

**Wildwood Park District  
Regular Board Meeting  
33325 N. Sears Boulevard, Wildwood, IL 60030  
Monday, September 19<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, September 19<sup>th</sup>, 2022**
- IV. Approval of Minutes**
  - A. Minutes of the Regular Board Meeting – Monday, August 15<sup>th</sup>, 2022**
- V. Matters from the Public**
- VI. Financial Report**
- VII. WSRA**
- VIII. GLCC Report**
- IX. Valley Lake Report**
- X. Staff Reports**
  - A. Recreation/Administration – End of Summer Season Report**
  - B. Maintenance**
  - C. Marketing/Promotions**
  - D. Park Safety**
- XI. New Business**
  - A. Pebble Beach Park ADA Path and Drainage Improvements Bid(s) Review**
  - B. Property Tax Appeals**
- XII. Unfinished Business**
  - A. Valley Lake Stormwater Improvements DCEO/SMC Intergovernmental Agreement (IGA)**
  - B. Sunset Park Platform Restoration Quote(s) Review**
  - C. FY 2021-2022 Annual Audit Report Lauterbach and Amen Review**
- 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](mailto: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  
Regular Board Meeting  
Rule House 33325 N. Sears Boulevard Wildwood, IL 60030  
August 15<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, Dan Corrigan  
**Absent:** None
- Park District Staff Present:** Brandon Magnini, Park Dist. Manager; Katherine Atkins, Accountant
- III. Approval of Consent Agenda – Regular Board Meeting – Monday, August 15<sup>th</sup>, 2022**  
Commissioner Jante entertained a motion to approve the Consent Agenda of the Regular Board Meeting of Monday, August 15<sup>th</sup>, 2022. So moved, Commissioner Corrigan. Seconded, Commissioner Brueck. All in favor, motion carries.
- IV. Approval of Minutes**  
**A. Minutes of the Regular Board Meeting - Monday, July 18<sup>th</sup>, 2022**  
Commissioner Jante entertained a motion to approve the Minutes of the Regular Board Meeting of Monday, July 18<sup>th</sup>, 2022. So moved, Commissioner Nelson. Seconded, Commissioner Bruno. All in favor, motion carries.
- V. Matters From the Public**  
-No matters from the Public
- 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, Commissioner Corrigan, aye. All in favor, motion carries.
- VII. FY 2021-2022 Annual Audit Report Lauterbach & Amen**  
Commissioner Nelson requested this agenda item and audit approval be tabled to the September Regular Board Meeting so she could review the reports further.
- VIII. WSRA**  
The next WSRA Board Meeting will be September 12<sup>th</sup>. Commissioner Nelson confirmed that the Lindenhurst Park District would still be responsible for maintaining their facility to be used for joint use with WSRA/member agencies for inclusion programming after conducting a site visit with WSRA. Discussion. Forthcoming first draft of documentation/updated partner agreement/legalese should be made available in September for the Wildwood Park District Board to review.

**IX. GLCC**

The GLCC has called their next meeting for Wednesday, August 17<sup>th</sup>. Topics to discuss include Fall fish stocking, Harvestfest and Gages Lake Centennial planning, Adopt a Highway. The Lake County Health Department re-installed at Willow Point pier their lake level monitoring device.

**X. Valley Lake Report**

Clarke Environmental's Valley Lake treatment reports for 7/19 and 8/2 (preventative Swimmer's Itch Treatment) were included in the Board Packet. Clarke will be out to treat again on 8/16. Discussion. Jennifer Biancalana of Clarke visited Valley Lake on 8/11 for an educational session that Marcus Leshock and I attended. Maintenance applied their August Mukkbuster Beneficial Bacteria Treatment on 8/5. Maj Kowalski's Volunteer Lake Monitoring reports for Valley Lake were also included in the packet and reviewed. Discussion.

**XI. 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.

**XII. New Business**

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

Commissioner Jante entertained a motion to approve the attached invoices for ASTM Playground Certified Mulch for the Wildwood Park District playgrounds for \$5,457.00. So moved, Commissioner Nelson. Seconded, Commissioner Corrigan. Roll Call: Commissioner Nelson, aye, Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Jante, aye. All in favor, motion carries.

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

Commissioner Jante entertained a motion to approve a one-time amendment and exception to Section D Item 8 (page 10) of the Wildwood Park District Ordinance in order to serve, sell, and consume alcohol at Rule Park for Harvestfest on Saturday, September 17<sup>th</sup> from 12:00pm-7:00pm. So moved, Commissioner Brueck. Seconded, Commissioner Corrigan. All in favor, motion carried.

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

Park District Manager Magnini presented the Board updated service quotes for additional maintenance required for the 2002 Maintenance Chevy Dump Truck. Magnini recommended not moving forward with any current and future repairs for the vehicle. Magnini recommended no further use of the vehicle with staff due to many safety issues and to remove from insurance. Discussion. Park District will no longer use vehicle and attempt to sell it and conduct usage analysis to determine future maintenance vehicle needs for next season.

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

Kathy Atkins presented to the Board a quote from Rick Stochl for the restoration and replacement of the Sunset Park platform located off the boat ramp seawall. A request for bids/quotes was advertised by the District and one official quote has been turned in. Kathy explained this quote came in a bit higher than expected (\$6,000.00), as it is a prevailing wage public works project. Discussion. Commissioner Jante entertained a motion to approve up to and no more than \$7,000.00 for the Sunset Park Platform Restoration Project to be conducted by Rick Stochl Carpentry pending adjustability of the foundation setup of the platform to be reflected in an updated quote. So moved, Commissioner Brueck. Seconded, Commissioner Corrigan. Roll Call: Commissioner Nelson, aye, Commissioner Bruno, aye, Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Jante, aye. All in favor, motion carries

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

Park District Manager Magnini explained that a representative for the Gages Lake Centennial Celebration approached the District and requested a small monetary donation from the Park District for the Centennial event planning efforts. Discussion. It was explained that this was not an appropriate action to take and against the law, and the District would not entertain the idea. A small certificate of recognition will instead be presented to the Centennial Committee at their Centennial event recognizing 100 years of their existence on 9/3/2022.

