the event?"

Unknown contact said:

"Ladder bridge"

Unknown contact said:

"Bingo and k-9 presentation"

Unknown contact said:

"Tractor rides"

Unknown contact said:

"Vendors "

Unknown contact said:

"Henna tattoo artist. "

1-5 of 22

Feedback



Question 2 has 22 answers (Open text)

"What activities or entertainment would you like to see added next year?"

Unknown contact said:

"Not sure "

Unknown contact said:

"More vendors or crafts people selling their art/wares"

Unknown contact said:

"None"

Unknown contact said:

"More seating throughout the event."

Unknown contact said:




"More diversity with children's entertainment "

1-5 of 22 < >

Question 3 has 22 answers (Radio buttons)



"If applicable, do you believe the game/activity tickets were priced fairly?"

Yes, I feel that tickets were priced fair.		16 (72.7%)
No, I think that tickets were priced too high.		4 (18.2%)
I feel tickets were priced inexpensively and expected to pay more.		0 (0.0%)
Not applicable.		2 (9.1%)

Question 4 has 22 answers (Radio buttons)



"Were activities and entertainment easy to locate and clearly marked?"

Yes, I was able to locate everything easily and there was plenty of directional signage.

19 (86.4%)

No, it was difficult finding what I was looking for and the event could use more signage.

3 (13.6%)

Question 5 has 22 answers (Radio buttons)



"Do you believe there was enough entertainment and activities for all age ranges?"

Yes.

19 (86.4%)

No.

3 (13.6%)

Question 6 has 22 answers (Radio buttons)



"How were the wait times/lines for entertainment and activities?"

Lines were too long.

5 (22.7%)

Lines were fair.

11 (50.0%)

Lines moved very quickly.

6 (27.3%)

Question 7 has 22 answers (Radio buttons)



"Do you think the number of food options was adequate for the event?"

Yes, I think there were enough food options.

 14 (63.6%)

No, I would like to see more food options.

 8 (36.4%)

Question 8 has 22 answers (Radio buttons)



"If applicable, do you feel that the food was priced fairly?"

Yes, I feel that pricing was fair.

 15 (68.2%)

No, I feel that pricing was too high.

 3 (13.6%)

I feel that food pricing was inexpensive and expected to pay more.

0 (0.0%)

Not applicable.

 4 (18.2%)

Question 9 has 22 answers (Radio buttons)



"Do you think the number of beverage options were adequate for the event?"

Yes, I think there were enough beverage options.

 19 (86.4%)

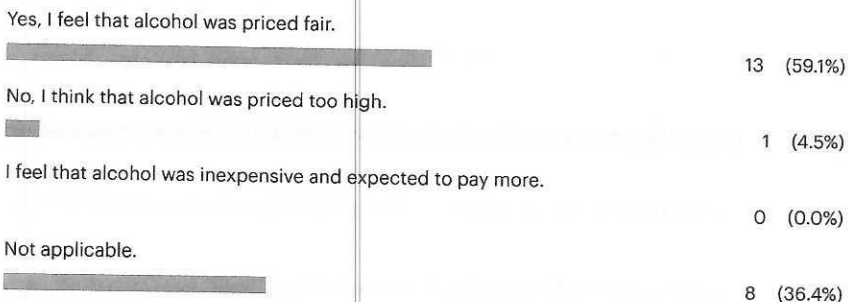
No, I would like to see more beverage options.

 3 (13.6%)

Question 10 has 22 answers (Radio buttons)



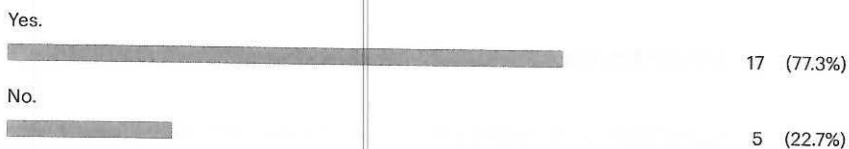
"If applicable, do you feel that the alcohol was priced fairly?"



