

**Wildwood Park District**  
**Regular Board Meeting**  
**33325 N. Sears Boulevard, Wildwood, IL 60030**  
**Monday, March 16<sup>th</sup>, 2026, 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, March 16<sup>th</sup>, 2026**
- IV. Approval of Minutes**
  - A. Minutes of the Regular Board Meeting – Tuesday, February 17<sup>th</sup>, 2026**
- V. Matters from the Public**
- VI. Financial Report**
- VII. WSRA**
- VIII. GLCC Report**
  - A. PDRMA 2026 Risk Management Review GLCC Affiliate Partner Certificate of Insurance Review**
- IX. Valley Lake Report**
  - A. McGinty Bros Inc. 2026 Plunge Pool Herbicide Treatment Proposal**
- X. Staff Reports**
  - A. Recreation/Administration**
  - B. Maintenance**
  - C. Marketing/Promotions**
  - D. Schoolhouse Adventures Preschool Program Cancellation Justification Report**
- XI. Unfinished Business**
  - A. 2026-2031 Strategic Plan –**
    - I. March 5<sup>th</sup>, 2026 Focus Group Recap and Mission/Vision Exercise**
- XII. New Business**
  - A. Approval of Rule Park Security Shed and Twin Lakes Park Maintenance Shop Garage Door Replacement Quotes**
  - B. ADA Audit and Transition Plan Concept Introduction**
  - C. Tentative FY 2026-2027 Budget for Review**
- XIII. Other Business**
- XIV. Matters from the Public**
- XV. Closed Session**
  - A. 5 ILCS 120/2 ( C ) (1) Personnel**
- XVI. Adjournment**

**Wildwood Park District**  
**Regular Board Meeting**  
**Rule House 33325 N. Sears Blvd, Wildwood, IL 60030**  
**Tuesday, February 17<sup>th</sup>, 2026, 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, Anna Nelson, Dan Corrigan.  
**Absent:** Commissioner Doug Dietzen  
  
**Park District Staff Present:** Brandon Magnini, Executive Director, Michael Dykes, Maintenance Supervisor, Kathy Atkins, Accountant.
- III. **Approval of Agenda – Regular Board Meeting – Tuesday, February 17<sup>th</sup> 2026**  
President Jante entertained a motion to approve the Agenda of the Regular Board Meeting of the Wildwood Park District of Tuesday, February 17<sup>th</sup>, 2026, as presented. So Moved: Commissioner Corrigan, Second: Commissioner Nelson. All in favor, motion carried.
- IV. **Approval of Minutes – Regular Board Meeting – Tuesday, January 20<sup>th</sup>, 2026**  
President Jante entertained a motion to approve the Minutes of the Regular Board Meeting of Tuesday, January 20<sup>th</sup>, 2026, as presented. So Moved: Commissioner Corrigan, Second: Commissioner Nelson. All in favor, motion carried.
- V. **Matters from the Public**
  - Sally Mahan was present. No further 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 Brueck, Second: Commissioner Corrigan. Roll Call: Commissioner Nelson, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Jante, aye. All in favor, motion carried.
- VII. **WSRA**  
The Regular Board Meeting took place on January 26<sup>th</sup>, 2026 at 3:00pm. Director Magnini will be attending the March 16<sup>th</sup> meeting in Commissioner Nelson’s place. RecTrac has been adopted as their new registration software. The WSRA Chorus went around to all partner agencies and performed. Their Winter Wonderland event took place with 80 guests in attendance. Floor hockey is now being offered as a new Special Olympics activity. Carter Bruntjen, a Recreation Manager for WSRA, earned the right to compete in a World Golf Tournament in Sweden for individuals who are deaf.
- VIII. **GLCC**  
The GLCC held their Ice Golf event now on Saturday, February 7<sup>th</sup> and made \$4,600.00. The Park District held the Gages Lake Ice Fishing Derby/Winter Fun Event February 14<sup>th</sup> in conjunction

with the GLCC. Thank you to the GLCC for representing at the event and assisting families with drilling holes and teaching some families how to ice fish. The GLCC 50/50 raffle netted \$143 in proceeds for the GLCC.

## IX. Valley Lake Report

Director Magnini shared updates from the Friends of Valley Lake Group regarding informational flyers being put together for best practices for the neighbors around the lake and the volunteer group minutes from the February Meeting. Discussion.

Magnini also secured alternative water testing through Lake County Lake Lovers volunteer equipment sharing group with several volunteers who live around Valley Lake. The Board thanked Sally Mahan who was in attendance at the meeting for her and her husband stepping up to help with the testing along with Cliff and Jan Ward.

### A. 2026 Spring Fish Stocking Keystone Hatcheries Proposal

President Jante entertained a motion to approve Keystone Hatcheries Estimate #26979 pending the removal of Channel Catfish (at a total of \$150.00), and reduction of the Triploid Grass Carp from 30 to 10 (new total of \$120.00) as presented up to \$2,900.00. So Moved: Commissioner Nelson, Second: Commissioner Corrigan. Roll Call: Commissioner Nelson, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Jante, aye. All in favor, motion carried.

## X. Staff Reports

**A. Recreation/Administration** – report was read. Discussion. Commissioner Brueck asked what a First Amendment Audit was and how Staff were informed of First Amendment Auditors in the area. Commissioner Nelson stated she was informed that Warren Township and the Gurnee Park District had individuals come and film inside the administrative offices; and wanted to give WPD Staff a heads up to be prepared and re-train Staff on proper procedures. Discussion. Director Magnini stated the Gages Lake Ice Fishing Derby and Winter Fun Event was a great success with families enjoying the yard games, ice painting, hot chocolate, bonfire, smores, and ultimately the fishing. WPD took in about 27 pre-registrations and took in 26 on-site cash only registrations which was great to see. Collectively, the District brought in about \$1,300.00-\$1,500.00 in profit for the event less \$200-\$300 of expenses while including \$550.00 in sponsorship dollars. Commissioner Nelson stated that she is happy that the District is hosting the Daddy Daughter Dance at Warren Township and believes it is helping registration and enhancement of the event. President Jante acknowledged Warren Township Supervisor Elmer Fallos for joining the Harvest Fest Committee and securing two Township ADA buses for Harvest Fest patron transportation from our event parking areas.

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

**C. Marketing/Promotions** – report was read. Discussion. The Board reviewed three concept logos for WPD's 50<sup>th</sup> Anniversary put together by Marketing and Events Coordinator Maggie Woznick. Preliminary discussions were had on style and application for the logos. A further Staff meeting will be held to further refine the artwork.

**D. 2026 IAPD/IPRA Soaring to New Heights Conference Report** – The Board was presented with detailed summary reports of Conference educational sessions, exhibit hall vendor engagement, networking, and social activities undertaken by Director Magnini, Maintenance Supervisor Dykes, and Commissioner Nelson. Discussion.

**XI. UNFINISHED BUSINESS**

**A. 2026-2031 Strategic Plan**

**I. Approval of Board Strategic Plan Workshop Minutes Wednesday, January 14<sup>th</sup>, 2026**

President Jante entertained a motion to approve the Minutes of the Board Strategic Planning Workshop of Wednesday, January 14<sup>th</sup>, 2026 as presented. So Moved: Commissioner Nelson, Second: Commissioner Corrigan. All in favor, motion carried.

**XII. NEW BUSINESS**

**A. Legal Updates to Board Policy, Policy/Procedure, and Personnel Policy Manuals for official adoption**

President Jante entertained a motion to amend the Wildwood Park District Board Policy and Procedure Manual to allow a member of the Public Body who is on active military duty to attend a meeting remotely if a quorum is physically present per Public Act 104-0438 SB 243 as presented. So Moved: Commissioner Nelson, Second: Commissioner Corrigan. Roll Call: Commissioner Nelson, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Jante, aye. All in favor, motion carried.

President Jante entertained a motion to amend the Wildwood Park District Board Policy and Procedure Manual to abide by the statute that the Park District is prohibited from holding or scheduling a regular or special meeting on the day of an election per Public Act 104-0438 SB 243 as presented. So Moved: Commissioner Nelson, Second: Commissioner Corrigan. Roll Call: Commissioner Nelson, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Jante, aye. All in favor, motion carried.

President Jante entertained a motion to amend the Wildwood Park District Policy and Procedure Manual to abide by the adoption of the Illinois Bivens Act statute that the Park District is prohibited from conducting retaliatory action against an employee who in good faith discloses or threatens to disclose a violation of the Illinois Bivens Act per Public Act 104-0440 as presented. So Moved: Commissioner Brueck, Second: Commissioner Nelson. Roll Call: Commissioner Nelson, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Jante, aye. All in favor, motion carried.

President Jante entertained a motion to amend the Wildwood Park District Personnel Policy Manual to adopt the revisions of the IL Employee Blood and Organ Donation Leave Act per P.A. 104-0193 as presented. So Moved: Commissioner Nelson, Second: Commissioner Corrigan. Roll Call: Commissioner Nelson, aye, Commissioner Brueck, aye, Commissioner

Corrigan, aye, Commissioner Jante, aye. All in favor, motion carried.

President Jante entertained a motion to amend the Wildwood Park District Personnel Policy Manual to adopt the Family Neonatal Intensive Care Leave Act per P.A. 104-0259 as presented. So Moved: Commissioner Brueck, Second: Commissioner Corrigan. Roll Call: Commissioner Nelson, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Jante, aye. All in favor, motion carried.

President Jante entertained a motion to amend the Wildwood Park District Personnel Policy Manual to adopt the Nursing Mothers in the Workplace Act per P.A. 104-0076 as presented. So Moved: Commissioner Nelson, Second: Commissioner Corrigan. Roll Call: Commissioner Nelson, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Jante, aye. All in favor, motion carried.

XIII. **Other Business** – Commissioner Nelson stated that she will not be in attendance at the March Regular Meeting.

XIV. **Matters from the Public** –

- No Matters from the Public

XV. **Closed Session** – The Board did not move into Closed Session

XVI. **Adjournment**

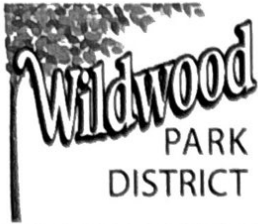
President Jante entertained a motion to adjourn the Regular Board Meeting of Tuesday, February 17<sup>th</sup>, 2026, at 7:47 PM. So Moved: Commissioner Brueck, Second: Commissioner Corrigan. All in favor, motion carried. Meeting adjourned at 7:47pm.

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

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

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

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



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TO: Board of Commissioners  
CC: All Staff  
FROM: Brandon Magnini, Executive Director  
SUBJECT: March 16<sup>th</sup>, 2026 Regular Board Meeting Packet Items  
DATE: March 16<sup>th</sup>, 2026

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Good afternoon, Commissioners,

Please find below a brief overview of the packet attachments correlating with the March 16<sup>th</sup>, 2026 Regular Board Meeting.

**GLCC Report:** Included are the March 11<sup>th</sup> GLCC Meeting Agenda, Financials, and October meeting minutes. In addition, I have included (as part of the Park District's 2025-2026 Risk Management Review with PDRMA) an action item and corresponding emails assigned to me to investigate requiring the GLCC to carry liability insurance to protect the Park District and Park District property when lake treatment occurs when contracted or partnered with GLCC. I have been asked to bring it before to Board to discuss the feasibility of this request to the GLCC. If that request is deemed too burdensome for GLCC; there may be a way PDRMA can adjust the legalese in our yearly services agreement with GLCC to add provisions to protect the Park District.

**Valley Lake Report:**

**A. McGinty Bros Inc. 2026 Plunge Pool Herbicide Treatment Proposal**

Attached you will find a 2026 selective herbicide treatment proposal from McGinty Bros Inc., who are certified herbicide applicators. The document following their proposal is an excerpt (double sided page) from the Bleck Engineering Maintenance Plan given to the WPD after the completion of the 2023-2024 Valley Lake Stormwater Improvements Projects. This plan has guided us thus far in completing in-house maintenance inspections and cleanup around the retrofitted Plunge Pool and Valley North outflow drain. Per the Maintenance Plan, we are to contract with a licensed herbicide applicator to properly spray and target invasives and weeds within the native plant barriers that were installed through the Plunge Pool retrofit, along with high mowing. To prevent long-term overgrowth and reduce the effectiveness of the native plant filtration system of stormwater, I am recommending we approve this proposal. Per the Valley Lake Stormwater Improvement Project and Bleck Engineering Plan, the WPD is now responsible for maintaining the plunge pool from project completion – forward. For additional context, I have provided email correspondence with another native plant landscape management firm (Pizzo) and their response. I received similar responses from a few other firms as well.

## **Staff Reports**

### **D. Schoolhouse Adventures Preschool Program Cancellation Justification Report**

Attached you will find a detailed summary (and several appendices) analyzing the Wildwood Park District's Schoolhouse Adventures Preschool Program and the short/long-term ramifications if the program were to continue hereafter beginning with the Fall 2026 school year. Staff recommendation is to discontinue the program beginning with the Fall 2026 school year per the report's recommendations. I am seeking any final feedback and/or decisions at the March Regular Meeting so that Staff may begin communicating with a) our Teacher Staff so they may understand where the program stands and look for alternative future opportunities if desired; b) current families in the program to assure them the program will continue through May in the current school year - but to plan for alternative options for the fall; and c) have this report to provide justification and transparency to the rest of the community on why this decision may be made by the Park District.

## **Unfinished Business**

### **A. 2026-2031 Strategic Plan**

#### **I. March 5<sup>th</sup>, 2026 Focus Group Recap and Mission/Vision Exercise**

Attached is a summary of the March 5<sup>th</sup>, 2026 Wildwood resident Focus Group meeting held at Rule House as part of the 2026-2031 Strategic Plan process. In addition to the meeting summary, I have included the feedback from a mission/vision revision exercise I conducted with the Focus Group. For Monday's meeting, I would like the Board to review these mission/vision options, give their feedback, and vote on a new mission/vision if you feel ready to do so at this time.

## **New Business**

### **A. Approval of Rule Park Security Shed and Twin Lakes Park Maintenance Shop Garage Door Replacement Quotes**

Attached you will find three proposals (two separate quotes each for each location/garage door) from Mr. Garage Doors, Chicago Garage Door, and Garage Door Repair for the replacement of the doors at the Rule Park Security Shed and the Maintenance Shop. The Maintenance Shop will require an insulated door whereas the Rule Security Shed does not need insulation given the lack of HVAC and Staff day to day usage (besides Park Safety in the summer). Both doors would be manual opening systems.

### **B. ADA Audit and Transition Plan Concept Introduction**

Attached you will find a summary and brief background on ADA accessibility audits and Transition Plans in the public sphere and what those entail.

Following the summary, email correspondence and a formal proposal (and an example of what a physical audit analysis would look like) is included from ACT Services Inc. Mark Trieglaff of ACT Services Inc. will be onsite to present a brief PowerPoint and give background on the ADA, site audits, Transition Planning, and how that pertains to our District. He will also cover his proposal and answer any questions you may have. Depending on the status of our Budget as we near the end of our current FY and move into the next; I would like to discuss where this may fit in timeline wise if approved by the Board.

