

**Wildwood Park District
Regular Board Meeting
33325 N. Sears Boulevard, Wildwood, IL 60030
Monday, December 12th, 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, December 12th, 2022**
- IV. Approval of Minutes**
 - A. Minutes of the Truth in Taxation Hearing – Monday, November 21st, 2022**
 - B. Minutes of the Regular Board Meeting – Monday, November 21st, 2022**
- 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. Oak Tree Wilt Discussion**
 - B. Valley Lake Stormwater Improvements DCEO/SMC Intergovernmental Agreement (IGA)**
 - C. Approval of 2023 John Deere Gator XUV835M Purchase**
 - D. Approval of Grasshopper Mower Model 725DT Purchase**
 - E. Approval of John Deere Salt Spreader Purchase**
 - F. Approval of Ariens 30 Deluxe Snow Thrower Purchase**
- XII. New Business**
 - A. Wildwood Park District Policy Manual(s) 2023 Legal Updates for Approval**
 - B. IPRA/IAPD Soaring to New Heights Conference Per Diem Approval**
- 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.

**Wildwood Park District
Truth in Taxation Hearing**

**Rule House
33325 N. Sears Blvd.
Wildwood, IL 60030**

**Monday, November 21st, 2022
7:00pm**

This is a public hearing to approve a proposed property tax levy increase for the Wildwood Park District, Lake County, Illinois for 2022 (payable in 2023), in the total amount of \$524,500.00. This represents a 6.55% increase over the previous year extension.

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 Matt Brueck, Becky Jante, Frank Bruno, Dan Corrigan, Anna Nelson
Absent: None
- Park District Staff Present:** Brandon Magnini, Park Dist. Manager; Katherine Atkins, Accountant, Michael Dykes, Maintenance Supervisor
- III. Approval of Consent Agenda – Truth in Taxation Hearing – Monday, November 21st, 2022**
Commissioner Jante entertained a motion to approve the Consent Agenda of the Truth in Taxation Hearing of Monday, November 21st, 2022. So moved, Commissioner Bruno. Seconded, Commissioner Nelson. All in favor, motion carries.
- IV. Matters from the Public**
-No Matters from the Public
- V. Truth in Taxation Hearing for Tax Year 2022 Levy**
Discussion. Commissioner Nelson asked for clarification on the 6.55% CPI that the District is seeking for approval as stated on the documentation for the Tentative Tax Levy for Tax Year 2022 and Notice for this Truth in Taxation Hearing that was made public for 30 days and published in the Daily Herald, on the District website, and the outdoor display board at Rule House when it was communicated at the October Regular Board Meeting that the Levy would be for 5% CPI. Kathy Atkins and President Jante explained that with first year New Construction and the 4% CPI required by law allocated to Special Recreation that those factors led to the 6.55% CPI being the official number posted on the Tentative Tax Levy and Hearing Notices. Discussion. PTELL is capped at 5% CPI for the Park District (when actual CPI is 8%). To levy for and approve the Tax Levy at 5% CPI, the 6.5% CPI being publicly what is signed off on is what encompasses the 5% CPI plus the added New Construction and Special Recreation allocation. Discussion. Per the Levy and Tax Assessment Equalized Assessed Value (EAV) Structure, levying only 5% CPI will allow the District to only receive up to 3.5% of the Levy. By levying the 6.55% CPI (which is calculated to include the New Construction and Special Recreation Allocation), the District is much more likely to receive the 5% CPI as desired. Discussion.
- VI. Matters from the Public**
-No Matters from the Public

VII. Adjournment

Commissioner Jante entertained a motion to adjourn the Truth in Taxation Hearing of Monday, November 21st, 2022. So moved, Commissioner Corrigan. Seconded, Commissioner Bruno. All in favor, motion carries. Hearing adjourned at 7:25pm.

Secretary
Board of Park Commissioners

President
Board of Park Commissioners

Date

Date

**Wildwood Park District
Regular Board Meeting
Rule House 33325 N. Sears Boulevard Wildwood, IL 60030
November 21st, 2022, at 7:15pm**

Minutes

- I. Call to Order:** The meeting was called to order at 7:25pm. The Pledge of Allegiance was recited.
- II. Roll Call:**
Present: Commissioners Matt Brueck, Becky Jante, Frank Bruno, Dan Corrigan, Anna Nelson
Absent: None
- Park District Staff Present:** Brandon Magnini, Park Dist. Manager; Katherine Atkins, Accountant, Michael Dykes, Maintenance Supervisor
- III. Approval of Consent Agenda – Regular Board Meeting – Monday, November 21st, 2022**
Commissioner Jante entertained a motion to approve the Consent Agenda of the Regular Board Meeting of Monday, November 21st, 2022. So moved, Commissioner Corrigan. Seconded, Commissioner Bruno. All in favor, motion carries.
- IV. Approval of Minutes**
A. Minutes of the Regular Board Meeting - Monday, October 17th, 2022
Commissioner Jante entertained a motion to approve the Minutes of the Regular Board Meeting of Monday, October 17th, 2022. So moved, Commissioner Corrigan. Seconded, Commissioner Bruno. 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 approve 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**
WSRA Special Board Meeting took place on November 7th. Commissioner Nelson attended the Regular WSRA Board Meeting on November 14th. Updated Articles of Agreement for the WSRA member agencies (with addition of Lindenhurst Park District) was reviewed by attorneys and reviewed amongst WSRA Board. Discussion. Final updated WSRA Articles of Agreement for Wildwood Park District to vote on and sign expected before the new year (TBD). Discussion. Next scheduled WSRA Board Meeting is January 9th, 2023.
- VIII. GLCC**
Keystone Hatcheries stocked the following fish in Gages Lake on Friday, November 11th: 100 Northern Pike 9"-12", 121 Smallmouth Bass 4"-6", 60 Largemouth Bass, 500 Walleye 6"-8".

IX. Valley Lake Report

Maj Kowalski's Volunteer Lake Monitoring Reports were included in the Board Packet. Discussion. A special thank you to Maj Kowalski for assisting our Maintenance staff by cleaning out the Valley North outlet drain area of debris, aquatic weeds, and brush. Valley Lake Ice Fishing Derby to take place February 11th, 2023.

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. New Business

A. Approval of Pebble Beach Park Swing-Set Project Invoices

Commissioner Jante entertained a motion to approve the Pebble Beach Park Swing set Project Invoices for a total of \$1,975.00 to Buildthis4U for installation, \$2,995.00 to Play Design Scapes for blown-in mulch and swing set equipment altogether for a grand total of \$4,930.00 as presented. So moved, Commissioner Brueck. Seconded, Commissioner Nelson. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Jante, aye, Commissioner Corrigan, aye, Commissioner Nelson, aye. All in favor, motion carries.

B. Approval of 2002 Chevy Dump Truck Sale to Jesus Alvarado

Commissioner Brueck moved to approve the Wildwood Park District's sale of the 2002 Maintenance Chevy Dump Truck to Jesus Alvarado for a grand total of \$2,500.00. 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.

