

**Wildwood Park District  
Regular Board Meeting  
33325 N. Sears Boulevard, Wildwood, IL 60030  
Monday, August 15<sup>th</sup>, 2022, | 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, August 15<sup>th</sup>, 2022**
- IV. Approval of Minutes**
  - A. Minutes of the Regular Board Meeting – Monday, July 18<sup>th</sup>, 2022**
- V. Matters from the Public**
- VI. Financial Report**
- VII. FY 2021-2022 Annual Audit Report Lauterbach & Amen**
- VIII. WSRA**
- IX. GLCC Report**
- X. Valley Lake Report**
- XI. Staff Reports**
  - A. Recreation/Administration
  - B. Maintenance
  - C. Marketing/Promotions
  - D. Park Safety
- XII. New Business**
  - A. Approval of Mulch Center ASTM Playground Certified Mulch Service for Playgrounds
  - B. Review and Amendment to Wildwood Park District Park Ordinance Section D Item 8 (Harvest Fest)
  - C. 2002 Chevy Maintenance Pickup Truck Repair Quotes
  - D. Sunset Park Platform Restoration Quote(s) Review
  - E. Gages Lake Centennial Request for Donation Wildwood Park District
- XIII. Unfinished Business**
  - A. Valley Lake Stormwater Improvements DCEO/SMC Intergovernmental Agreement (IGA)
- XIV. Other Business**
- XV. Matters from the Public**
- XVI. Executive Session**
  - A. Personnel 5 ILCS 120/2(c)(1)
- XVII. Adjournment**

**Wildwood Park District  
Regular Board Meeting  
Rule House 33325 N. Sears Boulevard Wildwood, IL 60030  
July 18<sup>th</sup>, 2022, at 7:00pm**

**Minutes**

- I. Call to Order:** The meeting was called to order at 7:00pm. The Pledge of Allegiance was recited.
- II. Roll Call:**  
**Present:** Commissioners Anna Nelson, Matt Brueck, Becky Jante, Frank Bruno  
**Absent:** Commissioner Corrigan due to illness.
- Park District Staff Present:** Brandon Magnini, Park Dist. Manager; Katherine Atkins, Accountant
- III. Approval of Consent Agenda – Regular Board Meeting – Monday, July 18<sup>th</sup>, 2022**  
Commissioner Jante entertained a motion to approve the Consent Agenda of the Regular Board Meeting of Monday, July 18<sup>th</sup>, 2022. So moved, Commissioner Brueck. Seconded, Commissioner Nelson. All in favor, motion carries.
- IV. Approval of Minutes**
- A. Minutes of the Regular Board Meeting - Monday, June 20<sup>th</sup>, 2022**  
Commissioner Jante entertained a motion to approve the Minutes of the Regular Board Meeting of Monday, June 20<sup>th</sup>, 2022. So moved, Commissioner Brueck. Seconded, Commissioner Bruno. All in favor, motion carries.
- B. Minutes of the FY 2022-2023 Budget and Appropriation Hearing – Monday, June 20<sup>th</sup>, 2022**  
Commissioner Jante entertained a motion to approve the Minutes of the FY 2022-2023 Budget and Appropriation Hearing of Monday, June 20<sup>th</sup>, 2022. So moved, Commissioner Brueck. Seconded, Commissioner Bruno. All in favor, motion carries.
- V. Matters From the Public**  
-Wildwood residents Kim Cecchi, Georgette Parmelee, Melissa and Peter Morawiecki, and Joycelyn McCann were present. These residents who live by Cove Park had received a letter from the Park District asking for their opinions on adding a proposed floating kayak pier at Cove Park for a needs assessment and resident inquiry. All in attendance stated their opposition to any plans for a proposed floating kayak pier at Cove Park citing the natural beauty of the existing shoreline, increase in car and foot traffic/security, and maintenance costs potentially associated with the proposal. The Board thanked the public guests for their time and feedback.
- VI. Financial Report**  
The Financial Report was read. Discussion. Commissioner Jante entertained a motion to approve the Financial Report. So moved, Commissioner Nelson. Seconded, Commissioner Brueck. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Jante, aye, Commissioner Nelson, aye. All in favor, motion carries.
- VII. WSRA**  
The next WSRA Board Meeting will be September 12<sup>th</sup>. Commissioner Nelson presented to the Board a basic diagram breaking down the factors to be considered if the Lindenhurst Park District is admitted as a partner Park District into the umbrella of WSRA (and how it would affect the

Wildwood Park District in relation to WSRA). WSRA Board is currently reviewing through corporate counsel the feasibility of this partner addition. Additional facility space would be made available for inclusive programming through the Lindenhurst Park District with this potential addition. Discussion. Forthcoming first draft of documentation/updated partner agreement/legalese to be made available in September for the Wildwood Park District Board to review.

#### **VIII. GLCC**

The GLCC's Boat Parade event took place on July 9<sup>th</sup> with the captains meeting taking place on July 8<sup>th</sup> with a Park District supplied food truck. Clarke's weed treatment of Gages Lake at the end of May has been successful thus far into the Summer.

