

**Wildwood Park District
Regular Board Meeting
33325 N. Sears Boulevard, Wildwood, IL 60030
Monday, April 17th, 2023, | 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

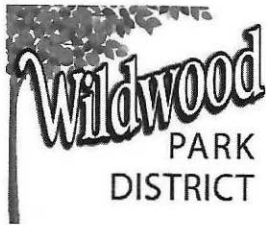
- I. Call to Order - Pledge of Allegiance**
- II. Roll Call**
- III. Approval of Agenda – Regular Board Meeting – Monday, April 17th, 2023**
- IV. Approval of Minutes**
 - A. Minutes of the Regular Board Meeting – Wednesday, March 22nd, 2023**
- V. Matters from the Public**
- VI. Financial Report**
- VII. WSRA**
- VIII. GLCC Report**
- IX. Valley Lake Report**
- X. Staff Reports**
 - A. Recreation/Administration**
 - B. Maintenance**
 - C. Marketing/Promotions**
- XI. Unfinished Business**
 - A. Valley Lake Stormwater Improvements DCEO/SMC Intergovernmental Agreement (IGA)**
 - B. Budget Reallocation**
- XII. New Business**
 - A. Rule House Offices and Lobby Flooring Replacement Proposals Review**
 - B. Approval of Amendment to Policy and Procedure Manual for Park District Manager execution of recurring yearly contracts**
- XIII. Other Business**
- XIV. Matters from the Public**
- XV. Executive Session**
 - A. Personnel 5 ILCS 120/2(c)(1)**
- XVI. Adjournment**

The Wildwood Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847.223.7275 or email info@wildwoodparkdistrict.com.

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

Key rules governing participation

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



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, Park District Manager
SUBJECT: Board Packet Attachments and Agenda Items
DATE: April 17th, 2023

Good afternoon, Commissioners,

Please find below brief explanations on the following Board attachments that correlate with the agenda items for the Monday, April 17th, 2023, Regular Board Meeting:

New Business:

A. Rule House Offices and Lobby Flooring Replacement Proposals Review

Please find attached 2 complete proposals from Empire and Floor Décor of Lake County for the full carpet replacement of the Park District Managers/Lakeview Room/Accounting Office and hall area replacement. Proposals also include the removal of tile and installation of LVT paneling in the main entrance lobby/service counter area of the building. I am awaiting the final revisions back from Carpets in the Park with a complete itemized quote that I will present to the Board at the Monday meeting. Pricing includes labor, material, and removal of old material where applicable (Empire would require the WPD to provide dumpster service onsite for the removal). Empire's total is \$6,774.40 with Sourcewell pricing. Floor Décor of Lake County's total is 3,597.65. Carpet in the Parks (as of now) is ranging between \$6,432.00 and above. My recommendation is the Board review these proposals and discuss further in detail at Monday's meeting.

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

Sincerely,

Brandon Magnini

Brandon Magnini, Park District Manager

**Wildwood Park District
Regular Board Meeting
Rule House 33325 N. Sears Boulevard Wildwood, IL 60030
March 22nd, 2023, at 7:00pm**

Minutes

- I. Call to Order:** The meeting was called to order at 7:01pm. The Pledge of Allegiance was recited.
- II. Roll Call:**
Present: Commissioners Becky Jante, Frank Bruno, Dan Corrigan, Anna Nelson. Commissioner Brueck called in via audio as he was on a business trip.
Absent: None
- Park District Staff Present:** Brandon Magnini, Park Dist. Manager; Katherine Atkins, Accountant,
- III. Approval of Consent Agenda – Regular Board Meeting – Wednesday, March 22nd, 2023**
Commissioner Jante entertained a motion to approve the Consent Agenda of the Regular Board Meeting of Wednesday, March 22nd, 2023, with the addition of Approval of Woody’s Tree Service for Rule Park Tree Work over Neighbor’s Property Line under “New Business”. So moved, Commissioner Corrigan. Seconded, Commissioner Nelson. All in favor, motion carries.
Commissioner Jante entertained a motion to approve the Consent Agenda of the Regular Board Meeting of Wednesday, March 22nd, 2023. So moved, Commissioner Nelson, Seconded, Commissioner Bruno. All in favor, motion carried.
- IV. Approval of Minutes**
A. Minutes of the Regular Board Meeting - Tuesday, February 21st, 2023
Commissioner Jante entertained a motion to approve the Minutes of the Regular Board Meeting of Tuesday, February 21st, 2023. So moved, Commissioner Bruno. Seconded, Commissioner Corrigan. All in favor, motion carries.
- V. Matters From the Public**
-No Public Comment
- VI. Financial Report**
The Financial Report was read. Discussion. Commissioner Jante entertained a motion to accept the Financial Report. So moved, Commissioner Nelson. Seconded, Commissioner Corrigan. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Jante, aye, Commissioner Corrigan, aye, Commissioner Nelson, aye. All in favor, motion carries.
- VII. WSRA**
Commissioner Nelson stated the latest WSRA Board Meeting was on March 13th. Discussion. Commissioner Nelson stated that Suzanne Simpson stepped down from her position effective May 15th. A farewell letter was sent through the Township newsletter. Discussion. Anna discussed the various successes of the WSRA athletic programs in Special Olympics events. Anna discussed the Shining Star Fundraiser again with the Board. Discussion. WSRA Board Meeting will next take place May 8th at 3:30pm. WSRA Board decided to change the WSRA Board Meeting time to 3:30pm for future meetings as to not clash with Warren Township Board Meetings.