Question 11 has 22 answers (Radio buttons)



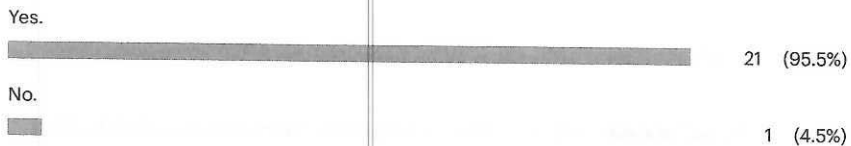
"Did you purchase anything from any of the vendor or sponsor booths?"



Question 12 has 22 answers (Radio buttons)



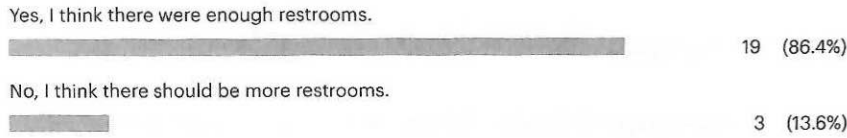
"Do you believe there was a good variety of different types of vendors and sponsors?"



Question 13 has 22 answers (Radio buttons)



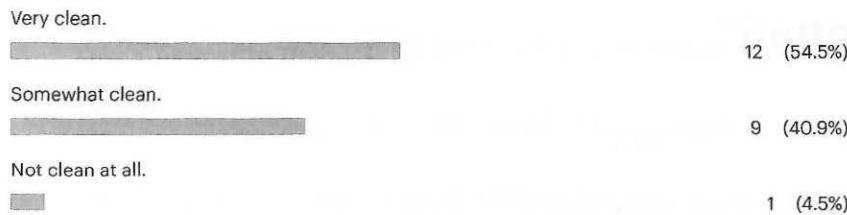
"Do you think the number of restrooms provided were adequate for the event?"



Question 14 has 22 answers (Radio buttons)



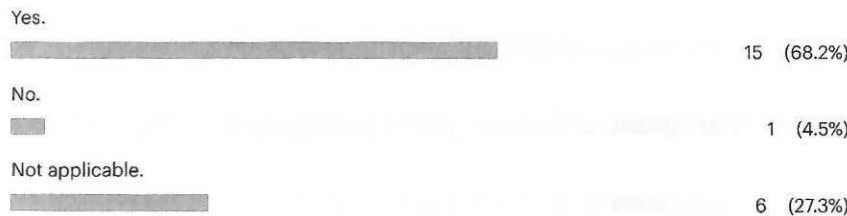
"How would you rate the overall cleanliness of the restrooms?"



Question 15 has 22 answers (Radio buttons)



"If applicable, was event parking easy to find and navigate?"



Question 16 has 22 answers (Radio buttons)



"Do you believe there was enough signage throughout the event showcasing the event map and schedule of events?"

Yes.		17 (77.3%)
No.		5 (22.7%)

Question 17 has 22 answers (Radio buttons)



"The event was from noon-6pm, do you believe the event hours were adequate?"

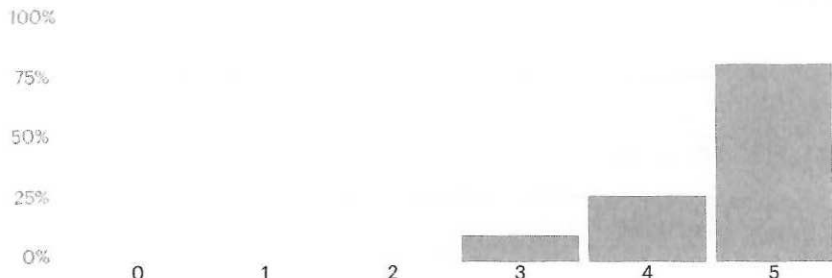
I think the time was just right!		12 (54.5%)
I think the event should start earlier.		3 (13.6%)
I think the event should go later.		5 (22.7%)
I think the event should start earlier AND go later.		2 (9.1%)
I think the event was too long.		0 (0.0%)