#### **IX. Valley Lake Report**

Clarke Environmental's Valley Lake treatment reports for June and July on 6/21 & 7/5 were included in the Board Packet. Clarke will be out to treat again on 7/19. Discussion. Park District Maintenance Staff applied the second round of in-house beneficial bacteria treatment on 6/28. Third round scheduled for end of July/first week in August. Maj Kowalski's Volunteer Lake Monitoring reports for Valley Lake were also included in the packet and reviewed. Discussion.

#### **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.

##### **D. Park Safety**

The Park Safety Report was read. Discussion.

#### **XI. New Business**

##### **A. Approval of Lester's Material Beach Sand Service/Invoice**

Commissioner Jante entertained a motion to approve the Lester's Material Service Delivery of mason beach sand to the Wildwood Park District beaches for an up to amount of \$2,055.44. So moved, Commissioner Brueck. Seconded, Commissioner Nelson. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Jante, aye, Commissioner Nelson, aye. All in favor, motion carries.

##### **B. Approval of Clean-Cut Service/Proposal Boulder Park Willow Tree**

Commissioner Jante entertained a motion to approve the Clean-Cut Tree Service estimate of \$1,800.00 for the removal of the fallen willow tree at Boulder Park. So moved, Commissioner Brueck. Seconded, Commissioner Nelson. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Jante, aye, Commissioner Nelson, aye. All in favor, motion carries.

##### **C. Cove Park Kayak Launch & Pier**

The proposed floating kayak pier suggestion at Cove Park (based on resident feedback and responses to the District's needs assessment); was taken off the table and the Park District will not move forward with any plans to implement a floating kayak pier at Cove Park. Discussion. Other potential options for a stepping stone/access point off the shoreline may be explored. Discussion.

**D. Approval of Gages Lake Auto Quote Maintenance Chevy Vehicle Repair**

A quote for repair of the 2002 Maintenance Chevy Pickup Truck was presented to the Board for a total of \$4,547.41. Additional issues have been found with the vehicle leading up to the Board Meeting. This agenda item was tabled for the August meeting to gather further information on additional repairs needed and to determine what direction to take on the future of the vehicle.

**XII. Unfinished Business**

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

Minutes from the Lake County Stormwater Management (Valley Lake Drainage Improvements) Project Update Zoom Meeting was included in the Board Packet. Discussion. Easements and permitting are being finalized and an updated timeline of projected project progress was shared. Discussion. Park District Manager Magnini indicated that the Park District will be create a page on the District website to track all Valley Lake Improvement projects going forward. Discussion. The Intergovernmental Agreement is still being finalized before the respective municipal bodies can sign.

**XIII. Other Business**

- Commissioner Nelson commended Park District Manager Magnini for the job he is doing and direction the Park District is currently in. Commissioner Nelson inquired about recruiting Camp Counselors to volunteer/get paid to help work Harvestfest.

**XIV. Matters from the Public**

- No further matters from the Public.

**XV. Executive Session**

A. The Board did not move into Executive Session.

**XVI. Adjournment**

Commissioner Brueck moved to adjourn the Regular Board Meeting of Monday, July 18<sup>th</sup>, 2022, at 8:25pm. Commissioner Nelson seconded the motion. All in favor, motion carried. Meeting adjourned.

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**Secretary**  
**Board of Park Commissioners**

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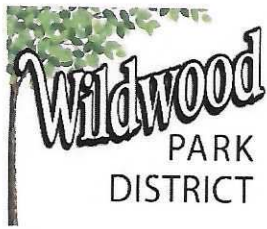
**President**  
**Board of Park Commissioners**

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**Date**

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**Date**



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Wildwood, IL 60030  
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Fax: 847.223.2820

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

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TO: Board of Commissioners  
CC: All Staff  
FROM: Brandon Magnini, Park District Manager  
SUBJECT: Board Packet Attachments and Agenda Items  
DATE: August 15<sup>th</sup>, 2022

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Good afternoon, Commissioners,

Please find below brief explanations on the following Board attachments that correlate with the agenda items for the Monday, August 15<sup>th</sup>, 2022, Regular Board Meeting:

**Valley Lake Report:** Clarke's visits and treatment reports for Valley Lake on 7/19 and 8/2 (Preventative Swimmer's Itch Treatment) are included in the Board Packet. Clarke will be back to treat on 8/16. Third round of Beneficial Bacteria (Mukkbuster) was applied to Valley Lake by Maintenance Staff on August 5<sup>th</sup>. Maj Kowalski's updated Volunteer Lake Monitoring Reports for Valley Lake are also attached for July.