VIII. GLCC

-Park District Manager Magnini and President Jante attended the GLCC Meeting in March. Attached to the Board Packets were the GLCC treasurer's report, agenda, packet about the Illinois Lake Management Association Conference in Lake County this year, and updated information about Solitude Lake Management which is Clarke Environmental's new parent company. GLCC approved Clarke's 2023 proposal for Gages Lake aquatic plant treatment. Discussion. GLCC is considering a late-summer treatment "touchup". The Carp Derby will be June 10th. Other topics included Harvestfest, Adopt a Highway on 4/19, and fish stocking recap from Fall of '22. A total of 500 Walleye, 289 Smallmouth Bass, and 100 Northern Pike were stocked in November. Discussion was had about language in the treatment agreement between the Park District and the GLCC. Discussion to be had between Clarke and the GLCC. Discussion was had regarding the Illinois Lake Management Association Newsletter that sends members pertinent information about lake management tools every year for a one-time a year fee of \$50.00 for the Park District to subscribe to. Discussion. The Board was in approval of the \$50 fee.

IX. Valley Lake Report

-No additional information to report.

X. Staff Reports

A. Recreation/Administration

The Recreation/Administration Report was read. Discussion.

B. Maintenance

The Maintenance Report was read. Discussion.

C. Marketing/Promotions

The Marketing/Promotions Report was read. Discussion.

XI. Unfinished Business

A. Oak Tree Wilt Discussion

Park District Manager Magnini shared his findings with the Board. He had contacted several heads of parks and forestry departments around the Lake County and northern Illinois area and the consensus was that Oak Wilt was a non-issue. Wet springs and poor drainage/mulching may however lead to issues with Oak Trees such as root rot unless our Maintenance Team keeps up with maintaining drainage and mulching on a consistent basis. Discussion. After hearing from two arborists in the previous months and further feedback from trusted local sources, the Board decided to remove this item from the Agenda going forward unless the need arises again.

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

Park District Manager Magnini shared with the Board a brief update on the projects. Per Lake County Stormwater Management, they will go out to bid in April, Notice of Award in May/June of 2023, and construction to begin June/July 2023. The expenditure deadline from the DCEO is September 30th, 2023, per the agreement between DCEO/Stormwater Management. As the project timeline is behind, Stormwater Management is requesting a 6-month extension for the project (and expenditures) to finish the project no later than April 20, 2024, to still be eligible for grant fund reimbursement for the project. The Park District portion of the project is still projected for late August to minimize impact to recreational programs and recreational use of Valley Lake during peak Summer season.

The Park District is still waiting on the final draft of the engineering plans to be finalized as well as the final draft of the intergovernmental agreement (IGA) to sign with Lake County DOT. Discussion.

C. Capital Improvements Budget Discussion

Discussion. Discussion was had on creating a web page on the Park District website to showcase park projects and upcoming capital projects and long-term plans. Discussion.

XII. New Business

A. Approval of Lighthouse Dock and Lift Spring Sunset Pier Service

Commissioner Jante entertained a motion to approve the Lighthouse Dock and Lift Spring Sunset Pier Service as presented \$2,750.00. So moved, Commissioner Corrigan. Seconded, Commissioner Nelson. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Nelson, aye, Commissioner Jante aye. All in favor, motion carries.

B. Approval of Signarama Quote for Parks Informational Signage Project

Commissioner Jante entertained a motion to approve the Signarama Quote for Parks Informational Signage Redesign Proposal as presented for \$3,339.05. So moved, Commissioner Nelson. Seconded, Commissioner Corrigan. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Nelson, aye, Commissioner Jante aye. All in favor, motion carries.

