

**Wildwood Park District**  
**Recreation/Administration Report**  
**April 18<sup>th</sup>, 2022**

1. Attended Valley Lake Committee meeting on April 13<sup>th</sup> where discussions about the treatment proposals were had. I will elaborate under the "Valley Lake Report" section of Monday's meeting. Clarified items on proposals with vendors.
2. Attended GLCC meeting on 3/23. GLCC accepted Clarke's weed and lake treatment proposal for 2022 and discussed pertinent GLCC items (see GLCC report). President Jante and Rob Flood of the GLCC signed the 2022-23 yearly agreement between the Park District and GLCC.
3. Umbdenstock Electric completed the installation of 6 20-amp circuits on the outside of the camp cottage per the Board's approval. The work was completed on March 28<sup>th</sup>. We now have 14 additional outlets in which to utilize from this improvement.
4. Continue to take in prospective preschool tours almost weekly. Preschool is still going strong with Easter crafts and celebrations taking place! Planning for graduation in May and recruiting current participants to sign up for the Fall.
5. Handling resident questions for upcoming programming with office staff after brochure went out April 4<sup>th</sup>.
6. Park District Egg Hunt & Dog Egg Hunt on Saturday, April 9<sup>th</sup> was a great success! Anticipated crowds of a couple hundred residents converged on Rule Park to partake in egg hunt fun! The "easter bunny" was available for photo opportunities and grand prizes were awarded to the kids and dogs for finding their golden eggs based on age groups. Thank you to Boy Scout Troop 671 and Warren Township High School for lending their support and volunteer efforts!
7. Spring 2022 Adult Bags League has 9 teams enrolled and had their first matches on Tuesday the 12<sup>th</sup> of April at Rule Park. Next week the group will meet at Pebble Beach Park.
8. Children's STEM program RoboThink workshop April 16<sup>th</sup> has 6 enrolled and will run!
9. Adult Yoga continues to be a strong program for the District with full enrollment again.
10. The Park District hosted the Warren Township High School tax referendum Q & A session for the community at Rule House on April 13<sup>th</sup>.
11. Have booked nine pavilion rentals for the summer season thus far (enrollment began April 1).
12. Routine administrative tasks such as sorting through bills, payroll, depositing funds, PDRMA reporting requirements and assisting Kathy with various financial tasks such as budget preparation.
13. Lion's Club will be having an Arbor Day "tree giveaway" to Wildwood and Gages Lake residents in the Rule Park parking lot on April 23<sup>rd</sup>. Marketing on our end for this great initiative.
14. Guiding Maggie on weekly marketing and event tasks for the District and website upkeep.
15. Along with Kathy, finished budget preparation and will be available in tentative form at the April meeting.
16. Continuing staff recruitment, hiring, and interviewing for all seasonal positions (PT maintenance, boat ramp monitors/etc.). Camp Counselors and Swim Staff are mainly shored up with need for 1 more spot to be filled.