**XIII. Unfinished Business**

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

Park District Manager Magnini reiterated 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. No additional information at this time.

**XIV. Other Business**

- The working budget for Harvestfest was given to the Board. Discussion. A full Harvestfest Report will be available at the October Regular Meeting. Kathy Atkins updated the Board on the status of the bid's timeline for the Pebble Beach Park ADA paving and drainage project. Discussion.

**XIV. Matters from the Public**

- No further matters from the Public.

**XV. Executive Session**

Commissioner Jante made a motion to move into Executive Session at 8:30pm. Seconded, Commissioner Corrigan. All in favor, motion carried. Commissioner Jante made a motion to move back into the Regular Board Meeting of Monday, August 15<sup>th</sup> at 8:55pm. Seconded, Commissioner Nelson. All in favor, motion carried.

**XVI. Adjournment**

Commissioner Corrigan moved to adjourn the Regular Board Meeting of Monday, August 15<sup>th</sup>, 2022, at 8:56pm. Commissioner Bruno seconded the motion. All in favor, motion carried. Meeting adjourned.

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

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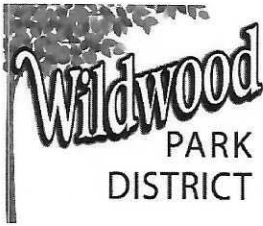
**President**  
**Board of Park Commissioners**

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**Date**

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**Date**



33325 N. Sears Blvd.  
Wildwood, IL 60030  
Phone: 847.223.7275  
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: September 19<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, September 19<sup>th</sup>, 2022, Regular Board Meeting:

**GLCC Report:** Attached to the Board Packet is the agenda, financials, and approved estimate for fish stocking from Keystone Hatcheries that were all covered at the GLCC meeting on August 17<sup>th</sup>. As in years past, the Park District signs off on the estimate to send back to Keystone (since we have the tax exemption) and GLCC pays Keystone directly upon delivery. The cost of the fish stocking from this estimate was approved by the GLCC at their meeting.

**Valley Lake Report:** Clarke's visits and treatment reports for Valley Lake on 8/16 and 8/30 are included in the Board Packet. Clarke will be back to treat on 9/13. Maj Kowalski's updated Volunteer Lake Monitoring Reports for Valley Lake are also attached for August

**End of Summer Season Report:** Found in the Board Packet after the Recreation/Administration Report, this breakdown of recreation program/special event financials and overall summary covers Summer from May 1-September 1 (including the end of Summer Luau on 9/9).

**New Business:**

**A. Pebble Beach Park Path and Drainage Improvements Bid(s)  
Review**

Attached to this Board Packet is the completed bid packet and estimated quote from Nabar Sealcoating for the Pebble Beach Park ADA path improvements and park drainage project spearheaded by Kathy Atkins. The notice for bids was published by the Park District on our website, social media, e-newsletter, and hardcopies were available for distribution in our office. In a non-mandatory pre-bid meeting, Nabar was the only contractor to arrive to meet Kathy. The deadline for submitted the completed bid packet was 8/19/2022 at 1:00pm.

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

Sincerely,

*Brandon Magnini*

Brandon Magnini, Park District Manager



**GLCC Meeting Outline**  
**August 17, 2022**

<b>Meeting Call To Order</b>	Rob Flood, Pres.
<b>Secretary's Report</b>	Michelle Perna
<b>Treasurers Report</b>	Marianne Porreca

**Old Business**

1. Weed Control on Gages Lake
  - a. Clarke treated on May 31
  - b. Approved 43 acres for \$14,749.00
2. Any Other Old Business

**New Business**

1. Idlewild Centennial Celebration September 3, 2022
  - a. GLCC will participate with minnow races and info. booth
  - b. GLCC float
  - c. Volunteers
  - d. Todd and Michelle to lead
2. Wildwood Park District Harvest Fest September 17, 2022
  - a. GLCC will participate with minnow races and info. booth
  - b. Rob and Michelle to lead
  - c. Volunteers
3. Adopt A Highway Clean up
  - a. Set date in September
4. Fish Stocking
  - a. 2021 we spent \$3303
  - b. Walleye, SM Bass and N Pike
  - c. Approve budget for 2022 stocking
5. Gages Lake Block Party
  - a. Fund raising event recap
6. Any other new business
- 7.

**GLCC Projects/Goals for 2022**

- Weed Control Spring 2022 – May/June, 2022
- Carp Derby
- Shoreline Cleanup
- Adopt A Highway clean up spring/fall
- WPD Fall Fest
- Idlewild Gages Lake Centennial September 3, 2022
- Fish stocking – Fall 2022
- Public Relations/Education – WPD Newsletter

**Adjournment**

Next meeting date – October 13, 2022

Gages Lake Conservation Committee

13-Aug-22

Balance as of 6/22

Miscellaneous \$11,994.49

Algae \$1,158.00

Stamps \$7.00

\$13,159.49

**Expenses:**

Clarke 1/2 \$7,374.50

Stamp \$0.50

**Total Expenses:**

\$7,375.00

**Income:**

Donations \$246.21

Allen Farms \$350.00

Idlewild Improvement \$543.00

Dady & Decker \$1,000.00

Boat Parade \$600.00

Kayak Run \$2,294.00

**Total Income:**

\$5,033.21

Balance as of 8/22

Miscellaneous \$9,653.20

Algae \$1,158.00

Stamps \$6.50

\$10,817.70



Keystone Hatcheries LLC  
 11409 Keystone Road  
 Richmond, Illinois 60071  
 p 815.678.2537 f 815.678.2437  
 info@keystonehatcheries.com  
 keystonehatcheries.com