C. Approval of 2023 Garden Club Projects and Budget

Commissioner Corrigan moved to approve the 2023 Garden Club Projects and Budget as presented not to exceed \$1,800.00. Seconded, Commissioner Bruno. Discussion. Commissioner Nelson asked about the estimated costs for \$175.00 for the Wildwood welcome sign bed on Route 120 that the Park District does not own. Park District Manager Magnini informed Commissioner Nelson that the Park District would not be approved that section of the proposed Garden Club budget (\$175) as the Lions Club and Garden Club can fund/coordinate that particular project on their own without the Park District's involvement. Discussion. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Nelson, aye, Commissioner Jante aye. All in favor, motion carries.

D. Approval of 2023 AquaGuard Lifeguard Service Proposal

Commissioner Jante entertained a motion to approve the AquaGuard 2023 Lifeguard Services Proposal for Summer Camps and Swim Lessons as presented for \$7,638.00. So moved, Commissioner Bruno. Seconded, Commissioner Nelson. Discussion. Commissioner Brueck asked if this contract price was typical on a year-to-year basis. Park District Manager Magnini explained the rising costs of employing lifeguards from a third-party company perspective with minimum wage as well as the risk/liability and overhead the lifeguard company takes on employing the guards and supervising the guards themselves. Discussion. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Nelson, aye, Commissioner Jante aye. All in favor, motion carries.

E. Valley Lake 2023 Treatment Company Proposals Review

The Valley Lake Proposals from McCloud Aquatics, Wisconsin Lake and Pond Resource LLC, and Clarke/Solitude Lake Management. Discussion. Commissioner Corrigan asked Park District Manager Magnini about the preventative swimmer's itch treatment from Clarke that took place in Summer 2022. Discussion. Park District Manager Magnini stated that he will ensure that Clarke can target before the 4th of July/end of June for the first preventative swimmers itch treatment of the season in 2023. The McCloud proposal was reviewed and was similar to the Clarke proposal with 8 scheduled visits and up to 2 preventative swimmers itch treatment at near the same price point at \$8,970.00. The Clarke proposal contained the same information and

proposal points for a total of \$9,040.00. The third proposal from Wisconsin Lake and Pond was reviewed and discussed (coming in at a total of between \$13,000.00-\$15,250.00). Discussion. Commissioner Brueck again stated his trust for Clarke based on their service history with the Park District and working with the GLCC. Commissioner Corrigan asked Park District Manager Magnini about whether McCloud or Wisconsin Lake and Pond had online portals. It was stated both of those companies would send out emailed detailed reports before leaving the site. Commissioner Corrigan stated his approval of Clarke's testing, online portal, and state of the lake the last two years. Commissioner Nelson stated she would like to remain with Clarke at least until the Valley Lake Stormwater Projects are completed and then would prefer to entertain newer treatment companies. Discussion. Commissioner Corrigan stated that he would have no problem going with Clarke in 2023 as long as strong communication can be maintained with timeliness of treatments. Commissioner Jante entertained a motion to approve the Clarke Environmental/Solitude Lake Management Proposal as presented for \$9,040.00 for the treatment of Valley Lake in 2023. So moved, Commissioner Brueck. Seconded, Commissioner Corrigan. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Nelson, aye, Commissioner Jante aye. All in favor, motion carries.

F. Woody's Tree Service Tree Work Approval for Tree Near Neighbor's Property Rule Park

Commissioner Jante entertained a motion to approve the Woody's Tree Service Tree Work Quote Approval for Tree with large deadwood branches overhanging neighbor's property at Rule Park as presented for no more than \$1,900.00. So moved, Commissioner Nelson. Seconded, Commissioner Bruno. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Nelson, aye, Commissioner Jante aye. All in favor, motion carries.

G. Budget Reallocation

Kathy Atkins asked for this item to be placed on the agenda as an ongoing agenda item until the FY22-23 ended April 30th. Discussion. Item will be kept on the agenda for the April meeting.

H. FY 2023-2024 Preliminary Budget Review

Discussion. The Board gave tentative approval for the Budget as presented to be posted to the public for inspection and review. Kathy Atkins and Park District Manager Magnini will post the Budget and Appropriation Ordinance Document for public viewing on the District's website and outdoor display board at Rule Park for at least 30 days in addition to publishing in the Daily Herald said notice and notice of public hearing for the tentative Budget and Appropriation Ordinance which will be voted on at the May 15th, 2023, Budget and Appropriation Hearing at Rule House at 7:00pm.

XIII. Other Business

The Board discussed which day-to-day yearly recurring contracts that the Park District Manager signed which needed to be brought to the Board for an official vote that had been normally handled by the Park District Manager day-to-day within his spending limit. Discussion. The Board asked the Park District Manager to continue to execute the contracts as normal and if they go over the spending limits that the Park District Manager is beholden to that those contracts should be presented to the Board if said contracts increase more than +/- 5% from year to year as an amendment to the Board Policy and Procedure Manual. Discussion.