Question 18 has 22 answers (Range)



Average rating: 4.6

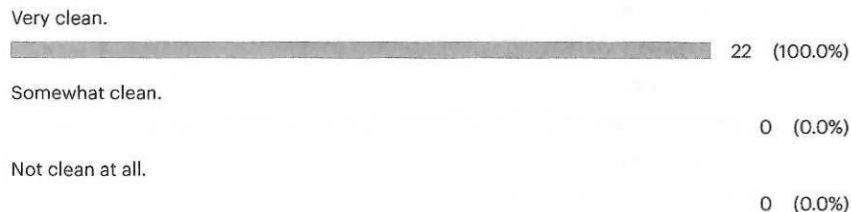
"How well organized was the event?"



Question 19 has 22 answers (Radio buttons)



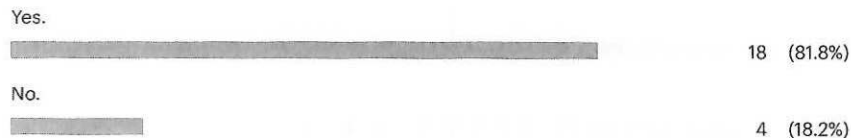
"How would you rate the overall cleanliness of the event grounds?"



Question 20 has 22 answers (Checkboxes)



"Do you believe there were enough garbage cans throughout the park?"

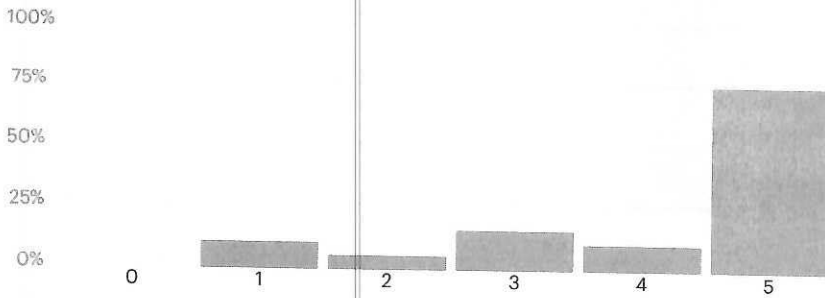


Question 21 has 22 answers (Range)



Average rating: 4.1

"How well was the event marketed to the community leading up to the event?"

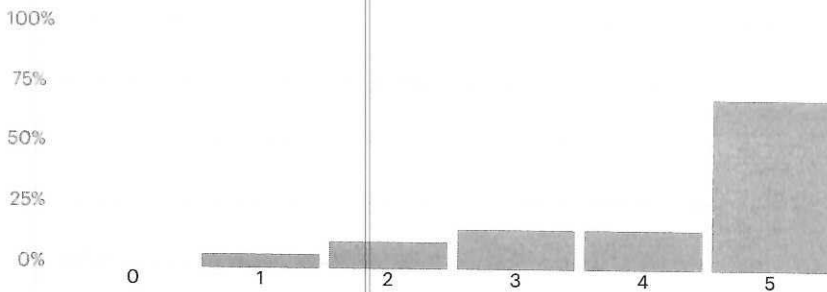


Question 22 has 22 answers (Range)



Average rating: 4.1

"How well were the event details (schedule of events, parking information, etc.) marketed to the community leading up to the event? "

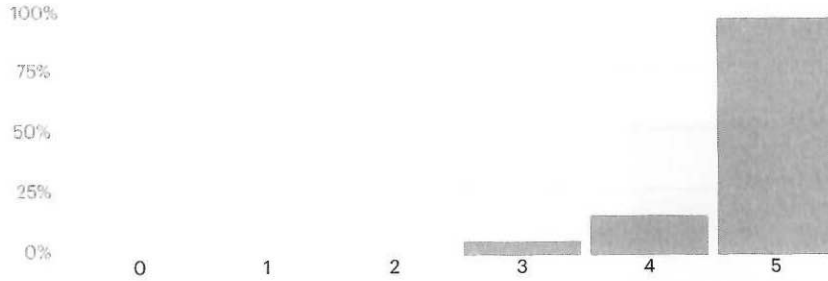


Question 23 has 22 answers (Range)



Average rating: 4.8

"How helpful was the event staff and volunteers?"