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

Sincerely,

*Brandon Magnini*

Brandon Magnini, Executive Director

**GLCC Meeting Outline**  
**March 11, 2026**

**Meeting Call To Order** Rob Flood, President

**Pledge of Allegiance**

**Introductions**

**Public Comment**

**Secretary's Report** Rachael Klabunde

- a. Minutes from October 25, 2025 meeting

**Treasurers Report** Marianne Porreca

**Old Business**

1. Weed Control for 2026
  - a. Sonar treatment for E. milfoil and curly pondweed application date 5/1/25.
  - b. Monitor plant growth and "spot" treat problem areas as needed.
  - c. Meet with Tigris at April meeting for 2025 recap.
2. Fall Fish Stocking
  - a. Walleye and N. Pike were stocked in October 28.
  - b. 100 Northern Pike 9-12"
  - c. 637 Walleye 5-8"
  - d. \$3781.50
3. Ice Fishing Derby WPD/GLCC
  - a. Recap
4. 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/Summer 2026
3. Lake County Lake Lovers
  - a. Gages Lake enrolled in water quality monitoring program
  - b. Monitoring Team: Rob Flood, Doug Deitzen and Jeff Frye

- c. Water quality measurements every other week on Tuesday
  - d. Monthly monitoring meetings to discuss results
- 4. Bonfire Grill Fundraiser.
  - 5. Illinois Lake Management Association
    - a. Pay dues for membership
  - 6. Any Other New Business?

**GLCC Projects/Goals for 2025**

- Weed Control - monitor weed growth, treat as necessary
- Carp Derby – TBD
- Shoreline Cleanup – TBD
- Adopt A Highway clean up – TBD
- WPD Harvest Fest
- Fish stocking – Fall 2025
- Public Relations/Education – GLCC section on WPD Website/Facebook Page
- 

**Adjournment**

Next meeting date – April 8, 2026

Gages Lake Conservation Committee

1-Mar-26

Balance as of 10/25

Miscellaneous	\$11,761.96
Algae	\$1,158.00
Lily Pads	\$250.00
Stamps	\$8.40
	<u>\$13,178.36</u>

**Expenses:**

Corporate Filing	\$10.00
<b>Stamp</b>	\$0.70
Rachel Shirts	\$365.00
Fish stocking 50% to WPD	\$1,890.75

**Total Expenses:** \$2,266.45

**Income:**

Donations	\$325.00
Wildwood Minnow Races	\$153.00
Ice Golf Sponsor	\$590.00
Water's Edge	\$4,496.22
Ice Golf Donation	<u>\$4,233.58</u>
<b>Total Income:</b>	<u>\$9,797.80</u>

Balance as of 3/26

Miscellaneous	\$19,294.01
Algae	\$1,158.00
Lily Pads	\$250.00
Stamps	\$7.70
	<u>\$20,709.71</u>

Swag

Expense

Sales

	788.50	\$179.00
	365.00	\$222.00
<b>Total</b>	<b>1,153.50</b>	<b>\$401.00</b>

# GLCC Meeting Minutes

October 8, 2025

## ATTENDANCE:

NAME	TITLE
Rob Flood	President
Todd Schara	Vice President
Marianne Porreca	Treasurer
Rachael Klabunde	Secretary
Brandon Magnini	Executive Director of WPD
Doug Dietzen	Board of Commissioners
Attendees:	Joe Losser, Jeff and Lynn Frye, Skip Nieberger, Garry Grzelak, Jack Straka, Mark Spina

- Meeting called to order at 7:06pm
- Pledge of Allegiance

## SECRETARY REPORT:

- Rachael passed out 09/10/25 meeting minutes – reviewed by attendees
- ❖ Motion to approve minutes by Todd Schara, seconded by Joe Losser and approved by all at 7:10pm

## TREASURER REPORT:

- Balance as of October 8, 2025:
  - Miscellaneous: \$11,761.96
  - Algae \$ 1,158.00
  - Lily Pads \$ 250.00
  - Stamps \$ 8.40
  - **Total: \$13,178.36**
- ❖ Motion to approve report by Joe Losser, seconded by Rachael Klabunde and approved by all at 7:13pm

## OLD BUSINESS:

1. Weed Control for 2025
  - a. Sonar treatment for Eurasian Milfoil and Curly Leaf Pondweed initial application on 5/1
  - b. Last bump application on 9/2
    - i. Fast test on 9/18 = 3.2 and 2.8
  - c. September 16<sup>th</sup> meeting on the lake with Jennifer to look at recent growth and overall health of the lake
2. Fall Fish Stocking
  - a. Walley and Northern Pike to be stocked in October/November
3. Lake plant and carp composting program
  - a. Vykas advised the GLCC that the compost mulch is being used in the flower beds around the park district building at Rule Park

- b. Residents are no longer complaining about the smell, but we'll likely look at a new location next year
  - c. Will put together a full report for the GLCC in the coming months
4. Adopt-A-Highway Clean-Up
    - a. Conducted on September 17<sup>th</sup>
    - b. Approximately 10 volunteers
  5. Harvest Festival
    - a. Thank you to all our volunteers
    - b. Nice turnout in the minnow races
    - c. Lots of interest in weeds, swag, etc.
  6. Any other old business: None

**NEW BUSINESS:**

1. GLCC Swag
  - a. Hats and shirts with GLCC logo
  - b. Additional inventory for sale
    - i. Additional swag to consider
      - Stocking hats
2. Illinois Lake Management Association (ILMA) Point of Discussion
  - a. ILMA would like to host a meeting at a Gages Lake park to share lake plant information, water information, etc.
  - b. Looking at Spring '26
3. Illinois EPA Water Quality Sampling Program
  - a. Email into contact person
  - b. Preliminary results won't be available until 2027
4. Bonfire Grill Fundraiser
  - a. October 27<sup>th</sup> between 2-10pm
5. Other New Business:
  - a. Any update on Valley Lake?
    - i. Thinking of forming a lake committee similar to the GLCC

**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 Garry Grzelak, seconded by Joe Losser and approved by all at 7:46pm.

**NEXT MEETING:**

Potentially November 12, 2025 – based on business need

**Edit Action Item**

Assessment	Essentials of Risk Management
Question 15 (Form Question)	To what degree does the agency use Affiliate or Community Group Agreements for volunteer groups, clubs, and athletic leagues that provide recreational opportunities/services in the community and include all elements listed above?
Answer	Affiliate or community group agreements are <b>almost always</b> (75-99%) used.
Priority	blue
Action Item	Based on discussions and documentation provided by your team, the agency does not appear to have met all the criteria and metrics associated with this question. Please refer to the comment section of the Essentials of Risk Management Form to determine criteria and metrics that have not been fully implemented and consider implementing additional risk management practices.
Feedback	Affiliate and/or community groups including volunteer groups, clubs, and athletic leagues often provide recreational opportunities/services for the community. It is important to identify and verify agreements are in place and contain indemnification features, specific roles identified for each entity and insurance provisions.
Comments	Affiliate or community group agreements are often (50-74%) used: - GLCC does not carry insurance. Park District to discuss to determine how they want to proceed with this relationship.
Owner	Brandon Magnini
Status	Pending
Due Date	04/03/2026
Completion Date	

**Resources**

None
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**Notes**

Date	By	Note	File
02/16/2026 2:27 PM	J. Porrevecchio	District to discuss with Board how to proceed. PDRMA to review draft agreement to determine appropriate protections should the group continue to operate without insurance.	

**Subject:** RE: Wildwood Park District - Essentials of Risk Management Form Q#13  
**Date:** Wednesday, October 29, 2025 at 3:18:07 PM Central Daylight Time  
**From:** Jenny Porrevecchio  
**To:** Brandon Magnini  
**CC:** Tim Lenac  
**Attachments:** image002.jpg, image003.png, image004.png, image005.png, image006.png, image007.jpg

Hi Brandon,

The park district has an agreement in place with the GLCC, which helps some with risk transfer, but for this relationship, where the GLCC has so much access to park district property, we really would not recommend waiving the insurance requirement. This may require a larger discussion with your board, but please let us know what is decided and how else we can assist.

Tim may have other thoughts as well.

Thank you,

**Jenny Porrevecchio, ARM, CPO, CPSI, CEAS**  
Risk Management Consultant  
O: 630.769.0332 | D: 630.435.8920 | F: 630.769.0449 | C: 630.306.6103

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**From:** Brandon Magnini <[bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com)>  
**Sent:** Monday, October 27, 2025 12:10 PM  
**To:** Jenny Porrevecchio <[jporrevecchio@pdrma.org](mailto:jporrevecchio@pdrma.org)>  
**Cc:** Tim Lenac <[tlenac@pdrma.org](mailto:tlenac@pdrma.org)>  
**Subject:** Re: Wildwood Park District - Essentials of Risk Management Form Q#13

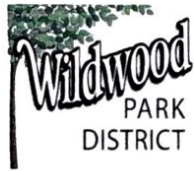
Hi Jenny,

After reviewing the information, the Conservation Committee does not have a COI or carry liability insurance. They are a community volunteer group (albeit with a board, bylaws, registered non-profit corp, etc.).

Understanding that when the Park District partners with the GLCC on conservation projects that affect Park District areas of the lake bottom that we own could cause issues with no COI on GLCC's end - is there any recourse to requiring the GLCC to carry that liability insurance if they are to do business with the Park District?

**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:** Jenny Porrevecchio <[jporrevecchio@pdrma.org](mailto:jporrevecchio@pdrma.org)>  
**Date:** Friday, July 11, 2025 at 11:02 AM  
**To:** Brandon Magnini <[bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com)>  
**Cc:** Tim Lenac <[tlenac@pdrma.org](mailto:tlenac@pdrma.org)>  
**Subject:** RE: Wildwood Park District - Essentials of Risk Management Form Q#13

Thank you for sending this for review. Do you have a COI from the conservation committee?

**Jenny Porrevecchio, ARM, CPO, CPSI, CEAS**

Risk Management Consultant

O: [630.769.0332](tel:630.769.0332) | D: [630.435.8920](tel:630.435.8920) | F: [630.769.0449](tel:630.769.0449) | C: [630.306.6103](tel:630.306.6103)  
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**From:** Brandon Magnini <[bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com)>  
**Sent:** Wednesday, July 9, 2025 3:57 PM  
**To:** Jenny Porrevecchio <[jporrevecchio@pdrma.org](mailto:jporrevecchio@pdrma.org)>; Tim Lenac <[tlenac@pdrma.org](mailto:tlenac@pdrma.org)>  
**Subject:** Wildwood Park District - Essentials of Risk Management Form Q#13

Good afternoon Jenny and Tim,

Please find attached the formal agreement we have with our community group, the Gages Lake Conservation Committee, their bylaws, and the COI between the Park District and the lake treatment company that the GLCC contracts with (explained in the formal agreement).

**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





3744 Cuba Road  
 Long Grove, Illinois 60047-7958  
 Phone: 847-526-9322  
 www.McGintyBros.com

## Proposal

Submit To:		Service Address:	
Company:	Wildwood Park District	Job Name:	Valley Lake Plunge Pool
Attn:	Brandon Magnini	Address:	33290 N. Mill Road
Address:	33325 N. Sears Blvd.	City/State:	Grayslake, IL 60030
City/State:	Wilwood, IL 60030	Mobile:	
Phone:	847-223-7275	Email:	<a href="mailto:bmagnini@wildwoodparkdistrict.com">bmagnini@wildwoodparkdistrict.com</a>

We hereby submit specifications and estimates for:

**Natural Areas Invasive Species Management as Follows**

**2026 Growing Season**

Spring: Selective Herbicide Application Targeting Cool Season Invasive Species \$500.00

Summer: Selective Herbicide Application/Selective Mowing of Invasive Species \$500.00


Fall: Selective Herbicide Application Targeting Invasive Species \$500.00

We Propose hereby to furnish material and labor- complete in accordance with above specifications, for the sum of:

One Thousand Five Hundred and 00/100-----dollars ( \$1,500.00 ).

Payment to be made as follows: Net due upon completion of work

Monthly Finance Charges of 1.5% applied to all unpaid invoices after thirty days.

 Authorized Customer Care Representative Signature	<p style="text-align: center;"><b>Note:</b></p> <p>All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Our workers are fully covered by Workmen's Compensation Insurance. Our work is fully covered by General Liability Insurance.</p>
Will Duncan <span style="float: right;">2/23/2026</span> Please print name <span style="float: right;">Date</span>	<p><b>Acceptance of Proposal</b> - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.</p>
<p><b>Note:</b> This proposal may be withdrawn by us if not accepted within <u>30</u> days.</p>	<div style="display: flex; justify-content: space-between;"> <span>Acceptance of Proposal Signature</span> <span>Date of Acceptance</span> </div>

Monarda fistulosa	Wild bergamot	0.03
Petalostemum purpureum	Purple prairie clover	0.50
Ratibida pinnata	Yellow coneflower	0.25
Rudbeckia hirta	Black-eyed Susan	1.00
Solidago rigida	Stiff goldenrod	0.10
Tradescantia ohiensis	Common spiderwort	0.05
Verbena stricta	Hoary vervain	0.10

## **B. SHORT TERM VEGETATION MANAGEMENT & MAINTENANCE (THROUGH '27)**

Short-term management activities are planned for three years and are directed at fostering the establishment of the native vegetation communities in and around the plunge pool.

Short-term management activities will include the following:

- A temporary cover crop was planted on all emergent, wet-mesic and upland prairie areas immediately upon completion of grading and soil preparation to prevent erosion. Within 3 months after seeding is completed, at least 80% of the emergent /wet-mesic seeded or planted areas, as measured by areal coverage, shall be vegetated.
- Annual selective herbicide application by a qualified and licensed herbicide applicator should be utilized to reduce invasive herbaceous weeds in the native plant communities. Control efforts to focus on reed canary grass (*Phalaris arundinacea*), purple loosestrife (*Lythrum salicaria*), common reed (*Phragmites australis*) and cattail (*Typha* spp.). Selective hand removal by residents is also recommended.
- The key to the success of the plunge pool in performing water quality functions is establishing and maintaining robust stands of select wetland plants which assist in pollutant settling and nutrient uptake. Proper hydrology and stormwater conveyance will need to be maintained, so inlet structures and permeable rock check dam outlet need to function as designed. Any vegetative debris or other trash blockage that impedes normal drainage must be regularly removed following storm events.
- A supplemental seeding or planting may occur to add native emergent or wet mesic plant species.
- The site will need to be monitored after the second and third years using qualitative methods to identify any problems that require management attention (poor plant coverage, excessive outbreak of invasives).
- By the end of the third growing season following the installation of the emergent, wet-mesic and upland prairie areas, no surface areas within greater than 0.5 square meter shall be devoid of vegetation, as measured by ocular estimate.

It shall be the district's responsibility to correct any deficiencies in the emergent / wet-mesic areas. This includes, but is not limited to, replanting, selective herbicide use, sediment removal, and changes in water control structures. Maintenance items include the following:

- Inspect aerial coverage of the vegetated areas within 3 months after grading is complete, at least 80% of the native planting areas shall be vegetated. Re-plant and re-seed as necessary.
- Maintain vegetation (prune and weed) in order to enhance appearance and prevent erosion once per month for the first year of establishment; then as needed.
- Remove trash and debris from vegetated areas on a regular basis.
- Clip standing dead vegetation stalks, including cattails, in order to maintain weed-free vegetation, once per year in late spring (Late June) for the first three years. High mowing should be employed at least 1-2 times each growing season if

conditions allow. Remove clippings after mowing. "High mowing" refers to a minimum height mow setting of 10" to 12".