XIV. Matters from the Public

- No further matters from the Public.

XV. Executive Session

-The Board did not move into Executive Session.

XVI. Adjournment

Commissioner Corrigan moved to adjourn the Regular Board Meeting of Wednesday, March 22nd, 2023, at 8:40pm. Commissioner Brueck seconded the motion. All in favor, motion carried. Meeting adjourned.

Secretary
Board of Park Commissioners

President
Board of Park Commissioners

Date

Date

Wildwood Park District
Recreation/Administration Report
April 17th, 2023

1. Schoolhouse Adventures Preschool continues to do well. We have had 4 children in total sign up for the Fall 2023 classes, and more interest seems to be headed our way already. Preschool teachers will be involved in the Woodland school's open house in May, and the WPD will have another open house event at end of April.
2. Summer 2023 Brochure went out to the public on April 11th. Digital brochure went online a few days prior.
3. We had a successful Egg/Dog Egg Hunt April 1st at Rule Park! Despite the weather, we had a nice turnout of both families and dogs. Thank you again to Kathy Atkins through Atkins Accounting for her generous gift basket donations for the golden egg prize winners! Pictures of the event are now on the WPD Facebook.
4. Routine administrative tasks such as sorting through bills, payroll, depositing funds, PDRMA reporting requirements, and assisting Kathy with various financial tasks.
5. Picked up new parks signs at Signarama on 4/12. Working with Mike and staff notes to place the signs as soon as possible.
6. Website management and board duties. Updated current news section of site as well as the Forms and Financials Page of website to include links and information for the public viewing of the Tentative FY 23-24 Budget and Appropriations Ordinance. Ordinance is also posted outside at the Rule House bulletin board and hardcopy available in office for viewing. The Daily Herald mailed us the proof of publication of the Notice of Public Inspection and Hearing for the May Budget and Appropriations Hearing on May 15th.
7. Continuing to develop a safety training plan/curriculum for staff.
8. Ran the Go Wildwood Walking Club event on 4/6 at Willow Point Park. Two residents showed up and I walked around the park several times with them discussing the parks and getting to know the community better. Both participants walked away with a free Go Wildwood T-Shirt and some other promotional items.
9. Upcoming April Programs include RoboThink Class hosted at the Grandwood Park Park District on 4/29, Kids Movie Night on 4/21, Go Wildwood Walking Club on 4/20, Flower Pot Decorating Class on 4/28 (5 registrants thus far). Park Appreciation Day on 4/29.
10. Meeting as Harvestfest Committee again on 4/19. Warren Township Highway Department Truck will be returning, as well as Kiki's Cotton Candy Food Truck. Craft/Jewelry/Baked Goods vendors from last year were sent the updated 2023 invitation proposal on 4/13.
11. Signed Valley Lake 2023 Treatment Company Proposal with Clarke Environmental/Solitude per Board Approval.
12. Finalized Rule House carpet and LVT replacement quotes for Board Review.
13. Assisted Maggie with execution of mailing and production of 2023 Summer Program Brochure.
14. Assisting Front Office with tasks such as Boat Key sales, Pavilion Rentals, Parking Stickers, etc.
15. Park Appreciation Day to take place on April 29th at Rule Park. Maintenance Team along with volunteers will clear out good chunk of brush line along shoreline of Gages Lake on north end of Rule Park. Refreshments to come afterwards.
16. Met with President Jante to discuss shoreline stabilization at Pebble Beach Park on 4/12.
17. Assistance with ComEd LED project as needed.
18. Will be kicking off Park Safety season with Jarod Hawksworth as Park Safety Coordinator on 4/14. Will be delegating to Jarod supervisory role and will coordinate staff and needed paperwork/training for Park Safety/Boat Ramp staff through the end of April and kicking off official shifts in early May.
19. Coordinated WTHS canoe/kayak class drop-offs at Pebble Beach Park for several May dates.

Wildwood Park District
Recreation/Administration Report

April 17th, 2023

20. Coordinated Camp Staff training dates in May as well as WSRA to come out to camp training to present.
21. Coordinated All-Staff CPR training for Mid-May.
22. Securing camp counselors, swim instructors, and program instructors for Summer programs.
23. Signed AquaGuard lifeguard contract per Board approval.
24. Coordinating Lighthouse Dock and Lift Sunset Piers installation for last week of April.
25. Organized permits and beach phones for beaches.