C. Parks Maintenance Capital Equipment/Vehicles to Review:

Park District Manager Magnini and Maintenance Supervisor Dykes presented to the Board several quotes for a 2023 John Deere Gator, 2023 Grasshopper Zero Turn Mower, and John Deere Commercial Salt Spreader (with quotes for a Commercial Snow Thrower to come later), as part of a District initiative to phase out older and non-functioning capital equipment/vehicles and upgrade the Park District's vehicle fleet and major equipment to increase efficiency. Quotes were gathered under the umbrella of a \$50,000.00 line-item for "Maintenance Equipment" having been purposely placed into the FY 22-23 Budget for vehicle upgrades. Discussion. Quotes for the 2023 Gator and 2023 Diesel Grasshopper Mower were obtained via Sourcewell and OMNIA collective purchasing contracts that are available to government entities to keep prices down and create set contract prices for municipalities. Commissioner Jante entertained a motion to approve an up to and no more amount of \$50,000.00 (per the budget) for Park District staff to obtain further quotes and begin the process of moving forward on obtaining the aforementioned various (Mower, UTV, Salt Spreader), Capital Vehicles and Equipment with individual vehicle approval and cost at the December Regular Board Meeting. So moved, Commissioner Corrigan. Seconded, Commissioner Bruno. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Jante, aye, Commissioner Corrigan, aye, Commissioner Nelson, aye. All in favor, motion carries.

D. Oak Tree Wilt Discussion

Commissioner Brueck asked for this agenda item to be tabled to the December Regular Board Meeting.

E. 2023 IPRA/IAPD Soaring to New Heights Conference Registration

Park District Manager Magnini presented to the Board the options and costs for attendance at the 2023 IPRA/IAPD Soaring to New Heights Conference from January 26-28th, 2023 at the Hyatt Regency in Chicago. Discussion. Agenda item to be tabled to December Regular Meeting for Commissioners to check their January schedules. Commissioner Nelson moved to nominate Park District Manager Magnini as the Wildwood Park District voting representative at the IAPD Annual Business Meeting at Conference. Seconded, Commissioner Corrigan. All in favor, motion carries. Commissioner Jante entertained a motion to pay \$79.00 per day (Per Diem) for 2 days for the 2023 Soaring to New Heights Conference for those who register to attend. 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.

XII. Unfinished Business

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

The Intergovernmental Agreement draft was received by the Park District. The Park District will not sign any IGA until engineering plans for the plunge pool retrofit, berm work on the north end of Valley Lake, and other associated parts of the project on Valley Lake are presented to and reviewed by the Wildwood Park District Board. Payments to SMC from project partners will be delayed to 2023 as per the Warren Township Highway Department.

B. Approval of 2022 Tax Levy

Commissioner Brueck moved to approve a 0% Tax Levy for Tax Year 2022. Motion failed for lack of second. Commissioner Jante entertained a motion to approve the 2022 Tax Levy for Tax Year 2022 at 6.55% CPI as presented and made available for public viewing through the Daily Herald and Truth in Taxation Hearing of Monday, November 21st, 2022, at 7:00pm. So moved, Commissioner Nelson. Seconded, Commissioner Bruno. Roll Call: Commissioner Bruno, aye, Commissioner Brueck, nay, Commissioner Jante, aye, Commissioner Corrigan, aye, Commissioner Nelson, nay. Motion passes.

XIII. Other Business

- Commissioner Nelson asked about a Board/Staff get together for a holiday party after the Regular Board Meeting of Monday, December 12th. 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

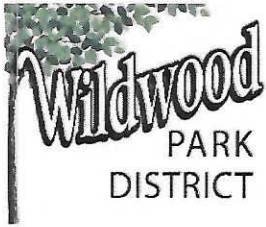
Commissioner Brueck moved to adjourn the Regular Board Meeting of Monday, November 21st, 2022, at 8:25pm. Commissioner Nelson seconded the motion. All in favor, motion carried. Meeting adjourned.

Secretary
Board of Park Commissioners

President
Board of Park Commissioners

Date

Date



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: December 12th, 2022

Good afternoon, Commissioners,

Please find below brief explanations on the following Board attachments that correlate with the agenda items for the Monday, December 12th, 2022, Regular Board Meeting:

Unfinished Business:

C. Approval of 2023 John Deere Gator XUV835M Purchase: Attached to the packet is the updated/signed vehicle agreement/quote that was submitted with a PO# authorization and tax exemption form to AHW LLC for the 2023 John Deere Gator. The Board approved by majority quorum the quote for \$23,945.06 via email vote. This updated quote includes a winch which added \$1,056.00 to the cost of the vehicle for a grand total of \$25,163.68. I would request an official motion to approve this updated quote (which the signed version has been submitted to the vendor to start the process). Our cost savings with a lower quote for the Grasshopper helps offset the increase of \$1,056.00 on the 2023 Gator to keep all four equipment items (Grasshopper, Snow Thrower, Salt Spreader, Gator) under the \$50,000.00 budget.

The Gator, Salt Spreader, and Snow Thrower (originating from the same vendor and Sourcewell Government Purchasing Contract) come to a total of \$29,715.42 which falls under the required by law \$30,000.00 bid threshold limit. The Board is advised to make a motion for each piece of equipment to separate out for clarity. The Grasshopper originates from the vendor Moridge Manufacturing, Inc. associated with OMNIA partners government contract.

D. Approval of Grasshopper Mower Model 725DT Purchase: Attached to this packet is Grasshopper QuikQuote #4135N00405 for a grand total of \$19,223.16. The Board approved by majority quorum via email vote this expenditure; and has been signed and submitted with tax exemption information and a PO# Authorization Letter to the vendor (Moridge Mfg. Inc.). I would request an official motion to approve this purchase of equipment as presented.

E. Approval of John Deere Salt Spreader Purchase:

Attached to this packet is the quote for the John Deere Salt Spreader (through AHW LLC) for a grand total of \$2,849.00. The Board was presented with this quote at the November Regular Meeting; and has been signed and submitted with tax exemption information to the vendor. I would request an official motion to approve this purchase of equipment as presented.

F. Approval of Ariens Deluxe 30 Snow Thrower Purchase:

Attached to this packet is the quote for the Ariens 30 Deluxe Snow Thrower (through John Deere/AHW LLC) for a grand total of \$1,702.74. The agreement has been signed and submitted with tax exemption information and PO# Authorization Letter to the vendor. I would request an official motion to approve this purchase of equipment as presented.

New Business:

A. Wildwood Park District Policy Manual(s) 2023 Legal Updates for

Approval: Attached to this packet are a few legal updates passed by the Illinois General Assembly (taking effect January 1, 2023) that the Park District will need to adopt and adjust its policy manuals accordingly. I have highlighted the new changes to our existing policies in the attachments. Of note, the sealed bid threshold was raised from \$25,000 to \$30,000 this past summer (SB 3050 Public Act 102-0999), and to comply with future purchases, the Board must approve the update to our Policy and Procedure Manual/Purchasing Policy.

