

**Wildwood Park District  
Regular Board Meeting  
33325 N. Sears Boulevard, Wildwood, IL 60030  
Monday, November 17<sup>th</sup>, 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**

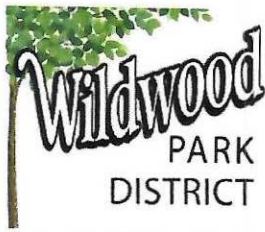
- I. Call to Order - Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda – Regular Board Meeting – Monday, November 17<sup>th</sup>, 2025**
- IV. Approval of Minutes**
  - A. Minutes of the Regular Board Meeting – Monday, October 20<sup>th</sup>, 2025**
  - B. Minutes of the Closed Session – Monday, October 20<sup>th</sup>, 2025**
- V. Matters from the Public**
- VI. Financial Report**
  - A. Five-Year Financial Comparison 2020-2025**
- VII. WSRA**
- VIII. GLCC Report**
  - A. Fall Fish Stocking Invoice for Review**
- IX. Valley Lake Report**
- X. Staff Reports**
  - A. Recreation/Administration**
    - I. Professional Development School Report**
    - II. IPRA Safety Committee Workshop Report**
  - B. Maintenance**
    - I. Great Lakes Urban Forestry Tree Inventory Report Phase I**
  - C. Marketing/Promotions**
- XI. Unfinished Business**
  - A. Willow Point Park Shoreline Stabilization Project Bids for Review**
  - B. Tentative Tax Levy**
  - C. IPRA Soaring to New Heights Conference Registration & Per Diem**
- XII. New Business**
- 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](mailto:info@wildwoodparkdistrict.com).

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

**Key rules governing participation**

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



33325 N. Sears Blvd.  
Wildwood, IL 60030  
Phone: 847.223.7275  
Fax: 847.223.2820

[www.wildwoodparkdistrict.com](http://www.wildwoodparkdistrict.com)

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TO: Board of Commissioners  
CC: All Staff  
FROM: Brandon Magnini, Executive Director  
SUBJECT: Board Packet Attachments and Agenda Items  
DATE: November 17<sup>th</sup> 2025

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Good afternoon, Commissioners,

Please find below a brief explanation on the following Board attachments that correlate with the agenda items for the Monday, November 17<sup>th</sup>, 2025 Regular Board Meeting:

**Financial Report:** Kathy Atkins put together a comprehensive 5-year financial comparison of the 2020-2025 years for the Park District. This report was finished in the summer and is being presented to the Board now as a primer for Board WPD Strategic Planning discussion which will begin in December.

**GLCC Report:** Attached you will find the email correspondence between the Park District and GLCC (along with the outstanding invoice for fall fish stocking) regarding Keystone Hatchery's fish delivery in early November to stock Gages Lake. Part of this order had already been paid out (50/50 between WPD and GLCC) to Keystone Hatcheries for the smallmouth bass delivery that took place earlier this year. Staff requests the Board to review this outstanding invoice to determine if the Park District will be paying for half of the remaining balance or taking an alternative direction so we can communicate that to the GLCC.

### **Staff Reports**

**I. Professional Development School Report**

Attached you will find a memorandum summary of my Year 2 experience and takeaways from IPRA Professional Development School in Galena, IL November 9<sup>th</sup>-12<sup>th</sup>. I obtained a professional scholarship for this opportunity and the District will receive \$500 back via check from the Illinois Parks and Recreation Foundation after my submittal of my post event essay and proof of attendance.

**II. IPRA Safety Committee Workshop Report**

Attached you will find a memorandum summary of my experience and takeaways from the IPRA Administration and Finance Safety Committee Seminar in Carol Stream, IL on October 24<sup>th</sup>.

**III. Great Lakes Urban Forestry Tree Inventory Report Phase I**

Attached you will find the 13-page Phase I Tree Inventory summary report covering Rule, Willow Point, Cove, Sunset, and Old Plank Parks. The comprehensive Excel sheet breaking down each tree and the kmz file for the Google Earth tree mapping deliverables has been downloaded on District computers and is available to review if the Commissioners would like to meet with me and review those deliverables in person.

## **Unfinished Business**

### **A. Willow Point Shoreline Stabilization Project Bids for Review**

Please find attached the Willow Point Shoreline Stabilization Project Bid Recommendation and Summary Packet. Also attached are the bid tabulations and sign-in sheet for the sealed bids that were opened at the Friday, November 14<sup>th</sup> public sealed bid opening. In addition, the plan holders list for all bidders that obtained the RFP and were reached out to were included. Commissioners will be voting to approve the lowest responsible bidder for this project at the November Regular Meeting on 11/17. Anticipated bid award date is Wednesday, November 19<sup>th</sup> per the specifications of the RFP that went out to all bidders.

### **B. Tentative Tax Levy**

Please find attached the Tax Year 2025 Tax Levy in tentative form along with the proof of publication of the tentative levy in the Daily Herald and on the Park District website. Commissioners will be voting to approve this levy at the November meeting after the levy documents in tentative form were available for public inspection.

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  
October 20<sup>th</sup>, 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.
- III. **Approval of Agenda – Regular Board Meeting – Monday, October 20<sup>th</sup>, 2025**  
President Jante entertained a motion to approve the Agenda of the Regular Board Meeting of the Wildwood Park District of Monday, October 20<sup>th</sup> 2025, as presented. So Moved: Commissioner Nelson, Second: Commissioner Corrigan. All in favor, motion carried.
- IV. **Approval of Minutes – Regular Board Meeting – Monday, September 15<sup>th</sup>, 2025**  
President Jante entertained a motion to approve the Minutes of the Regular Board Meeting of Monday, September 15<sup>th</sup>, 2025, as presented. So Moved: Commissioner Corrigan, Second: Commissioner Nelson. All in favor, motion carried.
- V. **Matters from the Public**  
- No Matters from the Public
- VI. **Financial Report**  
The Financial Report was read. President Jante entertained a motion to accept the Financial Report as presented. So Moved: Commissioner Dietzen, 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.
- VII. **WSRA**  
Commissioner Nelson stated that WSRA’s Board Meeting had been moved to October 14<sup>th</sup>. A review of their programming was conducted at that meeting. Discussion. Their Special Olympics volleyball team is going to State competition. Their 2023-2024 Audit conducted by Lauterbach & Amen was reviewed and accepted. Current financials were also reviewed. Trunk or Treat had a fantastic turnout and was a great event. The Wildwood Park District attended with the *How to Train Your Dragon* theme that Commissioner Nelson put together. The next WSRA Board Meeting will be November 17<sup>th</sup>. Director Magnini stated that he was working with WSRA leadership to help WPD assess the inclusivity of WPD operations/programming/communications as part of the ongoing ADA evaluation of District.