Per the Lake County Health Department, the suspicious algae sample that was taken at Valley Lake on 7/25 turned out to be negative for toxic blue-green algae. During the waiting period for test results, the beach was closed between 7/21-7/29 when the Health Department recommended to do so. Between 7/29 and 8/5 the beach was under a "Swim at Your Own Risk" (per the Lake County Health Department) advisory and the beach was not closed. On August 5<sup>th</sup>, Lake County Health Department gave the "all clear" for the entire lake. The lake has been in great shape in the last couple of weeks especially after Clarke's preventative Swimmer's Itch Application which is algacide based (taking care of any filamentous algae).

Jennifer Biancalana from Clarke held an educational session at Valley Lake on 8/11. Resident Marcus Leshock attended the session and Jennifer, and I were able to answer any questions he had. Being a member of the Valley Lake Committee, Marcus will disperse his notes from the session to the other Valley Lake residents and committee members. I recorded the entire session on the voice recorder as well (if any Commissioner would like to listen at the office). I will be transcribing the session notes from the recording and will also distribute to the Board.

## **New Business:**

### **A. Approval of Mulch Center ASTM Playground Certified Mulch Service for Playgrounds**

Attached to the Board Packet is the cost of service/invoice and delivery for 200 yards of ASTM Playground Certified Mulch (for our playgrounds) from the Mulch Center for a total of \$5,457.00. This service/quote was informally approved by the Board via email vote after presenting quotes from the Mulch Center - and will need to be officially approved at Monday's meeting and be reflected in the minutes.

### **B. Review and Amendment to Wildwood Park District Park Ordinance Section D Item 8 (Harvestfest Liquor).**

Attached to the Board Packet is page ten of the Wildwood Park District's Park Ordinance Book. Section D Item 8 of the Ordinance prohibits the sale, purchase, delivery, or consumption of alcoholic beverages in the Parks. I am requesting the Board approve a one-time amendment to this ordinance to permit the sale, consumption, and delivery of alcohol at Harvestfest on Saturday, September 17<sup>th</sup>.

### **C. 2002 Chevy Maintenance Pickup Truck Repair Quotes**

Attached to the Board Packet are additional repair estimates for services from Gages Lake Auto for the current needed repairs for the Maintenance Department's 2002 Chevy Dump Truck. Between the original quote in April and the attached quotes, full expected repair costs are estimated at \$7,266.81. Maintenance Staff would like to see the District look into obtaining an additional dump/Bobcat type vehicle as well as another pickup truck. Further discussion and a usage analysis will be conducted to determine the full need of another pickup truck/dump truck to replace the Chevy. It is my recommendation that 2002 Chevy Maintenance vehicle be scrapped (or sold) based on the needed costs for repair and anticipated future repair needs which may be constant along with documented safety concerns. I do not recommend moving forward with the approval of these repair quotes from Gages Lake Auto.

### **D. Sunset Park Platform Restoration Quote(s) Review**

Attached to the Board Packet is a quote estimate for review from Rick Stochl Carpentry for the restoration of the Sunset Park platform (off the Boat Ramp) that Kathy Atkins is spearheading. At this point in time, no additional bids for the Sunset Platform have been received. Public notice was made on the District website, social media channels, and through the office that the Wildwood Park District was accepting bids for the restoration of the Sunset Platform:

The Wildwood Park District is seeking quotes to replace old pier pieces being used as a deck/walkway at Sunset Beach Park, 33285 N. Lake Shore Drive, Grayslake, IL.

**\*\*Owner will remove and dispose of the existing old pier pieces which are sitting along the top of the seawall and lawn\*\***

All quotes should be made in accordance with the Illinois Prevailing Wage Act and include proof of \$1.0M of General Liability Insurance and required permits.

Scope of Work – install a permanent deck to replace the existing pier pieces. This deck should be made of durable materials such as top grade Trex Decking or your recommended materials (please specify the reasons for your recommendation). Deck should measure approximately 40” wide and roughly 24 feet in length. Weed protection, such as black plastic with gravel, should be installed under the decking. Anchor to the ground, not the seawall. As this deck/walkway runs along the boat launch, there needs to be a boat tie up securely mounted on the deck approximately 6 feet from the lake end of the deck, not the seawall.

Please submit your written quote by 5:00 PM Thursday, August 11th so that they may be made available to the Wildwood Park District Board of Commissioners during their General Session Meeting on August 15th.

Written quotes may be submitted to Kathy Atkins, Project Coordinator at [accounting@wildwoodparkdistrict.com](mailto:accounting@wildwoodparkdistrict.com). For further information, please call Kathy at 224.723.3031.

#### E. Gages Lake Centennial Request for Donation Wildwood Park District

A representative from the Gages Lake/Allen Farms Centennial Event Celebration contacted the Wildwood Park District to request a monetary donation to contribute to the cost recovery for the preparation of the event. An estimated donation figure was not specified, but suggested between \$200-\$400. I am bringing this request before the Board to determine if this Board would entertain this request. As an aside, the Centennial Event is a volunteer organized event and are not affiliated with the Park District as a partner agency, Committee of the Board, or intergovernmental partner.