- Purple loosestrife, cattails, and other invasive, non-native weeds shall be controlled through the use of herbicide twice per year.
- Do not allow grass clippings/landscape waste within the plunge pool in order to prevent ongoing clogging.
- Inspect native grass areas for erosion, and re-seed as necessary, fall and spring of each year.
- Inspect vegetation two times each year to evaluate condition / health. Dead or severely diseased vegetation should be removed and replaced.
- During the seed germination and plant establishment period, all newly seeded areas should receive the equivalent of 1 inch of water per week for the first 4-6 weeks, either via rainfall or irrigation. Planted areas shall be watered to maintain a constant saturated soil condition.

### **C. LONG TERM MANAGEMENT & MAINTENANCE**

Long term management activities include routine inspection items and minimum recommended measures to be taken to ensure that the stormwater drainage system functions and the listed plant species become established and perform as designed. The full extent of long-term management needs will largely be dependent on the success of the initial site short-term management efforts and by the extent to which persistent invasive species can be prevented from establishing footholds and asserting dominance.

- Lawn litter and debris shall be controlled;
- All trash, brush, grass clippings, cattails, debris, etc. shall be removed from the channel regularly;
- Accumulated sediment within the plunge pool should be dredged every 5-yrs or when 50% of the volume has been lost (remaining permanent pool depth 2.5-3'). Dredged material shall be removed and disposed of properly, along with any wastes generated during maintenance operations.
- Pipe and flared-ends shall be regularly checked for debris, sediment buildup, or vegetation that may block flow.
- Riprap areas shall be repaired with the addition of new riprap, as necessary, of similar size and shape.
- Permeable rock check dam outlet should be inspected to ensure discharge can occur through the check dam into the lake, the overflow is functioning as designed and there is no undercutting or erosion adjacent to the check dam.
- Potential long-term management tasks could include controlled burns of the prairie (upland) every 3 to 5 years to help control encroachments by weedy herbaceous and woody species, if needed. Any controlled burns must be permitted by the Illinois Environmental Protection Agency and the local Fire Protection District.

### **D. INSPECTIONS**

The following should be inspected after significant rainfall events (greater than 1"), and at least annually.

Plunge pool outlet/overflow (Valley Lake Sediment Basin)

- \_\_\_\_\_ Settlement, repair
- \_\_\_\_\_ Any breaks, hire Registered Professional Engineer for design resolution
- \_\_\_\_\_ Erosion, repair

Brandon Magnini

Tuesday, March 10, 2026 at 09:54:36 Central Daylight Time

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**Subject:** Re: Request for quote selective herbicide treatment for native plants Wildwood Park District (Valley Lake)  
**Date:** Friday, February 13, 2026 at 12:14:20 PM Central Standard Time  
**From:** Brandon Magnini  
**To:** Krystal Lee  
**Attachments:** image001.png, image002.png, image003.png, image004.jpg, image001.jpg

Krystal,

That is understandable, thank you for your consideration!

**Brandon Magnini**

**Executive Director**

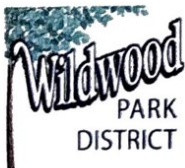
Wildwood Park District

33325 N. Sears Boulevard Wildwood, IL 60030

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

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

847.223.7275



---

**From:** Krystal Lee <[krystall@pizzo.info](mailto:krystall@pizzo.info)>

**Date:** Friday, February 13, 2026 at 8:19 AM

**To:** Brandon Magnini <[bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com)>

**Subject:** RE: Request for quote selective herbicide treatment for native plants Wildwood Park District (Valley Lake)

Brandon,

Appreciate the insight. We are swamped currently so since the project is so small and we did not perform the installation to protect the performance we are going to pass on this project. Appreciate

the opportunity and please keep us in mind for future projects. Best of luck!

Thank you,

**Krystal Lee**

Business Development and Sales Manager

Direct: [krystall@pizzo.info](mailto:krystall@pizzo.info) (815) 826-0748

Main Office: (815) 495-2300 10729 Pine Rd, Leland, IL 60531

[HabitatRestoration.com](http://HabitatRestoration.com)



**PIZZO**  
Habitat Restoration



**PIZZO**  
Native Plant Nursery



ACCREDITED  
BUSINESS

**BBB Rating: A+**  
As of 6/23/2025  
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**From:** Brandon Magnini <[bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com)>

**Sent:** Tuesday, February 10, 2026 11:19 AM

**To:** Krystal Lee <[krystall@pizzo.info](mailto:krystall@pizzo.info)>

**Subject:** Re: Request for quote selective herbicide treatment for native plants Wildwood Park District (Valley Lake)

You don't often get email from [bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com). [Learn why this is important](#)

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Hi Krystal,

The site was installed and re-engineered by Bleck Engineering under the 2023-2024 Lake County Stormwater Management umbrella as part of the Illinois Department of Commerce and Economic Opportunity Stormwater Capital Improvements Program (DCEO-STOCIP). The Park District provided funding to assist specifically in the retrofitting of the previous existing plunge pool. We were instructed by Lake County Stormwater Management who was spearheading the project that the long-term maintenance (after construction was completed and plant plugs were installed) of the plunge pool and plants was the Park District's responsibility. Hence the maintenance plan we were given and the recommendation to contract with a licensed herbicide applicator. None of our Staff are licensed to spray or treat.

The location for the spot treatment of the herbicides for the invasives and weeds that we are looking for pricing on is around the plunge pool itself with the three native plant layers which is only 395 sq feet as you stated. I have attached a picture of the plunge pool (foreground of the picture). A Google Maps satellite view with the plunge pool itself (just before the plugs were planted) is attached and it is circled in red on the map to give you an idea of size. The main lake itself is 12 acres and would not be part of the herbicide treatment. Sorry for that confusion.

In that case, would we be looking at a separate proposal for herbicide/labor/replacement of necessary plants based on the maintenance plan?

Best,

**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:** Krystal Lee <[krystall@pizzo.info](mailto:krystall@pizzo.info)>  
**Date:** Tuesday, February 10, 2026 at 9:02 AM  
**To:** Brandon Magnini <[bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com)>  
**Subject:** RE: Request for quote selective herbicide treatment for native plants Wildwood Park District (Valley Lake)

Hi Brandon,

Thank you for the opportunity. We do perform restoration, stewardship, controlled burns, invasive herbaceous and woody clearing, and consulting. I attached our brief service list for your reference. I reviewed the specs and it appears this site was installed already by another contractor? Do you know who installed it and why they are not performing the stewardship to achieve compliance? If installed by another contractor, we would not be able to provide any warranty on the plant material since we did not perform the installation. If we needed additional plant material, herbicide, labor, etc to achieve the performance standards listed it would be by separate proposal outside of the general stewardship program. We would not know until we worked on it and gauge the success of the planting. Let me know your thoughts. I also notice it lists the installation area of 395 sq ft which is about 0.009 acres which is very small to achieve diversity. Is the entire scope of the project area 0.009 or is it larger? I noticed you mention 12 acres below. Do you have a map of the project site? Thanks in advance!

Thank you,  
**Krystal Lee**  
Business Development and Sales Manager  
Direct: [krystall@pizzo.info](mailto:krystall@pizzo.info) (815) 826-0748  
Main Office: (815) 495-2300 10729 Pine Rd, Leland, IL 60531  
[HabitatRestoration.com](http://HabitatRestoration.com)



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**From:** Brandon Magnini <[bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com)>  
**Sent:** Monday, February 9, 2026 9:28 PM  
**To:** Krystal Lee <[krystall@pizzo.info](mailto:krystall@pizzo.info)>  
**Subject:** Request for quote selective herbicide treatment for native plants Wildwood Park District (Valley Lake)

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Good evening, Krystal,

I am reaching out to request information and pricing on selective herbicide treatments to manage invasives and weeds around our stormwater drainage basin/pool at Valley Lake (33290 N. Mill Road Grayslake, IL 60030).

The Wildwood Park District manages the 12-acre Valley Lake and the drainage basin/plunge pool that filters stormwater from drains through a permeable rip rap dam and several native plant layers. The District was given a maintenance plan (see attached) for this plunge pool to follow in the years after it was rebuilt (early 2024). The plan calls for a licensed herbicide applicator to spot treat invasives and weeds in the native plant layers within the first three years after the plugs were planted.

Please let me know if this is a service that Pizzo & Associates would be able to provide. We are working on preparing our next budget and are seeking pricing at this time.

Sincerely,  
Brandon Magnini

**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

**Wildwood Park District**  
**Recreation/Administration Report**  
**March 2026**

1. Routine administrative tasks such as sorting through bills, payroll, depositing funds, PDRMA reporting requirements, meeting with Treasurer Corrigan for bi-weekly financials, and assisting Kathy with various administrative tasks, and associated reports.
2. Completing additional PDRMA Loss Control Review directives such as updates to rental forms, Maintenance training standards, etc.
3. Website management and board duties.
4. Continuing to work with Team on budget preparation.
5. Continuing work on the Strategic Planning Process.
6. Completion of Schoolhouse Adventures Preschool Program cancellation justification report.
7. Held second community Focus Group on March 5<sup>th</sup>. We had 12 attendees with several more sending in their responses to the group questions via email.
8. Continuing work on summary of recommendations for an ADA Transition Plan/Recommendation for ADA audit. Had phone call with Mark Trieglhaff of ACT Services Consulting for information regarding ADA audit costs and transition planning efforts with his service.
9. Next "Friends of Valley Lake" community planning meeting set for 3/25. The informational flyer for the residents about lake FAQ's and best practices was completed and mass copies were made. Residents to distribute to their neighbors.
10. Month of March has three weekend room rentals for the month in addition to our weekly rental of the Oak Room for the private dance class.
11. Adult Bingo Night held on 3/11. We had 20 pre-register and additional registrants and games are expected to be purchased onsite.
12. Blood drive was a success on 2/18 with 10 appointments fulfilled. Staff added some additional signage at the front of Rule Park by the street for visibility.
13. Staff Safety Committee met for our March Meeting. Topics covered included summarizing the completed tree removals and pruning, state mandated sexual harassment training and covering the newly adopted staff policies (and procedure) regarding appropriate conduct both physically and electronically with minors and vulnerable adults in our programming and operations. Staff also will complete the required online (free and valid for 3 years) Mandated Reporter Training through DCFS for Staff working in recreation settings.
14. Attended session two of the IPRA ProConnect program in the city of Elmwood Park on February 25<sup>th</sup>. Activities included a leadership exercise and networking with our group triad. The next meeting is March 18<sup>th</sup> in Buffalo Grove.
15. Finalizing with risk management consultants and counsel proposed 2026 lifeguard contract language changes.
16. Attended and represented the District at the February IAPD Legislative Breakfast at the Mundelein Park District on 2/27 with President Jante. Several key highlights included background on the OSLAD (Open Space Land Acquisition and Development) grant, the \$37+ million in funding in 2026, and resources on contacting your local representatives. In addition, several bills that are in Committee at the state level are being discussed including legislation changing the minimum operating budget threshold where Districts have to conduct an audit, opposition to licensing requests for recreation programs across the board, and more.
17. Second Harvest Fest Committee meeting of 2026 took place on 3/11. Judson Brown Band has been contracted to play the main stage from 4-6pm.
18. GLCC Meeting took place on 3/11. A full recap will be discussed during the GLCC Report agenda item.

**Wildwood Park District**  
**Recreation/Administration Report**  
**March 2026**

19. Virtually attending CPRP prep class each Thursday for six weeks.
20. Various HR duties including recruiting, interviewing, selecting, and hiring seasonal staff for Camps/Swim/Park Safety/assisting with Maintenance.
21. Signed new contracts with Xfinity/Comcast for rate reductions for both locations. New contract for Sears Blvd. location includes a tablet that Maintenance/Park Safety can utilize in the field. New contract also includes updated speeds for the Sears location and installation of a new modem.
22. Signed new contract for new pest control company at a lower cost.
23. Delegating to Kathy the negotiation of lower pricing with Groot for garbage/recycling services.
24. Call with Lake County for logistics regarding timeline for planting awarded trees as part of Tree Grant.
25. Virtually attended a PDRMA webinar on 3/13 covering aquatics safety operations and updates for 2026.
26. Attending and speaking at Troop 671 Court of Honor event on Sunday the 15<sup>th</sup> for Scout Hudson Hoffman who completed the Pebble Shoreline Planting project for his Eagle.
27. Will be attending "Managing the Madness of Parks and Natural Resources" educational event at the Buffalo Grove Park District on 3/20 all day. Topics include up to date practices on park inspections, fast-break capital planning and collaboration, the playbook for sound contracts and agreements, and finally how to navigate your path to executive level roles in Parks and Planning. A summary report will be included in the April Board Packet.

**Wildwood Park District**  
**Maintenance Report**  
**March 2026**

1. Ongoing park garbage control and maintenance/Mutt Mitts replacements.
2. Winter maintenance and upkeep of equipment.
3. Building inspections - corrective actions as needed.
4. 2014 Gator returned to WPD on 3/11 after AHW replaced the wire harness for the operation of the salt spreader and other attachments.
5. Clean Cut Tree Care removed the rotted silver maple overhanging the playground at Old Plank Park on 2/17.
6. Bartlett Tree Service completed their approved winter pruning last week of February.
7. Maintenance Supervisor Dykes completed another 5S/organization project in the Maintenance Shop. Portable water-based paint storage work bench with a detachable table was built from existing scrap to safely secure paint supplies and clear room in the closed cabinets for additional storage.
8. Custom Manufacturing provided us resources and a maintenance plan for the proper stain to purchase to revitalize the wood at the Willow Point/Pebble wooden piers along with information on how to inspect the piers and adjust the height and stability of said piers.
9. Troop 671 Scoutmaster requested the District install gutters and a downspout above the side entrance door to their garage. District investigating options.
10. Completed yearly maintenance on and installed/turned on the aerator pumps at Valley Lake on 3/9.
11. Changed the padlocks for the season on the boat ramp gates on 2/23.
12. Cleaned out and opened up mud buildup on Valley North outflow drain grate on 3/9. Inspected plunge pool for debris.
13. Director Magnini obtaining quote for herbicide treatment on plunge pool for 2026 per the Bleck Engineering plan recommendations.
14. Scott Nelson electric was contracted on 3/9 to remove the obsolete emergency call boxes at the beaches (which monthly phone service was cancelled a couple years back). The box at Willow Point was removed and isolated from the existing electric lockbox. The boxes at Pebble and Valley South had the electric running to them discontinued. The boxes at Valley South and Pebble were not removed as it would create an issue of exposed wiring and ruin any future retrofitting of the old emergency call boxes if we wanted to put something in its place.
15. Obtaining exploratory quotes for the maintenance of the Rule House decks with contractors coming out to assess. Staff will still focus on sanding and staining the decks regardless of other deck issues.
16. Obtained three quotes for the replacement of the garage doors at the Rule Security Shed and the Maintenance Shop. Quotes are included in this Board Packet.
17. Adjusted parking lot lights at Rule Park for daylight savings time.
18. Communicating with Part-Time Staff about scheduling and upcoming Staff training. Staff are scheduled to return beginning 3/23.
19. Continuing work on Job Hazard Analysis per PDRMA requirements.