## VIII. **GLCC**

Commissioner Dietzen shared information from the GLCC October meeting with paperwork that was included in the Board Packet along with their current financials and September meeting minutes. The FastTest results from the lake treatment were reviewed in brief with an understanding that the conditions will be reevaluated in the spring. GLCC was happy to be a part of Harvest Fest and appreciated their new booth location this year. The Illinois Lake Management Association is looking to work with the GLCC to host one of their presentations in 2026 at one of the WPD shoreline parks. IL EPA water sampling program results will be available in a couple years. The next proposed meeting is November 12<sup>th</sup> but may be cancelled depending on GLCC business at the time. Discussion.

Director Magnini asked Commissioner Dietzen about the fall fish stocking on Gages. The GLCC expects the delivery in early November with the remainder of the original order sans the smallmouth bass that were delivered in the spring. Discussion.

## IX. **Valley Lake Report**

Director Magnini had no new information to share. Maintenance finalized the repair of the inner wall of the pump house. The aerator pumps are expected to be decommissioned for the year in early mid-November. Commissioner Corrigan shared that he had spoken with Dean Fritz who helped confirm the findings of the fish kill were not the fault of the treatment company and was an act of God with nature as confirmed by the IDNR and Lake County. Discussion on fish stocking ideas and approach for 2026. Commissioners would still like to see the service bids for the 2026 treatment year ready for review in December to vote upon.

## X. **Staff Reports**

**A. Recreation/Administration** – report was read. Discussion

**I. Harvest Fest Report.** The Harvest Fest Report was read. Discussion.

**II. Summer 2025 End of Season Report.** The Summer 2025 End of Season Report was read. Discussion.

**B. Maintenance** – report was read. Discussion

**C. Marketing/Promotions** – report was read. Discussion

## XI. **UNFINISHED BUSINESS**

### **A. Willow Point Park Shoreline Stabilization Project**

Director Magnini confirmed that the Lake County Site Development Permit had been received. Magnini confirmed that the advertisement for bid on this project will go out on 10/28 with a bid opening on 11/14 at 2pm. A non-mandatory pre-bid meeting will take place on 11/3 at Willow Point Park. The draft of the full RFP for the project was presented to the Board. Commissioner Dietzen asked that the construction timeline for the project be shifted from December 1<sup>st</sup> – December 12<sup>th</sup> to December 1<sup>st</sup> – December 19<sup>th</sup>. Discussion.

XII. **NEW BUSINESS**

**A. FT Staff PDRMA 2026 Health Plan Approval Open Enrollment**

Director Magnini presented the 2026 Health Plan options and rates for Magnini's health insurance for the Board to consider. Included in the Board Packet was a talking point summary provided by PDRMA detailing the reasonings behind the increase in insurance rates for all members with all coverages. Discussion. President Jante entertained a motion to approve the 2026 FT Staff Brandon Magnini health insurance plan document and cost share tables through PDRMA presented pending the approval of the cost per month and price difference to the District to change the selection for Magnini's life insurance to Life Insurance Option V (1.5x annual salary up to \$200,000.00) based on Magnini's current salary. 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.

**B. IPRA Soaring to New Heights Conference Registration**

President Jante entertained a motion to approve the IPRA Soaring to New Heights Conference No Frills Registration and lodging for up to three Park District Staff up to an amount of \$2,000.00. So Moved: Commissioner Dietzen, 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.

President Jante entertained a motion to appoint Executive Director Brandon Magnini to be the voting delegate to the IAPD Annual Business Meeting at Conference on Saturday, January 31<sup>st</sup>, 2026 with Commissioner Nelson as the alternate. So Moved: Commissioner Dietzen, Second: Commissioner Brueck. All in favor, motion carried.

**C. Tentative Tax Levy**

Discussion. President Jante made a motion to approve a 2.9% (*expanded out with Special Recreation to be a total of 3.64%*) Tentative Tax Levy for Tax Year 2025. So Moved: Commissioner Corrigan, Second: Commissioner Brueck. Discussion: Commissioner Brueck stated he spoke with Commissioner Dietzen and consulted with each other on the tentative levy options and the assessed value while having a good understanding of keeping the levy amount as close to being the same as last year. Roll Call: Commissioner Nelson, aye, Commissioner Brueck, aye, Commissioner Dietzen, aye, Commissioner Corrigan, aye, Commissioner Jante, aye. All in favor, motion carried. Ordinance will be posted and will be formally voted upon to accept at the November meeting.

XIII. **Other Business** – None

XIV. **Matters from the Public**

XV. **Closed Session** – President Jante entertained a motion to enter into Closed Session pursuant to Section 2.06 5 ILCS 120/2 ( C ) (1) of the Open Meetings Act to discuss Personnel at 8:10pm. So Moved: Commissioner Nelson, Second: Commissioner Corrigan. All in favor, motion carried.

President Jante entertained a motion to return to Open Session at 8:25pm. So Moved: Commissioner Dietzen, Second: Commissioner Corrigan. All in favor, motion carried.

**XVI. Adjournment**

President Jante entertained a motion to adjourn the Regular Board Meeting of Monday, October 20<sup>th</sup> 2025, at 8:26 PM. So Moved: Commissioner Brueck, Second: Commissioner Dietzen. All in favor, motion carried. Meeting adjourned at 8:26pm.