**Wildwood Park District**  
**Maintenance Report**  
**April 18<sup>th</sup>, 2022**

1. Ongoing park garbage control and maintenance
2. Routine maintenance and upkeep of equipment.
3. Clean Rule bathrooms, community rooms, and office spaces as needed - re-stock paper towels and soap.
4. Park and playground inspections, corrective actions as needed.
5. Building inspections conducted monthly.
6. Removing brush and debris from parks when needed.
7. Assisted with Recreation staff with setup and takedown of Egg Hunt event.
8. Setup and takedown of room rentals as requested.
9. Conducting Spring cleanup of parks including: cutting in and edging landscaping/flower beds at Rule and other parks and turning over soil. Cleaning up leftover leaves and debris in landscaping beds and trimmed back knockout rose bushes and plants.
10. Tulips are starting to appear at Sunset sign bed, Rule entrance planter, and around Rule House from Garden Club planting last Fall.
11. Garden Club (based on Garden Club presentation plan) planted pansys in Camp Cottage concrete containers and front deck planters!
12. Garden Club had their "seed starting" event at Rule House on 3/29. It was a great community event with refreshments and stories about gardening tips and tricks! The Garden Club also reviewed some of the smaller projects they were looking to work off on in 2022 (based off presentation that was given to and approved by the Board).
13. Cub Scouts with Pack 671 will be helping with Butterfly Garden cleanup and planting on May 15<sup>th</sup>.
14. Reached out to Lake County Forest Preserves to gather information on dealing with buckthorn and invasive plants at Rule Park and Willow Point Park and to seek assistance.
15. Lighthouse Dock and Lift will be installing the temporary Sunset Park piers within the next couple of weeks when weather conditions permit.
16. Alarm panels and radio signals were updated and fixed at Maintenance Shop and Garage.
17. Quoting out tire replacements and alignment fix for Ford Pickup Truck (see New Business).
18. Quoting out Willow Point Park asphalt path section (connecting to concrete pad of the pavilion) for repair as small area has cracked and risen (see New Business).
19. As noted in the Park Safety report, portable park toilets were delivered on April 15<sup>th</sup> for the season from Service Sanitation (new provider).
20. Power washing buoys for season and prepping newly purchased buoys for installation.
21. Will be repositioning the park cable posts at the Pebble Beach trailer parking spots for greater parking space before boating season begins.

**Wildwood Park District**  
**Marketing Report**  
**April 18<sup>th</sup>, 2022**

1. Maintaining desktop and mobile pages of website.
2. Have updated each website page to reflect upcoming summer programming in seasonal brochure.
3. Responding to patron questions and comments on social media and online.
4. Working with Harvestfest Committee on Harvestfest tasks and strategy.
5. Assisted with event preparation, execution, and photo documentation of Egg Hunt event on 4/9. Prepared signage, assisted with event logistics, and worked with affiliate organizations for their representation at event.
6. Continue to book food trucks for all Summer Concert Series events and standalone dates.
7. Added to the website the following pages: Volunteer, District Affiliates, Summer Concert Series, and more! Please review at your leisure!
8. The following pages will still be added to site: History of the District.
9. On to-do list to adjust Park locations page to have all links direct to Google Maps.
10. Adjusted top toolbar on home page of site to separate "Events" from under the umbrella drop-down menu of "Programs" to make its own tab for easier user access.
11. Updating online District events calendar as needed.
12. Sent out April E-Newsletter on March 30<sup>th</sup>. Items included Recreation, Maintenance, and Marketing highlights as well as upcoming events, links to the brochure/job postings/latest news/and a downloadable version of staff reports in pdf form.
13. Summer 2022 brochure went to residents' homes on 4/4.
14. Have converted several PDF forms to fillable versions for employment application, program registration form, volunteer application, and more. Goal is to have all forms on site PDF fillable.
15. Updated Boulder Park signboard to "Park Appreciation Day" Event Information and "Summer program registration dates".
16. Pushing upcoming programs and new website announcements on Facebook and Instagram
17. Posting and recruiting for Boat Ramp Monitors, Maintenance staff, Park Safety staff, and more on Facebook, the website, and other sources.
18. Post upcoming events and programs on Instagram and NextDoor.
19. Discovered the District's MailChimp e-newsletter service still has about 2,000 available emails to add to the system (when originally thought about 400 maximum). Will create a landing page on the District website to take new emails that are entered in and automatically populate into MailChimp's database automatically.
20. Working on gathering specifications for District staff apparel order.