## Marketing Board Report March 2026

### Website

- Routine Maintenance- keeping website up to date with current announcements, events, news, and programs, as well as removing old content.
- Updates
  - Removed past Special Events and Programs
  - Under Latest News added information about available seasonal jobs and job descriptions.
  - Updated Staff Directory and Organizational Chart Page.
  - Updated forms with changes such as the FOIA request form, Pavilion/Room rental form, etc.
  - Homepage slider
    - Added all upcoming March and April events and programs to homepage slider. Removed February programs and events.
    - Added slider regarding Boat Ramp padlock changes effective 2/23.
- Metrics (last 30 days)
  - Sessions: a session is the browsing session of a single user to our website
    - 2,898- up 37% from previous 30 days.
  - Pageviews: a view of a page on our site that is being tracked by the Analytics tracking code.
    - 4,617 – up 47% from previous 30 days
  - Most Popular Times: most popular days/times we have website visitors.
    - 1. Wednesdays at 10am
    - 2. Thursdays at 11am
    - 3. Tuesdays at 2pm
  - Average Session Duration: total duration of all sessions, in seconds
    - 29 sec – up 30% from previous 30 days
  - New vs Returning Visitors
    - New- 97%, Returning- 3%
  - Device Breakdown
    - Desktop- 53%, Tablet- 0%, Mobile- 45%
  - Top Referrals: the top websites that send your website traffic, known as referral traffic.
    - 1. Facebook
    - 2. Facebook
    - 3. Facebook
    - 4. Facebook
  - Top Pages
    - 1. Home
    - 2. Home
    - 3. Home
    - 4. Gages Lake Ice Fishing Leaderboard
    - 5. Summer Camps
    - 6. Employment Opportunities

- 7. Program Guide
- 8. Special Events
- 9. Gages Lake Ice Fishing Derby and Winter Fun
- 10. Calendar

## **Social Media**

- Routine Maintenance- checking social media pages daily for comments, messages, etc. and responding accordingly.
- Posting weekly to drive program registration, event attendance, engagement, follows, and to remain visible in people's newsfeeds:
  - Promotion of Winter/Spring open registration
    - Posted Thank You and pictures directed at the participants and sponsors from the Gages Lake Ice Fishing Derby
    - Promoted digital Summer Camps & Preschool Guide, early bird registration rates and dates
    - Several promotions pushing seasonal positions and hiring.
    - Cross promotion and push of 4/25 Day of Cheerful Service Troop 671 Scout Projects at Twin Lakes and Rule in honor of Gavin Short.
    - PSA regarding scheduled tree trimming with Barlett Tree Service.
    - Weekly promotion of Adult Bingo Night for 3/11. Request for volunteer to run the Bingo Night with staff (which we had immediate responses and secured another volunteer).
    - PSA regarding Boat Ramp padlocks being changed 2/23.
    - PSA regarding new Warren Township mass communication system.
- Analytics
  - Facebook
    - Total page followers: 2,153- up 18 followers in last 28 days
    - Total Views- The number of times your content was played or displayed.
      - 40,200- up 94% from previous 28 days.
    - Content Interactions- the number of likes or reactions, saves, comments, shares and replies on your content, including ads.
      - 629- up 388.8% from previous 28 days.
    - Audience: 25% men, 75% women
  - Instagram
    - Total Views- 393. Down 355 from previous 30 days.
    - Interactions-29. Same as previous 30 days.
    - Accounts Reached: 89. Down 53% from previous last 30 days.
    - Profile Visits: 18. Up 63.6% from previous 30 days.
    - Total followers: 311. Up 6 from previous 30 days.

### **Monthly E-Newsletter (March)**

- We are up to 538 subscribers to our monthly e-newsletter (+1 from last month). 223 subscribers overall since landing page was created.
- March E-newsletter included:
  - Inside this Issue highlights
  - Mark Your Calendars
    - All upcoming March and April programs, events, and board meetings.
  - 2026 Summer Camp & Preschool Guide
  - News & Announcements
    - Volunteers Needed for Special Events
    - Promotion of Seasonal Job Opportunities.
    - Winter/Spring Program Guide
    - Willow Point Park Shoreline Stabilization Project Update
    - Staff Reports
    - Sponsorship Opportunities
    - Boat Ramp Gate Padlocks Changed Effective February 23<sup>rd</sup>.
    - A plug for the GLCC for the March 11<sup>th</sup> meeting and a summary of what their mission is as a reminder to the community.
    - An invite to the March 5<sup>th</sup> Strategic Planning Meeting.
  - Upcoming Events & Programs
    - All March & April programs and events
  - Preschool
    - Updated verbiage and images to match Summer Camp & Preschool Guide and website.
    - Early Bird Registration Discount & Dates
    - New Class Descriptions Added with Images
    - New Call to Actions
      - Learn More
      - Browse Classes
      - Schedule a Tour

### **Special Events**

- **Harvest Fest**
  - Secured Judson Brown Band to play the 4-6pm timeslot on the main stage for \$1,000.00

### **2026 Summer Camp and Preschool Digital-Only Guide**

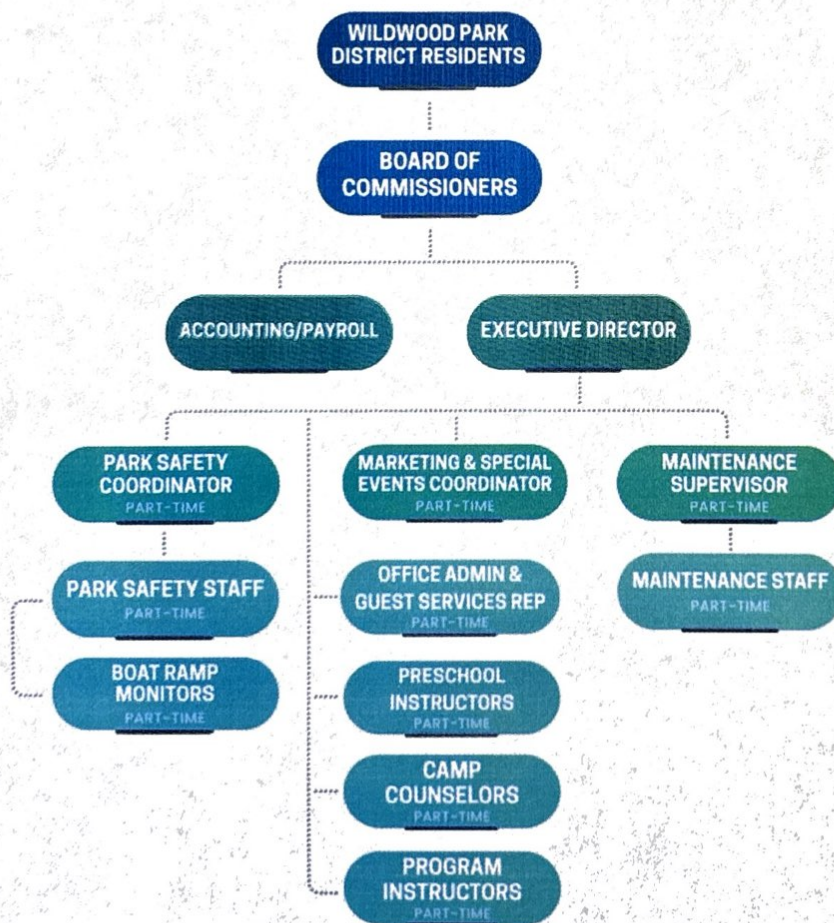
- Marketed to the public via website, social media, monthly e-newsletter, and e-newsletter to last year's summer camp parents
- Registration numbers to date through brand-new early bird registration and/or discounts:
  - Camp Rules!: 34 (including \$50 deposits)
  - Junior Camp Counselor: 3 (includes \$50 deposits)
  - Tot Camp: 13 (including \$50 deposits)
  - Preschool: 0
  - Swim Lessons: 50

### **Misc:**

- Booking bands for Summer Concert Series and Blues Soiree
- Preparing 2026 Summer Program Guide
- Assisting Office Staff with Special Event planning and logistics as needed
- Previously had booked Harbor Brewing for Summer Concert Series with a 10% giveback secured.
- Booked Smash Em Up specialty burgers food truck for summer events with a 10% giveback secured.
- Made minor changes to 2026 General Sponsorship Guide.
- Promotion of seasonal job advertisements and information across social media pages, the Park District website, and worked with Director Magnini to send out that information to local affiliate partners.

**Organizational Chart:** Updated the District website and began updating District policy manuals (with Director) with the updated organization chart for transparency and clarity sake.

## WILDWOOD PARK DISTRICT ORGANIZATIONAL STRUCTURE





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

---

TO: Board of Commissioners  
CC: Schoolhouse Adventures Community Preschool Program Teachers  
FROM: Brandon Magnini, Executive Director  
SUBJECT: Justification for Cancellation of Schoolhouse Adventures Preschool Program  
DATE: March 16<sup>th</sup>, 2026

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## Executive Summary

The Wildwood Park District is considering the cancellation of the *Schoolhouse Adventures* preschool program beginning in **Fall 2026** due to sustained declines in enrollment, shifts in community needs, financial uncertainty, and significant operational constraints. Established in the 1980s, the program has historically served 3–5-year-old children who have not yet attended kindergarten, operating out of the Rule House facility at 33325 N. Sears Boulevard. While the program has long been valued by participating families, multiple converging factors now limit its long-term viability.

Over the last several years, **enrollment has dropped sharply**, declining from a combined total of 18 in 2023–24 to just 8 in 2025–26 (a 52.9% year-over-year drop). Utilization currently averages **52%**, and the program has had **no waitlist, no inquiries, and no early-bird registrations** for the 2026–27 school year despite substantial marketing efforts and discounted promotions. This trend reflects broader market changes, including reduced demand for part-day preschool, increased competition from both public and private providers, and shifting family work patterns that favor full-day or extended-day care.

Financially, the program's sustainability is increasingly at risk. Although a best-case scenario for 2026–27 could yield a narrow surplus, this projection depends on achieving classroom minimums that have not been met in recent years—most notably the full cancellation of the 3's class in 2025–26. At the same time, staffing costs and administrative overhead continue to rise, and the District faces growing challenges in recruiting and retaining qualified early childhood educators for part-day, lower-wage positions.

Operationally, the preschool requires a disproportionate level of administrative and support staff time—estimated at 2–3 hours weekly for Office Staff alone—diverting resources away from core District programs, special events, and strategic initiatives. Expanded marketing efforts, on-site materials preparation, and preschool-specific coordination further strain limited staffing capacity.

Strategically, continuing the program does not align with the Park District's evolving priorities or the community's demonstrated needs. The surrounding early childhood market is saturated with robust alternatives, including full-day centers, faith-based half-day programs, and public school early childhood options that offer transportation and specialized curricula. These providers more effectively meet the scheduling preferences and care models sought by today's families. The District's **Core Program Matrix** and draft 2026–2031 Strategic Plan also indicate that reallocating resources—particularly facility space during daytime hours—toward long-term rentals and higher-demand offerings would better support District goals and financial stability.

To ensure a thoughtful and responsible transition, the District would implement the cancellation effective **Fall 2026**, allowing sufficient time for communication to families, redirection of staff resources, and planning for facility repurposing. Staff recommend pushing forward with efforts to secure multiple daytime rental revenue streams in the Oak/Walnut rooms, leveraging existing administrative and maintenance infrastructure while generating new, sustainable income.

In summary, after careful evaluation of enrollment trends, financial realities, operational demands, and strategic alignment, staff recommend discontinuing the *Schoolhouse Adventures* preschool program beginning with the 2026–27 school year and reassigning resources to initiatives that better serve the Wildwood community and the District’s long-term mission.

---

## 2. Program Background

- **Year established:** \_\_\_\_\_ 1980’s \_\_\_\_\_
- **Target age group:** 3-5 year olds who have not yet attended Kindergarten
- **Program objectives:** \_\_\_\_\_
- **Location/facility:** Rule House 33325 N. Sears Boulevard Wildwood, IL 60030.
- **Historical enrollment trends:**
  - 2022: \_\_ 11 \_\_
  - 2023: \_\_ 18 \_\_ (several children dropped during the year)
  - 2024: \_\_ 17 \_\_ (several children dropped during the year)
  - 2025: \_\_ 8 \_\_
  - Fall 2026 Projected \_\_ 0 \_\_ thus far as of 3/4/2026.

---

## 3. Enrollment Analysis

### 3.1 Current Enrollment Challenges

- Declining enrollment due to:
  - Lower demand for part day preschool
  - Increased competition from private and public preschools
  - Shift in community demographics
  - Changes in family scheduling needs especially post-Covid with more families returning to work in the office

### 3.2 Waitlist, inquiries, and utilization rates

- Average maximum capacity: \_\_ 26 \_\_
- Average annual enrollment: 13.5
- Utilization rate: \_\_ 52 \_\_ %
- Waitlist volume (if applicable): \_\_ 0% \_\_

## 4. Financial Review

Present the financial factors influencing the cancellation decision.