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Secretary  
Board of Park Commissioners

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President  
Board of Park Commissioners

Date:

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Date:

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# Wildwood Park District Financial Comparison

May 2015–April 2020

VS

May 2020–April 2025

## Executive Overview

- Summer 2019 the Wildwood Park District Board of Commissioners made a strategic decision to begin revamping the staffing and operations of the district
- Two full-time senior staff positions were eliminated with a shift to hourly paid employees
- A third-party accountant was contracted to handle the district's finances with board oversight
- All park maintenance and landscaping was brought in-house with the addition of more hourly staff and equipment
- Marketing & Special Events Coordinator position was created
- Park Safety Coordinator position was created

# Revenue Summary

- Total Revenue (2015–2020): \$2,725,144
- Total Revenue (2020–2025): \$3,166,732
- Net Increase: \$441,588
- The Covid-19 global pandemic had a marginal impact on the district since most of its revenue comes from the property tax levy.

# Revenue Detail

	May '20 - Apr 25	May '15 - Apr 20
Real Estate Tax Levy Collected	\$ 2,518,411.74	\$ 2,217,461.66
Replacement Tax	\$ 13,869.72	\$ 6,309.14
Interest	\$ 74,073.17	\$ 8,456.99
Donations	\$ 3,518.00	\$ 3,689.74
Parking (Daily, Decals)	\$ 3,036.12	\$ 3,675.27
Boat Key Sales	\$ 68,372.82	\$ 61,530.24
Pavilion Rental Fees	\$ 11,260.96	\$ 5,625.32
Tree & Bench Donations	\$ 1,500.00	\$ 1,759.80
Misc Income-General Fund	\$ 27,301.10	\$ 48,196.00
Misc Revenue-Recreation Fund	\$ 20,030.00	\$ 3,528.80
Sponsors	\$ 3,938.78	\$ 1,513.28
Camp Fees	\$ 210,352.90	\$ 158,916.70
Swim Lesson Fees	\$ 44,702.41	\$ 37,231.05
Preschool Fees	\$ 74,951.14	\$ 101,864.28
Program Fees	\$ 40,360.87	\$ 58,269.04
Harvest Fest	\$ 35,301.75	\$ -
Special Events & Trips	\$ 5,849.32	\$ 2,456.11
Room Rental Fees	\$ 6,762.09	\$ 4,185.33
Cooperative Programs	\$ 3,139.09	\$ 474.75
Grant Income	\$ -	\$ 72,000.00
<b>Total Revenue All Sources</b>	<b>\$ 3,166,731.98</b>	<b>\$ 2,725,143.50</b>

# Expense Summary

- Total Expenses (2015–2020): \$3,308,366\*
- Total Expenses (2020–2025): \$2,948,254
- Net Change: \$-360,113
  
- \* Adjusted for Inflation & IL Minimum Wage Increase

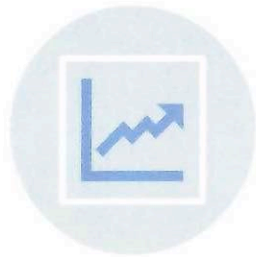
# Expense Detail

	May '20 - Apr 25	May '15 - Apr 20
Executive Director/PD Manager	\$ 227,604.82	\$ 307,327.73
Maintenance Supervisor	\$ 20,208.95	\$ 172,875.13
Recreation Supervisor	\$ 47,108.66	\$ 163,323.96
Maintenance (Part-Time)	\$ 347,594.40	\$ 112,211.24
Public Safety/Park Patrol/Safety Coordinator Wages	\$ 89,632.29	\$ 78,501.09
Employee Benefits(IMRF/Health)	\$ 88,911.66	\$ 151,099.25
Payroll Taxes	\$ 117,764.85	\$ 75,182.13
Pro Services-Accounting(started 9/2019)	\$ 76,522.50	\$ 10,425.00
Office Staff & Building Attendants	\$ 214,337.60	\$ 85,365.80
Preschool Staff	\$ 91,251.29	\$ 65,670.14
Instructors	\$ 16,198.10	\$ 40,046.83
Camp Staff	\$ 118,350.58	\$ 84,791.97
Swim Lesson Staff	\$ 16,135.41	\$ 24,572.53
Contracted Services 1099-NEC	\$ 29,520.75	\$ 8,291.10
Consulting Services Contracted	\$ 19,225.00	\$ -
Contracted Mowing Service	\$ -	\$ 25,499.25
Adjusted for Inflation @ 21% Cummulative		\$ 295,100.00
Adjusted for IL Minimum Wage Increase		\$ 74,700.00
<b>Total Wages/ER Taxes &amp; Benefits/Related Expenses</b>	<b>\$ 1,520,366.86</b>	<b>\$ 1,774,983.15</b>
<b>Total Office Related Expenses</b>	<b>\$ 177,827.66</b>	<b>\$ 172,627.51</b>
<b>Total Utilities</b>	<b>\$ 118,538.87</b>	<b>\$ 90,078.91</b>
<b>Total Vehicle/Equipment/Supplies</b>	<b>\$ 53,368.66</b>	<b>\$ 58,827.46</b>
<b>Total Park/Playground/Building Maintenance</b>	<b>\$ 194,780.18</b>	<b>\$ 244,547.80</b>
<b>Total Expenses - Lakes/Shoreline/Boat Ramp</b>	<b>\$ 122,014.18</b>	<b>\$ 110,383.18</b>
<b>Total Signage</b>	<b>\$ 15,342.87</b>	<b>\$ 2,398.66</b>
<b>Total Programming Expenses</b>	<b>\$ 29,688.51</b>	<b>\$ 42,079.24</b>
<b>Total Special Events Expenses</b>	<b>\$ 62,161.03</b>	<b>\$ 13,443.56</b>
<b>Total Insurance &amp; Safety Related Expenses</b>	<b>\$ 62,993.79</b>	<b>\$ 51,845.68</b>
<b>Total Paving &amp; Lighting Expenses</b>	<b>\$ 15,101.25</b>	<b>\$ 7,509.05</b>
<b>Total Audit Related Expenses</b>	<b>\$ 28,917.50</b>	<b>\$ 19,007.50</b>
<b>Total Special Recreation/ADA/Inclusion Expenses</b>	<b>\$ 192,906.11</b>	<b>\$ 141,910.33</b>
<b>Total Other Expenses</b>	<b>\$ 6,384.21</b>	<b>\$ 3,827.60</b>
<b>Total Capital Improvements</b>	<b>\$ 347,861.93</b>	<b>\$ 236,796.15</b>
<b>Grant Expense</b>	<b>\$ -</b>	<b>\$ 72,000.00</b>
<b>Other Expenses Adjusted for Inflation @21% Cummulative</b>		<b>\$ 266,100.00</b>
<b>Total Expenses - Adjusted</b>	<b>\$ 2,948,253.61</b>	<b>\$ 3,308,365.78</b>

# Inflation Adjustments



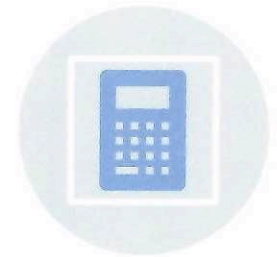
PAYROLL RELATED INFLATION  
ADJUSTMENT APPLIED:  
\$295,100



OTHER EXPENSES ADJUSTED  
FOR INFLATION: \$266,100



CUMULATIVE INFLATION  
RATE USED: 21%



THESE ADJUSTMENTS HELP  
NORMALIZE COMPARISONS  
ACROSS TIME PERIODS.