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

Sincerely,

*Brandon Magnini*

Brandon Magnini, Park District Manager



**Customer:** 088827 - Valley Lake  
**Service Order No:** 0000163961  
**Treatment Date:** 8/2/2022  
**Start Time:** 8/2/2022 12:03 PM  
**End Time:** 8/2/2022 1:24 PM  
**Duration:** 81  
**Technician:** Tommy Purdom  
**Permit No:** na  
**Primary Licensee Name:** Tommy Purdom  
**Primary License No:** CA89414  
**Primary License Name:** ILG87

**Temperature:** 84  
**Wind Direction:** NorthEast  
**Wind Velocity:** 1-10 MPH  
**Precipitation:** Clear  
**Precipitation %:** 30%  
**Control Consultant:** Jennifer Biancalana  
**Tel:**  
**Email:** jbiancalana@clarke.com

**Your Site Reference:** CAS  
**Our Site Reference:** 000-0001  
**Water Temp:** 82  
**Dissolved Oxygen:** 11.00  
**PH:** 8.50  
**Alkalinity:** 240

Weed Algae	Percentage	Location	Treated
Sago Pondweed	2	Submerged	***No***
Swimmers Itch	0	N	***No***
Filamentous Algae	1	Shoreline	Yes
Planktonic	25	Whole pond	***No***
American Pondweed	1	Shoreline	***No***
Duckweed	1	Shoreline	***No***





Products Used	Used Quantity	Unit Of Measure
COPPER SULFATE LARGE GRAN	74	lbs
<b>EPA Number</b> 829-210		
	<b>Restrictions</b>	<b>Restriction Expires On</b>
	Swimming	days n/a
	Irrigation	days n/a
	Fishing	days n/a

<b>Total Products Used - All Sites</b>	
COPPER SULFATE LARGE GRAN	74 lbs



**Customer:** 088827 - Valley Lake  
**Service Order No:** 0000163960  
**Treatment Date:** 7/19/2022  
**Start Time:** 7/19/2022 1:52 PM  
**End Time:** 7/19/2022 3:06 PM  
**Duration:** 74  
**Technician:** Tommy Purdom  
**Permit No:** na  
**Primary Licensee Name:** Tommy Purdom  
**Primary License No:** CA89414  
**Primary License Name:** ILG87

**Temperature:** 88  
**Wind Direction:** SouthWest  
**Wind Velocity:** 11-15 MPH  
**Precipitation:** Clear  
**Precipitation %:** 50%  
**Control Consultant:** Jennifer Biancalana  
**Tel:**  
**Email:** jbiancalana@clarke.com

**Your Site Reference:** CAS  
**Our Site Reference:** 000-0001  
**Water Temp:** 79  
**Dissolved Oxygen:** 9.00  
**PH:** 8.00  
**Alkalinity:** 180

Weed Algae	Percentage	Location	Treated
Filamentous Algae	2	Shoreline	Yes
American Pondweed	1	Shoreline	***No***
Planktonic	5	Submerged	Yes
Sago Pondweed	2	Submerged	***No***

 **clarke**  
Aquatics Report

Page 2 of 3  
Thursday, August 11, 2022  
9:09:35 AM





Products Used	Used Quantity	Unit Of Measure
Cygnets Plus Adjuvant	0.25	gal
EPA Number NO NUMBER		
	<b>Restrictions</b>	<b>Restriction Expires On</b>
	Swimming	0 days n/a
	Irrigation	0 days n/a
	Fishing	0 days n/a
K-TEA	16	gal
EPA Number 67690-24		
	<b>Restrictions</b>	<b>Restriction Expires On</b>
	Swimming	days n/a
	Irrigation	days n/a
	Fishing	days n/a

Total Products Used - All Sites		
	Cygnets Plus Adjuvant	0.25 gal
	K-TEA	16 gal

## Dissolved Oxygen / Temperature Profile - Illinois EPA Lake Monitoring

Lake Name <b>Valley</b>	County Name <b>Lake</b>	Volunteer Name(s): Marian Kowalski
Program: Volunteer Lakes		Date: <u>07/22/2022</u> <small>(mm:dd:yyyy)</small>
Barometer Reading: <u>731</u> mm Hg		Meter Brand/Model or IEPA Case/Meter #: <u>29</u>

Station Code: <u>RGZM-1</u>	Station Code: <u>RGZM-2</u>	Station Code: <u>RGZM-3</u>
Time: <u>14:59</u>	Time: <u>15:24</u>	Time: <u>15:40</u>