# Estimate

Date	Estimate #
7/27/2022	23293

Name / Address
Wildwood Park District 33325 Sears Blvd Wildwood, IL 60030

Ship To
Gages Lake Use this address for GPS: 33401 North Sears Blvd Gages Lake, IL

Terms	Permit Type/Exp.	Contact Person	Cell #	Text Yes/No
Net 30				

Item #	Quantity	Description	Unit Price	Total
ESTIMATE		PRICING BELOW IS A BUDGETARY ESTIMATE ONLY! Because of volatility in the market we cannot guarantee pricing beyond 30 days. If you accept this quote and there is a change in pricing, we will contact you with the new price before moving ahead.	0.00	0.00T
CANCEL		10% Cancellation Fee if this order is Cancelled after September 1st. Order may not be cancelled once delivery is scheduled.	0.00	0.00T
FISH-ORDER-DEL		TO ORDER: Either sign & date estimate and send back with deposit check OR send email approval and call in with credit card for deposit. YOU DO NOT HAVE AN ORDER UNTIL you approve order and pay the deposit. Deposit waived with PO	0.00	0.00T
		If you complete order as outlined above within a week of receiving quote, the fish will be delivered approximately in October/November. We will notify you as outlined below.		
NRP912	78	Northern Pike 9-12" **Estimated size, subs may be needed**	27.00	2,106.00T
SMB46	200	Smallmouth Bass 4-6" **Limited - sub other sizes or more pike/walleye if N/A**	11.00	2,200.00T
WLY68	352	Walleye, 6-8" **Estimated size, subs may be needed**	6.00	2,112.00T
DISCOUNT		50% off fish with \$3K+ order	-3,209.00	-3,209.00
DEL		Delivery fee. **Conditional Rate.. See below for details**	94.00	94.00
TERMS-FISH-DEL		Estimate is based on volume pricing and a change in quantity may change unit price. Fish sizes quoted are estimates, and actual sizes may vary. We will contact you with updated cost quote and options if there is a substantial size difference. Fish quantities are estimated based on weights and could be slightly more or less than what is listed. Delivery rate stated above requires customer to receive delivery on the date offered and assumes delivery to the Name/Address listed above in lieu of a "Ship to" address. A change in the delivery address may result in a change of the delivery fee. Notice of delivery date is provided at least 2 days in advance, but we cannot provide an estimated time of arrival until the day before delivery. We cannot guarantee delivery on a specific date or time unless customer pays Special Delivery Rates. If you do not receive delivery on the date or time first offered, a higher rate for special delivery may be assessed. If a large truck cannot get within 300 feet of the stocking site on a gravel, black-top or concrete surface during wet conditions, customer must assist with a vehicle to transport the fish from our truck to the stocking site (we provide large plastic tubs for this). If, in our sole discretion, transport by such plastic tubs is not feasible (because of		0.00

OFFICE USE ONLY			<b>Subtotal</b>
PO or Order OK	Deposit	E/C	<b>Sales Tax (0.0%)</b>
Order Entered	Order Revised		<b>Total</b>



Keystone Hatcheries LLC  
 11409 Keystone Road  
 Richmond, Illinois 60071  
 p 815.678.2537 f 815.678.2437  
 info@keystonehatcheries.com  
 keystonehatcheries.com

# Estimate

Date	Estimate #
7/27/2022	23293

Name / Address
Wildwood Park District 33325 Sears Blvd Wildwood, IL 60030

Ship To
Gages Lake Use this address for GPS: 33401 North Sears Blvd Gages Lake, IL

Terms	Permit Type/Exp.	Contact Person	Cell #	Text Yes/No
Net 30				

Item #	Quantity	Description	Unit Price	Total

OFFICE USE ONLY			<b>Subtotal</b>	\$3,303.00
PO or Order OK	Deposit	E/C	<b>Sales Tax (0.0%)</b>	\$0.00
Order Entered	Order Revised		<b>Total</b>	\$3,303.00



# Aquatics Report

Customer: 088827 - Valley Lake

Service Order No: 0000163962

Temperature: 80

Treatment Date: 8/16/2022

Wind Direction: NorthEast

Start Time: 8/16/2022 12:35 PM

Wind Velocity: 1-10 MPH

End Time: 8/16/2022 12:55 PM

Precipitation: Clear

Duration: 20

Precipitation %: 30%

Technician: Tommy Purdom

Control Consultant: Jennifer Biancalana

Permit No: na

Tel:

Primary Licensee Name: Tommy Purdom

Email: jbiancalana@clarke.com

Primary License No: CA89414

Primary License Name: ILG87

Your Site Reference: CAS

Our Site Reference: 000-0001

Water Temp: 82

Dissolved Oxygen: 11.00

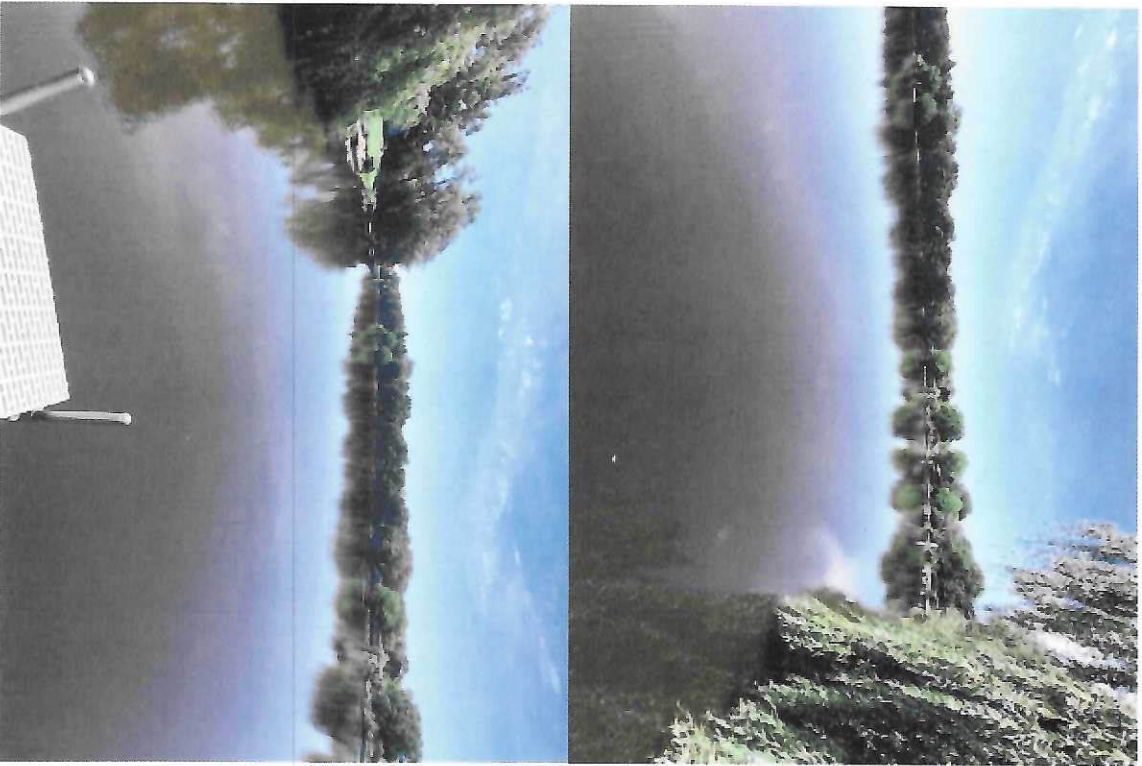
PH: 8.50

Alkalinity: 240

Weed Algae	Percentage	Location	Treated
American Pondweed	1	Shoreline	***No***
Filamentous Algae	1	Shoreline	***No***
Sago Pondweed	1	Submerge d	***No***



## Aquatics Report





## Aquatics Report

Page 3 of 3  
Saturday, September 10,  
2022  
12:27:09 PM



Total Products Used - All Sites

Customer: 088827 - Valley Lake

Service Order No: 0000163963

Temperature: 75

Treatment Date: 8/30/2022

Wind Direction: NorthWest

Start Time: 8/30/2022 11:24 AM

Wind Velocity: 11-15 MPH

End Time: 8/30/2022 12:32 PM

Precipitation: Clear

Duration: 68

Precipitation %: 30%

Technician: Tommy Purdom

Control Consultant: Jennifer Biancalana

Permit No: na

Tel:

Primary Licensee Name: Tommy Purdom

Email: jbiancalana@clarke.com

Primary License No: CA89414

Primary License Name: ILG87

Your Site Reference: CAS

Our Site Reference: 000-0001

Water Temp: 80

Dissolved Oxygen: 9.00

PH: 8.50

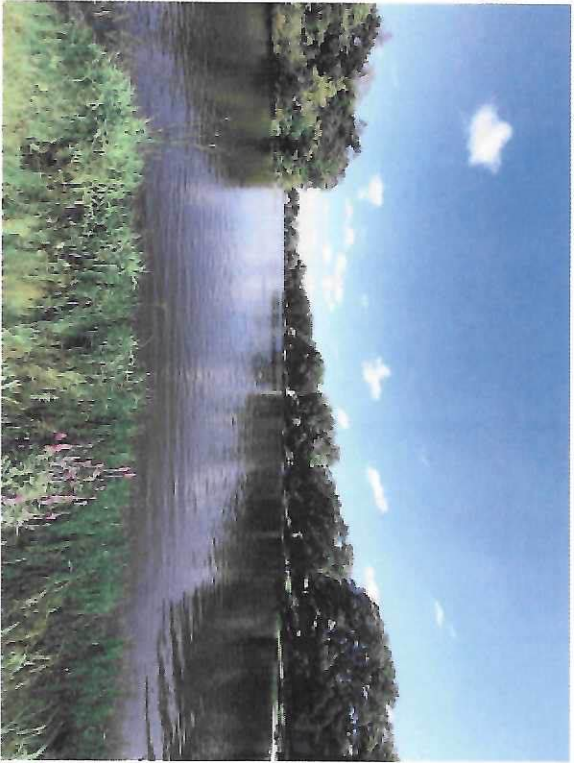
Alkalinity: 240

Weed Algae	Percentage	Location	Treated
Filamentous Algae	2	Shoreline	Yes
Duckweed	1	N	***No***
Sago Pondweed	2	Submerge d	***No***
American Pondweed	1	Shoreline	***No***





## Aquatics Report





# Aquatics Report

Products Used	Used Quantity	Unit Of Measure	Restrictions	Restriction Expires On
Cygnel Plus Adjuvant	0.25	gal		
<b>EPA Number NO NUMBER</b>				
			<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	12	gal		
<b>EPA Number 67690-24</b>				
			<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>				
	Cygnel Plus Adjuvant	0.25 gal		
	K-TEA	12 gal		



**Customer:** 088827 - Valley Lake

**Service Order No:** 0000163965

**Treatment Date:** 9/13/2022

**Start Time:** 9/13/2022 11:22 AM

**End Time:** 9/13/2022 11:39 AM

**Duration:** 17

**Technician:** Tommy Purdom

**Permit No:** na

**Primary Licensee Name:** Tommy Purdom

**Primary License No:** CA89414

**Primary License Name:** ILG87

**Your Site Reference:** CAS  
**Our Site Reference:** 000-0001  
**Water Temp:** 74  
**Dissolved Oxygen:** 7.00  
**PH:** 8.50  
**Alkalinity:** 200