Other changes include updates to the ODRISA (One Day in Seven Rest Act) for employees as well as the adoption of CROWN Act, which protects protected ethnic hairstyles as part of dress code policies for the Park District. Updates to the Illinois Cybersecurity Training Act (Public Act 102-0753), Park District and Public Utility Liability Act (SB 3467 Public Act 102-1084), and Local Government Efficiency Act (SB 3789 Public Act 102-1088) are included to approve in our policy manuals. Further information on the new statutes will be provided at the Regular Meeting. Further updated statutes affecting our policies will be forthcoming via email votes in December/January to be adopted prior to and right after the new year (will be officially approved at January 17th Regular 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
Recreation/Administration Report
December 12th, 2022

1. Schoolhouse Adventures Preschool continues throughout November/December and have added 3 new children to the program in late November. 1 of the children has already begun, and the other two look to begin near mid-end December.
2. WWPD Board Game Night at Rule House on 11/18 was cancelled last minute as all staff were away (vacation, family emergency, etc.). Event to be rescheduled to place after the new year begins.
3. 13 and 13 already registered for gingerbread house decorating event and Cookies and Milk with Santa event at Grandwood Park in December respectively on WWPD's end. 34 total are registered for Cookies and Milk with Santa by combining WWPD and GPPD numbers!
4. Routine administrative tasks such as sorting through bills, payroll, depositing funds, PDRMA reporting requirements, signing up staff for PDRMA classes, and assisting Kathy with various financial tasks.
5. Working with Maintenance and Kathy as administrative help for special projects and orders.
6. Updating legal and policy manual changes for Board approval at December 2022 Regular Meeting stemming from 2022 changes from the Illinois General Assembly and amendments to Park District Code. Information obtained from attendance at IAPD Legal Symposium on November 3rd this year.
7. Execution of W/S 2023 Brochure rollout and delivery to residents week of 11/21.
8. Working with staff to prepare for January programs and special events such as Snow Much Fun and Ice Jug Curling on the Lake.
9. Working with Maggie, the Lions Club, and Signarama of Grayslake to install Lions Club plaque on new Pebble Swings that can be latched onto overhead crossbar.
10. Administrative paperwork and submission of approved Tax Levy and associated paperwork to Lake County Clerk's Office.
11. Website management and board duties.
12. Attended PDRMA Safety Coordinator seminar on November 30th in Homewood-Flossmoor.
13. Attending PDRMA Playground Maintenance Technician Class with Michael Dykes on December 7th and 8th.
14. Forecasting and planning 2023 Marketing/Communications major projects and initiatives with Maggie.
15. Parks Signage Redesign Project with Maggie.
16. Oak Room Rental on 12/10.

Wildwood Park District

Maintenance Report

December 12th, 2022

1. Ongoing park garbage control and maintenance.
2. Routine maintenance and upkeep of equipment. Continued winterization of equipment.
3. Ordered and had delivered 49 bags of rock salt for winter salting needs. Supply should last past this season and was purchased as stock was down to 1-2 remaining bags at start of this season.
4. Clean Rule bathrooms, community rooms, and office spaces as needed - re-stock paper towels and soap.
5. Park and playground inspections, corrective actions as needed.
6. Building inspections conducted monthly.
7. Removing brush and debris from parks as needed.
8. New Pebble Beach Park Swing-Set officially opened for public use on November 21st after the addition of ASTM Playground Certified Mulch.
9. Park picnic bench restoration continues at the Shop. New bolts and washers for said benches have been purchased to stabilize bench parts when put back together for Spring.
10. Maintenance Staff continue to evaluate and purchase low-cost tool and parts organizing kits, batteries, and storage racks for greater efficiency.
11. Administrative work such as quoting out capital equipment items such as Grasshopper Mower, upgraded John Deere Gator, salt spreader, snow thrower, and more.
12. Upgraded/fixed interior overhead lighting in Boy Scout Garage per Scoutmaster request.
13. Attending PDRMA Playground Maintenance Technician Class with Park District Manager on 12/7 and 12/8 in Hoffman Estates.
14. (Brandon)Toured parks with Bartlett Tree Service to discuss issues facing Oak trees and mitigation strategies while quoting out needed winter pruning/tree removal.
15. (Brandon) Toured parks with Maggie Woznick and compiled detailed notes on signage fixes and improvements (document shared with Board via email). Met with Signarama of Grayslake to discuss vision.
16. During scheduled office closure of December 26th-December 30th spot painting, deep cleaning Rule House, and restoration of trim around Rule attic entry.
17. Solidifying 2023 WWPD Master Calendar and 2023 Maintenance Projects/Timeline

Marketing Report December 2022

Website

- Routine Maintenance- keeping website up to date with current announcements, events, news, and programs, as well as removing old content.
- Updates
 - All Winter/Spring 2023 programs and events are on appropriate pages and website calendar
 - Special events, adult/senior programs, youth programs, early childhood/tot programs, and GO WILDWOOD & walking club
 - Created and launched landing page for 'Deck the House: Holiday Display Contest'
 - Contest description, rules & regulations, submission form, and winner prizes
 - Latest News
 - Pebble Beach Park New Swings now open
 - Parks & Facilities page: added Wildwood boundaries map
 - All upcoming December events and news/announcements are on home page slider
- Metrics (last 30 days)
 - Sessions: a session is the browsing session of a single user to our website
 - 820- up 10% from previous 30 days
 - Pageviews: a view of a page on our site that is being tracked by the Analytics tracking code
 - 1,710- up 21% from previous 30 days
 - Average Session Duration: total duration of all sessions, in seconds
 - 34 seconds- down 14% the previous 30 days
 - Total Users: the number of distinct tracked users
 - 657- up 14% from previous 30 days
 - New vs Returning Visitors
 - New- 94%, Returning- 6%
 - Device Breakdown
 - Desktop- 51%, Tablet- 3%, Mobile- 46%
 - Top Referrals: the top websites that send your website traffic, known as referral traffic
 - 1. Facebook
 - 2. LinkedIn
 - 3. Instagram
 - 4. Next Door
 - 5. Link Tree
 - Top Pages
 - 1. Home
 - 2. Registration
 - 3. Program Brochure

- 4. Calendar
- 5. Pavilion & Room Rentals
- 6. Parks & Facilities
- 7. Board of Commissioners & Board Meetings
- 8. Wildwood Santa Parade & Food Drive
- 9. Employment Opportunities
- 10. Special Events

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 to promote Wildwood Santa Parade
 - Posted to promote Cookies & Milk with Santa event
 - All winter/spring 2023 events are on all of our social media platforms.
- Analytics
 - Facebook
 - Total page followers: 1,591- up 8 followers in last 28 days
 - Post Reach- The number of people who saw any of our posts at least once
 - 3,618
 - Post Engagement- reactions, comments & shares
 - 1,983
 - Instagram
 - Accounts Reached: 100- up 11.1% in last 30 days
 - Accounts engaged: 19- up 11.7% in last 30 days
 - Total followers: 187- up 1.6% in last 30 days

Monthly E-Newsletter Email

- December e-newsletter was sent out and advertised all WWPDP December events/programs including Wildwood Santa Parade, Holiday House Decorating event, and Cookies & Milk with Santa. Deck the House: Holiday Display Contest. Pebble Beach new swings now open. Notice to residents that winter/spring 2023 brochure hard copy was in the mail for delivery, and reminder that digital brochure is available on our website. Fall/winter & holiday office hours/closures. December Marketing/Maintenance/Recreation Reports were included as well.
- New e-newsletter sign up landing page has yielded 34 new sign-ups- 9 more in last 30 days.