Depth (feet)	DO (Round to nearest 10th)	Temp	Depth (feet)	DO (Round to nearest 10th)	Temp	Depth (feet)	DO (Round to nearest 10th)	Temp
0	16.0	30.4	0	17.6	29.5	0	15.7	28.5
1	15.4	29.7	1	17.6	29.7	1	14.8	28.3
3	15.0	28.8	3	13.1	28.0	3	10.4	27.4
5	8.1	27.0	5	8.6	27.1	5	9.3	27.1
7	2.7	26.5	7	4.3	26.7	7	6.5	28.6
9	0.4	26.3	9	.	.	9	.	.
11	.	.	11	.	.	11	.	.
13	.	.	13	.	.	13	.	.
15	.	.	15	.	.	15	.	.
17	.	.	17	.	.	17	.	.
19	.	.	19	.	.	19	.	.
21	.	.	21	.	.	21	.	.
23	.	.	23	.	.	23	.	.
25	.	.	25	.	.	25	.	.
27	.	.	27	.	.	27	.	.
29	.	.	29	.	.	29	.	.
31	.	.	31	.	.	31	.	.
33	.	.	33	.	.	33	.	.
35	.	.	35	.	.	35	.	.
37	.	.	37	.	.	37	.	.
39	.	.	39	.	.	39	.	.
41	.	.	41	.	.	41	.	.
43	.	.	43	.	.	43	.	.
45	.	.	45	.	.	45	.	.
47	.	.	47	.	.	47	.	.
49	.	.	49	.	.	49	.	.

## VOLUNTEER LAKE MONITORING PROGRAM-SECCHI MONITORING

DIRECTIONS: Anchor boat at each monitoring site. Fill out form as completely and neatly as possible.

**Lake Name:** Valley Lake **Date (mm/dd/yy):** 07-22-22  
**County:** Lake **Lake Code:** R62M **Telephone:** 224-321-6159  
 Please list First and Last names of ALL individuals that assisted with this monitoring trip.

**Volunteer Name(s):** Marian Kowalski

Site	Time 24 hr. (hh:mm)	Secchi Depth (nearest inch)	Secchi Visible		Secchi Hidden		Aquatic Plants at Site (circle one)				Color	Total Depth (nearest 1/2 ft.)	DO/Temp taken?		
			on Bottom?		by Plants?		1	2	3	4			Y	N	
1	14:59	16	Y	(N)	Y	(N)	(0)	1	2	3	4	8	9.5	(Y)	N
2	15:24	17	Y	(N)	Y	(N)	(0)	1	2	3	4	8	7.5	(Y)	N
3	15:40	16	Y	(N)	Y	(N)	(0)	1	2	3	4	8	6.5	(Y)	N
	:		Y	N	Y	N	0	1	2	3	4			Y	N
	:		Y	N	Y	N	0	1	2	3	4			Y	N
	:		Y	N	Y	N	0	1	2	3	4			Y	N
	:		Y	N	Y	N	0	1	2	3	4			Y	N

<b>General Weather Conditions</b>	<b>Cloud Cover</b> (check one)	<b>Waves</b> (check one)
Wind Direction (out of): <u>S</u>	<input checked="" type="checkbox"/> Sunny	Overcast <input type="checkbox"/> Calm/Ripple <input type="checkbox"/> Small <input checked="" type="checkbox"/>
Amount of Rain (last 48 hrs.): <u>0</u> inches	<input type="checkbox"/> Partly Cloudy/Partly Sunny	Hazy <input type="checkbox"/> Moderate <input type="checkbox"/> White Caps <input type="checkbox"/>

<b>Lake Level is:</b>	<b>Volunteer Hours</b>	<b>Aquatic Plant Coverage</b> (check only one)
<input type="checkbox"/> "Normal" or Full Pool	(to nearest 1/2 hour)	<input checked="" type="checkbox"/> Less than 5%
<input type="checkbox"/> Above normal by _____ inches	(include preparation, monitoring & paperwork time)	<input type="checkbox"/> 5 to 25%
<input checked="" type="checkbox"/> Below normal by <u>1.5</u> inches	Number of Volunteers: <u>1</u>	<input type="checkbox"/> 26 to 50%
Gage Reading: _____	Number of Hours per Volunteer: <u>1.5</u>	<input type="checkbox"/> 51 to 70%
(if applicable) (gage units)	Total Volunteer Hours = <u>1.5</u>	<input type="checkbox"/> Greater than 70%

<b>Additional Observations</b> (including recent weather conditions, noticeable lake changes, aquatic plants present, recreational usage, etc.)	<b>Lake/Watershed Management</b> (list techniques ongoing or applied since last monitoring; include dates & details when possible)
<u>noticed what appears to be blue/green algae at N end by the dam and S end by the beach - Beach is closed</u>	<u>lake was treated 7-19-22</u>