## **Wildwood Park District**

### **Park Safety Report**

**April 18<sup>th</sup>, 2022**

1. Hired Part-Time Seasonal Park Safety Coordinator Greg Flynn. Greg comes with over 30 years' experience in public and private security. Greg will oversee all Park Safety and Boat Ramp Monitor Staff and supervise, and schedule said staff. I have been spending time with Greg with staff orientation and full training for his expected duties along with a detailed parks tour.
2. Finalizing training materials for Park Safety and Boat Ramp Monitor Staff.
3. Building schedule for Boat Ramp Monitors and Park Safety Staff with Greg and aggressively pursuing leads and interviews for candidates both old and new. Anticipating Park Safety staff to begin the week of May 16<sup>th</sup> after training on either the 13<sup>th</sup> or 14<sup>th</sup> of May. Boat Ramp Monitors work their shifts from Memorial Day weekend-Labor Day weekend.
4. Attended Park Safety Focus group facilitated Laura Rudow of Rudow Consulting on Monday, April 11<sup>th</sup>. We had a good crowd with about 20 attendees from our selected mailing list. Assisted Laura answering resident questions about Park Safety and Sunset Beach. I will have more detailed notes to provide to the Board when all is compiled.
5. Boat Key sales are going well, albeit a bit slow. Sales typically take off the last week of April into early May. Front Office staff have done a nice job reiterating the core lake safety rules and guidelines and handing out IDNR Boat Rules pamphlet to each key applicant.
6. Dealing with early non-resident guest pass sales and removing non-residents from Valley Lake parking spots while ensuring they purchase guest pass.
7. Revamping Park Safety and Boat Ramp Monitor Staff manual with Greg to fix inconsistencies and update language to better serve the needs of the residents and give the staff clearer direction on their duties.
8. Porta-toilets were delivered for the season (April 15-November 1). I made sure to guide our new provider Service Sanitation to the proper locations and placements of the units at Willow Point, Rule, Sunset, Valley Lake South, and Pebble. I expect quicker response times to any issues and stronger service this season. It will be a priority of the Park Safety team to monitor the status of the toilets with pavilion rentals on weekends and as needed to report back.

2060 E BELVIDERE RD.  
GRAYSLAKE, IL 60030-2293

847/543-0300  
CUSTOMER: WILDWOOD PARK DISTRICT  
PARK TREASURER  
2 33325 N SEARS BLVD  
GRAYSLAKE IL 60030  
BUSINESS: 847/223-7275 0  
PRIMARY: 847/000-0000 0  
SALESMAN: LES

VEHICLE: 2016 FORD F250 SUPER DUTY  
LICENSE: M205944 IL  
VIN: 1FTBF2B67GEA52758  
DUE: 05/10/22

WRK ORD DATE: 04/14/22

PRODUCT	DESCRIPTION	QUANTITY	PRICE	EXTENSION
PC1223	VEHICLE INFORMATION/ OBSERVATION	1		0.00
**TPMS	ABS CHECK ENGINE MAINT		Air Bag Other	
**MILEAGE	Any Damage? Window Mirror Body			
**Torque	Ft Lbs Air Pressure Front psi Rear psi			
**Alloy Wheels	Steel Wheels TECH#			
BRAKES***	LF= / RF= / RR= / LR= /		Drums	**
Tires***	LF= /32 RF= /32 RR= /32 LR= /32			
28030711	LT245/75R17E WILDPEAK A/T AT3W	4	263.99	1055.96
PC1033-17	ROAD FORCE BAL W/MATCH MOUNT 17"	4	17.00	68.00
Road Force Balance gives the best ride by matching the tire to the wheel and checking the assembly for irregularities which cause ride disturbance. Then the proper amount of weight is applied.				
2	VALVE STEM OR TPMS RESET	4	3.50	14.00
**Includes non TPMS valve stem if needed or a reset on TPM system.				
**Vehicles with TPMS may require a service kit to complete installation.				
3	ILL STATE TIRE USER FEE TAX	4	2.50	10.00
4	PASSENGER TIRE DISPOSAL FEE	4	2.75	11.00
TITAN	ROAD HAZARD PROTECTION	0	31.68	0.00
Registration: Serial	Quantity	1		
Registration: Serial	Quantity	1		
Registration: Serial	Quantity	1		
Registration: Serial	Quantity	1		
LEAVE	PRODUCT DISCLAIMER	4		0.00
PC2005	ALIGNMENT TRUCK / VAN	0	95.00	0.00
PRE-ALIGNMENT INSPECTION REQUIRED FOR ALL VEHICLES, IF LOOSE / WORN PARTS ARE FOUND AND ALIGNMENT CAN'T BE DONE THERE WILL BE A \$25 INSPECTION FEE				
*****				
*****CUSTOMER APPROVAL				
MON911266	F REFLEX SHOCK	2	112.03	224.06
MON911267	SHOCK ABSORBER	2	108.03	216.06
16	REMOVE & INSTALL OR REMOVE & RE	0	102.00	81.60
16	REMOVE & INSTALL OR REMOVE & RE	0	102.00	91.80
THIS IS A QUOTE ONLY*****				
99SALETAX	SALES TAX		105.71	105.71