### 4.1 Operating Costs (Projected 2026-2027)

- Staffing costs: \$23,826.00
- Facilities/maintenance expenses: \$600-\$1,000
- Supplies & curriculum materials: \$1,000.00
- Administrative overhead: More details below
- Total annual operating cost: \$25,826.00 (+ admin overhead, payroll taxes, credit card fees)

### 4.2 Revenue & Funding (Projected 2026-2027)

- Tuition revenue: \$29,452.00 at best-case scenario with both classes meeting minimum (8 and 9 respectively) with no participants leaving the program halfway through the year. Recent history shows meeting the minimum for both classes is not likely with the 3's class fully cancelled in 2025-2026, and previous years struggling to even reach minimum for both classes.
- Grant or subsidy funding: **See chart below under 4.3 Financial Sustainability**
- Net revenue (or loss): **See chart below under 4.3 Financial Sustainability**

### 4.3 Financial Sustainability

Wildwood Park District Schoolhouse Adventures Preschool Program Profit & Loss Historical July - June 2021-2025					
	7/1/2021- 6/30/2022	7/1/2022- 6/30/2023	7/1/2023- 6/30/2024	7/1/2024- 6/30/2025	Short Period 7/1/2025- 2/26/2026
<b>Preschool Fees</b>					
Gross Fees	\$ 7,352.00	\$ 13,879.90	\$ 23,762.76	\$ 25,866.15	\$ 11,114.52
Credit Card Processing	\$ (518.59)	\$ (835.59)	\$ (1,391.17)	\$ (1,664.87)	\$ (745.38)
<b>Net Program Income</b>	<b>\$ 6,833.41</b>	<b>\$ 13,044.31</b>	<b>\$ 22,371.59</b>	<b>\$ 24,201.28</b>	<b>\$ 10,369.14</b>
<b>Preschool Program Expenses</b>					
Staff Wages	\$ 11,316.88	\$ 20,079.54	\$ 22,992.26	\$ 23,478.61	\$ 10,020.44
ER Payroll Taxes	\$ 956.28	\$ 1,696.72	\$ 1,942.85	\$ 1,983.94	\$ 846.73
Program Materials/Supplies	\$ 731.08	\$ 1,278.17	\$ 823.38	\$ 860.63	\$ 321.81
<b>Total Program Expense</b>	<b>\$ 13,004.24</b>	<b>\$ 23,054.43</b>	<b>\$ 25,758.49</b>	<b>\$ 26,323.18</b>	<b>\$ 11,188.98</b>
<b>Net Profit (Loss)</b>	<b>\$ (6,170.83)</b>	<b>\$ (10,010.12)</b>	<b>\$ (3,386.90)</b>	<b>\$ (2,121.90)</b>	<b>\$ (819.84)</b>

## 5. Staffing & Operational Considerations

- Difficulty recruiting/retaining qualified early childhood educators
- Increased labor costs
- Administrative strain or inefficiencies

Keeping low-cost teachers for this program is difficult. One of our instructors recently has achieved an Early Childhood Education Certificate and is overqualified for the role she is currently in. In addition, tasks delegated to the Front Desk/Office Staff from the Preschool Teachers (making copies, laminating preschool workbooks, putting together flyers and logistics for preschool fairs and preschool marketing, preschool staff meetings, graduation coordination, working with the library and other outside visits from community partners, etc.) does put a strain on time and human capital that can be utilized for the pursuit of core District Strategic Goals. In addition, that time could be used by those Staff to assist our ever-evolving Maintenance Department (which is run by a part-time Supervisor) and assisting the Director in day-to-day demands of running the District. I would estimate on a weekly basis that these tasks to assist the preschool program take Office Staff anywhere between 2-3 hours cumulatively when they are on a set schedule and limited to the office hours of the day. In additional further large-scale marketing attempts involving physical media like banners, yard signs, etc. are at additional cost and Staff time to roll out to the community when the focus should be on promoting and enhancing our core Special Events.

### 6.2 Community Demand

- Market studies have been conducted analyzing an oversaturation of similar programming (see Section 9).
- Changing preferences in early childhood programming. Link to Community Needs Assessment Preschool related questions and survey answers on pages 46-47 and pages 65-71:  
[file:///Users/wildwoodparkdistrictadmin/Desktop/Review your results | Mailchimp.pdf](file:///Users/wildwoodparkdistrictadmin/Desktop/Review%20your%20results%20|%20Mailchimp.pdf)

### 6.3 Future Resource Allocation

Staff recommend that instead of developing additional programming in the vacant space preschool leaves behind (that has no demonstrated history of success or interest); there should be a push to entice local businesses/resident businesses/local community groups to begin multiple long-term rental revenue streams in the Oak/Walnut rooms during the hours of 9:30am-4:00pm. With admin overhead, staff wages, and maintenance costs already figured into the day to day opening of the building; pivoting to this type of facility space use would involve additional expenses and only create new revenue streams. The 2026-2031 Strategic Plan draft document has this suggested space use as a Recreation Department Goal.

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## 7. Risk Assessment

### Schoolhouse Adventures Preschool – Abbreviated SWOT Analysis

#### Strengths

- Strong parent satisfaction; majority ratings 5/5 across enthusiasm, program content, cleanliness, enjoyment, and overall experience.
- Highly praised teachers (warm, patient, attentive), small class sizes, and a safe/clean facility.
- Children enjoy sensory play, science, songs, socialization, and field trips.
- Effective communication through ClassDojo and supportive parent relationships.

#### Weaknesses

- A small number of negative experiences related to teacher empathy/discipline concerns.
- Limited schedule flexibility (fixed days prevent some families from enrolling/returning).
- Conferences not consistently offered for 3's classes and the frequent cancellation of the 3's program overall
- Some families feel program structure may not fit every child (perceived rigidity).

#### Opportunities

- **Strong community demand for full-day or extended-day options (preferred pick)**
- Expand schedule flexibility (day choice for 4's, longer day options such as lunch bunch).
- Standardize communication (consistent conferences, equitable photo inclusion).
- Enhanced marketing through Google, social media, and parent referral networks. *(Which has been heavily pushed in 2026)*

#### Threats

- Competing preschools offering full-day care, flexible scheduling, transportation, or specific curriculum fit. Market oversaturation.
- Isolated negative reviews may impact word-of-mouth, a primary recruitment channel.
- Licensing and staffing requirements increase significantly if expanding to full-day/childcare model.
- Price sensitivity among a minority of families; some view current rates as too high or too low.

## 8. Attempted Communication

In 2026, the Wildwood Park District put in considerable Staff time to develop an early bird registration program with a half-off discount offer (for the 1<sup>st</sup> month of the program) if parents signed up their participants February 1 – April 1. As of the time of this report (March 16<sup>th</sup>) we have had zero (0) calls, inquires, sign-ups, or further outreach from the community related to the program registration for Fall 2026 or the early bird discount. In 2024 and 2025, a 10% discount for the first month of the

program was offered to parents to signed up their children(s) at various open houses held in the summer. Only a few parents showed interest or took advantage of that offering.

- Target audiences: Information regarding the Fall 2026 program and early-bird discounts were shared through our E-Newsletter with our regular subscribers, Summer Camp parent list (who have had children in the preschool program before or have children in our Tot Camp), and through the Class Dojo app that the preschool program teachers use to communicate to current participants in the program.
- In addition, news regarding preschool program discounts over the last few years have been frequently posted in our monthly e-newsletter which reaches 500+ subscribers. News of our early-bird registration had also been shared frequently over social media (Facebook/Instagram) and displayed prominently on the WPD website.
- Staff believes that District communication resources and budget would better served by taking the time to promote core programs and events as well as communicating big-picture District initiatives and celebrations (i.e. 50<sup>th</sup> anniversary marketing).

## 9. Surrounding Market Analysis

### Market snapshot

- **Mix of providers:** The area offers **half-day preschools** (faith-based/church and park district), **public school early childhood** (screened/at-risk/tuition), and **full-day private centers** (national brands + independent). [\[childcarecenter.us\]](#), [\[d46.org\]](#), [\[ecc.d46.org\]](#), [\[kindercare.com\]](#)
- **Consumer pulls** observed in listings and schedules: **extended hours (6:30–6:00)**, **wraparound care**, and **brand curricula** (e.g., NAEYC accreditation at KinderCare; Goddard’s “Wonder of Learning”)—these differentiate full-day centers from half-day preschools. [\[kindercare.com\]](#), [\[kindercare.com\]](#), [\[goddardschool.com\]](#)
- **Local awareness channels:** Parents commonly rely on **Program Guides/park districts**, **word of mouth**, and **Google/Yelp/third-party directories**, so SEO and directory completeness matter. (Landscape corroborated by provider directories and your survey.) [\[childcarecenter.us\]](#), [\[yellowpages.com\]](#)

### 2) Key competitors (representative sample within ~0–6 miles)

Provider	Type & Age Bands	Typical Hours	Notable Positioning / Capacity Signals
<b>Grayslake KinderCare</b> ( )	Full-day center; infants–school-age; NAEYC accredited	<b>6:30 a.m.–6:00 p.m. (M–F)</b>	National brand; buses to local districts; IL license capacity listed as <b>125</b> on ChildcareCenter.us; program availability by room on site. <a href="#">[kindercare.com]</a> , <a href="#">[childcarecenter.us]</a>
<b>The Goddard School – Third Lake (Gurnee/Grayslake)</b>	Full-day private preschool; infants–pre-K	<b>~6:45 a.m.–6:00 p.m. (M–F)</b>	Premium positioning; long-standing local presence; owner-operated; high review scores; serves Central Lake County. <a href="#">[goddardschool.com]</a>
<b>Champions at Woodland Primary</b>	School-site care (Woodland); school-age; some	Before care <b>6:30–7:55 a.m.</b> ; after care <b>2:05–6:00 p.m.</b> ; seasonal camps	District-embedded convenience; flexible schedules for working families. <a href="#">[discoverch...mpions.com]</a>

<b>(Before/After School &amp; seasonal)</b>	early learning programs listed		
<b>Children’s Land – Grayslake (Atkinson Rd)</b>	Full-day center; infants–K	<b>7:00 a.m.–6:00 p.m. (M–F)</b>	Marketed “all-inclusive pricing,” STEAM/fine arts add-ons, brand network. [ <a href="http://childrensland.com">childrensland.com</a> ]
<b>Gloryland Preschool (Lord of Glory Church)</b>	Half-day faith-based preschool (2s–Pre-K)	Typical class blocks <b>~9:00–11:30 a.m.</b>	Multiple 2/3/5-day options; large, licensed capacity ( <b>94</b> ) per Daycare.com listing. [ <a href="http://glorylandp...school.com">glorylandp...school.com</a> ], [ <a href="http://daycare.com">daycare.com</a> ]
<b>Precious Lambs Preschool (Shepherd of the Lakes)</b>	Half-day faith-based preschool (3–5)	<b>9:00–11:30 a.m.</b> options	Play-based, Christian; offers <b>2, 3, or 5 days</b> ; “Silver Circle of Quality.” [ <a href="http://preciouslambs.org">preciouslambs.org</a> ]
<b>Tiny Treasures (Wildwood Presbyterian Church)</b>	Half-day faith-informed preschool (3–5)	<b>9:00 a.m.–12:00 p.m.</b>	30-year program; flexible day options; on-site gym/outdoor playground. [ <a href="http://tinytreasureswpc.net">tinytreasureswpc.net</a> ]
<b>Gurnee Park District – Growing Tree (nearby)</b>	Park district preschool; half-day + enrichment	Multiple half-day schedules; <b>extended/enrichment</b> blocks available	Play-based; state standards; <b>extended-day add-ons</b> to lengthen the day. [ <a href="http://gurneepark...strict.com">gurneepark...strict.com</a> ]
<b>CCSD 46 Early Childhood (Preschool for All / blended)</b>	Public EC: screening-based, at-risk & tuition	<b>AM 8:15–10:45 / PM 12:00–2:30</b> (M–Th; Fri for at-risk AM)	Uses <b>Creative Curriculum</b> and <b>Teaching Strategies GOLD</b> ; transportation included for qualifying programs. [ <a href="http://ecc.d46.org">ecc.d46.org</a> ]

### 3) Pricing & schedule signals (what families see)

- **Full-day centers** (KinderCare/Goddard/Children’s Land): publish hours (6:30–6:00 or 6:45–6:00); tuition is typically quoted on inquiry, but sites emphasize year-round care, brand curricula, and **wraparound convenience**—appealing to dual-working households. [[kindercare.com](http://kindercare.com)], [[goddardschool.com](http://goddardschool.com)], [[childrensland.com](http://childrensland.com)]
- **Half-day preschools** (Tiny Treasures/Gloryland/Precious Lambs): commonly **9:00–11:30/12:00** blocks with **2/3/5-day** choices; faith-based value propositions and smaller communities. [[tinytreasureswpc.net](http://tinytreasureswpc.net)], [[glorylandp...school.com](http://glorylandp...school.com)], [[preciouslambs.org](http://preciouslambs.org)]
- **Public EC (CCSD 46)**: fixed **2.5-hour** sessions, **M–Th**, with screening to qualify for no-tuition state programs; communicates assessment tools and standards alignment—an alternative for eligible families. [[ecc.d46.org](http://ecc.d46.org)]
- **Park district comparables**: local districts (e.g., Gurnee Park District) highlight **enrichment/extended add-ons**—a middle path between half-day and full-day. [[gurneepark...strict.com](http://gurneepark...strict.com)]

#### 4) Implications for Wildwood's Schoolhouse Adventures

##### What the market rewards locally

1. **All-day coverage** (6:30/6:45–6:00) with infant–pre-K ladders is abundant; these centers compete on convenience and brand confidence. [[kindercare.com](http://kindercare.com)], [[goddardschool.com](http://goddardschool.com)]
2. **Half-day, play-/faith-based** programs remain strong—families seeking community feel and smaller ratios; multiple church preschools mirror your small-group and play-based strengths. [[tinytreasureswpc.net](http://tinytreasureswpc.net)], [[glorylandp...school.com](http://glorylandp...school.com)], [[preciouslambs.org](http://preciouslambs.org)]
3. **Public EC** draws price-sensitive or qualifying families with transportation and screenings. [[ecc.d46.org](http://ecc.d46.org)]

This concludes the Schoolhouse Adventures Preschool Program Cancellation Justification Report for the Board. As always, please let me know if you have any questions, comments, or concerns.

Sincerely,

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

Brandon Magnini, Executive Director

## Appendix:

### Wildwood Park District

Program Evaluation & Cancellation Justification Report Charts

Program: Schoolhouse Adventures Preschool

Proposed Action: Program Cancellation Beginning Fall 2026

Prepared by: \_\_\_Brandon Magnini, Executive Director\_\_\_

Date: \_\_\_3/16/2026\_\_\_\_\_

## 2. Program Background

Historical Enrollment Trends (School Years)

School Year	3's – Res/Non-Res/Total	4's & 5's – Res/Non-Res/Total	Combined – Res	Combined – Non-Res	Combined – Total	YoY Change (Total)
2022-23	0/1/1	6/4/10	6	5	11	—
2023-24	3/3/6	6/6/12	9	9	18	+7 (63.6%)
2024-25	5/3/8	5/4/9	10	7	17	-1 (-5.6%)
2025-26	1/2/3	4/1/5	5	3	8	-9 (-52.9%)

## 3. Enrollment Analysis (Summary from 2022–Present)

**Combined enrollment trend:** 2022-23: 11 → 2025-26: 8 ( $\Delta$  -3 (-27.3%)).

**Resident share by year:** 2022-23: 55% res; 2023-24: 50% res; 2024-25: 59% res; 2025-26: 62% res.

### Wildwood Park District

Program Evaluation & Cancellation Justification Report

Program: Schoolhouse Adventures Preschool

Proposed Action: Program Cancellation Beginning in 2026

Executive Summary: Enrollment has trended downward since 2023–24, with 2025–26 falling to a small cohort. A 2026 best-case budget yields a narrow surplus dependent on optimistic participation. Recommendation: cancel beginning in 2026–27 and reallocate staffing/facility resources to higher-demand core programs.