<b>Harmful Algal Bloom Watch</b>	<b>Aquatic Exotics:</b> (check all suspected exotics)
Is a cyanobacteria (blue-green algae) bloom present? <u>Y</u> N	<input type="checkbox"/> Eurasian Watermilfoil <input type="checkbox"/> Zebra Mussel
If Yes: a) have a Bloom Report form & photos been submitted to IEPA? <u>Y</u> N	<input type="checkbox"/> Curlyleaf Pondweed <input type="checkbox"/> Quagga Mussel
OR b) has the bloom been reported using the bloomWatch app? <u>Y</u> N	<input type="checkbox"/> Hydrilla <input type="checkbox"/> Common Carp
<b>Water Quality and Chlorophyll Sampling</b> (s = surface, b = bottom)	<input type="checkbox"/> Brazilian Elodea <input type="checkbox"/> Grass Carp
(check applicable boxes)	<input type="checkbox"/> Water Hyacinth <input type="checkbox"/> Asian Carp
1 L HDPE bottle (TSS/VSS) <input type="checkbox"/>	<input type="checkbox"/> Water Lettuce <input type="checkbox"/> Round Goby
250 mL HDPE bottle (Alkalinity, Chloride) <input type="checkbox"/>	<input checked="" type="checkbox"/> Purple Loosestrife <input type="checkbox"/> Rusty Crayfish
500 mL HDPE bottle w/Acid (Nutrients) <input type="checkbox"/>	<input type="checkbox"/> Flowering Rush <input type="checkbox"/> Red Swamp Crayfish
Chlorophyll sample collection depth (ft.) = <u>n/a</u>	<input type="checkbox"/> Phragmites <input type="checkbox"/> Starry Stonewort
Chlorophyll sample volume filtered (mL) = <u>n/a</u>	<input type="checkbox"/> List Others:
Date Cooler Mailed: _____ <input type="checkbox"/> RFLAs (lab sheets) are inside cooler	
Datasheet entered online? Yes <input type="checkbox"/> No <input type="checkbox"/>	

**Wildwood Park District**  
**Recreation/Administration Report**  
**August 15<sup>th</sup>, 2022**

1. Camp Rules and Tot Camp finished up Session 3 of camp on 8/5 and 8/3 respectively. We had an excellent camp program this year with equally excellent counselors! Campers have been enjoying interactive crafts, outdoor play, swim days at Willow Point beach, slip and slides, fun group games and board games when stuck inside, and much more! Camp staff endured "paint the counselor" during the last week as well as making ice cream sundaes for the kids. Session 3 field trip was at Bowlero bowling and arcade in Vernon Hills. Camp Revenues totaled \$41,864.66 this summer.
2. Willow Point Park Pavilion Rentals: 19
3. Sunset Beach Park Pavilion Rentals: 19. Total pavilion rental revenue at \$1,535.00 since April 1.
4. Boat Keys and Extra Decals: Have sold 152 and 25 respectively for a total of \$14,280.00 since April 1.
5. Swim Lesson Session 3 went off without a hitch and concluded on 8/5. Another great summer from Jim Fry and his amazing staff! Swim Revenues totaled \$8,639.00 this summer.
6. Special Events Revenue totals \$276.00 this summer.
7. Neighborhood Play program concluded on 7/19 at Twin Lakes Park.
8. Adult bags league slated to start up again on 8/17, rotating parks.
9. Family Campout on 7/22-23 was a success (despite later heavy storms). We had 17 enrolled and enjoyed a fun evening of campfires, smores, hot dogs, arts & crafts, glow in the dark kickball, baggo, bounce house, scavenger hunts, and much more!
10. Thursday Summer Concert at Rule Park on 7/28 featured the "Mike Dangeroux Orchestra" who played throwback soul, funk, and classic rock covers along with the Gutt Truck food truck.
11. Thursday Summer Concert at Willow Point Park on 8/11 featured "Yesterday's News" who play classic rock and acoustic covers of 50's, 60's, and 70's songs.
12. National Night Out family event took place on 8/2 at Rule Park. Leonardo Music entertained the kids with his family friendly act and families enjoyed lawn games and fare from the Daily Special Food Truck.
13. Final Thursday installment of the Summer Concert series will be on 8/25 at the Willow Point Park pavilion featuring the Judson Brown Band.
14. Paddle the Lake kayak and paddleboard regatta to take place on 8/21 at Valley Lake South Beach.
15. Luau on the Lake event at Sunset Park pavilion will take place on 9/9 featuring the Mr. Meyers Band (Caribbean music) along with a food truck.
16. Schoolhouse Adventures Preschool has 4 enrolled for the 3's class and 6 enrolled for the pre-k class with a few other parents in the process of turning in forms to add to our totals.
17. Routine administrative tasks such as sorting through bills, payroll, depositing funds, PDRMA reporting requirements and assisting Kathy with various financial tasks. Met with PDRMA Risk Management Consultant via Zoom and discussed Loss Control Review Goals and Concerns for 2022-2023 and continued Loss Control documentation follow-up with rep.
18. Executed logistics for ASTM playground certified mulch to order for delivery through the Mulch Center.
19. Met as Harvestfest Committee on 8/8 and associated tasks.
20. Interviewed and hired Melissa Roman (Wildwood resident) to take over the W-Fri Office Administrator/Guest Services Role. Welcome to the team Melissa!
21. Managing Valley Lake communications and beach openings/closures with residents, Clarke, and Lake County Health Department.

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

**August 15<sup>th</sup>, 2022**

22. Met with Jennifer Biancalana of Clarke and resident Marcus Leshock for an educational session at Valley Lake on 8/11.
23. Administrative tasks relating to concluding major summer programming (i.e., staff evaluations and exit interviews, consolidation of keys and alarm codes, organizing and cleaning Camp Cottage and staff closets for offseason/preschool).