Winter/Spring Program Brochure

- Newly re-designed winter/spring 2023 brochure hard copy has been mailed out and delivered to residents. This will give folks one month to review, pick their programs, and be prepared for our January 1 resident and January 8 non-resident registration opening.
- Interactive digital version of the brochure is completed and available on the park district website as of mid-November. It has also been advertised on all social media platforms. The interactive digital brochure includes hyperlinks to drive people to our website and social media pages, as well as buttons where people can directly register for programs and events.

Park Signage Re-Design Project

- Brandon and Maggie completed park tour 2.0 and took pictures/inventory of all signs, as well as established which sign need replacing, eliminating, and/or to be moved for park signage re-design project in the upcoming spring. We have established a more concise and streamlined plan for all signs to ensure consistency throughout our parks, as well as creating an overall more esthetically pleasing look. We are working closely with Signarama Grayslake who conducted an in-person site survey with Brandon and at Pebble Beach to see signs and discuss a plan moving forward.

Gagewood Lions Club Recognition Signs

- Currently working on getting a Gagewood Lions Club sign created for the new Pebble Beach swing set to recognize them for their donation. Also looking to possibly replace their logo sign on the Sunset Park pavilion that is old and weathered. Working with Signarama Grayslake on this and was part of the Pebble Beach site survey.



ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):
AHW LLC
29626 N Highway 12
WAUCONDA, IL 60084
US

ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:
AHW LLC
29626 N Highway 12
Wauconda, IL 60084
847-487-4900
dlwauconda@ahwllc.com

Quote Summary

Prepared For:
WILDWOOD PARK DISTRICT
33325 N SEARS BLVD
GRAYSLAKE, IL 60030
Business: 847-223-2820

Delivering Dealer:
AHW LLC
Darwin Lewis
29626 N Highway 12
Wauconda, IL 60084
Phone: 847-487-4900
dar.lewis@buckbrosinc.com

Quote ID: 27841694
Created On: 28 November 2022
Last Modified On: 06 December 2022
Expiration Date: 28 December 2022

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE GATOR™ XUV835M (Model Year 2023) Contract: Sourcewell Turf 031121-DAC (PG BT CG 23) Price Effective Date: November 27, 2022	\$ 29,234.87	\$ 25,163.68 X	1 =	\$ 25,163.68
Equipment Total				\$ 25,163.68

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 25,163.68
Trade In	
SubTotal	\$ 25,163.68
Est. Service	\$ 0.00
Agreement Tax	
Total	\$ 25,163.68
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 25,163.68

Salesperson : X _____

Accepted By : X _____

Wildwood Park District
Park District Manager

[Signature] 12/16/2022



Selling Equipment

Quote Id: 27841694

Customer Name: WILDWOOD PARK DISTRICT

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

AHW LLC
29626 N Highway 12
Wauconda, IL 60084
US

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

AHW LLC
29626 N Highway 12
Wauconda, IL 60084
847-487-4900
dlwauconda@ahwllc.com

JOHN DEERE GATOR™ XUV835M (Model Year 2023)

Hours:

Suggested List *

Stock Number:

\$ 29,234.87

Contract: Sourcewell Turf 031121-DAC (PG BT CG 23)

Selling Price *

Price Effective Date: November 27, 2022

\$ 25,163.68

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
87*7M	GATOR™ XUV835M (Model Year 2023)	1	\$ 19,749.00	14.00	\$ 2,764.86	\$ 16,984.14	\$ 16,984.14
Standard Options - Per Unit							
001A	US/Canada	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
0505	Build To Order	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
1060	27" Predator Heavy-Duty all-terrain radial tires on 14" Yellow Steel Wheels	1	\$ 179.00	14.00	\$ 25.06	\$ 153.94	\$ 153.94
2031	Split Bench Seat - Black Vinyl	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
2350	Park Position in Transmission	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
2500	Green and Yellow	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
3303	Cargo Box with Spray In Liner, Brake, and Tail Lights	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
3101	Cargo Box Power Lift	1	\$ 1,073.00	14.00	\$ 150.22	\$ 922.78	\$ 922.78
4000	OSR Nets	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
4051	Black Roof, Windshield, and Rear Panel	1	\$ 2,271.00	14.00	\$ 317.94	\$ 1,953.06	\$ 1,953.06
5010	Glass Protection Package	1	\$ 0.00	14.00	\$ 0.00	\$ 0.00	\$ 0.00
6313	Winch	1	\$ 1,056.00	14.00	\$ 147.84	\$ 908.16	\$ 908.16
	Standard Options Total		\$ 4,579.00		\$ 641.06	\$ 3,937.94	\$ 3,937.94
Dealer Attachments/Non-Contract/Open Market							
BUC11110	Lab door color panel (green)	1	\$ 97.37	14.00	\$ 13.63	\$ 83.74	\$ 83.74
BUC11195	Door Kit	1	\$ 3,329.84	14.00	\$ 466.18	\$ 2,863.66	\$ 2,863.66
BM22290	Drawbar/ ball mount for 2 in. (2 in.) receiver hitch. Hitch Ball sold separately	1	\$ 54.57	14.00	\$ 7.64	\$ 46.93	\$ 46.93
BM29308	Heavy Duty Rear Shocks	1	\$ 393.76	14.00	\$ 55.13	\$ 338.63	\$ 338.63



JOHN DEERE



Tomorrow's Solutions Today

Selling Equipment

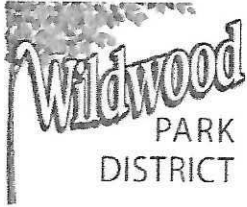
Quote Id: 27841694

Customer Name: WILDWOOD PARK DISTRICT

ALL PURCHASE ORDERS MUST BE MADE OUT
TO (VENDOR):
AHW LLC
29626 N Highway 12
WAUCONDA IL 60084
US

ALL PURCHASE ORDERS MUST BE SENT
TO DELIVERING DEALER:
AHW LLC
29626 N Highway 12
Wauconda, IL 60084
847-487-4900
dlwauconda@ahwllc.com