**Temperature:** 70

**Wind Direction:** NorthWest

**Wind Velocity:** 1-10 MPH

**Precipitation:** Clear

**Precipitation %:** 30%

**Control Consultant:** Jennifer Biancalana

**Tel:**

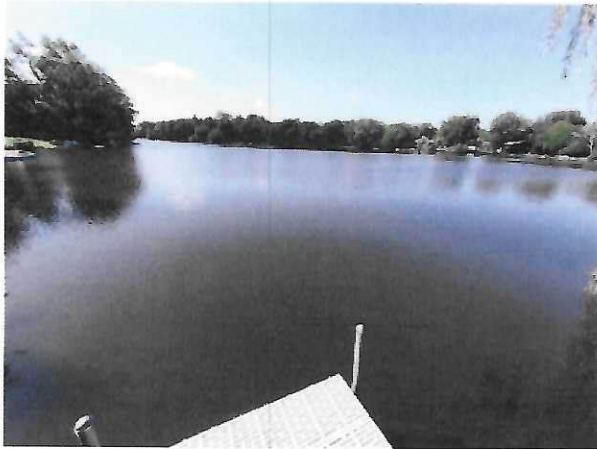
**Email:** jbiancalana@clarke.com

Weed Algae	Percentage	Location	Treated
American Pondweed	1	Shoreline	***No***
Duckweed	1	Shoreline	***No***
Sago Pondweed	2	Submerged	***No***



 **Clarke**  
**Aquatics Report**

Page 3 of 3  
Wednesday, September 14,  
2022  
9:44:24 AM



Total Products Used - All Sites
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**Wildwood Park District**  
**Recreation/Administration Report**  
**September 19<sup>th</sup>, 2022**

1. Willow Point Park Pavilion Rentals: 24
2. Sunset Beach Park Pavilion Rentals: 22. Total pavilion rental revenue at \$1,900 since April 1.
3. Final Thursday installment of the Summer Concert series took place on 8/25 at the Willow Point Park pavilion featuring the Judson Brown Band. By far our largest crowd for the Thursday Summer Concerts.
4. Paddle the Lake kayak and paddleboard regatta took place on 8/21 at Valley Lake South Beach. We had about 15 kids turn up and fun was had for all!
5. Luau on the Lake event at Sunset Park pavilion took place on 9/9 featuring the Mr. Meyers Band (Caribbean music) along with yard games, volleyball, and more! We had a very nice turnout with great weather and lots of boats docked to listen to the music!
6. Room Rental on 9/10 in the Oak Room.
7. Finalized all Fall Programming and associated tasks.
8. New programs coming in Fall 2022: Fly Fishing Seminar, Pumpkin Painting Event, Holiday gingerbread making event, new Robotics classes, Touch a Truck,
9. Schoolhouse Adventures Preschool is off to a great start and will continue to recruit additional children to the program throughout the first semester!
10. Routine administrative tasks such as sorting through bills, payroll, depositing funds, PDRMA reporting requirements and assisting Kathy with various financial tasks.
11. Met as Harvestfest Committee on 8/22, 8/30, and 9/7 and associated tasks.
12. Managing Valley Lake communications and beach openings/closures with residents, Clarke, and Lake County Health Department.
13. Administrative tasks relating to Park Safety evaluations, turning in keys and forms, exit interviews, etc.
14. Continuing transition tasks for the Maintenance Supervisor position with Michael Dykes as lead.
15. Continuing to train Melissa as Office Administrator.
16. Assisting with Marketing tasks such as brochure, website maintenance as Maggie focuses on Harvestfest Marketing tasks.
17. Signed up myself and Michael Dykes for PDRMA CPSI Playground Safety Classes in December. Upon completion, certificates will be awarded.