Wildwood Park District
Maintenance Report
April 17th, 2023

1. Ongoing park garbage control and maintenance/Mutt Mitts replacements.
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. Park picnic bench restoration continues. 3 repainted and restored picnic benches were dropped off at Valley South Park on 4/13; and 3 additional old picnic benches were brought back to the Shop to be worked on.
7. Picked up the 30+ new parks signs at Signarama on 4/12. The Team will begin putting up the signage as soon as possible.
8. Brandon reaching out to coordinate roof inspection of Rule House.
9. Brandon purchased two (2) battery operated beach 911 phones (inside hard mounted boxes) to add to Sunset Beach Park (no current beach phone system present) and at Valley South to cover for Kings Phone Service box that is not functioning 100%. Will eventually buy 2 more of the battery-operated beaches 911 phones to replace Kings Phones at Pebble and Willow Point. Brandon reached out to Kings and was told the WPD must submit a 90-day notice letter that we are cancelling the Kings beach phone service. As it stands now, the WPD is billed in 3-month increments so 90 days from now is effectively the end of Summer when the WPD would no longer be contractually obligated to make further payments for the service. This will save the District money in the long run as with the newer battery phone boxes (one-time purchase), there is no phone or service contract to pay every 3 months year after year.
10. ComEd Energy Efficiency Program lighting project is 95% complete. Week of March 27th the entirety of Rule House Community Center interior was converted to LED (includes closets, storage rooms, bathrooms, offices, and front lobby fixtures. LEAD Electric came back a week later to convert all exterior Rule House motion lights, Rule drive/parking lot streetlamps, and Cottage/Security garage interiors to LED. Meanwhile, the facilities at Twin Lakes were also completed. The interior overhead lights of the Boy Scout Garage, Maintenance Garage, and Maintenance Shop were converted to LED. Exterior security timed/motion lights were reinstalled with wal-paks over the Scout Garage and entry door, Maintenance Garage door (and rear of building), and over the Maintenance Shop front garage (all LED's). A few minor bulbs will need to be replaced for the remaining 5% of the job that remains.
11. Woody's tree service partially removed large dead tree sections overhanging the neighbor's property at Rule Park (approved by Board in March). Woody's left quite a few 18" logs that have been thus far distributed to a neighbor and will be used for the WPD for special events/Rule office firewood, and Garden Club projects.
12. Conducting interviews for Seasonal Maintenance staff. Have made one offer thus far which has been accepted. Will continue to recruit. Goal is to have 5 maintenance staff on-hand during peak season.

Wildwood Park District

Maintenance Report

April 17th, 2023

13. Prepared to install on-deck pier benches at Pebble Boat Ramp pier. Benches have been assembled and ready to go.
14. Received back 2023 Grasshopper on 4/12 after resending back to Highway C for minor tweaks and repairs. All is satisfactory at this point.
15. Following up with John Deere to check status of 2023 Gator Delivery.
16. Installed and bolted down window well cover near play surface of Rule Park tot playground (CPSI inspection recommendation from 2022).
17. Ordered Rototiller for Park District (for \$770). District had broken unit that had been in District property for years and beyond its useful life.
18. Purchased new hip waders (old ones were completely torn over the years), chainsaw pants/chaps for safety and rain gear for the team so they can work more efficiently outside in the rain and elements.
19. Minor tree trimming of downed branches and limbs where accessible.
20. New tree expected this Spring at Boulder Park from resident donation from Lions Club Arbor Day giveaway on 4/22.
21. Portable toilets scheduled for April 17th-November 1st. Service Sanitation will again provide the service for this season.
22. Valley Lake aerators/pumps are on for the season.
23. Will be resetting (and straightening out) split-rail fence at Old Plank park with already purchased split rails and fenceposts.
24. Picked up a small quantity of Straw Seed Blankets from the Highway Department to improve dead grass areas at Pebble Beach (from where drain tile was laid last fall) and at dead end of Woodland Terrace near walking path.
25. Priced and out planned out restoration of sitting benches (two boards) at the parks. At 15 wooden sitting benches, full replacement and/or paint restoration will cost around \$600-\$700. Project to begin and mostly take place during beginning on new FY in May. This is separate from the picnic bench restoration project.