MERCHANDISE: 1878.19  
WORK ORDER TOTAL: 1878.19  
\*\*\*\*\*THIS IS NOT AN INVOICE\*\*\*\*\*  
\*\*\*\*\*DO NOT PAY FROM THIS FORM\*\*\*\*\*

Customer Signature : \_\_\_\_\_

Printed Name: \_\_\_\_\_

# GAGES LAKE AUTO & LT. TRUCK REPAIR

Sub Estimate

18409 W. GAGES LAKE RD

GAGES LAKE, IL. 60030

Phone: 847-548-2277 Fax: 847-548-4215

Trusted Automotive Service from our Family to Yours

## Estimate for Services

Estimate Date : 4/7/2022

**WILDWOOD PARK DISTRICT - WILDWOOD PARK DIST**

2016 Ford - F-250 Super Duty XL - 6.2L,V8 (379C1) VIN(6)

33325 N. SEARS Blvd  
Wildwood, IL 60030-2158

Lic #: M205944 - IL

Odom. In: 0

CELL 2: 847-775-9104 Nick Home: 847-223-7275

VIN #: 1FTBF2B67 GEA52758

Part Description / Number	Qty	Sale	Ext	Labor Description	Extended
Tire Valve Stem	4.00	2.49	9.96	MOUNT AND BALANCE FOUR NEW TIRES	110.30
STEM				##AS A BENEFIT FROM THE FOUR TIRE	0.00
Terrain Contact H/T	4.00	222.83	891.32	PURCHASE, WE WILL COMPLIMENTARY ROTATE	
15571620000				FOR THE LIFE OF THE TIRE.##	
Tire Installation Shop Supply	4.00	4.95	19.80	**NOTE--TIRES SHOULD BE ROTATED EVERY 6,000 TO 8,000	
tire				MILES. PREMATURE WEAR WILL RESULT IF NOT	
Shock - Reflex - Front	2.00	124.27	248.54	FOUR WHEEL ALIGNMENT	103.12
911266				ADJUST ALL ALIGNMENT ANGLES TO MANUFACTURERS	
Shock - Reflex - Rear	2.00	126.65	253.30	SPECIFICATIONS. INCLUDES THOROUGH ROAD TESTING TO	
911267				VERIFY CENTERED STEERING WHEEL & PROPER HANDLING	
SHOP SUPPLIES/ DISPOSAL			47.68	SHOCK &/OR STRUT ASSEMBLY - Remove & Install	132.36
				or Remove & Replace - Both - [DOES NOT include	
				disassemble or alignment.]	
				SHOCK &/OR STRUT ASSEMBLY - Remove & Install	148.91
				or Remove & Replace - Both - [DOES NOT include	
				disassemble or alignment.]	
					10.00
				ILL STATE USER FEE	
				<b>[ Recommendations ]</b>	
				Your vehicle is due for a wheel alignment in the near future.	
				Perform Oil & Filter Service on 7/6/2022 or 27100 Miles.	

Parts/Supplies: 1,470.60

Labor: 494.69

Sublet: 10.00

Total: \$ 1,975.29

I have authorized the above repair work to be done along with the necessary material and hereby granted you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. I am aware that a minimum diagnostic charge of \$48.44 is charged for all computer diagnostics. NOT RESPONSIBLE FOR LOSS OR DAMAGE TO CARS OR ARTICLES LEFT IN CARS IN CASE OF FIRE, THEFT OR ANY OTHER CAUSE.