**Wildwood Park District**  
**Maintenance Report**  
**August 15<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. Cleaning Boat Ramps and Beaches weekly.
8. Weekly mowing, weed whipping, and trimming all parks.
9. Lawn Doctor will be conducting second round of weed treatment at Rule Park and Willow Point Park on 8/15.
10. Schopen Pest solutions re-treated sand bees at Valley South Beach with an oil-based solution.
11. Added 200 yards of ASTM playground certified mulch to our park playgrounds (Pebble, Old Plank, Willow Point, Sunset, Valley Lake South, Twin Lakes). A big thank you to our Maintenance Team for their hard work in the moving and raking the mulch to its proper locations. A bobcat was rented to assist in moving the mulch piles.
12. Maintenance team continue to manage the repairs in the parks identified from the inspections as well as their own observations.
13. Old Plank see-saw, slide, and play components were tightened, new bolts added, and refreshed.
14. All playground black plastic barriers bordering each playground have been updated and bolted down where appropriate.
15. Several park benches have had their concrete footings reset and tightened.
16. Single Post 8-foot Single Bay swing with two belt seats in Rainforest Green color has been ordered from Play Design Scapes, Inc. for the empty mulch bed at Pebble Beach Park. Estimated delivery and professional installation is anticipated for October.
17. Assisted Recreation Staff and Park District Manager with special event set-up, take-down, and equipment drop off (Summer Concerts, Family Campout, National Night Out).
18. Pavilion Rental responsibilities including post-event inspections, posting renter information, etc.
19. Parks grills maintenance and cleaning as needed. Grill near shoreline at Sunset Beach park has been reset in the ground with concrete and straightened.
20. Hollowed-out tree trunk at Pebble Beach Park was removed and stumps grinded on 7/27. Area will be cleaned up and grass seed added.
21. Barrier posts and cables were extended out two feet at the Pebble Beach Park trailer parking spots giving more room to trucks and trailers without damaging barrier posts further.
22. Fallen Willow tree at Boulder Park was removed by Clean Cut on 7/20.
23. Central parking lot planter at Rule Park heavily weeded and cleaned up by staff.
24. Butterfly garden trimmed and cleaned up monthly.
25. Watering flowers and landscaping beds at all parks with mobile watering tank.
26. Trimming brush and hedges at park entrance signs and removing excess greenery.
27. Clarke Environmental has continued to treat Valley Lake on a bi-weekly basis. In-house Beneficial Bacteria treatment was applied on August 5<sup>th</sup>.

**Wildwood Park District**

**Maintenance Report**

**August 15<sup>th</sup>, 2022**

28. Cleaned out, dug up, and flattened exterior surfaces around Boy Scout garage at Twin Lakes Park. Cleared out brush and scrap.
29. Working on contact and estimates for Pebble Beach Park ADA path improvements and drain tile with Kathy Atkins as project lead. Met contractor at pre-bid meeting at Pebble Beach Park on 8/11.
30. Continuing contractor contact request for bids for the replacement of the Sunset Park platform on boat ramp/seawall with Kathy Atkins as project lead.
31. Purchased 35-gallon portable gas caddy storage containers for Maintenance (diesel and regular fuel). This purchase will reduce the number of trips and the overall time taken to the gas station that was previously done with 5-gallon buckets.
32. Power washed Boulder Park signboard and scrubbed down interior.
33. Power washed Park District Bounce House and scrubbed down interior and exterior
34. Power washed Rule Tot Playground and continue to power wash and scrub down each playground as time allows.
35. Began placement of updated park playground caution and age stickers on playground equipment.
36. Beginning project research into upgrading or replacing the John Deere zero-turn mower with Kathy Atkins as project lead.

# Marketing Report August 15<sup>th</sup>, 2022

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## Website

- Routine Maintenance- keeping website up to date with current announcements, events, news, and programs, as well as removing old content.
- Updates
  - August Special Events were added to the homepage top slider with links to the specific event or concert page.
  - Cleaning up past programs and events and updating pages with cancellations/rescheduling program dates as needed.
  - Harvestfest page was updated with Sponsorship Packet PDF and new information as needed.
  - Added two new items to the “Latest News” function on the Home Page. Included a blurb and picture about the request for bids for the Pebble Beach ADA path/drain tile as well as the Sunset Platform restoration.
  - Updated as needed the “Current Field and Beach Conditions” footer on the Home Page when beaches needed to be closed while we were waiting for possible toxic blue-green algae test results from LCHD.
- Metrics (last 30 days)
  - Sessions: a session is the browsing session of a single user to our website
    - 1,632- down 5% from previous 30 days
  - Pageviews: a view of a page on our site that is being tracked by the Analytics tracking code
    - 3,837- down 6% from previous 30 days
  - Average Session Duration: total duration of all sessions, in seconds
    - 45 seconds- the same from the previous 30 days
  - Total Users: the number of distinct tracked users
    - 1,192- down 7% from previous 30 days
  - New vs Returning Visitors
    - New- 94%, Returning- 6%
  - Device Breakdown
    - Desktop- 35%, Tablet- 2%, Mobile- 63%
  - Top Referrals: the top websites that send your website traffic, known as referral traffic
    1. Facebook, 2. Facebook, 3. Facebook 4. Facebook, 4. Instagram, 5. Mapquest.com, 6. Oceanhero.com, 7. tcpsoftware.lightning.force.com, 8. Weblinx, 9. Weblinx, 10. Weblinx.
    -
  - Top Pages
    - 1. Home, 2. Parks and Facilities, 3. Program Brochure, 4. Pavilion and Room Rentals, 5. Summer Concert Series, 6. Registration, 7. Parks and Rentals, 8. Calendar,9. Employment Opportunities, 10. General Information.