Marketing Report April 2023

Website

- Routine Maintenance- keeping website up to date with current announcements, events, news, and programs, as well as removing old content.
- Updates
 - Added updated sliders to Home Page including new information about the Summer Brochure, hiring for seasonal maintenance, and youth programs upcoming in April.
 - Added under News and Updates section of Home Page information about FY 23-24 Budget and Appropriations Ordinance Tentative public viewing and links.
 - Finalized all programming pages with Summer 2023 programs and events.
 - Finalized events calendar page to include pictures and descriptions of each event with links to program page.
 - Created (still in draft form) brand new Capital Planning and Projects page. Brandon will show this to the Board on the projector at the April meeting. Page includes items such as past, current, and future projects by park, a fillable form for maintenance requests and issues in the parks that residents see, and a breakdown of what our maintenance team does per season/per park/per responsibility area, where they are headquartered, and what equipment they use. Will add revised PDF of capital projects list once Brandon reviews.
- Metrics (last 30 days)
 - Sessions: a session is the browsing session of a single user to our website
 - 1,301- up 61% from previous 30 days
 - Pageviews: a view of a page on our site that is being tracked by the Analytics tracking code.
 - 3,288 – up 79% from previous 30 days
 - Average Session Duration: total duration of all sessions, in seconds
 - 53 seconds – up 32% from previous 30 days
 - Total Users: the number of distinct tracked users
 - 889- up 50% from previous 30 days
 - New vs Returning Visitors
 - New- 96%, Returning- 4%
 - Device Breakdown
 - Desktop- 39%, Tablet- 2%, Mobile- 59%
 - 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. Program Brochure
 - 3. Registration
 - 4. Calendar
 - 5. Parks and Facilities
 - 6. Wildwood Park District Home
 - 7. Pavilion and Room Rentals

- 8. Board of Commissioners and Board Meetings
- 9. Employment Opportunities
- 10. Adult and Senior Programs

Social Media

- Routine Maintenance- checking social media pages daily for comments, messages, etc. and responding accordingly.
- Posts- posting multiple times a week to drive program registration, event attendance, engagement, follows, and to remain visible in people's newsfeeds.
- Updates
 - Posted recap photos of Egg Hunt.
 - Reminders of 4/21 Kids Movie Night, Flower Decorating Class 4/28, Park Appreciation 4/29, Go Wildwood Event 4/6 and 4/20.
 - Promoted picture of Great Horned Owl from a resident's picture in one of our Parks
 - Promoted all brand-new events and programs to encourage registration.
- Analytics
 - Facebook
 - Total page followers: 1,632- up 9 followers in last 28 days
 - Post Reach- The number of people who saw any of our posts at least once.
 - 3,500 down 12.5% last 90 days prior
 - Post Engagement- reactions, comments & shares
 - 551 down 48.7% last 90 days prior
 - Audience: 25% men, 75% women
 - Instagram
 - Accounts Reached: 96- down 16% in last 30 days.
 - Accounts engaged: 13- down 13% in last 30 days.
 - Total followers: 201- up 1% in last 30 days

Summer 2023 Programs and Events

- Registration dates for Summer 2023 Programs and Events will be April 17th for residents and April 24th for non-residents.
- Summer 2023 Brochure was delivered in the mail to Residents hands on April 11th.
- Digital version of brochure with interactive links was posted to the website on before April 11th.
- Working on Harvestfest planning with Brandon and Committee. Taking on booking the petting zoo/pony rides as well as other tasks. Delegating tasks to Committee Members.
- Hard copy of new brochure was dropped off to Edward Jones (brochure sponsor on Rt. 45), the Lions Club little free libraries around the parks, Warren Newport Library, and various dentist/pediatrician offices around the area (thank you Kathy and Tamara for doing this!)

Park Signage Re-Design Project

- Finished the signage project with Brandon and the Maintenance Team. Team picked up completed signs on 4/12. Installation to begin shortly.

Budget

- Working on getting quotes for a few new promo items for 2023. Will continue to use supply of leftover branded wristbands, frisbees, and drawstring bags from last year. Will look to order supply of frisbees this year along with a new item or two within budget parameters.

E-Newsletter

- Sent out April E-Newsletter on 3/27. Programs and events pushed in the newsletter include April programs, Park Appreciation Day, news about boat keys/pavilions going on sale, reminders about the new brochure and registration, Monthly Staff Reports and link for Sponsorship packet.
- Will be taking a new headshot of Brandon to put on the website and also to add to a “letter to the community” to be placed in the May e-newsletter as an unofficial kickoff to the Summer season.

FLOOR DECOR OF LAKE COUNTY
843 E BELVIDERE RD
GRAYSLAKE, IL 60030
Telephone: 847-265-7493 Fax: 847-265-7948

ES301506

QUOTE

Sold To	Ship To
WILDWOOD PARK DISTRICT, WILDWOOD PARK DISTRICT 33325 N SEARS BLVD GRAYSLAKE, IL 60030	WILDWOOD PARK DISTRICT, WILDWOOD PARK DISTRICT 33325 N SEARS BLVD GRAYSLAKE, IL 60030

Quote Date	Tele #1	PO Number	Quote Number
03/02/23	847-223-7275	CARPET ALL	ES301506