Summer 2022 End of Season Report

Program Title	Res. Fee	Non-Res. Fee	# Res.	# Non-Res.	Total Revenue	Supplies	Wages	Total Expenses	Profit/Loss	Notes:
<b>Early Childhood/Youth</b>										
Intro to Tball	\$ 50.00	\$ 58.00	8	0	\$ 400.00	\$ -	\$ 85.50	\$ 85.50	\$ 314.50	
Fishing	\$ 34.00	\$ 38.00	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	low enrollment. Did not run
Tot Soccer	\$ 44.00	\$ 52.00	11	1	\$ 536.00	\$ -	Ran by PDM	\$ -	\$ 268.00	Half of classes were refunded after staff schedule conflicts
Sports Camp	\$ 60.00	\$ 73.00	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	zero enrollment
Neighborhood Play-Willow Point Park	Free	Free	2	0	\$ -	\$ -	Ran by PDM	\$ -	\$ -	Both participants showed up
Neighborhood Play-Valley South Park	Free	Free	2	0	\$ -	\$ -	\$ -	\$ -	\$ -	Cancelled due to heat
Neighborhood Play-Old Plank Park	Free	Free	2	0	\$ -	\$ -	\$ -	\$ -	\$ -	Cancelled due to heat
Neighborhood Play-Sunset Park	Free	Free	2	0	\$ -	\$ -	\$ -	\$ -	\$ -	Cancelled due to heat
Neighborhood Play-Pebble Beach Park	Free	Free	2	0	\$ -	\$ -	\$ -	\$ -	\$ -	Cancelled due to heat
Neighborhood Play-Twin Lakes Park	Free	Free	2	0	\$ -	\$ -	\$ -	\$ -	\$ -	Cancelled due to scheduling
Preschool Youth Swim Session 1 10AM	\$ 74.00	\$ 87.00	4	1	\$ 409.00					
Progressive Youth Swim Session 1 10AM	\$ 74.00	\$ 87.00	10	3	\$ 1,067.00	\$ -				
Preschool Youth Swim Session 1 11AM	\$ 74.00	\$ 87.00	1	4	\$ 436.00					
Progressive Youth Swim Session 1 11AM	\$ 74.00	\$ 87.00	4	7	\$ 943.00					
Preschool Youth Swim Session 2 10AM	\$ 80.00	\$ 89.00	6	3	\$ 705.00					
Progressive Youth Swim Session 2 10AM	\$ 80.00	\$ 89.00	10	0	\$ 740.00			\$2,669.75		
Preschool Youth Swim Session 2 11AM	\$ 80.00	\$ 89.00	5	2	\$ 544.00	\$51 for all lessons	\$2,618.75 for all lessons			
Progressive Youth Swim Session 2 11AM	\$ 80.00	\$ 89.00	7	4	\$ 866.00					
Preschool Youth Swim Session 3 10AM	\$ 80.00	\$ 89.00	5	4	\$ 756.00					
Progressive Youth Swim Session 3 10AM	\$ 80.00	\$ 89.00	8	3	\$ 907.00					
Preschool Youth Swim Session 3 11AM	\$ 80.00	\$ 89.00	2	4	\$ 516.00	\$ -				
Progressive Youth Swim Session 3 11AM	\$ 80.00	\$ 89.00	1	9	\$ 881.00					
<b>Fitness/Adult</b>										
Yoga Thursday Session 1	\$ 73.00	\$ 89.00	7	1	\$ 600.00	\$ -	\$525.00	\$ 525.00	\$ 758.00	
Yoga Thursday Session 2	\$ 83.00	\$ 102.00	7	1	\$ 683.00	\$ -	\$ -	\$ -	\$ -	Zero pre-registrations
Walking Club Dates	Free	Free	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	low enrollment. Did not run. Usually does well in Spring and Fall
Adult Bags League	\$ 41.00	\$ 56.00	2	0	\$ -	\$ -	\$ -	\$ -	\$ -	zero enrollment. Trying in Fall 2022 for FREE
Fly Fishing Seminar	\$ 30.00	\$ 40.00	0	0	\$ -	\$ -	\$ -	\$ -	\$ -	New program tried in 2021 that actually ran in 2022!
Paddle Board Class	\$40	\$45	3	0	\$ 120.00	\$ -	\$ 60.00	\$ 60.00	\$ 60.00	
<b>Camp</b>										
Tot Camp Session 1	\$ 152.00	\$ 175.00	10	0	\$ 1,470.00	\$ -				
Tot Camp Session 2	\$ 132.00	\$ 155.00	7	0	\$ 924.00	\$ -				
Tot Camp Session 3	\$ 152.00	\$ 175.00	6	0	\$ 912.00	\$ -				
Camp Rules 5-day Session 1	\$ 388.00	\$ 418.00	13	6	\$ 7,452.00					
Camp Rules 3-Day Session 1	\$ 278.00	\$ 308.00	11	1	\$ 3,366.00					

Before Camp Care 5-Day Session 1	\$ 34.00	\$ 39.00	4	2	\$ 208.00										
Before Camp Care 3-Day Session 1	\$ 22.00	\$ 25.00	2	0	\$ 44.00										
Extended Hours 5-Day Session 1	\$ 62.00	\$ 72.00	3	0	\$ 186.00										
Extended Hours 3-Day Session 1	\$ 39.00	\$ 45.00	4	1	\$ 183.00										
Junior Counselor 5-Day Session 1	\$ 230.00	\$ 260.00	2	0	\$ 460.00										
Junior Counselor 3-Day Session 1	\$ 140.00	\$ 159.00	5	2	\$ 1,018.00										
Camp Rules 5-day Session 2	\$ 363.00	\$ 393.00	13	9	\$ 8,256.00	\$2,900 across all camps				\$18,000-20,000 across all camps					
Camp Rules 3-Day Session 2	\$ 256.00	\$ 286.00	13	1	\$ 3,404.00										
Before Camp Care 5-Day Session 2	\$ 32.00	\$ 37.00	6	0	\$ 192.00										
Before Camp Care 3-Day Session 2	\$ 19.00	\$ 22.00	3	0	\$ 57.00										
Extended Hours 5-Day Session 2	\$ 58.00	\$ 68.00	5		\$ 290.00										
Extended Hours 3-Day Session 2	\$ 35.00	\$ 41.00	3	0	\$ 96.00										
Junior Counselor 5-Day Session 2	\$ 215.00	\$ 245.00	1	0	\$ 215.00										
Junior Counselor 3-Day Session 2	\$ 125.00	\$ 144.00	2	1	\$ 394.00										
Camp Rules 5-day Session 3	\$ 388.00	\$ 418.00	12	9	\$ 8,418.00										
Camp Rules 3-Day Session 3	\$ 278.00	\$ 308.00	12	3	\$ 4,538.00										
Before Camp Care 5-Day Session 3	\$ 34.00	\$ 39.00	5	1	\$209.00										
Before Camp Care 3-Day Session 3	\$ 22.00	\$ 25.00	3	0	\$ 66.00										
Extended Hours 5-Day Session 3	\$ 62.00	\$ 72.00	3	0	\$ 186.00										
Extended Hours 3-Day Session 3	\$ 39.00	\$ 45.00	4	0	\$ 138.00										
Junior Counselor 5-Day Session 3	\$ 230.00	\$ 260.00	1	0	\$ 230.00										
Junior Counselor 3-Day Session 3	\$ 140.00	\$ 159.00	3	2	\$ 738.00										
Young Explorers Camp	\$ 89.00	\$ 102.00	1	0	\$ -	\$0.00									low enrollment. Did not run
<b>Special Events</b>															
GO Willow Kickoff Event	Free	Free	0	0	\$ -	\$ -					40.00	390 (band contract)	\$ (390.00)	25-30 people showed and walked!	
GLCC Carp Fishing Derby	Free	Free	0	0	\$ -	\$0.00							\$ -	23 fish caught, about 50 participants! No \$100 prize check given to GLCC this year	
Park Pride Day	Free	Free	0	0	\$ -	\$ -							\$ -	Cancelled due to rain	
Movie in the Park	Free	Free	0	0	\$148.00	1144 movie rights, movie equip							\$ -	Well over 200 people showed! Tropical Chill food truck onsite.	
Paddle the Lake	\$ 6.00	\$ 7.00	15	0	\$ 90.00	70.00							\$ 20.00	15 kids participated, lake was beautiful that day	
Family Campout	\$ 13.00	\$ 15.00	12	8	\$ 276.00	\$190.00							\$ 62.00	Great turnout, 24 total signed up!	
Thursday Summer Concerts	Free	Free				\$0.00							\$ (2,557.00)	Well worth the costs of contracts for the ROI of what the concerts brought to the community this summer!	
End of Summer Luau	Free	Free				\$0.00							\$ (250.00)	Band Contract	
Blues Soiree	Free	Free				\$0.00							\$ (397.00)	Band Contract	
National Night Out	Free	Free	0	0	\$ -	\$ -							\$ 494.00	Expenses for band and wristbands. About 30 people showed	
Willow Pavilion Rentals	\$45	N/A	21	0	\$ 945.00								\$ 945.00		
Sunset Pavilion Rentals	\$35	N/A	21	0	\$ 735.00								\$ 735.00		
Boat Key Sales	\$100	N/A	153	0	\$14,290.00								\$ 2,000.00		
<b>Total</b>			<b>492</b>	<b>93</b>	<b>\$71,243.00</b>	<b>4,355.00</b>	<b>23,458.25</b>	<b>\$</b>	<b>33,690.25</b>	<b>\$</b>	<b>\$37,552.75</b>				