## 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 pictures on social media channels for the July/August Summer Concerts, Family Campout, National Night Out, maintenance projects, and fun images from Summer Camp and Swim Programming.
  - Posted updates regarding Valley Lake and the beach openings/closure.
  - Posted public request for bids for Pebble ADA path and drain tile as well as Sunset Platform Restoration projects.
- Analytics
  - Total page followers: 1,541, 20 + more since July 18<sup>th</sup>
  - Post Reach- The number of people who saw any of our posts at least once: up to 1,400 for our photo album of the Maintenance Crew adding the playground mulch. This post also had the most comments added as well! Good feedback all around.
  - Events
    - People Reached: 4,235 for the month of July.

## Monthly E-Newsletter Email

- August monthly e-newsletter was sent out on August 1st and advertised all WWPD August events including the Summer Concerts, National Night Out, Paddle the Lake. Another Harvestfest save the date and reminder was included. Updates about the mulch being added and the August Marketing/Park Safety/Maintenance/Recreation Reports were included as well.

## Promo Materials

- New giveaways: WWPD branded drawstring backpacks and frisbees continue to be a hit at all events. Frisbees are the most popular item, and we are close to giving away all the green WWPD wristbands! Special police appreciation National Night Out colored wristbands were given out at National Night Out on 8/2.
- Refrigerator schedule magnets for the Summer Concert series continue to do well at events and the office.
- Flyers for Summer Concerts and Paddle the Lake continue to be posted.

## Boulder Signboard

- Pushed the Thursday Summer Concert "Yesterday's News" for 8/11.
- Will push the 8/25 Thursday Summer Concert at Willow Point (Judson Brown Band), Luau on the Lake, and HARVESTFEST in the upcoming weeks on the signboard).
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### **HARVESTFEST:**

- Have received request for sponsorship from Country Financial, State Bank of the Lakes, and Donna Radke. Following up on additional sponsors. Will incorporate those logos into marketing and banner materials.
- Ordered eight Harvestfest save the date yard signs and will distribute around parks week of 8/15. Harvestfest banners are being updated and will be set up around parks when ready.
- Commissioner Jante is working on T-Shirt order for Harvestfest. Once we have more sponsor logos, will execute T-Shirt order.

### **FALL BROCHURE**

- Finalizing details for Fall Brochure. Maggie will return to work on 8/22 and finish brochure process as well as produce and disseminate the Harvestfest flyer.

**Wildwood Park District**

**Park Safety Report**

**August 15<sup>th</sup>, 2022**

1. Greg Flynn continues to oversee all Park Safety and Boat Ramp Monitor Staff and supervise, coordinate with, and schedule said staff. Finalized August and post Labor-Day Schedule
2. Park Safety staff will work through Harvestfest (9/17) for the season. After labor day, Park Safety will work strictly weekend shifts through Harvestfest. Boat Ramp Monitors will complete their season on Labor Day.
3. Greg Flynn continues to handle resident concerns and questions pertaining to park safety and parking as needed.
4. Park Safety staff keep me updated on the status of the Portable Toilets and handle those situations on site if required.
5. Continued to direct residents to District website for the Park Safety Summer Letter that summarizes the duties and mission of the Park Safety and Boat Ramp Monitor staff as well as clarifying the relationship between the Park District and the Warren Township Highway Department regarding right of way street parking.
6. Staff assisted Park District Manager with traffic control, security, and event take-down at June Thursday Summer Concert series events at Rule and Willow on 7/28 and 8/11, at the Family Campout at Rule on 7/22, and National Night Out of 8/2.
7. Staff continue to assist maintenance in cleaning up loose litter, raking and removing seaweed buildup from boat ramps and beaches during their evening shifts.
8. Park Safety staff continue to do a nice job updating maintenance with work orders such as downed and damaged posts and cables and graffiti in the parks.
9. Thus far, our staff have not needed to officially follow through and execute a tow (through Wildwood Service) as they are diligent about not letting cars without resident stickers park without a daily pass permit/fee.
10. Staff continue to pick up lost and found items and toys in the parks and attempt to return them to owners when possible.