# Illinois Minimum Wage Impact

- Adjustment due to Illinois minimum wage increase: \$74,700
- This reflects increased labor costs across staffing categories.

Date	Minimum Wage
July 2015	\$8.25
Jan 1, 2020	\$9.25
July 1, 2020	\$10.00
Jan 1, 2021	\$11.00
Jan 1, 2022	\$12.00
Jan 1, 2023	\$13.00
Jan 1, 2024	\$14.00
Jan 1, 2025	\$15.00

# Programming and Staffing Trends

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Camp and Swim programs saw increased participation

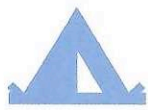
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Preschool program revenue declined – Covid-19 Pandemic impacted the program in the Spring and Fall 2020

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Part-time maintenance staffing increased significantly as all park maintenance activities were brought in-house

# Programming Trends



Camp Fees:  
24.45% change



Swim Lesson Fees:  
16.71% change



Preschool Fees:  
-35.91% change



Program Fees:  
-44.37% change



Special Events & Trips:  
58.01% change



Cooperative Programs:  
84.88% change

# Staffing Shifts

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Executive Director/PD Manager: -35.03% change

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Maintenance Supervisor: -755.44% change

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Recreation Supervisor: -246.70% change

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Maintenance (Part-Time): 67.72% change

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Public Safety/Park Patrol/Safety Coordinator: 12% change

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Office Staff, Marketing & Building Attendants: 60.17% change

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Preschool Staff: 28.03% change

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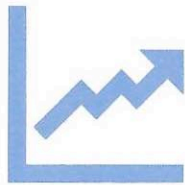
Camp Staff: 28.36% change

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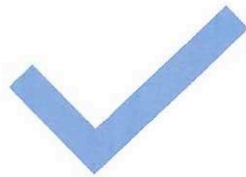
Swim Lesson Staff: -52% change



# Capital Improvements



Capital investment increased by  
\$111,065.78



Focus on infrastructure, bringing all  
park maintenance in-house and  
ADA compliance



Gagewood Lions Club donations  
totaling \$35,000 received 2020-  
2025

# Capital Investments

	May '20 - Apr 25
John Deere Ariens Snow Thrower w/Cab & Blower Cover	\$ 2,037.64
John Deere 625i Salt Spreader	\$ 2,849.00
2023 Grasshopper Model 725DT Zero Turn Mower-diesel	\$ 19,223.16
2023 John Deere Gator XUV835M	\$ 25,163.68
2021 Kawasaki Mule SX 4x4	\$ 9,548.80
Leaf collection System for Grasshopper Mower	\$ 25,155.00
Dewalt 3800 PSI 3.5 GPM Gas Pressure Washer w/Honda GX270 Engine	\$ 1,229.99
Valley Lake Plunge Pool Project Expense Match	\$ 33,164.00
Pebble Beach Park Composite Decking Pier	\$ 11,900.00
Three 40' Docks at Sunset Beach Park	\$ 3,418.75
Roof Work @ Rule House & Security Shed	\$ 29,438.87
Roof on Maintenance Building	\$ 9,847.00
Pebble Beach Shoreline Rip Rap/Plants	\$ 47,306.08
Swing Set at Pebble Beach Park	\$ 4,930.00
Outdoor Folding Picnic Tables - Qty 9	\$ 1,701.96
Bounce Castle	\$ 1,800.00
Old Plank Park Playground Equipment installed	\$ 104,078.00
Boardwalk Kit	\$ 15,070.00
	\$ 347,861.93

	May '15 - Apr 20
Pavilion Roof	\$ 3,852.00
Pebble Beach ADA Piers	\$ 13,426.00
Twin Lakes Park Playground	\$ 36,326.00
Window Replacement at Rule	\$ 14,134.00
Wood Replacement & Painting of Rule Park Buildings	\$ 21,306.00
Rule Parking Lot Patch, Seal & Stripe	\$ 18,300.00
Pebble Beach Boat Dock/Ramp plus asphalt work	\$ 70,217.00
Security Cameras at Rule Park	\$ 4,894.00
New 2017 Grasshopper Collector 15 Power Vac	\$ 2,750.00
Used 2015 Grasshopper 725D Zero Turn Mower	\$ 10,900.00
Used 2016 Haulin Enclosed Trailer	\$ 4,470.00
Asphalt Path at Willow Point Park	\$ 16,500.00
Various Other from Reserve	\$ 20,011.15
Rule Park Asphalt Paths (Grant Funds)	\$ 22,100.00
Pebble Beach Park Permanent Pier (Grant Funds)	\$ 24,950.00
Seawall at Sunset Park (Grant Funds)	\$ 24,660.00
	\$ 308,796.15

# Key Takeaways

- Revenue increased by 13.9%
- Expenses decreased by 12.2% (adjusted)
- Strategic investments in staffing and infrastructure
- Economic factors considered in financial planning

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**Subject:** Re: Invoice 53654 from KSH  
**Date:** Wednesday, October 29, 2025 at 12:15:52 PM Central Daylight Time  
**From:** Brandon Magnini  
**To:** Marianne porreca, Rob Flood  
**CC:** Becky Jante, Doug Dietzen, Wildwood Park District Accounting  
**Attachments:** image001.jpg

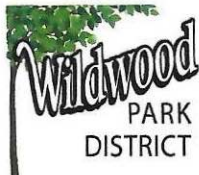
Good afternoon, Rob and Marianne,

The WPD Board formally approved half of the payment for the smallmouth bass that were delivered earlier this spring (\$703.75 of that \$1,407.50 cost) as a partial payment of the original estimate that the GLCC approved (total of \$5,189.00) in the spring. The WPD Board has yet to formally approve by vote additional expenses to the fish stocking in respect to invoice 53654 from Keystone Hatcheries for \$3,781.50. This will be placed on the agenda for formal vote at the November 17th Regular Board Meeting of the Wildwood Park District. Per the invoice, the due date for payment is 11/26/2025 which is after our November Board Meeting. Per the 2025-2026 WPD/GLCC Services Agreement, the Park District agrees to reimburse the GLCC up to the amount of \$20,000.00 for the agreed upon services (weed control/fish stocking/other services not specifically listed but added into agreement by writing and approval by WPD Board of Commissioners).