Inventory	Style/Item	Color/Description	Quantity Units	Price	Extension
	NEYLAND 3 20 OZ	COLOR TBD	76.00 SY	11.25	855.00
	Carpet for buildings 1B-1C-1D				
INSTALL	INSTALL CARPET - GLUE DOWN		76.00 SY	7.75	589.00
CARPET					
1	SOUTHLAND 300	4 GALLON	2.00 EA	75.00	150.00
TAKEUP GLUED	TAKEUP OF GLUE DOWN CARPET		76.00 SY	3.00	228.00
CARPET					

Misc. Charge reflects Freight Charges \$125.00

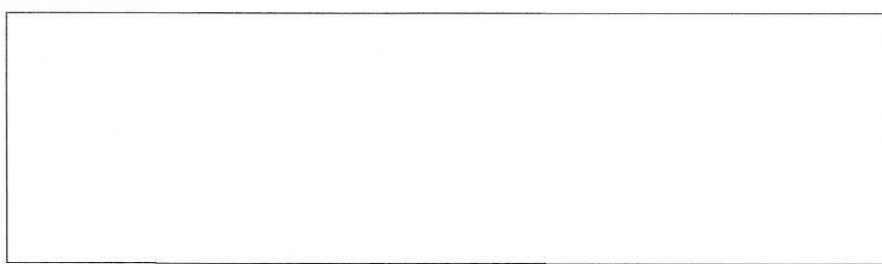
No Furniture

— 03/02/23 ————— 3:28PM —

Sales Representative(s):
AMANDA BAUMANN

Subtotal: 1,947.00
 Sales Tax: 0.00
 Misc. Tax: 0.00

QUOTE TOTAL: \$1,947.00



FLOOR DECOR OF LAKE COUNTY
843 E BELVIDERE RD
GRAYSLAKE, IL 60030
Telephone: 847-265-7493 Fax: 847-265-7948

ES301505

QUOTE

Sold To	Ship To
WILDWOOD PARK DISTRICT, WILDWOOD PARK DISTRICT 33325 N SEARS BLVD GRAYSLAKE, IL 60030	WILDWOOD PARK DISTRICT, WILDWOOD PARK DISTRICT 33325 N SEARS BLVD GRAYSLAKE, IL 60030

Quote Date	Tele #1	PO Number	Quote Number
03/02/23	847-223-7275	LVP-1A	ES301505

Inventory	Style/Item	Color/Description	Quantity Units	Price	Extension
1	MEKONG 4.5 Lvp for building 1A	COLOR TBD	192.90 SF	3.50	675.15
INSTALL	INSTALL LUXURY VINYL TILE		178.00 SF	3.25	578.50
LUXURY VINYL TILE					
TAKEUP VCT	TAKEUP & DISPOSE OF VCT		160.00 SF	1.50	240.00
	BASE SHOE R&R		16.00 LF	2.00	32.00

Misc. Charge reflects Freight Charges \$125.00

— 03/02/23 — 3:27PM —

Sales Representative(s):
 AMANDA BAUMANN

Subtotal: 1,650.65
 Sales Tax: 0.00
 Misc. Tax: 0.00

QUOTE TOTAL: \$1,650.65

Subject: New Floors

Date: Monday, March 13, 2023 at 6:49:48 AM Central Daylight Time

From: joseph carpetsinthepark.com <joseph@carpetsinthepark.com>

To: Brandon Magnini <bmagnini@wildwoodparkdistrict.com>

Brandon,

Good morning, I hope this message finds you doing very well. It was great meeting you on Friday, thank you for having me over to discuss options for the new flooring at the building on Sears, I appreciate the opportunity. Below is a rundown of the proposed work to be completed.

Designated Areas-

Carpets in the Park will supply and install all needed materials

Carpets in the Park will move furniture as needed

- planning on assistance from your team prior to installation, we can help do the "heavy lifting"

Carpets in the Park will remove existing carpet and padding and wall base

Carpets in the Park will prepare area for installation

- as you are aware the existing carpet is glued down on top of the wood "press" board. We will need to skim coat the subfloor prior to installation, same with on top of the existing VCT in the entryway. Any additional prep work that may be needed to be charged accordingly(skim is included in pricing)

Carpets in the Park will install new Commercial Luxury Vinyl Plank Flooring

- plenty of colors to choose from, check out "Key Largo"

<https://www.engineeredfloors.com/cascade/>

Carpets in the Park will install new Carpet

- Style TBD, plenty to choose from:

Essence:

<https://www.engineeredfloors.com/essence-broadloom/>

Rule Breaker:

<https://www.aladdincommercial.com/carpet/detail/18444-194783/Rule-Breaker-Nickel?tab=specs>

Carpets in the Park will install new quarter round along perimeter walls where needed

All debris from work, including old materials, will be disposed of offsite

Price for the above:

Front Entry **\$2,464.00**

Carpeted Areas starting at **\$3,968.00 and up**

Check out the following to see some more options, please let me know if you would like pricing on any that catch your eye-

<https://www.aladdincommercial.com/carpet/?>

[colors.specifications.QuickShip.keyword=True&subFamily=Broadloom](#)

<https://philadelphiacommercial.com/products/broadloom>

Please feel free to reach out with any questions or concerns you may have regarding the above information. Thanks again for having us over, looking forward to hearing from you soon.