## Total Enrollment by School Year

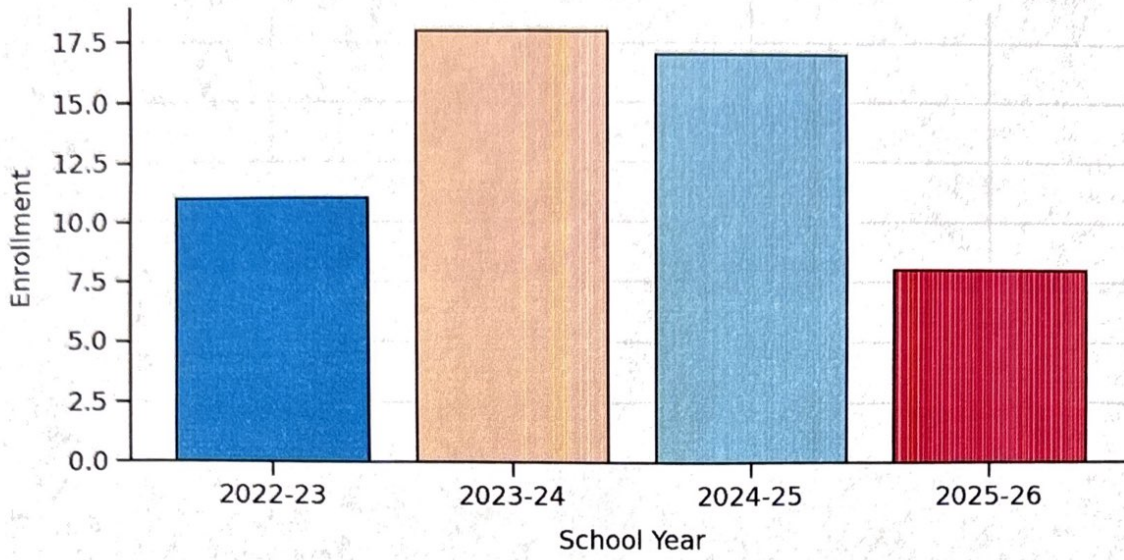


Figure 1. Total Enrollment by School Year

## Capacity Utilization by School Year

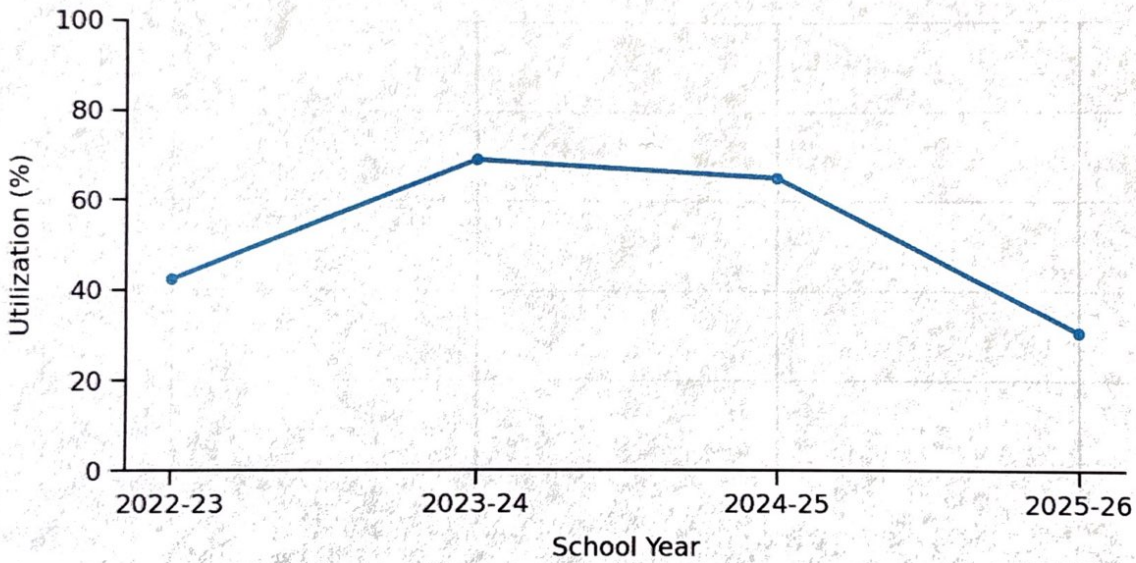


Figure 2. Capacity Utilization (Assumes 3's=12, 4's&5's=14)

# Resident Share of Enrollment

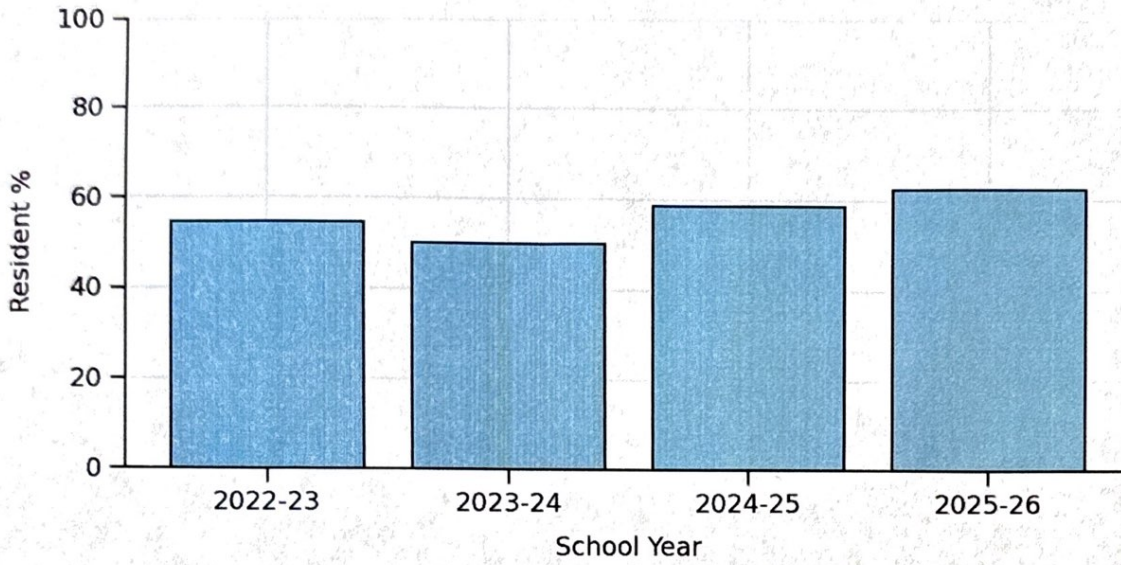
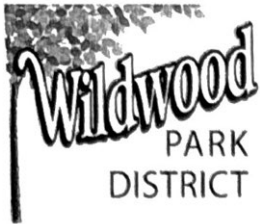


Figure 3. Resident Share of Enrollment



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TO: Board of Commissioners  
CC: ALL STAFF  
FROM: Brandon Magnini, Executive Director  
SUBJECT: March 5<sup>th</sup>, 2026 Strategic Planning Focus Group Report  
DATE: March 16<sup>th</sup>, 2026

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Wildwood Park District  
Strategic Planning Focus Group Report  
March 16<sup>th</sup>, 2026

## **Introduction**

On March 5, 2026, the Wildwood Park District held a community focus group to gather resident perspectives to support long-term strategic planning. Many of these residents were contacted by the Park District to participate due to their involvement in key District affiliate groups and partnerships such as WSRA, GLCC, Lions Club, Troop 671/672, Warren Township, and more.

## ***Overall Perception of the District***

Participants expressed strong overall satisfaction with the Wildwood Park District, describing it as a well-managed, welcoming, and community/family-oriented organization that provides high-quality parks, facilities, and special events. Many of the participants appreciated the abundance of open space the District has to offer. The participants also felt the neighborhood was relatively diverse across all metrics and that is reflected in how the District operates. One area of perception that was discussed was the attitudes about the District from the homeowners (non-residents) across the lake in the Idlewild neighborhood and other neighborhoods at large. The perception is although some of those homes receive a program guide in the mail and do follow the District on social media; people in those areas believe that the programs and events provided in our program guide are for “Wildwood residents only” and that they cannot attend them. This perhaps may stem historically from how the parks were once “private” prior to the Park District forming and taking ownership to even recent attitudes within Wildwood about “keeping other people out of the parks”. The District has an opportunity to reach those local non-residents and set the narrative straight with facts and an attitude of inclusion in District programs/events while still respecting the Park Ordinances and non-resident requirements for WPD park/facility/program use.

## ***Assets and Strengths***

The District’s **diverse park system** is considered one of its greatest strengths. Residents value the unique recreational opportunities created by the two lakes, including fishing, swimming, boating, kayaking, waterskiing, skating, and year-round passive and active use. The participants hoped to see the parks continued to be kept up as they have been in recent years. The District’s core programs are community builders and how many of our residents created long-term friendships. Our Park Maintenance Team and other Front-Line Staff were noted as being extremely kind, talkative, and open to interaction with our residents. In that same vein, District leadership and the Board were perceived as open, easy to talk to, and responsive as well as eager to seek out public opinion. Finally, the community engagement and alliances we

have with groups such as the GLCC and Lions Club were applauded and noted as key relationships to manage moving forward.

### *Community Values and Long-Term Vision*

Participants hope to see the parks kept up and functioning well as they have been if they were to leave the area and come back in 10-15 years. In that same respect, consistent healthy water quality, and shoreline cleanup around bodies of water were asked to be maintained. Specific projects such as brush cleanup around the Twin Lakes Park ponds, Valley South shoreline, and Rule Park shoreline were applauded. Park Safety was again reaffirmed as a continued long-term initiative and focus for the District. Accessibility of the parks, programs, and operations with a focus on inclusion was highlighted as a key feature the District should focus on in the next five years. Discussions were had on where our parks and facilities likely currently stand prior to an ADA accessibility audit and how that should be a focus to protect the District long-term and develop plans to improve access for our parks and facilities. It was also noted that certain grants are not considered without the development of accessible features and an attempt at compliance across the board

Finally, a few participants would be happy to see some form of additional expanded space or community center to expand operations and programming long-term.

### *Key Challenges and Areas for Improvement*

The most frequently cited challenge was **water quality**, which was consistently identified as one of the District's top concerns. Shoreline stabilization was once again emphasized as a priority on both lakes with the hardscape style (boulders/rip rap) preferred for the remaining lake-facing parks that are facing erosion. Sunset Park seawall improvement was also brought up as a capital improvement in the semi-near future.

One participant noted that deferred maintenance is still an issue, but that is common of many parks systems across the country. The WPD was applauded for addressing the majority of this deferred maintenance consistently in recent years.

One participant asked if the Maintenance Team could continue to address the overabundance of seaweed at the Sunset Boat Launch even after the first "wave" of the aquatic plants are cleaned up while noting it was difficult job and hard to control. Sunset Park parking was also cited as having limited parking, but understanding there was nothing WPD could do to stop people from parking along the road shoulders.

Finally, one participant asked why the WPD could not start promoting and opening up camp/swim/core program registration earlier in the winter months as other Districts do. Director Magnini was happy to report the District did just that this winter and has already seen quite a bit of camp enrollment with the early-bird and regular rate registration.

### *Opportunities Looking Forward and Top Priorities*

Participants identified opportunities to:

- Take a vested interest in tree conservation, tracking, and new tree planting.
- Maintain Harvest Fest as the premier District event and use the event to showcase District programs and initiatives.
- Keep taxes low or stagnant, remain fiscally responsible.
- Look into developing and researching what it would take to form a Friends of the Wildwood Park District tax-exempt 501c3 non-profit group to help handle donations and grant funding.
- Pursue grant opportunities (such as OSLAD) and continue to build relationships with local/IL legislators such as Joyce Mason or whomever represents our district at a given time:



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

The following was an exercise the Focus Group of 3.5.2026 underwent where they were asked to analyze the following revised Mission and Vision draft examples:

### **MISSION AND VISION EXERCISE**

#### **Our Mission**

##### **Option 1 (Concise & Well-Rounded)**

*Our mission is to care for our parks with excellence, provide essential recreation and community events, build impact through partnerships, and responsibly steward our financial and physical assets.*

##### **Option 2 (Even More Streamlined)**

*We maintain exceptional parks, offer vital recreation and community events, strengthen impact through partnerships, and manage our resources responsibly.*

**Option 3:** *To steward parks and facilities responsibly, deliver essential recreation programs, and foster community engagement through accessible, high-value services.*

#### **Our Vision**

##### **Option 1 (Inspirational & Clear)**

*We envision a community where exceptional parks, meaningful recreation, and strong partnerships enrich every family's quality of life for generations to come.*

##### **Option 2 (Future-Focused & Community-Centered)**

*Our vision is to be a model park district known for outstanding parks, essential recreation, community connection, and responsible stewardship of public resources.*

##### **Option 3 (Very Concise)**

*We strive to create a thriving community enriched by exceptional parks, essential recreation, and sustainable stewardship.*

**Option 4:** *To steward parks and facilities responsibly, deliver core recreation programs, and foster community engagement through accessible, high-value service.*

# Summary of Attitudes Toward the Mission & Vision Options

## Overall Themes

Participants showed a strong preference for mission and vision statements that are:

- **Clear, concise, and well-rounded**
  - **Community-focused**
  - **Values-driven** (accessibility, safety, stewardship)
  - **Future-oriented** while still practical
  - **Reflective of core services** (parks, core recreation, core events, partnerships)
- 

## Mission Statement Attitudes

### Preferred Style

- **Option 1** (“Concise & Well-Rounded”) received the **most support**.
- Participants appreciated its:
  - Balanced tone
  - Strong coverage of responsibilities
  - Professional clarity

### Elements They Want Added

- **Accessibility:** Participants want the mission to explicitly mention making services accessible not just physical assets and playgrounds but an underlying commitment to inclusivity and equity with programming, operations, and communications.
- **Safety:** Adding a safety or “Park Safety” component was noted as important.
- **Financial & physical stewardship:** Affirmed as essential but should remain concise.

### Option 3 Observations

- Some liked the focus on **responsible stewardship** and **community engagement**.
  - However, it was seen as less preferred overall compared to Option 1.
-

# Vision Statement Attitudes

## General Preferences

Participants leaned toward vision statements that:

- Inspire
- Describe long-term community benefit
- Highlight the role of parks and recreation in improving quality of life

## Option-by-Option Feedback

### Option 1 – Inspirational & Clear

- Viewed positively.
- People liked its uplifting, family-focused tone.
- Some recommended incorporating additional elements (likely safety or accessibility).

### Option 2 – Future-Focused & Community-Centered

- Considered positive but not as emotionally engaging as Option 1, but a very strong contender.
- Appreciated for being forward-looking.
- Language matters. “Our vision” is more inclusive of the community attitude whereas “We envision” could be seen as this vision is coming only from Park District personnel.
- One commenter stated that “model Park District” could be subjective.

### Option 3 – Very Concise

- Also liked; people appreciated the brevity and clarity. People really liked “thriving community” language.
- Strong emphasis on **sustainability** resonated with several participants.

### Option 4

- Mirrors the structure of Mission Option 3.
- Perceived as functional but not as inspiring as Options 1 or 3.

# Key Takeaways

## Mission Preferences

- **Option 1** is the strongest base.
- Add:
  - **Accessibility**
  - **Safety** emphasis

## Vision Preferences

- **Option 1** and **Option 2** received the most positive reactions.
- Option 1 is more **inspirational**; Option 2 is more **community centered**.