Since your check is going out in the mail today already; we will lock it up when we receive it before depositing pending direction from the WPD Board. We will keep you posted.

Sincerely,  
Brandon

**Brandon Magnini**  
**Executive Director**  
Wildwood Park District  
33325 N. Sears Boulevard Wildwood, IL 60030  
[www.wildwoodparkdistrict.com](http://www.wildwoodparkdistrict.com)  
[bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com)  
847.223.7275



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**From:** Marianne porreca <[marporreca@sbcglobal.net](mailto:marporreca@sbcglobal.net)>  
**Date:** Wednesday, October 29, 2025 at 11:25 AM  
**To:** Rob Flood <[robkimflood@sbcglobal.net](mailto:robkimflood@sbcglobal.net)>, Brandon Magnini

<[bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com)>

**Subject:** Re: Invoice 53654 from KSH

Our half check is in the mail today. I do not show Wildwood paying us. I show our portion paid.  
Sent from my iPhone Marianne Porreca

On Oct 28, 2025, at 8:30PM, Rob Flood <[robkimflood@sbcglobal.net](mailto:robkimflood@sbcglobal.net)> wrote:

Hi Marianne

The fish were delivered today. I know the WPD pays for half the bill but I can't remember if we bill them or we show them the invoice and then they cut us a check??

Sent from Rob's iPhone

Begin forwarded message:

**From:** Mike Robinson <[mrobinson@keystonehatcheries.com](mailto:mrobinson@keystonehatcheries.com)>

**Date:** October 27, 2025 at 12:25:42PM CDT

**To:** [bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com)

**Cc:** [robkimflood@sbcglobal.net](mailto:robkimflood@sbcglobal.net)

**Subject:** Invoice 53654 from KSH

KSH

**Invoice** *Due:11/26/2025*  
53654

Amount Due: **\$3,781.50**

Hello,

The invoice is attached for tomorrows fish delivery.

Thanks,  
Mike Robinson

Your invoice appears in the attached PDF. Please remit payment to the address below:

Keystone Hatcheries LLC  
Attn: Accounts Payable



Keystone Hatcheries LLC  
 11409 Keystone Road  
 Richmond, Illinois 60071  
 p 815.678.2537 f 815.678.2437  
 info@keystonehatcheries.com  
 keystonehatcheries.com

# Invoice

Date	Invoice #
10/27/2025	53654

Bill To
Wildwood Park District 33325 Sears Blvd Wildwood, IL 60030

Ship To
Gages Lake Use this address for GPS: 33401 North Sears Blvd Gages Lake, IL

P.O. No.	Terms	Ship Date	Ship Via	Permit Type/Exp.	Contact Person	Cell #	Text Yes/No
	Net 30	10/27/2025	RTLLC				

Item #	Quantity	Description	Unit Price	Total
NRP912	100	Northern Pike 9-12"	22.00	2,200.00T
WLY46	387	Walleye, 26 to 50/lb (average size 4 to 7") **sub for 5-7" Walleye**	1.60207	620.00T
WLY68	250	Walleye, 6-8"	3.45	862.50T
DEL	1	Delivery fee.	99.00	99.00

\*PLEASE PAY FROM THIS INVOICE!  
 \*1.5% per month will be added on past due balance.  
 \*\$35.00 NSF Charge.  
 \*Remit payment to address at top of invoice.

<b>Subtotal</b>	\$3,781.50
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$3,781.50
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$3,781.50

No returns will be accepted for credit or exchange without prior authorization. All returns must be authorized within 10 days of purchase and received in the original marked carton in resalable condition within 30 days. Any returns that do not meet these conditions will either not be accepted or will be a partial/conditional store credit determined by the sole discretion of Keystone Hatcheries. Returns will not be accepted if shipped via COD. Any refund given will be for the cost of the product only and will not include shipping cost. There are absolutely no returns for special ordered items, fish, aquatic plants or products cut from rolls, such as liner, underlayment, air & water line, netting, etc. Warranties for products not produced by Keystone Hatcheries will be given at the sole discretion of the manufacturer.

**Wildwood Park District**  
**Recreation/Administration Report**  
**November 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 IPRA Safety Coordinator Seminar educational/training/networking event on 10/24 at the Carol Stream Park District. Full summary of experience included in the Board Packet.
4. Attended Year 2 of IPRA Professional Development School in Galena between 11/9-11/12. Completed the 2-year program and graduated. Full summary of experience included in the Board Packet.
5. Finalizing PDRMA 20-part Risk Management Review for 2025 prior to end of year.
6. Office Staff continue to manage room rental bookings and parking stickers.
7. Office Staff managing the order of 2026 Boat Keys and decals.
8. Combined preschool class added another student at the end of October bringing our enrollment to 9.
9. Fall Bingo Night took place on 11/7 at Rule House. 23 pre-registered with 1 on-sight registration nearly maxing out at 25. An extra \$150 was made on-site after the \$230 made in pre-registration.
10. Family Board Game Night set for 11/14 cancelled due to low enrollment and interest. This smaller event Staff will plan on phasing out of regular rotation in the coming years.
11. 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 Supervisor Dykes.
12. Communication with Valley Lake residents on community engagement/Valley Lake resident involvement in the lake planning and treatment process.
13. Sought out bids for treatment companies for the 2026 season for Valley Lake. Proposals to be ready to review by 12/1 and voted upon at the December Regular Meeting.
14. Deliverables for Phase I of the Great Lakes Urban Forestry Tree Inventory were provided to the District in mid-October. The summary report is included in this Board Packet. Commissioners are welcome to meet with me in the office to review the extensive Excel document and the Google Earth interactive software as part of the inventory deliverables. Will be reviewing inventory report and Excel list internally to create a best approach to requesting quotes for winter safety tree pruning and/or removal if necessary.
15. Sent out RFP for the Willow Shoreline project on 10/28 to vendors. Notice of bid availability was published in the Daily Herald and subsequently shared around the industry by construction consulting companies. Management of questions from prospective bidders and construction data analysts during the bid submittal process. Conducted non-mandatory pre-bid meeting on Monday the 3<sup>rd</sup> of November. The three prospective bidders that attended were ILM, TIGRIS, and CK Contractors. Holding sealed bid public opening on Friday, November 14<sup>th</sup> with Commissioner Jante. Bid award recommendation is provided in this Board Packet.
16. Was formally awarded the Lake County Tree Planting Initiative grant for Spring 2026! Outreach from Lake County's vendor (Superior Enterprises, Inc.) took place letting us know that we will be the recipient of 13 new trees planted by the vendor at no cost to the Park District. Trees will be placed at Pebble Beach Park, Valley South Park, and Lakeshore Drive Park. Discussion of the tree species, placement, and other logistics will be taking place between the vendor and WPD in the coming weeks.