**Wildwood Park District**  
**Maintenance Report**  
**September 19<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. Continuing transition with Mike Dykes as PT Maintenance Supervisor
10. Staff replaced the aged attic ladder at Rule House and will complete paint/trim work around area.
11. Maintenance team continue to manage the repairs in the parks identified from the inspections as well as their own observations.
12. Pavilion Rental responsibilities including post-event inspections, posting renter information, etc.
13. Parks grills maintenance and cleaning as needed.
14. Central parking lot planter at Rule Park heavily weeded, rototilled, and cleaned up by staff in preparation for Harvestfest. Trees and large bushes heavily trimmed in planter.
15. Staff will hedge trim tree and brush lines around Rule Park parking lot in anticipation of Harvestfest and complete a detailed landscape clean up.
16. Butterfly garden trimmed and cleaned up monthly.
17. Boulder Park signboard bushes and flowers trimmed up for the Fall.
18. Tree line at Boulder Park trimmed up near permanent park bench creating additional greenspace and walking space.
19. Staff cleaned out side of Willow Point Park leading up to the end of Rule Ct. with assistance from homeowner.
20. Staff trimmed and cleaned out tree line and brush on western side of Pebble Beach Park (opposite side of the playground). Vacant swing set mulch bed (swings arriving in October) weeded and cleaned up.
21. Watering flowers and landscaping beds at all parks with mobile watering tank.
22. Trimming brush and hedges at park entrance signs and removing excess greenery.
23. Clarke Environmental has visited Valley Lake on 8/16 and 8/30.
24. Finished placement of updated park playground caution and age stickers on playground equipment throughout parks.
25. Going through event plan and setup organization for Harvestfest on the Maintenance side of things.

# Marketing Report September 19<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
  - Fall 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 talent show information, event flyer, current event sponsors, and new information as needed.
- Metrics (last 30 days)
  - Sessions: a session is the browsing session of a single user to our website
    - 1,552- down 5% from previous 30 days
  - Pageviews: a view of a page on our site that is being tracked by the Analytics tracking code
    - 3,438- down 11% from previous 30 days
  - Average Session Duration: total duration of all sessions, in seconds
    - 39 seconds- down 14% the previous 30 days
  - Total Users: the number of distinct tracked users
    - 1,131- down 4% from previous 30 days
  - New vs Returning Visitors
    - New- 95%, Returning- 5%
  - 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. Instagram, 4. Snapchat, 5. Mapquest.com, 6. Excel.officeapps.live.com, 7. Search.xfinity.com, 8. Weblinx, 9. Weblinx, 10. Weblinx.
    -
  - Top Pages
    - 1. Home, 2. 2022 Harvestfest, 3. Parks and Facilities, 4. Program Brochure, 5. Calendar, 6. Pavilion and Room Rentals, 7. Registration 8. Wildwood Summer Concert Series Judson Brown, 9. Summer Concert Series, 10. Special Events

## Social Media

- Routine Maintenance- checking social media pages daily for comments, messages, etc. and responding accordingly.
- Per the sponsor agreements, posting individual sponsor recognition for Harvestfest on Facebook and Instagram.

- Created a post recognizing and advertising individual vendor businesses that will be participating in Harvestfest on the website and Facebook/Instagram.
- 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 August Summer Concerts, Paddle the Lake, and maintenance projects.
- Analytics
  - Total page followers: 1,557, 16 + more since beginning of August
  - Post Reach- The number of people who saw any of our posts at least once: up to 1,935 for our post of the Harvestfest Activity Flyer. This post also had the most comments added as well! Good feedback all around.
  - Events
    - People Reached: 5,102 for the month of August

### **Monthly E-Newsletter Email**

- September monthly e-newsletter was sent out on September 2nd and advertised all WWPD September events including the End of Summer Luau, RoboThink Classes, and more! Another Harvestfest save the date and reminder was included along with information about the event flyer, talent show sign-up and more. The September Marketing/Park Safety/Maintenance/Recreation Reports were included as well.

### **Promo Materials**

- Flyers for Harvestfest continue to be posted.
- Flyers shared in the building for Troop 671 recruiting campout in October
- Harvestfest save the dates with QR codes were distributed along with flyers at the Gages Lake Centennial event on 9/3 by the Board.