BM26395 Heavy Duty Front Shocks	1	\$ 344.54	14.00	\$ 48.24	\$ 296.30	\$ 296.30
BUC10809 Front Attachment Harness	1	\$ 206.51	14.00	\$ 28.91	\$ 177.60	\$ 177.60
BM26739 Rear Cab Attachment Harness	1	\$ 88.81	14.00	\$ 12.43	\$ 76.38	\$ 76.38
BUC10804 Backup Alarm	1	\$ 131.61	14.00	\$ 18.43	\$ 113.18	\$ 113.18
BUC10608 Front Turn Signal Light Kit	1	\$ 104.86	14.00	\$ 14.68	\$ 90.18	\$ 90.18
UV FEES OPEN MARKET DOC FEE	1	\$ 125.00	0.00	\$ 0.00	\$ 125.00	\$ 125.00
UV FEE OPEN MARKET	1	\$ 30.00	0.00	\$ 0.00	\$ 30.00	\$ 30.00
Dealer Attachments Total		\$ 4,906.87		\$ 665.27	\$ 4,241.60	\$ 4,241.60
Value Added Services		\$ 0.00			\$ 0.00	\$ 0.00
Total						
Total Selling Price		\$ 29,234.87	\$ 0.00	\$ 4,071.19	\$ 25,163.68	\$ 25,163.68



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

AHW LLC
29626 N. Highway 12
Wauconda, IL 60084

To Whom it May Concern,

Per Quote Id#27841694 the Wildwood Park District will be purchasing a John Deere Gator XUV835M (Model Year 2023) for a grand total of \$25,163.68 through Sourcewell Turf Contract (031121-DAC) (PG BT CG 23) via AHW LLC. Purchase order is made out to AHW LLC located at 29626 N. Highway 12 Wauconda, IL 60084.

The Wildwood Park District is a municipality located in Grayslake, IL and therefore does not pay State sales tax on this piece of equipment. The official tax exemption form has been provided to AHW LLC and tax exemption number is E99957108.

This letter serves as the Wildwood Park District's official purchase order document for the John Deere Gator XUV835M (Model Year 2023).

Sincerely,

A handwritten signature in black ink, appearing to read "Brandon Magnini", with a stylized flourish at the end.

Brandon Magnini
Park District Manager
Wildwood Park District
847.223.7275
bmagnini@wildwoodparkdistrict.com

Grasshopper QuikQuote #4135N00405



Vendor:
Moridge Mfg. Inc.
 105 Old Highway 81 S.
 P.O. Box 810
 Moundridge, KS 67107

Contact:
Brent Dobson
 bdobson@grasshoppermower.com

Quoted by
Marie Harper
 P: (620) 345-6301

Marie Harper
 E: mharper@grasshoppermower.com
 P: 620-345-6301

Quoted for
Wildwood Park District
 33325 N Sears Blvd
 Grayslake, IL 60030
 E: maintenance@wildwoodparkdistrict.com
 P: 847-775-9104
Note:
 Michael Dykes

OMNIA
 PARTNERS
 (U.S. Communities)

Contract ID: #22-6640
Contract Period: 05/15/2022-05/14/2025
 Quoted Dec 2, 2022

Power Unit & Deck

	List	Contract
Model 725DT (532127) 898cc MaxTorque? Diesel engine; "no-gears" T6? pump-and-wheel-motor transmission; AntiVibe Power Platform?; luxury seat and shock-absorbing footrest	\$16,950.00	\$13,221.00
3661PF – 61" w/ PowerFold (532810)	\$4,580.00	\$3,572.40

List Total: \$24,408.30

Contract: \$19,223.16

Grand Total: \$19,223.16

Stipulation(s):
 ✓ Quote Expires in 30 days

Wholegoods

	List	Contract
503218+503220 – Counterweight Kit - 50 lb. with mount kit (One 50-lb. weight included)	\$240.00	\$187.20
533578 – Premier Suspension Seat	\$775.00	\$658.75
533550 – Foldable ROPS w/ Seatbelt	\$180.00	\$153.00
533544 – Hydraulic Deck Lift	\$1,385.00	\$1,177.25
503069 – Armrest Control - PowerFold (E-Brake)	\$195.00	\$165.75
503221 – Armrest Control Mount Kit - Premier Seat	\$20.00	\$17.00

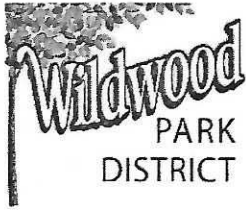
Make PO to: Moridge Mfg. Inc.

Fax PO to:
 Email PO to: bdobson@grasshoppermower.com
 PO #: WVDPGH237275

Approved by: Brandon Magini Park District Manager
 Signature: [Signature]
 Date: 12/19/2022

Parts (1X-4X, KU, 6X-9X)

	List	Contract
KU1174 –Engine Block Heater	\$83.30	\$70.81



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

Moridge Mfg. Inc.
105 Old Highway 81 S.
P.O. Box 810
Moundridge, KS 67107

To Whom it May Concern,

Per Grasshopper QuikQuote ID #4135N00405 the Wildwood Park District will be purchasing a Grasshopper Zero-Turn Mower Model 725DT (532127) for a grand total of \$19,223.16 through Moridge Mfg. Inc. per OMNIA Partners Purchasing Agreement Contract #22-6640. Purchase order is made out to Moridge Mfg. Inc. located at 105 Old Highway 81 S., P.O. Box 810 Moundridge, KS 67107.

The Wildwood Park District is a municipality located in Grayslake, IL and therefore does not pay State sales tax on this piece of equipment. The official tax exemption form has been provided to Moridge Mfg. Inc. and tax exemption number is E99957108.

This letter serves as the Wildwood Park District's official purchase order authorization for the purchase of the Grasshopper Zero-Turn Mower Model 725DT (532127).

Sincerely,

A handwritten signature in black ink, appearing to read "Brandon Magnini", with a large, sweeping flourish extending to the right.

Brandon Magnini
Park District Manager
Wildwood Park District
847.223.7275
bmagnini@wildwoodparkdistrict.com



Quote Summary

Prepared For:
Wildwood Park Dist
IL

Prepared By:
Darwin Lewis
AHW LLC
29626 N Highway 12
Wauconda, IL 60084
Phone: 847-487-4900
dar.lewis@buckbrosinc.com

Quote Id: 27656886
Created On: 21 October 2022
Last Modified On: 21 October 2022
Expiration Date: 31 October 2022

Equipment Summary	Suggested List	Selling Price	Qty	Extended
AGRI-FAB SPREADER	\$ 2,849.00	\$ 2,849.00 X	1 =	\$ 2,849.00
Equipment Total				\$ 2,849.00

Quote Summary

Equipment Total	\$ 2,849.00
MFG RETAIL BONUS	\$ 0.00
DOC FEES	\$ 0.00
REGISTRATION FEES	\$ 0.00
TITLE FEES	\$ 0.00
CARD FINANCE FEES	\$ 0.00
DRIVE AWAY PERMIT	\$ 0.00
SubTotal	\$ 2,849.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 2,849.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 2,849.00

Salesperson : X _____

Accepted By : X  Brandon Magahi
Park District Manager



JOHN DEERE

Selling Equipment



Tomorrow's Solutions Today

Quote Id: 27656886

AGRI-FAB SPREADER				
Hours:	0			Suggested List
Stock Number:				\$ 2,849.00
				Selling Price
				\$ 2,849.00
Code	Description	Qty	Unit	Extended
LP69909	3 CU FT SPREADER	1	\$ 1,599.00	\$ 1,599.00
Standard Options - Per Unit				
INSTALL	INSTALLATION	1	\$ 400.00	\$ 400.00
LP49057	HITCH AND DISPLAY	1	\$ 850.00	\$ 850.00
	Standard Options Total			\$ 1,250.00
	Suggested Price			\$ 2,849.00
Customer Discounts				
	Customer Discounts Total		\$ 0.00	\$ 0.00
Total Selling Price				\$ 2,849.00