777 Elm Ave, Round Lake Park IL 60073  
 Phone Number: 224-308-2217 Email: [Davesealcoats@gmail.com](mailto:Davesealcoats@gmail.com)

### Proposal / Contract

Customer's Name: Brandon Magnini	Phone: 847 223 7275
Address: 33325 N Sears Boulevard	City: Wildwood
Email: <a href="mailto:bmagnini@wildwoodparkdistrict.com">bmagnini@wildwoodparkdistrict.com</a>	Date: 04 14 2022

#### Proposal and specifications to:

Sealcoating	Cracks	Patch
1. Complete clearing of dirt and debris	1. Complete clearing of dirt and debris	1. Remove Surface and haul away
2. Trim edges and/or any grass	2. Apply rubber crack fill/ crack must be over than 1/4" or larger	2. Dig out as necessary for a 6" in gravel base
3. Prime oil spots if needed		3. Shoot grades for proper water drainage
4. Sealcoat asphalt using brush for an esthetic look.		4. Add CA6 gravel to accomplish a 6" in base after compacting it
<b>GemSeal Black Diamond</b>	<b>(cold Tar)</b>	5. Lay down 3" depth of hot bituminous mix
		6. Edges will be hand tamped at a 45 angle if necessary
<b>Total Square feet:</b>	<b>Notes:</b>	<b>Total Square feet: 50</b>
<b>Notes:</b>		<b>Notes: 10 x 5</b>
<b>VOID</b>	<b>VOID</b>	<b>PATCH \$650</b>

**Total \$650** \_\_\_\_\_

(50% of total cost is due before job can be started)

**Acceptance of proposal:**

The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.	
Signature <u>X</u> _____	Date: _____



Nabar Sealcoating & Paving LLC  
 33795 N 2nd St  
 Grayslake, IL 60030 US  
 847-223-6296  
 nabarsealcoating@gmail.com  
 www.nabarsealcoating.com

## Estimate 2116



**ADDRESS**

Wildwood Park District  
 33325 N. Sears Boulevard,  
 Wildwood, IL 60030

**DATE**  
 04/08/2022

**TOTAL**  
 \$1,600.00

**EXPIRATION DATE**  
 06/08/2022

**TOTAL SQUARE FOOTAGE**

App.55

**CUSTOMER PHONE NUMBER**

847 223 7275

DATE	ACTIVITY	DESCRIPTION	OCCURRENCE(S)	AMOUNT
	Asphalt:Saw Cut	Saw cut asphalt hey Google, about 10 ft away from the pavilion	1	0.00
	Asphalt:Removal	Remove 1 layer(s) of old asphalt.	1	0.00
	Asphalt:Removal	Remove gravel and dirt to lower.	1	0.00
	Gravel	Install and compact gravel base.	1	0.00
	Asphalt:Pave	Pave with approx. 3' of M50 Asphalt roll and compact to a smooth surface, Tamp all exposed edges to a 45-degree angle.	1	0.00
	<b>Job Total</b>		<b>1</b>	<b>1,600.00</b>

( Concrete pavilion has sunk) I suggest to lower the asphalt to match. Payment due upon completion.

**TOTAL**

**\$1,600.00**

Thank you!

THANK YOU.

Accepted By

Accepted Date



**PREMIER PAVING OF NORTHERN ILLINOIS INC.**

70 S. US RTE 45. SUITE 200  
GRAYSLAKE, IL 60030  
OFFICE: 847.542.0055  
FAX: 224.757.5280

**PROPOSAL/CONTRACT**

**TO: WILDWOOD PARK DISTRICT**  
**33666 N COVE ROAD**  
**GRAYSLAKE, IL 60030**

**No. 220542**  
**ESTIMATE ISSUE DATE: 4/15/2022**  
**ESTIMATE VALID UNTIL: 5/2/2022**

**ATTN: BRANDON MAGNINI**

**PROJECT: 33666 N COVE ROAD**  
**GRAYSLAKE, IL 60030**

**PHONE: 847.223.7275**

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

**ESTIMATOR: GRANT**

**PROJECT COORDINATOR: NICOLE**

**COORDINATOR DIRECT LINE: 847.542.0055 EXT 2**

**EMAIL: [NICOLE@PREMIERPAVING.NET](mailto:NICOLE@PREMIERPAVING.NET)**

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

**ASPHALT PAVEMENT PATCHING/REPAIR**

**1. REMOVAL**

**APPROXIMATE SQUARE FEET: 56**

- Saw-cut perimeter of proposed patch.
- Trucking and dump fees included.