**Wildwood Park District**  
**Recreation/Administration Report**  
**November 2025**

17. Continue working on the bones of the Strategic Planning Process and current Focus Groups. Held initial community focus group on 10/30 at Rule House. We had 3 in-person attendees with several cancelling at the last minute due to schedule changes. Brief summary of the Focus Group meeting to follow. Scheduling out dates for additional Focus Group Meetings to help tie in community partners and officials for their feedback on long-term planning and operations.
18. Continued work on summary of recommendations for an ADA Transition Plan. Put out a pointed WPD accessibility/inclusivity survey to the community that has garnered 7 responses thus far. Hard copies of the survey are available in the office, and the digital version has been shared online and through the e-newsletter. Survey questions generated from ADA compliance firm that had completed the current ADA Transition Plan with the Gurnee Park District. Working with WSRA to review our registration forms and program descriptions to ensure they are using proper accessible and inclusive language to people with disabilities.
19. Registered Maintenance Supervisor Dykes, myself, and Commissioner Nelson for IPRA Conference and lodging. Waiting for final confirmation from Marketing and Events Coordinator Woznick for availability prior to the early-bird registration ending on 12/19.
20. Final Harvest Fest Committee Meeting of the year on 10/22. Discussion centered around post-event analysis, survey results, and final numbers from tickets. The 2026 Committee will kick off meetings in early February.
21. Assisting Marketing and Events Coordinator Maggie Woznick with final proof and review of Winter Spring 2026 brochure before being sent to print. Program Guide should be delivered to the post office no later than the first week of December with Residents receiving the guide that week or early on during the second week of December.
22. Assisting Maggie and Office Staff with oversight and approvals of programming and events for Winter Spring 2026 program season and working on logistics putting those programs and events together.
23. Posted legal notice and required documentation of Tentative Tax Levy to be displayed for public inspection prior to vote at the November Regular Meeting. Notice was posted outside the Park District office, on the Park District website, and hard copies are available in-office.

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TO: Board of Commissioners  
CC: All Staff  
FROM: Brandon Magnini, Executive Director  
SUBJECT: IPRA Professional Development School Recap Brandon Magnini  
DATE: November 17th, 2025

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### ***Reflection on IPRA Professional Development School Experience***

This past weekend, I attended Year 2 of the IPRA Professional Development School between November 9<sup>th</sup>-12<sup>th</sup> in Galena, IL. As a Year 2 attendee, I completed the requirements to complete the two-year program (which I first attended in 2023) and was able to graduate with my Year 2 peers at the conclusion of the conference. Attending the IPRA Professional Development School was once again an invaluable opportunity for both personal and professional growth. The program provided a comprehensive learning environment focused on leadership, operational excellence, and community engagement within the parks and recreation field and in my personal life growth overall.

### ***Key Takeaways and Learning Outcomes***

- ***Leadership Development***

The sessions emphasized the importance of adaptive leadership and strategic decision-making. I learned practical techniques for motivating teams, managing change, and fostering a culture of collaboration. These insights will help me lead projects more effectively and support staff development within my organization. There was also a heavy emphasis on personal growth and setting personal goals outside the workplace.

Our Keynote Speaker on Sunday night was Joel Zeff who is a motivational speaker, journalist, and author. Joel taught the attendees to celebrate the big things, recognize your accomplishments, that applause lifts everyone else up, and everyone on your team yearns to be recognized and given positive support and feedback.

Over a four-part lecture series over the next two days, Kurt Podeszwa presented *Re-Animating Strong Leadership* for the Year 2 attendees. Kurt is a 30+ year leader and CEO of recreation and camp facilities in Texas and has spoken at PDS for 20 years.

- I. Leader v. Manager and Personality Profile. The first session covered traits that helped us identify our personality and leadership style. We also covered the differences between leaders v. managers and how setting a visual example to others is key in leadership. An emphasis was also given on how leaders handle conflict, personal failure, and facilitate transition.
- II. *Begin with the end in mind*: A thought exercise was conducted where Year 2 attendees had to brainstorm four personal goals and four professional goals to be accomplished in the short-term and over the next 5 years and how best to achieve those. Building off of this, another exercise was conducted where attendees were left to ponder what people, co-workers, and your family would say about you and the legacy you left when you retire.

- ***Communication Skills and Engagement***

- I. A session on effective communication with Kurt was conducted. The emphasis was put on the fact that “words matter” and how leaders should lead themselves first while keeping an open mind, be clear about expectations, clarify what you think you heard, know your audience, use vocabulary effectively, keep it “simple”, and have patience.