Quote Summary

Prepared For:
Wildwood Park Dist
IL

Prepared By:
Darwin Lewis
AHW LLC
29626 N Highway 12
Wauconda, IL 60084
Phone: 847-487-4900
dar.lewis@buckbrosinc.com

Quote Id: 27869979
Created On: 02 December 2022
Last Modified On: 05 December 2022
Expiration Date: 30 December 2022

Equipment Summary	Suggested List	Selling Price	Qty	Extended
ARIENS DELUXE 30	\$ 1,702.74	\$ 1,702.74 X	1 =	\$ 1,702.74
Equipment Total				\$ 1,702.74

Quote Summary

Equipment Total	\$ 1,702.74
DOC FEES	\$ 0.00
MFG RETAIL BONUS	\$ 0.00
REGISTRATION FEES	\$ 0.00
TITLE FEES	\$ 0.00
CARD FINANCE FEES	\$ 0.00
DRIVE AWAY PERMIT	\$ 0.00
SubTotal	\$ 1,702.74
Est. Service Agreement Tax	\$ 0.00
Total	\$ 1,702.74
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 1,702.74

Salesperson : X _____

12/15/2022
Wildwood Park District
Park District Manager
Accepted By : X *Brandon Mayne*



JOHN DEERE

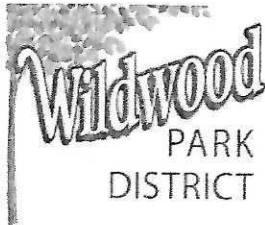
Selling Equipment



Tomorrow's Solutions Today

Quote Id: 27869979

ARIENS DELUXE 30				
Hours:	0			Suggested List
Stock Number:				\$ 1,702.74
				Selling Price
				\$ 1,702.74
Code	Description	Qty	Unit	Extended
921047	DELUXE 30	1	\$ 1,702.74	\$ 1,702.74
Suggested Price				\$ 1,702.74
Customer Discounts				
Customer Discounts Total			\$ 0.00	\$ 0.00
Total Selling Price				\$ 1,702.74



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

www.wildwoodparkdistrict.com

AHW LLC
29626 N. Highway 12
Wauconda, IL 60084

To Whom it May Concern,

Per Quote Id#27869979 the Wildwood Park District will be purchasing an Ariens Deluxe 30 Snow Thrower Model #921047 for a grand total of \$1,702.74 through AHW LLC. Purchase order is made out to AHW LLC located at 29626 N. Highway 12 Wauconda, IL 60084.

The Wildwood Park District is a municipality located in Grayslake, IL and therefore does not pay State sales tax on this piece of equipment. The official tax exemption form has been provided to AHW LLC and tax exemption number is E99957108.

This letter serves as the Wildwood Park District's official purchase order document for the Ariens Deluxe 30 Snow Thrower Model #921047.

Sincerely,

A handwritten signature in black ink, appearing to read "Brandon Magnini", with a stylized flourish at the end.

Brandon Magnini
Park District Manager
Wildwood Park District
847.223.7275
bmagnini@wildwoodparkdistrict.com

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.

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 constructions projects shall include all requirements including business references, bid surety and performance bond, insurance, indemnification, protections 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.
6. Bids will be qualified and recommended to the Board of Park Commissioners for final approval.
7. In the event the Board of Park Commissioners rejects all the bids, the project may be rebid. However, specifications shall be sufficiently altered to prevent reliance upon information obtained from the former bid process that may be used to unfair advantage in the rebid process.

Contracts

Section 2: Payroll Policies and Procedures

2.6 Recording of Hours Worked

All non-exempt employees are required to maintain an accurate and legible record of the hours worked, whether by time sheet or time card. These time records, which must be approved by your immediate supervisor, are the basis for your paycheck calculation. Time is computed to the nearest quarter of an hour (15 minutes) per week.

You are responsible for your own time records. Violation of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

The Wildwood Park District complies with The One Day Rest in Seven Act Amendment (ODRISA) (SB3146). The ODRISA requires every employer, with certain exceptions, to provide employees, including domestic workers at least 24 hours consecutive hours of rest in every consecutive seven (7)-day period. During this rest period, employees may not report to work on their own volition.

ODRISA Notice will be posted in a conspicuous place on the premises where labor posted are customarily posted.

Remote staff who do not typically report to the physical workplace must be emailed a copy of the ODRISA policy.

Note Employees are not to clock or sign in or out for other employees.

Recording another employee's time record or falsification of your own time record is against Park District rules and is grounds for disciplinary action, up to and including dismissal. Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records. If an employee forgets to clock or sign in or out, he must notify his supervisor immediately so the time may be accurately recorded for payroll. Exempt employees are not required to sign in or out; however, business trips, vacations, sick, and personal days must be recorded on the attendance sheet by the employee designated to monitor attendance.

Section 2: Payroll Policies and Procedures

2.7 Lunch & Rest Periods

Department heads are authorized to establish and arrange lunch periods and reasonable rest periods during each workday that are most consistent and comply with The One Day Rest in Seven Act Amendment (ODRISA) (SB3146). Rest or break time is compensated as work time. Employees who choose to remain at work during a rest or lunch break cannot leave work early. Employees on rest or lunch break cannot interfere with employees who are working.

All employees who work more than five hours per shift/day receive an unpaid meal period of at least 20 minutes per ODRISA. Employees who work over seven and a half hours worked per day shall be entitled to an additional 20 minute meal period for every four and a half hours worked.

ODRISA Notice will be posted in a conspicuous place on the premises where labor posted are customarily posted.

Remote staff who do not typically report to the physical workplace must be emailed a copy of the ODRISA policy.

or excessive absenteeism or tardiness, as determined in the sole discretion of the Park District, constitutes unsatisfactory performance and will subject you to disciplinary action up to and including dismissal.

In calculating an employee's attendance record, all absences, whether paid or unpaid, approved or without approval, or with or without notice, will be counted except for absence due to the following: approved leave under the approved military leave, and other approved paid leaves.

If you find it necessary to leave work because of illness or personal emergency, you must obtain prior approval from your immediate supervisor. If your immediate supervisor is unavailable, contact the supervisor at the succeeding level of authority in your department.

Section 6: Employee Conduct

6.9 Proper Dress/Appearance/Uniforms

The personal appearance of employees conveys to the public a general impression of the Wildwood Park District. Your attire, including jewelry, on the job should be in good taste, clean, neat and appropriate for the duties being performed. Safety equipment and attire may be required for certain jobs. Employees holding these positions are expected to wear the assigned apparel when on the job.

Employees

must be neat, clean and orderly at all times while on duty. Hair must be neat, clean, trimmed and present a groomed appearance.