## Shared Values Across Both

- Stewardship
- Community enrichment
- Accessibility
- Responsible use of resources
- High-quality parks and recreation

---

Here are **fully revised Mission and Vision statements** that incorporate *all* the preferred elements from the focus group:

- Accessibility
  - Safety
  - Core recreation focus
  - Community enrichment
  - Stewardship (financial + physical + environmental)
  - Strong partnerships
  - Clear, concise, and inspirational language
-

# Revised Mission Statements

## **Option A — Concise & Comprehensive**

**Our mission is to care for our parks with excellence; provide safe, accessible recreation and community events; build meaningful partnerships; and responsibly steward our financial, physical, and natural resources.**

## **Option B — Warm & Community-Centered**

**Our mission is to maintain exceptional parks, offer safe and accessible recreation opportunities, foster community connection through meaningful events and partnerships, and responsibly manage the resources entrusted to us.**

## **Option C — Highly Streamlined**

**We deliver safe, accessible recreation, steward parks and resources responsibly, and strengthen community impact through valued partnerships.**

# Revised Vision Statements

## **Option A — Inspirational & Future-Focused**

**Our vision is to be a model Park District within a thriving community where every resident enjoys safe, accessible parks and programs; meaningful recreation; and strong partnerships that enrich quality of life for generations to come.**

## **Option B — Sustainability & Community Emphasis**

**We envision a community enriched by exceptional parks, inclusive recreation, strong partnerships, and sustainable stewardship that supports well-being today and into the future.**

## **Option C — Very Concise**

**A thriving community enriched by safe, accessible recreation, exceptional parks, and responsible stewardship.**



**MR. GARAGE DOORS**  
 WWW.MR-GARAGEDOORS.COM  
 224-345-0537  
 INFO@MR-GARAGEDOORS.COM

NAME <i>Wildwood Park District</i>						
ADDRESS <i>33325 N Spears Blvd</i>						
<i>Estimate</i>				PH. NO.	DATE <i>1/27/26</i>	
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD.	PAID OUT
<i>Justin</i>						
LAYAWAY						
QTY.	DESCRIPTION				PRICE	AMOUNT
	<i>8x7 non Insulated model 2250 white</i>				<i>\$1200</i>	<i>00</i>
	<i>T-12 Installed</i>					
	<i>T-LOCK Installed</i>					
	<i>Angle Iron for Framing</i>					
-----						
	<i>9x7 steel back Insulated</i>				<i>\$1625</i>	<i>00</i>
	<i>T-12 Model 2283</i>					
	<i>T-12 Installed</i>					
	<i>T-LOCK Installed</i>					
<i>Raised panel (squares)</i> <i>or</i> <i>Flush panel (current wk)</i> <i>Same price</i>						
					TAX	
RECEIVED BY					TOTAL	

**No.**

*Thank You*

ALL CLAIMS AND RETURNED GOODS  
 MUST BE ACCOMPANIED BY THIS BILL.



# ESTIMATE

Chicago Garage Door  
 Office Phone: 888-501-0533  
 Mobile Phone: 224-267-9261  
 contact@chicagogaragedoor.com  
 501 W Golf Rd, Arlington Heights, IL 60005

**Estimate #** 9186-2  
**Date** Thu Mar 05, 2026  
**Total** \$2,449.00

**Prepared For:**

Brandon Magnini (WildWood Park District)  
 17900 W Fairfield Ln  
 Grayslake, Illinois 60030  
 (224) 723-2795  
 Info@wildwoodparkdistrict.com

Description	QTY	Price	Amount
<b>C.H.I 2216 RAISED PANEL 9 x 7</b> - Door Style - Short Panel - Color - Sandstone - Insulation Type - Polyurethane - R-Value - 17.19 - Backing - Steel  Standard Features:  - 2" Thick sections - Woodgrain exterior texture - Tongue & groove section joints - Heavy Duty Hinges - Nylon rollers for quiet operation - Tracks Vertical & Horizontal - Torsion spring system - Shaft - Drums - Cables - Spring /Springs  Warranty: - 3 Years on Springs - 3 Years on Hardware - 1 Year Labor	1	\$2,300.00	\$2,300.00
<b>Door Radius - 12'</b>	1	\$0.00	\$0.00
<b>TLock Assembly</b> T lock locking mechanism Handle with flipper and key locking mechanism on door	1	\$149.00	\$149.00

<b>Special Weather Proof Stop Door</b>	1	\$0.00	\$0.00
- Parts			
- Labor			
9x7 Sandstone			

<b>Terms</b>	1	\$0.00	\$0.00
- 50% down payment, the rest 50% needs to be paid upon completion of the job.			
- Special Orders - Delivery Time is up to 4-6 weeks. (Subject to change)			
- All parts, Labor, and fees are included			
- The company is responsible for the removal and haul away of all old material			
- By signing the contract; I understand that no changes can be made. This is a finalization of the project. If you decide to cancel or make any changes, then a 20% restocking fee would incur and be applied instantly.			

<b>Chicago Garage Door Company</b>	1	\$0.00	\$0.00
At Chicago Garage Door, we're dedicated to delivering exceptional products and services to our customers. We understand that your complete satisfaction is of utmost importance, which is why we prioritize it above everything else. With nearly 20 years of collective experience in the Garage Door industry, our team of expert technicians and installers is committed to providing you with the best possible solutions for all your Garage Door needs.			

We take great pride in our work and stand behind it with a 100% satisfaction guarantee. If for any reason you're not satisfied with the final outcome, we'll either redo the job to your satisfaction or refund you accordingly. Additionally, we want you to feel secure when you choose us, which is why all of our technicians and installers are fully insured.

We consider it a privilege to serve you and your Garage Door needs, and we don't take your trust for granted. Thank you for choosing Chicago Garage Door as your go-to provider for all things Garage Door-related.

**Terms & Conditions:**

**ACKNOWLEDGMENT OF TERMS:**

By signing above the customer authorizes performance of the above services and agrees to the terms & conditions set forth of this agreement, with regard to these services, or any additional services authorized by the customer at the time these services are performed. Customer also agrees to pay in full the charges referenced above, including all applicable taxes.

I HEREBY AUTHORIZE THE SERVICING COMPANY TO CHARGE THE CREDIT CARD FOR THE LISTED AMOUNT.

I have inspected the work completed & found it to be completed to my satisfaction.

Company's Obligation - Company shall provide the services described on this Agreement consistent with Company's standard practices and in accordance with the terms and conditions set forth below.

Warranty - Labor 30 days from service day unless specified otherwise.

This limited warranty applies only to parts that have been installed by the company's representative and only for parts that have been broken during the warranty time.

Warranty is not applied for JUMPED CABLES/SENSORS or ADJUSTMENT ISSUES, BOTTOM SEAL, WEATHER STRIPS.

Warranty does not cover sensors that were adjusted/moved/displaced. If the company is required to inspect and send a technician out to the site, a service call fee will be applied.

Warranty does not cover any squeaking noise of the garage door or "noisy" garage door or springs. It is recommended to complete garage door tune-up twice a year to avoid any unusual noises and to maintain the system running properly.

Parts that are under warranty will be covered by the company, however labor charges will apply for additional work completed by our company's technician.



# ESTIMATE

Chicago Garage Door  
 Office Phone: 888-501-0533  
 Mobile Phone: 224-267-9261  
 contact@chicagogaragedoor.com  
 501 W Golf Rd, Arlington Heights, IL 60005

**Estimate #** 9185-1  
**Date** Thu Mar 05, 2026  
**Total** \$1,799.00

**Prepared For:**

Brandon Magnini (WildWood Park District)  
 17900 W Fairfield Ln  
 Grayslake, Illinois 60030  
 (224) 723-2795  
 Info@wildwoodparkdistrict.com

Description	QTY	Price	Amount
<b>C.H.I 2250 RAISED PANEL 8 X 7</b>	1	\$1,650.00	\$1,650.00
<ul style="list-style-type: none"> <li>- Door Style - Short Panel</li> <li>- Color - sandstone</li> <li>- Insulation Type - NON</li> <li>- R-Value - NON</li> <li>- Backing - NON</li> </ul>			
Standard Features:			
<ul style="list-style-type: none"> <li>- 2" Thick sections</li> <li>- Woodgrain exterior texture</li> <li>- Tongue &amp; groove section joints</li> <li>- Heavy Duty Hinges</li> <li>- Nylon rollers for quiet operation</li> <li>- Tracks Vertical &amp; Horizontal</li> <li>- Torsion spring system</li> <li>- Shaft</li> <li>- Drums</li> <li>- Cables</li> <li>- Spring / Springs</li> </ul>			
Warranty:			
<ul style="list-style-type: none"> <li>- 3 Years on Springs</li> <li>- 3 Years on Hardware</li> <li>- 1 Year labor</li> </ul>			
<b>Door Radius - 12'</b>	1	\$0.00	\$0.00
<b>TLock Assembly</b>	1	\$149.00	\$149.00
<ul style="list-style-type: none"> <li>T lock locking mechanism</li> <li>Handle with flipper and key locking mechanism on door</li> </ul>			

<b>Special Weather Proof Stop Door</b>	1	\$0.00	\$0.00
- Parts			
- Labor			
8x7 Sandstone			

<b>Terms</b>	1	\$0.00	\$0.00
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- 50% down payment, the rest 50% needs to be paid upon completion of the job.
- Special Orders - Delivery Time is up to 4-6 weeks. (Subject to change)
- All parts, Labor, and fees are included
- The company is responsible for the removal and haul away of all old material
- By signing the contract; I understand that no changes can be made. This is a finalization of the project. If you decide to cancel or make any changes, then a 20% restocking fee would incur and be applied instantly.

<b>Chicago Garage Door Company</b>	1	\$0.00	\$0.00
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At Chicago Garage Door, we're dedicated to delivering exceptional products and services to our customers. We understand that your complete satisfaction is of utmost importance, which is why we prioritize it above everything else. With nearly 20 years of collective experience in the Garage Door industry, our team of expert technicians and installers is committed to providing you with the best possible solutions for all your Garage Door needs.

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We consider it a privilege to serve you and your Garage Door needs, and we don't take your trust for granted. Thank you for choosing Chicago Garage Door as your go-to provider for all things Garage Door-related.

**Terms & Conditions:**

**ACKNOWLEDGMENT OF TERMS:**

By signing above the customer authorizes performance of the above services and agrees to the terms & conditions set forth of this agreement, with regard to these services, or any additional services authorized by the customer at the time these services are performed. Customer also agrees to pay in full the charges referenced above, including all applicable taxes.

I HEREBY AUTHORIZE THE SERVICING COMPANY TO CHARGE THE CREDIT CARD FOR THE LISTED AMOUNT.

I have inspected the work completed & found it to be completed to my satisfaction.

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Warranty does not cover sensors that were adjusted/moved/displaced. If the company is required to inspect and send a technician out to the site, a service call fee will be applied.

Warranty does not cover any squeaking noise of the garage door or "noisy" garage door or springs. It is recommended to complete garage door tune-up twice a year to avoid any unusual noises and to maintain the system running properly.

Parts that are under warranty will be covered by the company, however labor charges will apply for additional work completed by our company's technician.

# Garage Door Repair

ESTIMATE	#1613
SERVICE DATE	Feb 23, 2026
EXPIRATION DATE	Mar 25, 2026
<b>TOTAL</b>	<b>\$2,100.00</b>

33325 N Sears Blvd  
Grayslake, IL 60030

(847) 223-7275  
info@wildwoodparkdistrict.com

SERVICE ADDRESS  
17900 West Fairfield Lane  
Grayslake, IL 60030

CONTACT US  
28147 W Commercial Ave Ste 8  
Lake Barrington, IL 60010

(224) 323-6070  
info@garagerepairs247.com

Service completed by: Andy S

## ESTIMATE

Services	qty	unit price	amount
Garage Door 9X7 CHI #2128 Size: 9x7 Door model: CHI #2128 Collection: Flush Panel Radius: 12 Insulation: R-18 / 2", Medium Duty, 2-Sided Steel Sandwich, Polyurethane Color: Almond Door stops: Yes  Windows: No Position: No Glass: No Window Inserts: No Inserts  3 YEAR MANUFACTURER'S WARRANTY ON PARTS 1 YEAR WARRANTY ON LABOR LABOR INCLUDES THE REMOVAL & DISPOSAL OF OLD MATERIALS ALL GARAGE DOORS COME WITH ALL-NEW HARDWARE 50% non-refundable deposit is required in order to process the order	1.0	\$2,100.00	\$2,100.00

Services subtotal: \$2,100.00

Subtotal	\$2,100.00
Tax (Credit Card Payment Fees (Convenience fee) 3.5%)	\$0.00
<b>Total</b>	<b>\$2,100.00</b>

# Garage Door Repair

ESTIMATE	#1612
SERVICE DATE	Feb 23, 2026
EXPIRATION DATE	Mar 25, 2026
<b>TOTAL</b>	<b>\$1,400.00</b>

33325 N Sears Blvd  
Grayslake, IL 60030

(847) 223-7275  
info@wildwoodparkdistrict.com

## CONTACT US

28147 W Commercial Ave Ste 8  
Lake Barrington, IL 60010

(224) 323-6070  
info@garagerepairs247.com

Service completed by: Andy S

## ESTIMATE

Services	qty	unit price	amount
Garage Door 8X7 CHI #2150 Size: 8x7 Door model: CHI #2150 Collection: Skyline Flush Panel Radius: 12 Insulation: No ( Hollow Door) Color: White Door stops: Yes  Windows:No	1.0	\$1,400.00	\$1,400.00

3 YEAR MANUFACTURER'S WARRANTY ON PARTS  
1 YEAR WARRANTY ON LABOR  
LABOR INCLUDES THE REMOVAL & DISPOSAL OF OLD MATERIALS  
ALL GARAGE DOORS COME WITH ALL-NEW HARDWARE 50% non-refundable deposit is required in order to process the order

Services subtotal: \$1,400.00

Subtotal \$1,400.00

Tax (Credit Card Payment Fees  
(Convenience fee) 3.5%) \$0.00

**Total \$1,400.00**

Thank you for your business.  
Please find your invoice attached.

For any questions or further assistance, feel free to contact us at  
(847) 600-9966



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

---

TO: Board of Commissioners  
CC: ALL STAFF  
FROM: Brandon Magnini, Executive Director  
SUBJECT: ADA Compliance Requirements and Recommended Approach for the Wildwood Park District  
DATE: March 16<sup>th</sup>, 2026

---

## Purpose

This memo summarizes the Wildwood Park District's legal requirements under the Americans with Disabilities Act (ADA) regarding self-evaluations, facility/playground audits, and Transition Plans and provides a recommended compliance approach appropriate for an agency of our size. I am recommending the District contract with a third-party auditor to conduct the physical audit of Rule House and all park/playgrounds areas and complete the full ADA Transition Plan. Mark Trieglaff of ACT Services Inc. (third-party ADA accessibility auditor) will be onsite Monday to present a proposal for several of the audit options which I have attached here in the Board Packet. Mark did the physical audits at Gurnee and Oak Brook Park Districts amongst others and which I have shared those references in the Board Packet. ***Depending on budget options between the end of this current FY and the next FY beginning May 1; I recommend the Board approve Option #2 service for \$5,980.00 as presented with the addition of the \$400.00 imbed pictures of the noted access issues and the \$600.00 addition of an estimated cost for the removal of the accessibility barrier per the Means ADA Compliance Pricing Guide.***

From additional research from other engineering firms and a formal quote obtained from the WT Group; commercial ADA audits and/or Transition Plans are estimated to cost well over \$20,000.00 even for a District of our size and take over 8 months to complete. ACT Services is a small ADA consultant business that estimates that it can complete our physical audit of parks and Rule House in 1-2 days max.