**2. AREA PREP**

- Compact sub-base with dual drum vibratory roller.
- Install up to ( 1 ) tons of gravel base CA-6 crush concrete.  
Any additional gravel needed may be charge at \$37.00 per ton installed.
- Compact with dual drum vibratory roller.

**3. ASPHALT INSTALLATION STANDARD DUTY**

- Machine laid with an average depth of ( 3.00 ) inches of bituminous asphalt surface course.
- Roll, compact and tamp exposed edges to 45-degree angle as needed.



**ASPHALT REPAIR PRICE: \$ 1,500.00**

**PAYMENT TERMS:**

**DUE UPON DAY OF COMPLETION**

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in substantial workmanlike manner for the sum of

**ONE THOUSAND FIVE HUNDRED dollars (\$ 1,500.00).** Any alteration or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge and above the estimate.

## **TERMS & CONDITIONS**

1. Premier Paving of Northern Illinois Inc, hereafter referred to as "Contractor." Homeowner, property representative, or person signing agreement hereafter referred to as "Customer."
2. It is the responsibility of the Customer to be aware of the terms and conditions stated herein.
3. Contractor has Liability, Automobile, and Workmen's Compensation Insurance and will provide certificates of insurance coverage to Owner upon request.
4. Due to the price volatility regarding the materials quoted, the price quoted in this proposal is valid only for contracts executed within 15 days from the date of final proposal. In addition, the agreement is subject to an escalation clause if material prices or labor wages increase at any time from quote issuance, until the job is performed. This escalation clause obligates the owner/owner's agent/contractor to pay for any material/labor wage cost increase including taxes.
5. Owner shall obtain all appropriate permits to allow Contractor to perform the work under the contract. Contractor may obtain a permit for Client at a fee of \$ 185.00 for residential projects and \$ 250.00 - \$ 500.00 for commercial projects. Which does not include any fees or bonds by The City, Village, and/or County. This service excludes permits in Cook County, City of Chicago or permits where engineering drawings are required.
6. Any credit/debit cards are subject to a 3% processing fee added to any payment.
7. The proposed price is contingent upon the work area being free of any obstructions such as vehicles, dumpsters, etc. at the schedule project start date and time. Contractor reserves the right to adjust the agreed upon project price if the job's conditions prevent Contractor's work crews from starting on time and proceeding without interruption.
8. Customer consents Contractor using images and videos of jobsite as described in proposal or any work order, for the use of promotional, marketing and training materials. Contractor shall have right to use the name, logos, trademarks, trade names, service marks or other marks.
9. Contractor is not responsible for inability to perform, or delays caused by Acts of God, strikes, war, riots, weather conditions, shortages, public authorities, or other cause and casualties beyond its control and delays due to owner's conduct.
10. Contractor is not responsible for concrete or other existing pavement inside the property, surrounding, or neighboring property for cracking, further cracking, breakage, discoloration, pitting due to construction equipment traffic or vibrators from equipment during work in progress.
11. On projects where the natural fall of the land is less than 2%, Contractor, cannot guarantee that there will be a total water drainage on pavements after repair. Contractor shall not be held liable for ponding or retention of water in surrounding areas. On projects where the scope of work includes an overlay/resurface, the pavement will follow the contour of the existing base surface and Contractor cannot guarantee and will not be liable for drainage issues in the work area or surrounding areas.
12. While constructing area for pavement, Contractor will not be responsible for any landscaping or areas disturbed because of construction. This includes landscaping that may need to be performed to allow the proper drainage of water from the surface of the new pavement.
13. The proposed price is contingent on the existing subsoil or base being adequate to support the pavement work. Occasionally upon removal of the existing asphalt surface, weak areas or soft spots in the subgrade are uncovered. There may be areas with insufficient stone base to meet village codes. It then becomes necessary to excavate and haul away the spoils and install new stone to meet inspection requirements. If found, this action will require additional cost. You will be notified prior to any action. Contractor shall not be held liable for failure due declining to follow proper guidelines to address such issues. Price per yard of spoils removal \$ 40.00. Price per ton of gravel base