The Wildwood Park District complies with the CROWN Act (SB3616 775 ILCS 5/1 -103) to prohibit discrimination based on numerous protected characteristics associated with race including hair texture and protective hairstyles such as braids, locks, and twists.

Mustaches and

beards are permitted as long as they are neatly trimmed and groomed, and such facial hair does not pose a safety or health risk given the nature of the employee's job responsibilities. For safety purposes, all employees working with maintenance equipment must either keep their hair in the back no longer than one inch below the ear or must firmly secure longer hair so that it does not hang below the ears.

Exposed body piercing jewelry is strictly limited to earrings, and the style of earring or jewelry may not present a safety hazard to you, your coworkers, or the public, as determined by the Park District.

Tattoos cannot be offensive in nature (*i.e.*, words including profanity and/or symbols). Employees with offensive tattoos will be required to cover their tattoos while at work.

Clothing and shoes that are torn, frayed, deteriorated, and/or visibly dirty are considered unacceptable attire.

It is your responsibility to wear your uniform while on duty if one has been provided to you. Please remember that uniforms, keys, and other Park District property are and remain the property of the Park District and must be returned upon termination of your employment. Employees will be held liable for the cost of replacing any damaged or lost Park District property. Also please remember that uniforms, and other identifying items identify you as a Park District employee while you are on duty. They are not to be worn when you are off duty.

Section 6: Employee Conduct

6.10 Work Areas

Work areas will be kept clean and orderly at all times. Apparel such as boots, coats and umbrellas will be stored in designated areas. Personal items are not to be stored at work.

Prior to the end of the workday, all tools and equipment will be cleaned and stored. All items, papers, or information of value must be properly secured.

Non-work materials, such as posters, signs, pictures and calendars are permitted to the extent that they do not interfere with the performance of work and they are not offensive to a reasonable person. The President of the Board is the final authority when deciding whether or not a non-work item is permissible.

102ND GENERAL ASSEMBLY
State of Illinois
2021 and 2022
SB3467

Introduced 1/19/2022, by Sen. Adriane Johnson

SYNOPSIS AS INTRODUCED:

New Act

Creates the Park District and Public Utility Liability Act. Provides that provisions in, or in connection with, a land lease agreement between an electric public utility and a park district that require a lessee park district to indemnify or hold harmless the lessor public utility against liability for damages arising out of bodily injury to persons or damage to property proximately caused by or resulting from the negligence of the lessor is against public policy, void, and unenforceable. Provides that nothing in the Act shall prevent or prohibit a contract, promise, or agreement for a lessor to indemnify or hold harmless any lessee against liability for damages resulting from the sole negligence of the lessor. Effective immediately.

LRB102 24343 LNS 33577 b

A BILL FOR

SB3467

LRB102 24343 LNS 33577 b

1

AN ACT concerning civil law.

2 **Be it enacted by the People of the State of Illinois,**
3 **represented in the General Assembly:**

4 Section 1. Short title. This Act may be cited as the Park
5 District and Public Utility Liability Act.

6 Section 5. Definitions. As used in this Act:

7 "Lessee" means any park district engaged in a contractual
8 lease for property use.

9 "Lessor" means any electric public utility leasing
10 property ownership, control, or access.

11 "Park district" has the same meaning as used in the Park
12 District Code.

13 "Public utility" has the same meaning as used in the
14 Public Utilities Act.

15 Section 10. Liability.

16 (a) Provisions in, or in connection with, a land lease
17 agreement between an electric public utility and a park
18 district that require a lessee to indemnify or hold harmless
19 the lessor, the lessor's independent contractors, agents,
20 employees, or indemnitees, against liability for damages
21 arising out of bodily injury to persons or damage to property
22 proximately caused by or resulting from negligence, in whole

SB3467

- 2 -

LRB102 24343 LNS 33577 b

1 or in part, of the lessor, its independent contractors,
2 agents, employees, or indemnitees, is against public policy,
3 void, and unenforceable.

4 (b) Nothing in this Act shall prevent or prohibit a
5 contract, promise, or agreement for a lessor to indemnify or
6 hold harmless any lessee against liability for damages
7 resulting from the sole negligence of the lessor, its agents,
8 or its employees.

9 Section 99. Effective date. This Act takes effect upon

The Park District encourages the use of volunteers, where appropriate, to supplement and assist staff. A volunteer manual will be used in orienting and managing volunteers. Departments may elaborate on these materials with other information specific to the volunteer's tasks. In all cases volunteers will undergo a criminal background check and other appropriate screenings, be provided with necessary equipment and training, and be recognized for their contributions to the District.

10.17 SEXUAL HARASSMENT POLICY

The Sexual Harassment Policy is in the Personnel Policy Manual.

10.18 CYBERSECURITY POLICY

The Wildwood Park District Complies with the Local Government Cybersecurity Training and Cybersecurity Prohibited Products Acts (20 ILCS 1375/5-30 new) and (30 ILCS 500/25-90 new) respectively. State Agencies including the Wildwood Park District are prohibited from purchasing any products that due to cybersecurity risks, are prohibited for purchase by federal agencies pursuant to a United States Department of Homeland Security Binding Operational Directive.

RECREATION

11.01 STATEMENTS OF PURPOSE AND AUTHORITY

Statement of Purpose. To provide a comprehensive, year-round recreational program, which meets the needs of the individuals and segments of the population, that comprise the neighborhood and community and which makes the public a partner in the process.

To provide positive recreational experiences which contribute to the individual's physical, social, emotional, cultural and educational growth in order to enrich the quality of life. Respect for the dignity and self-worth of every individual shall be of paramount importance.

To coordinate leisure programs whenever financially and philosophically feasible with other community organizations to provide the maximum opportunity for leisure services throughout the community.

Statement of Authority. Recreation services shall be operated and maintained in accordance with policies and procedures established by the Board.

11.02 SCHOLARSHIPS

Financial Assistance Scholarships may be awarded to District residents for designated recreation programs based upon need, contingent upon the necessary funds. Eligibility for scholarships shall be determined by reference to the requirements established.

11.03 COOPERATIVE AGREEMENTS

It is the policy of the Park District to enter into mutually beneficial agreements with other public and/or private organizations to provide programs and facilities for the community.

(20 ILCS 1375/5-30 new)

Sec. 5-30. Local government employee cybersecurity training. Every employee of a county or municipality shall annually complete a cybersecurity training program. The training shall include, but need not be limited to, detecting phishing scams, preventing spyware infections and identity theft, and preventing and responding to data breaches. The Department shall make available to each county and municipality a training program for employees that complies with the content requirements of this Section. A county or municipality may create its own cybersecurity training program.

Section 20. The Illinois Procurement Code is amended by adding Section 25-90 as follows:

(30 ILCS 500/25-90 new)

Sec. 25-90. Cybersecurity prohibited products. State agencies are prohibited from purchasing any products that, due to cybersecurity risks, are prohibited for purchase by federal agencies pursuant to a United States Department of Homeland Security Binding Operational Directive.