Joseph Taylor

www.carpetsinthepark.com

4. The employee, the employee's partner, or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment with a bidder, vendor, or contractor.
5. The employee has accepted gifts from a vendor in violation of the State Officials and Employees Ethics Act, 5 ILCS 430/10-10 et seq.

Multi-Year Contracts

With some specific exceptions set forth in the Illinois Park Code, the Park District is not authorized to enter into multi-year contracts. Consult with legal counsel concerning automatic renewal provisions and other terms extending a contract beyond 1 year.

Sole Source Purchasing

Contracts for parts, supplies or equipment that are available only from a single source (such as equipment for which there is no comparable product, utilities, a replacement part for which only the manufacturer can deliver, or compatibility issues such as software) are referred to as sole source purchases. These items are not subject to quotes and bids, but purchases must be approved by the Board of Commissioners

Emergency Purchases Policy

The Park District Manager/Maintenance Supervisor may override all policy in the event of an emergency requiring the immediate purchase in order to safeguard the public's health and safety.

Approval of District Purchases

An employee shall not purchase goods or services on behalf of the District without obtaining approval as required by this policy. All purchases require advance approval. All purchases must follow the appropriate procedures (no matter the anticipated cost).

The following personnel will have the authority to make purchases for the following dollar amounts.

- Designated Employees (up to \$250) – A staff member that has been given authority by any of the personnel listed above to make a specific purchase.
- Supervisors (up to \$1,000)
- Board of Commissioners (over \$25,000)

Purchases of less than \$250

1. The purchaser's direct report has the authority to approve the purchase of budgeted items under \$250.
2. Telephone or written quotes are not required but staff is advised to make every effort to solicit the lowest price for items purchased.

Purchases of \$250 to \$999.99

1. The Park District Manager has the authority to approve the purchase of budgeted non-recurring items under \$1,000. Telephone or written quotes are required to make every effort to solicit the lowest price for items purchased.

Purchases of \$1,000 to \$29,999.99

1. **The Board** has authority to approve the purchase of budgeted items under \$30,000.00 (Park District Code Bid Limit Increase (SB 3050) Public Act 102-0999).
2. A minimum of three written quotes should be obtained. Solicitation of these quotes including all specifications of item(s) desired to be purchased should be used. An original copy from each individual/company submitting a quote on the item(s) must be received.

4. **The Park District Manager has the authority to approve the execution of contracts that are considering a yearly recurring District service or expense in excess of \$1,000 (i.e., seasonal brochure production and printing, lifeguard services, temporary pier installation and removal services, port o let seasonal contracts, etc.) with the caveat that no contract presented by the contractor that is valued at more than a 5% overall price increase from the previous fiscal year's or season's contract shall be approved until the Board can hold an official vote for approval at a Public Meeting. - Amended 4/17/2023 B.M.**

Purchases of item(s) and service(s) in excess of \$30,000 must use the bid procedure (Park District Code Bid Limit Increase (SB 3050) Public Act 102-0999).

Bidding Procedure

1. Specifications shall be prepared and made available to all interested parties.
2. A legal advertisement/notice shall be placed in publications which will bring notice of the Park District's request for bids to those organizations best qualified to provide the needed goods and services. Advertisements for bids shall be published at least ten (10) days prior to the date set for opening bids in a newspaper published in the District, or if no newspaper published in the District, a newspaper of general circulation in the area of the District.
3. Instructions to bidders shall accompany each set of specifications issued, indicating all terms and conditions relative to the bid.
4. Instructions to bidders for construction projects shall include all requirements including business references, bid surety and performance bond, insurance, indemnification, protection of District property, compliance with labor standards and prevailing wage laws, subcontract, change orders, payment procedures and guarantees.
5. All bids shall be sealed and opened at the time and place indicated in said advertisement and shall be open to public inspection.

Bid Opening Procedure

Sealed bids shall be opened in accordance with the following:

1. The location, date and time of the bid opening must be a part of the legal ad.
2. Only sealed bids from the bidder will be accepted.
3. Bids will be opened in public by a designated full-time staff member or Board member and at least one witness.
4. Bids will be opened, and acknowledgment made of each bid.
5. Bid information will be recorded on a bid tabulation form.