Question 24 has 22 answers (Radio buttons)



"Did you ever encounter a game, activity, food/beverage tent, or ticket sales tent that didn't have staff or volunteers present?"



Question 25 has 15 answers (Open text)

"What, if anything, did you dislike about the event?"

Unknown contact said:

"The face paint line. I spent the majority of my time at harvest fest in line for my daughter's friend to get her face painted. Multi artist would be preferred if offering this option again next year. "

Unknown contact said:

"Prefer More signage and vendors at event. Advertise event on rt 45 and 120 to boost walk in traffic to attract more vendors. Bingo cards too expensive at \$10 so my whole family could not afford to play. "

Unknown contact said:

"More music would be nice"

Unknown contact said:

"I wish the ponies were NOT part of the animals."

Unknown contact said:

"I was incredibly disappointed with the face painting this year. The lines moved slowly, the designs were messy and basic, and much of it felt more like simple cheek art than full face painting. In past years, the face painting has been one of the highlights. Last year my daughter got a beautiful butterfly design, and the year before, a superhero character. This year was such a letdown compared to the quality and creativity we've come to expect.

"

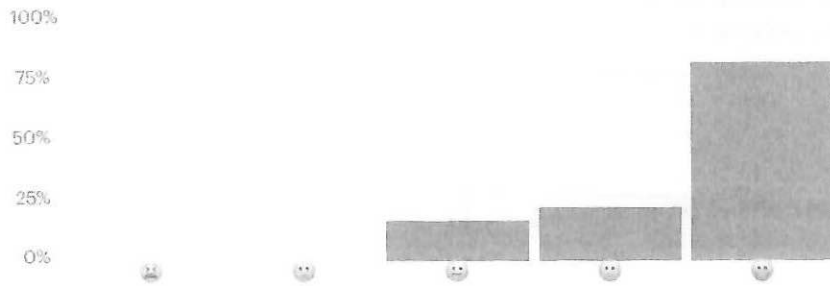
1-5 of 15 < >

Question 26 has 22 answers (Range)



Average rating: 4.5

"How would you rate your overall experience at the event?"



Question 27 has 22 answers (Range)



Average rating: 4.7

"How likely are you to attend Harvest Fest 2026?"



Question 28 has 2 answers (Open text)

"Are you interested in being on the 2026 Harvest Fest planning committee? We're looking for new people to join in on the planning fun! The committee meets once a month for planning meetings. If yes, please provide your first and last name, telephone number, and email address, or email Brandon Magnini at bmagnini@wildwoodparkdistrict.com."

Unknown contact said:

"Munira Greenberg
6303030694
Muniragreenberg@gmail.com"

Unknown contact said:

"Elmer Fallos
elmerf@warrentownship.net
847-244-1101 X 120
847-989-4235"

Question 29 has 11 answers (Open text)

"Please share any additional comments, thoughts, suggestions, or experiences for future events."

Unknown contact said:

"Only one ticket price point to feel like you're getting a deal. I bought into it and didn't end up using all the tickets, partly because the face paint line was too long and my daughter lost interest. "

Unknown contact said:

"Could there be some fun competitions like sack races, egg toss, etc for some prizes ? would be enjoyable"

Unknown contact said:

"Better musical bands. "

Unknown contact said:

"great job guys"

Unknown contact said:

"Great job! This was such a wonderful event!"

1-5 of 11 < >