ETHICS AND CONDUCT

3.01 ETHICS ACT

On a yearly basis, Commissioners must file a statement of economic interests, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of Lake County (Code 5 ILCS 420/1-101) prior to April 30.

3.02 LEGAL AUTHORITY

The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, act or speak for the Board, individually incur debt on behalf of the Park District, including professional or legal fees unless specifically authorized to do so by official Board action.

3.03 REPRESENTATION

Board members represent all of the residents of the District and should avoid representing special interest groups. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.

3.04 CODE OF CONDUCT

- Recluse himself or herself from discussing or voting on any issue which he or she has an unavoidable conflict of interest.
- Accept the principle of Board unity by supporting majority decisions of the Board.
- Understand and respect the separation of Board responsibilities and functions from those of staff.
- Respect the confidentiality appropriate to issues of a sensitive nature.
- Respect, listen and communicate with fellow Board members.
- Approach all Board issues with an open mind, prepared to make the best decision for everyone involved.
- When outside of the Board meeting, avoid making individual pronouncements and public conjectures about agency matters not yet decided by the Board.
- Complete the online Freedom of Information Act training.
- Within ninety (90) days of taking office, elected officials must complete the Open Meetings Act training required by the Attorney General on its website.
- Notify the administration office if unable to attend a meeting.

3.05 STATE OFFICIALS AND EMPLOYEES ETHICS LAWS

Board members are responsible for understanding and adhering to the State Officials Employees Ethics Laws, 5 ILCS 430 et seq. which include the Prohibited Political Activities Act and the Gift Ban Law.

3.06 DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY: The Wildwood Park District complies with Public Act 102-1088 effective June 10th, 2022. The Act requires certain (not all) units of local government to establish a committee within one year after the effective date (6/10/2023), and at least once every 10 years thereafter, to study local efficiencies and report recommendations to the county board in which the governmental unit is

located. The Act applies to units of local government that may levy any tax (in which the Wildwood Park District applies).

The duties of each committee include, but are not limited to, the following:

- Study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements and interrelationships with other governmental units and the state.
- Collect data, research and analysis as necessary to prepare a report that summarizes the committee's work, findings and recommendations with respect to increased accountability and efficiency; and,
- Provide a report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee.

COMMITTEE COMPOSITION

Each committee shall consist of the following members:

- The president or chief elected (or appointed) official, or their designee, of the governing board of the governmental unit, who shall serve as chair of the committee.
- All elected or appointed members of the governing board of the governmental unit.
- At least two residents of the governmental unit appointed by the chair of the board of the governmental unit, with the advice and consent of the board.
- The Park District Manager or other officers of the governmental unit; and, additional members appointed by the chairperson as he or she deems appropriate.
- Each committee is dissolved upon the submission of its report to the county board until it is reestablished with newly appointed members at least once every ten years.

COMMITTEE MEETINGS

- The committee is required to meet at least three times and may meet during a regularly scheduled meeting of the governmental unit, so long as certain conditions are met.
- Specifically, the governmental unit must give a separate notice pursuant to the Open Meetings Act (OMA), the committee meeting must be listed as part of the agenda for the regularly- scheduled meeting and a majority of the members of the committee must be present.
- The committee is considered a public body under the Freedom of Information Act (FOIA).
- At the conclusion of each meeting, the committee shall conduct a survey of residents who attended and ask for input on the matters discussed at the meeting.
- Municipal officials are encouraged to monitor these committees for actions and reports that may be of direct interest to the municipality.

DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY



SB 3789 (Sen. Morrison, D-Lake Forest/Rep. Carroll, D-Northbrook), now Public Act 102-1088 ([available via this link](#)), creates the Decennial Committees on Local Government Efficiency Act.

The Act requires certain (not all) units of local government to establish a committee within one year after the effective date, and at least once every 10 years thereafter, to study local efficiencies and report recommendations to the county board in which the governmental unit is located. The Act applies to units of local government that may levy any tax, except municipalities and counties.

The Act specifically does not apply to municipalities and counties.

However, the Act applies to units of local government whose governing board may include a municipal appointee, as detailed in Table 1, and units of local government whose operations may be of interest to, or may directly impact, municipalities, as detailed in Table 2.

COMMITTEE COMPOSITION

Each committee shall consist of the following members:

- The president or chief elected (or appointed) official, or their designee, of the governing board of the governmental unit, who shall serve as chair of the committee;
- All elected or appointed members of the governing board of the governmental unit;
- At least two residents of the governmental unit appointed by the chair of the board of the governmental unit, with the advice and consent of the board;
- All chief executive officers or other officers of the governmental unit; and,
- Additional members appointed by the chairperson as he or she deems appropriate.

COMMITTEE DUTIES

The duties of each committee include, but are not limited to, the following:

- Study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements and interrelationships with other governmental units and the state;
- Collect data, research and analysis as necessary to prepare a report that summarizes the committee's work, findings and recommendations with respect to increased accountability and efficiency; and,
- Provide a report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee.



Each committee is dissolved upon the submission of its report to the county board until it is reestablished with an error here at least once every ten years
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COMMITTEE MEETINGS

The committee is required to meet at least three times and may meet during a regularly-scheduled meeting of the governmental unit, so long as certain conditions are met.

Specifically, the governmental unit must give a separate notice pursuant to the Open Meetings Act (OMA), the committee meeting must be listed as part of the agenda for the regularly-scheduled meeting and a majority of the members of the committee must be present.

The committee is considered a public body under the Freedom of Information Act (FOIA).

At the conclusion of each meeting, the committee shall conduct a survey of residents who attended and ask for input on the matters discussed at the meeting.

Municipal officials are encouraged to monitor these committees for actions and reports that may be of direct interest to the municipality.

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TABLE 1: Units of Local Government Whose Governing Board May Include a Municipal Appointee

Type of Government	Statutory Reference
Airport Authorities	70 ILCS 5/
Cemetery Maintenance Districts	70 ILCS 105/
Civic Centers	70 ILCS 200/
Local Libraries	75 ILCS 5/
Local Mass Transit Districts	70 ILCS 3610/
Mosquito Abatement Districts	70 ILCS 1005/
Municipal Joint Action Water Agencies	5 ILCS 220/3.1
Park Districts	70 ILCS 1205/
Port Districts	70 ILCS 1845/16
Public Health Districts in Towns	70 ILCS 905/
Public Water Districts	70 ILCS 3705/
Rescue Squad Districts	70 ILCS 2005/
River Conservancy Districts	70 ILCS 2105/
Special Recreation Districts	65 ILCS 5/11-95/
Water Authorities	70 ILCS 3715/
Water Commissions	70 ILCS 3720/

TABLE 2: Units of Local Government Whose Operations May Impact Municipalities

Type of Government	Statutory Reference
Drainage Districts	70 ILCS 605/
Fire Protection Districts	70 ILCS 705/
Forest Preserve Districts	70 ILCS 805/
Hospital Districts	70 ILCS 910/
Museum Districts	70 ILCS 1105/
Public Library Districts	75 ILCS 16/