- ***Networking and Professional Collaboration***

Connecting with peers in the field is always one of the most rewarding aspects of this experience. These relationships provide a network for sharing best practices, troubleshooting challenges, and staying informed about emerging trends in parks and recreation. The best aspect of Professional Development School is that official titles (e.g. Executive Director, Recreation Coordinator, etc.) are asked to be left at the door and everyone is able to speak to each other as if they were a peer in a more open and comfortable learning environment. Each attendee is assigned a “Homeroom” where Professional Development School Regents lead group discussion about challenges and triumphs we are experiencing in the field as well as reflection on the educational/leadership sessions at PDS and what lessons we can all take away back to our agencies and for our own personal/professional growth. With many chances for lunches and dinners over the three days, I made it a point to sit at a new table and meet new faces to broaden my horizons and build my self-confidence in outreach. Finally, planned team-building activities were conducted in the evenings so people could get out of their comfort zone and learn to work together while coming from different backgrounds.

### ***Impact on My Professional Role***

The knowledge and skills acquired will directly influence how I approach leading my Team, Staff leadership and development, and community outreach. I feel better equipped to make empathetic leadership-based decisions, advocate for resources, and implement innovative solutions that enhance the quality of services offered.

### ***Future Application***

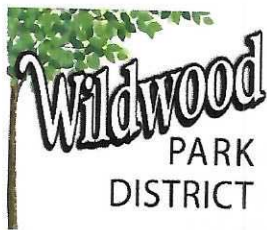
Moving forward, I plan to continue to integrate this leadership development into the WPD Strategic Planning sessions, Staff training initiatives, and how I interact with my subordinates for their own growth and morale. Additionally, I aim to maintain the connections established during the program to foster ongoing collaboration and professional growth.

As always, please let me know if you have any questions, comments, or would like to discuss my experience in further detail.

Sincerely,

*Brandon Magnini*

Brandon Magnini, Executive Director



33325 N. Sears Blvd.  
Wildwood, IL 60030  
Phone: 847.223.7275  
Fax: 847.223.2820  
[www.wildwoodparkdistrict.com](http://www.wildwoodparkdistrict.com)

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TO: Board of Commissioners  
CC: All Staff  
FROM: Brandon Magnini, Executive Director  
SUBJECT: IPRA Safety Committee Seminar Report Brandon Magnini  
DATE: November 17th, 2025

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### **Summary Report: 2025 IPRA Safety Committee Workshop**

Event: Second Annual IPRA Safety Committee Workshop

Date: October 24, 2025

Location: Carol Stream Park District

Hosted By: Risk Management Committee, Illinois Parks and Recreation Association (IPRA) – Administration & Finance Section

### **Purpose of the Workshop**

This one-day program was designed for anyone interested in enhancing safety in parks and recreation. The workshop featured the keynote presentation, *Leading Through Crisis* by Brian Romes, Executive Director of the Park District of Highland Park, which empowered attendees to lead with a trauma informed lens after he discussed in detail his first-hand account after the July 4, 2022 Highland Park Mass Shooting.

Attendees were able to pick and choose breakout sessions that best fit their personal and professional development needs. Topics ranged from security camera best practices, creating proactive safety recognition programs, facility preparedness, Worker Compensation/FMLA/ADA legal updates, and creating a positive safety culture.

The workshop aimed to strengthen safety practices within park and recreation agencies by providing education, resources, and networking opportunities for professionals responsible for risk management and safety compliance.

### **Key Highlights**

- Educational Sessions: Focused on emerging safety standards, risk mitigation strategies, and compliance with Illinois regulations. Included case studies on incident prevention and liability reduction.
- Speakers: Best practices for creating safer environments in parks and recreation facilities were shared. Discussions on proactive safety audits and emergency preparedness.
- Brian Romes, Executive Director of Park District of Highland Park – Brian shared in vivid detail his minute by minute crisis response to the Highland Park July 4<sup>th</sup> 2022 shooting in which the Park District was involved in the parade where it happened. His keynote focused on his quick actions and communications with his Staff, Village officials, and subsequent security decisions with their facilities that were made while the shooter was still on the loose. He then spent quite a bit of time going over “trauma-informed” leadership in working through the trauma with his Staff and community

over the next six months-year which was very eye opening and displayed strong, compassionate leadership.

- Alexander Blaga with ComEd *Empowering Safety Culture: The Close Call/Good Catch Process*. Alexander presented a revolutionary way of obtaining safety/PPE compliance in your workplace/agency. Previously ComEd would send out auditors to their linemen crews and hide to document more minor safety violations and bring in the employee to berate them in a “gotcha” moment. Since 2022, ComEd has shifted to a Close Call/Good Catch process where auditors tell the crews they are coming out to observe safety compliance in the field ahead of time. They still document issues and work with the employee, but they do not get disciplined (unless it’s a life or death common sense issue). Employees are also now empowered to self-report close calls where a safety issue did take place but did not result in damage to life or property for information gathering about accidents and where processes can be improved. The same applied for a Good Catch where employees can self-report through the portal items that they observe that have not caused any safety issues yet but would certainly cause an issue in the future.
- Joe Crimini with *Facility Preparedness*. Joe is a former police officer and owner of Serve and Protect LLC which acts as a security planning and prevention consultant for public schools/Park Districts. Joe had several interesting strategies and proper language to use when conducting lockdown/SOP drills in-house versus an actual emergency and how to differentiate your approach as a leader in those situations.
- Sara Yager General Counsel and Erika Koty Claims Supervisor with PDRMA *Leave Trifecta FMLA/ADA/Workers Comp*: PDRMA leadership discussed various updates to IL and federal FMLA/ADA/Workers Compensation law that Park Districts should be aware of.

• **Networking Opportunities:** I was able to reconnect with some colleagues in the Administration and Finance Section (part of the Risk Management Committee that I attend). Shared insights on challenges and solutions in risk management. I received a follow-up from the current chairs of the Risk Management Committee determining if I was still interested in being considered for co-chair of that Committee. I indicated that I still was interested, and they will be going through an internal election process this fall that will determine if I receive enough votes to earn that role.

### **Personal Takeaways and Impact on my Role**

By attending, I gained actionable strategies for improving safety protocols within WPD. I learned innovative approaches to staff training and community engagement for safety awareness. I also continued to establish valuable connections with professionals and vendors specializing in risk management.

- Brian Romes testimony with Highland Park made clear that many Park Districts’ updated their emergency operating procedures and action plans for active threats in the aftermath of this tragedy making it a point to get Staff on the same page with quick communication apps and procedures.