---

## Summary of Requirements

### 1. Transition Plan Requirement

Under the ADA, a formal Transition Plan is **only required for public entities with 50 or more full-time employees**. The Wildwood Park District regularly operates **below this threshold** and primarily with seasonal and part-time staff. **Therefore, the District is not legally required to complete a formal ADA Transition Plan.**

### 2. Self-Evaluation Requirement

While a formal Transition Plan is not required, **all public entities—regardless of employee count—must complete an ADA Self-Evaluation.**

This includes reviewing:

- Parks and open spaces
- Playgrounds
- Buildings and facilities
- Parking, routes, and amenities

The purpose is to identify physical or programmatic barriers and document how the District will address them over time.

### 3. Third-Party vs. Internal Evaluations

ADA regulations **do not** require third-party certification or consultant involvement.

Acceptable options include:

- **Internal evaluation** using ADA checklists (e.g., New England ADA Center)
- **Hybrid approach**, where a consultant reviews key sites and trains staff (if desired)
- **Full consultant audit** for the highest accuracy

All approaches meet ADA expectations; the choice depends on budget, staffing, and desired detail.

---

#### Recommended Approach for the Wildwood Park District

Given our small size, staffing model, and fiscal stewardship goals, the recommended path is:

1. **Conduct a facility, playground, and park ADA field audit** (hybrid, or fully consultant-led depending on cost). Given the size and number of our parks, ACT Services estimated it would take 1-2 days to complete the entire audit including Rule House.
2. **Compile an internal ADA Accessibility Summary Report** documenting barriers and recommended improvements or have third party auditor complete the full Transition Plan depending on desired cost (thereby saving Staff time, training, and resources to focus on day to day operations).
3. **Incorporate findings into the District's Strategic Plan and Capital Improvement Plan.**
4. **Update the evaluation periodically** (every 3–5 years or when major assets are renovated/replaced).

This approach satisfies our compliance obligations without requiring a formal Transition Plan or significant additional administrative burden.

---

### Conclusion

By performing a documented ADA evaluation and integrating the findings into our planning processes, the Wildwood Park District will achieve full compliance expectations for an agency of our size while promoting equitable access to parks and facilities.

## ADA IMPROVEMENT PRIORITIZATION FRAMEWORK

*A practical tool for ranking ADA improvements and guiding Board decision-making.*

Use this framework after completing your ADA audit to prioritize corrective actions.

---

### Priority Level 1 — Immediate / High-Risk

**Definition:** Barriers that significantly limit access, violate fundamental program access requirements, or pose safety concerns.

**Examples:**

- No accessible route from parking to a playground or facility
- Inaccessible restrooms at primary program sites
- Missing curb ramps or steep cross-slopes at facility entrances
- Surfacing failures rendering playground accessible routes unusable

**Action:** Address within 12–24 months or during the next capital project cycle.

---

### **Priority Level 2 — Program Access Enhancements**

**Definition:** Barriers that do not fully prevent access but reduce usability, independence, or equitable participation.

**Examples:**

- Insufficient number of accessible play components
- Non-compliant picnic tables, benches, or signage
- Minor route width issues that can be corrected through maintenance
- Parking striping faded but present

**Action:** Address within 2–5 years or during scheduled maintenance.

---

### **Priority Level 3 — Long-Range Capital Improvements**

**Definition:** Barriers that require substantial renovation or replacement to correct.

**Examples:**

- Noncompliant playground layouts requiring full replacement
- Outdated park shelters, restrooms, or buildings that will be replaced in future CIP cycles
- Large-scale pathway upgrades across park networks

**Action:** Integrate into 5–10+ year capital improvement planning.

---

### **Priority Level 4 — Operational or Administrative Adjustments**

**Definition:** Barriers solvable through policy, training, or operational updates rather than construction.

**Examples:**

- Maintenance routines required to keep accessible surfacing compliant
- Staff training on program access or event setup
- Website or digital communications accessibility improvements

**Action:** Implement within regular operations and staff training schedules.

---

**Brandon Magnini**

**Thursday, March 12, 2026 at 09:47:38 Central Daylight Time**

---

**Subject:** Re: ADA Checklist Wildwood Park District and Question on Physical Audit v. Transition Plan  
**Date:** Wednesday, March 11, 2026 at 4:01:38 PM Central Daylight Time  
**From:** Mark Trieglaff  
**To:** Brandon Magnini  
**Attachments:** Wildwood Park District Accessibility Proposal.doc, Sample Basic Transition Plan Park.xls, Sample Full Transition Plan Includes Photo, Priority and Cost.pdf, image001.jpg, image001.jpg

Hi Brandon,

Attached is the proposal with the two options. First is the training of staff and have them do a portion of the review. ACTServices, Inc. would review specific elements more involved such as playgrounds and the administration building, plus review the notes from staff.

The second option is ACTServices, Inc. doing the full review and develop a Transition Plan including a review of policy and procedures for compliance with the ADA. So a bit more involved and with some additional options for the reports to enhance them.

I also attached a couple of Transition Plan report samples. The one noted as Basic is the minimal information required by the ADA for a Transition Plan report. The one that says full Transition Plan includes other features people have wanted in their reports to help them with removing of accessibility barriers and budgeting. These are not required but they found it helpful. If you want to talk about those further we can, but are not legally required under the ADA, just more for planning.

I will put together a PowerPoint and provide an overview of the requirements for an agency of your size but then review some of the details related to a full Transition Plan review of the various parts of that. I'll have some pictures from other park districts I have reviewed and the issues that were noted. I always feel a picture of something you are trying to describe is much more helpful to understand what is considered an accessibility barrier.

Did you want the PowerPoint before next week to review? Let me know and I'd work to get that done for you.

Thanks,

Mark Trieglaff  
ACTServices Inc.  
(630) 303-3677

On Tuesday, March 10, 2026 at 03:33:51 PM CDT, Brandon Magnini  
<[bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com)> wrote:

Hi Mark,

Yes, tomorrow for a proposal still works great for our schedule. Yes, we would still like for you to attend the March 16<sup>th</sup> Regular Meeting. The meeting starts at 7pm, and after we approve the agenda/minutes and get past public comment, we can move you up on the agenda so you can present and discuss right away.

In terms of time, I would say 30 minutes is about typical for when we have presenters



March 11, 2026

Brandon Magnini  
Executive Director  
Wildwood Park District  
33325 N. Sears Blvd  
Wildwood, IL. 60030

Re: Accessibility Consulting Services Options for the Wildwood Park District

Accessibility Consultation and Training Services, Inc. (ACTServices Inc.) is pleased to offer this proposal to provide accessibility consultation services to the Wildwood Park District. We thank you for your consideration in using us for your project.

The following letter outlines our understanding of the project, proposed scope of services and the estimated fee.

**Project Understanding**

We understand this project to involve a review of the Wildwood Park District parks and facilities. Two options will be proposed:

**Option 1:** Provide staff training for elements that are more time consuming (measuring accessible routes/paths, counting benches and picnic tables to determine number of companion seating spaces needed, measuring parking spaces for slopes and widths, etc.) ACTServices, Inc. would provide the training and equipment to do the reviews and focus on areas such as playgrounds and the Administration Building that have multiple elements to measure and determine their compliance plus review of staff information that was collected. All items that are not in compliance would be listed for each park and building.

**Option 1:**

Scope of Services	Hours
Provide a staff training for how to evaluate accessible routes and reviewing areas using the Outdoor Developed Areas Guidelines and the Illinois Accessibility Code (IAC). Development of PowerPoint for training plus review staff notes to see if they have any questions or we notice a missing detail.	6.0
Site review of specific elements (such as playgrounds, restrooms and Administration Building) to identify physical barriers that limit the public's ability to participate in programs and services.	6.0
If require, a meeting/conference calls to review findings and answer any questions.	2.0
<b>Total Hours for Transition Plan</b>	
	<b>14.0</b>

**Compensation**

We estimate our fee for the above basic scope of serves would not exceed \$3,220.00 (14.0 Hours X \$230 per hour).



**Option 2:** ACTServices, Inc would provide a complete review of all parks, elements, policies and procedures to develop a full Transtion Plan. Parks and facilities will be reviewed for their compliance with the 2010 Americans with Disabilities Act Accessibility Guidelines (ADAAG), and the revised Illinois Accessibility Code (IAC) that includes Outdoor Developed Areas standards. The exterior and interior facilities will be reviewed as it relates to their program accessibility compliance (See Title II 35.150(b)). In addition, all elements will be evaluated using Equivalent Facilitation standards (ADAAG 103) and Dimensional Tolerances (ADAAG 104.1.1).

**Option 2:**

Scope of Services	Hours
ACTServices provides a full review of all the parks, facilities, and their elements to identify physical barriers that limit the publics' ability to participate in programs and services.	10.0
Provide a written report of noncompliant accessibility barriers including detailed note on accessibility barrier, code references, and recommended corrective actions.	12.0
Provide a review of all policies and procedures for compliance in areas of service animals, Other Power Driven Mobility Devices, grievance procedure, registration forms, inclusion policy and accommodation statements.	2.0
If require, a meeting/conference calls to review findings and answer any questions and assist with public meeting.	2.0
<b>Total Hours for Transition Plan</b>	
	<b>26.0</b>

**Compensation**

We estimate our fee for the above basic scope of serves would not exceed \$5,980.00 (26.0 Hours X \$230 per hour).

**Additional Services**

In addition to the basic evaluation, additional enhancements and evaluation services can be offered. These services could be helpful for planning purposes and budgeting for the removal of an accessibility barrier. For any of the additional services that are to be added, please circle and initial. These services and their costs are as follows:

Additional Services	Costs
<b>Prioritization of the access barrier related to its importance for removal as noted by the Americans with Disabilities Act Accessibility Guidelines (ADAAG) preamble.</b>	<b>\$300.00</b>
<b>Imbed pictures of the noted access issue within the report.</b>	<b>\$400.00</b>
<b>An estimated cost for the removal of the accessibility barrier would be provided within the accessibility barrier report using the Means ADA Compliance Pricing Guide.</b>	<b>\$600.00</b>
<b>Development of a Data Matrix to allow for sorting of assessment data by elements such as type of element, location, accessibility barrier, etc. as a planning tool.</b>	<b>\$700.00</b>
<b>Total Additional Service</b>	
	<b>00.00</b>

We hope this proposal meets with your approval. Please let me know if you have any questions. We are looking forward to the possibility of working with the Wildwood Park District on this project. If the provision set forth in this proposal meet with your approval, please sign, and return a copy to us for our files.

Thank you for your consideration.



Respectfully Submitted,

*Mark Trieglaff*

Mark Trieglaff  
President  
Accessibility Consultation and Training Service

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Brandon Magnini, Executive Director

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Date

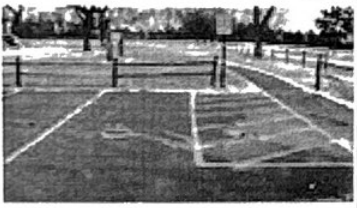

## Sample Transition Page

XYZ Park is a small to medium sized neighborhood park that provides a parking lot, benches, picnic tables, playground, basketball court and it appears to be a ballfield area. The main issues at this park are not the proper signage at the parking space, benches with no companion seating, walkway with cross slopes too steep, and picnic tables that are not of an accessible design. **Please Note:** When a UD is indicated, this is a Universal Design (UD) recommendation to enhance accessibility. The UD recommendation is not required to meet the minimum accessibility standards but it would be encouraged.

The report uses two different accessibility codes. The Americans with Disabilities Act Accessibility Guidelines (ADAAG) can be down loaded from the Access Board website. The website is [www.access-board.gov](http://www.access-board.gov). In addition, the Illinois Accessibility Code (IAC) was also used in this report. This code can be down loaded from the website, [www.cbd.state.il.us/IAC](http://www.cbd.state.il.us/IAC). The estimated costs for correction of access barriers are taken from the "Means ADA Compliance Pricing Guide 2nd Edition". Each estimated costs for corrective actions have been adjusted for inflation and regional costs to better reflect the 2025 expenses in the suburban Chicagoland area.

The park district is part of a local government which requires compliance with Title II of the Americans with Disabilities Act (ADA). Changes to the park district would allow for equal opportunity to participate in programs and activities, effective communication, and program accessibility. Access of programs and activities can be achieved by removal of physical barriers, modification of policies, practices and procedures that discriminate against a person with a disability and relocation to an accessibility facility. In existing facilities, the ADA does allow the relocation of a program from an inaccessible facility to an accessible facility until all access barriers have been removed. See 28 C.F.R. §35.150(a)(1);(b)(1) for additional information.

PLEASE NOTE: Any references for Outdoor Developed Areas is presently not approved by the Department of Justice. However, it would be recommended to follow these standards as "Best Practices" at this point in time. In addition, in existing facilities, the ADA does allow the relocation of a program from an inaccessible facility to an accessible facility until all access barriers have been removed. See 28 C.F.R. §35.150(a)(1);(b)(1) for additional information. ADAAG 206.2 requires that at least one accessible route be provided within the boundary of the site. The reports provide comments on all routes that when upgrades are made in the future modifications can be made to correct the access barrier or in some cases modify to the greatest extent possible.

Photo	Barrier	ADAAG/IAC	Solution	Priority	By Whom	Projected Cost	Projected Date	Action Taken
	The accessible parking space does not provide signage with the International Symbol of Accessibility or a fine sign.	IAC 502.6	Provide a sign with the International Symbol of Accessibility and a fine sign of a between \$250 and \$350 depending on local codes.	<b>1</b>		\$ 420.00		
	The west walkway has a gap too wide at 1 1/4".	ADAAG 302.3	Fill in or replace section of sidewalk to provide a flush transition or an opening no greater than 1/2'.	<b>1</b>		\$ 225.00		

**Brandon Magnini**

**Thursday, March 12, 2026 at 11:39:48 Central Daylight Time**

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**Subject:** RE: ADA Accessibility Survey  
**Date:** Thursday, October 16, 2025 at 7:58:42 AM Central Daylight Time  
**From:** Kraig Owens  
**To:** Brandon Magnini  
**Attachments:** image004.jpg, Accessibility Assessment Audit and Transition Plan 2023.pdf

Hi Brandon,

Hope all is well with you! We contracted Mark and ACTServices, Inc. to conduct our audit and community feedback for our ADA transition Plan. I have attached our current plan (which is pack with standards and best practices). Let me know if you have any questions.

Mark Trieglaff  
ACTServices, Inc.  
(630) 303-3677

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**From:** Brandon Magnini <[bmagnini@wildwoodparkdistrict.com](mailto:bmagnini@wildwoodparkdistrict.com)>  
**Sent:** Wednesday, October 15, 2025 8:31 PM  
**To:** Kraig Owens <[KOWens@gurneeparkdistrict.com](mailto:KOWens@gurneeparkdistrict.com)>  
**Subject:** ADA Accessibility Survey

Good evening, Kraig,

I hope you are doing well and that your team had a great summer season.

The Wildwood Park District is working on the beginnings of the framework for an ADA transition plan this fall. Has the Gurnee Park District conducted a parks/facilities accessibility survey as part of your ADA planning? If so, do you know where I could access those survey questions on the GPD site or elsewhere as part of any planning documents?

Thank you in advance,  
Brandon

**Brandon Magnini**  
**Executive Director**  
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