- A focus on “Safety Culture Maturity” was imprinted on me after listening to Alexander Blaga’s presentation with ComEd. Some of this philosophy can be introduced especially to the Maintenance Team when dealing with PPE and riskier tasks in a learning environment.

-Joe Crimini with *Facility Preparedness* taught Park Districts to make sure their SOP and EAP’s are up to date. Review written policies. Use the right terminology (hard v. soft

lockdown is not recommended). If you can escape a building first, that is preferred over locking down as schools can lock down due to prior training and how those buildings are laid out and secured. Evacuations for Park Districts should be the first option to consider as an adult to leave a park facility. Sheltering in place inside the building is the second-best option. For buildings, it is recommended to use posts/cables (bollards), exit gates, shatter resistant film on glass if a realistic budget option, and to always coordinate with police/fire on your larger events. Maintain clearly posted evacuation maps and have an understanding of your mass notification systems if available (public address/PA/intercom/phones/apps).

Sara Yager General Counsel and Erika Koty Claims Supervisor with PDRMA *Leave Trifecta FMLA/ADA/Workers Comp*: It was made clear that the administrators/Staff who administer FMLA for an agency employee carries individual liability. In other words, retaliation/interference in the FMLA process for the affected employee will cause legal issues for the supervisor overseeing it.

This workshop overall reinforced the importance of continuous improvement in safety practices that I can implement at the Wildwood Park District. I plan to implement updated risk assessment tools, advocate for enhanced staff training programs, and explore collaborative opportunities with other districts for shared safety resources.

As always, please let me know if you have any questions, comments, or would like to discuss my experience in further detail.

Sincerely,

*Brandon Magnini*

Brandon Magnini, Executive Director

**Wildwood Park District**  
**Maintenance Report**  
**November 2025**

1. Ongoing park garbage control and maintenance/Mutt Mitts replacements.
2. Winter maintenance and upkeep of equipment.
3. Clean Rule bathrooms, community rooms, and office spaces as needed - re-stock paper towels and soap. Mop floors as needed. Executing standardized washroom cleaning checklist.
4. Power washed and stored all buoys while repainting red buoy balls as needed for offseason.
5. Staff had completed end of season pier inspections on wooden piers at Willow Point and Pebble Beach Parks to determine if any repairs or staining is warranted in 2026. Will be addressing slight uneven transition between asphalt and the trex pier at Pebble boat ramp. Will stabilize with stone under the affected area in the spring.
6. Fall leaf collection continues throughout the parks. Staff are assisting prior to the grasshopper being used to collect the leaves by blowing leaves off of playgrounds/paths/etc. into manageable clusters primed for collection. The quality of leaf collection along the roads by LRS is a work in progress and has been a topic of debate amongst the residents as well. With a new company completing the residential collection in Wildwood this year, some grace is in order for the learning curve.
7. Park, playground, building inspections - corrective actions as needed.
8. Looking to install shelving and bolts/brackets inside Scout Garage to properly store their ladder and items that are trip hazards/take up floor space. Troop 671 organized their own comprehensive Scout Garage cleanout and disposition of unneeded supplies set for 10am-3pm on 11/15.
9. In anticipation of snow, installed the plow and salt spreader on the Ford F250 and John Deere Gator respectively. Installed orange snow plow markers around parking lot and paved walking paths in the parks.
10. Ordered fifty 50lb. bags of salt from Site One Landscape Supply for the exact same price as 2024 with delivery (\$404.00). Will look into possible cost savings for 2026 to determine if WPD can obtain salt from bulk government source for no or lesser fee.
11. Plowed the parking lots and walking paths after snowfall on Monday the 10<sup>th</sup> of November.
12. Looking into pricing of replacement starter for the 2014 Gator and if the labor can be done in-house.
13. Monthly clearing of Valley North outflow drain structure.
14. Monthly inspection of Valley South plunge pool.
15. Continued trimming back brush, overgrowth, and low hanging branches through Twin Lakes Park gravel walking path and around the east pond. Focus was centered on growth around the wood walking bridge.
16. Depending on quote pricing/recommendations from arborists and general recommendations from the Tree Inventory, will look into properly trimming select Oaks and Elms around the Scout Garage and above the Pebble Beach Park playground if it is deemed safe to do so between the offseason months when it is appropriate to trim those species. With recent chainsaw safety training completed, will attempt to bring more smaller tree pruning and removal in-house.
17. McHenry Piers removed the Sunset Park temporary piers on 10/30. Maintenance assisted with the stacking of the pier pieces off to the side of the property and chaining up all pieces and accessories with chain and multiple padlocks.

## **Wildwood Park District**

### **Maintenance Report**

**November 2025**

18. Turned off and removed the Valley Lake aerator pumps on 11/7. Will return to shop and conduct offseason maintenance as recommended/as needed.
19. Maintenance Supervisor Dykes will be attending the 2026 IPRA Soaring to New Heights Conference.
20. Stocked up on lumber to complete the parks-wide sitting bench restoration project in 2026 (two benches left at Valley North, Willow Point, and one at Valley South respectively). Stocked up on several 4'x4" posts to cut down into replacement park post/cable barriers as needed in 2026.
21. Built additional wood shelving with existing material in the Shop to properly organize engine oils and vehicle accessories.
22. Building additional water-based paint storage shelving in the Shop with existing material to remove storage of paint cans on the ground as requested by PDRMA.
23. Installed metal storage anchor rail and hooks in the Shop to safely store powered equipment (weed whips/blowers) off the ground and spaced out on the wall.
24. Looking to install additional metal storage anchor rail and hooks in Garage to do the same for loose rakes/pitchforks/shovels, etc.
25. Installed metal storage anchor rail and hooks in Rule House storage closet to hang all folding chairs off the ground and remove a consistent trip hazard while allowing for more space to work and move around in the closet.
26. In the same closet, installed bolts and chains with removable latches to provide fall protection from folding tables that are stacked up against the walls while not in use.
27. Updated Boulder sign board while Director Magnini was out of town.
28. Installed replacement auger paddles in the Toro snowblower (the older one we had had prior to the new one we purchased in 2022).
29. Replaced gaskets and returned to working condition one of our Stihl weed whips that had been out of commission most of 2025.
30. Office staff assisting with updating SDS sheets for current inventory of cleaning solutions inside Rule House.