### **Boulder Signboard**

- Pushed the 8/25 Thursday Summer Concert at Willow Point (Judson Brown Band) and HARVESTFEST on both sides of the signboard in the weeks leading up to the event.

### **HARVESTFEST:**

- Have received \$1,500.00 in sponsorship money from a litany of sponsors at the \$250 and \$100 sponsor levels. Einstein Bagels and Wayne's Pizza to be in-kind sponsors and donate food for volunteers.
- T-Shirt order for Harvestfest is in production and will include sponsor logos on the back.
- Beer Sponsor banner is in production
- Yard signs for sponsors is in production
- Schedule of events banner for the main ticket tent is in production
- Thank you to the Commissioners who walked in the Gages Lake Centennial parade on 9/3 with the Harvestfest banner and spread the word about the event!

## **FALL BROCHURE**

- Digital version of Fall 2022 Brochure was uploaded to the District website and promoted on social media prior to Labor Day Weekend. Hard copy brochures will be delivered to homes the week of 9/12/2022. We were able to incorporate 7 sponsor logos in the brochure as part of their Harvestfest sponsorship commitment.

**Wildwood Park District**  
**Park Safety Report**  
**September 19<sup>th</sup>, 2022**

1. Greg Flynn continued to oversee all Park Safety and Boat Ramp Monitor Staff and supervise, coordinate with, and evaluate said staff. Managed staff and Park Safety program over Labor Day Weekend. Greg's last day for the season was September 7<sup>th</sup>. The Wildwood Park District was very fortunate to have Greg in his role this year – and he will be invited back next year for the same position! He did an excellent job managing our staff and presenting a professional identity to the residents through Park Safety and Boat Ramp Monitor staff.
2. Labor Day weekend was handled with minimal to no issues.
3. Park Safety staff will work on Harvestfest (9/17) as well as Saturday, September 10<sup>th</sup> and Sunday September 11<sup>th</sup> to finish their season. Boat Ramp Monitors completed their season on Labor Day.
4. Staff assisted Park District Manager with traffic control, security, and event take-down at August Thursday Summer Concert series events at Willow 8/11 and 8/25.
5. Staff continue to assist maintenance in cleaning up loose litter, raking and removing seaweed buildup from boat ramps and beaches during their evening shifts.

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

## Estimate 2242



**ADDRESS**

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

DATE  
 08/17/2022

TOTAL  
 \$11,000.00

EXPIRATION  
 DATE  
 09/16/2022

**CUSTOMER PHONE NUMBER**

847 223 7275

DATE	ACTIVITY	DESCRIPTION	OCCURRENCE(S)	AMOUNT
	Asphalt:Saw Cut	Saw cut asphalt at parking lot and about 40' in on path	1	
	Asphalt:Removal	Remove some or all of the asphalt that was cut	1	
	Misc:Dirt Removal	Remove dirt for widening path	1	
	Asphalt:Excavate	Excavate area for new asphalt.	1	
	Asphalt:Gravel	Haul in additional gravel up to 8 tons. *NOTE* Additional charges for more gravel.	1	
	Asphalt:Base	grade, raise and compact base with positive pitch for drainage	1	
	Asphalt:Pave	Pave with approx. 3' of N50 Asphalt roll and compact to a smooth surface, Tamp all exposed edges to a 45-degree angle.	1	

Work started after the expiration of an estimate is subject to price change, any price changes will be resubmitted to the owner for approval before the start of work. This proposal supersedes any other written or verbal agreement. If any work included is performed prior to execution of written acceptance of this proposal, the work performed itself, shall verify acceptance.

DATE	ACTIVITY	DESCRIPTION	OCCURRENCE(S)	AMOUNT
	Drainage	Install app.145ft of 6" of green drain pipe and 10 9" catch basins, from the other side of the path to the lake(as discussed at the meeting on 8/11/22) with a trencher, filling with 6 stone and dirt on top. Wildwood park district to finish and seed it when finished.	1	
	<b>Job Total</b>		1	11,000.00

All material is guaranteed to be as specified. All work to be completed in a substantial professional manner according to specifications submitted, per standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra. All agreements contingent upon strikes, accidents and or delays beyond our control. Owner to carry fire, tornado and other insurance. Our workers are fully covered by workman's compensation insurance. Contractors' liability hereunder is limited to repair and replacement. Contractor is not responsible for any other damages, regardless of fault, including incidental and consequential damages.

TOTAL

**\$11,000.00**

THANK YOU.

Customer understands their obligation to make payments is absolute and independent of any claim they may have against contractor, its agents, employees, etc. customer agrees to pay all costs and reasonable attorney fees of contractor in the event of any litigation procedure whatsoever.

Accepted By

Accepted Date

Work started after the expiration of an estimate is subject to price change, any price changes will be resubmitted to the owner for approval before the start of work. This proposal supersedes any other written or verbal agreement. If any work included is performed prior to execution of written acceptance of this proposal, the work performed itself, shall verify acceptance.

**Subject:** Estimate 2242 from Nabar Sealcoating & Paving LLC  
**Date:** Wednesday, August 17, 2022 at 6:33:59 PM Central Daylight Time  
**From:** Nabar Sealcoating & Paving LLC <quickbooks@notification.intuit.com>  
**To:** Brandon Magnini <bmagnini@wildwoodparkdistrict.com>  
**Attachments:** Estimate\_2242\_from\_Nabar\_Sealcoating\_\_Paving\_LLC.pdf

Dear Wildwood Park District,

Please review the estimate below. Feel free to contact us if you have any questions. We look forward to working with you.

Please sign and return the Terms and Conditions document, should you wish to accept this estimate.

Thanks for your business!  
Nabar Sealcoating & Paving LLC

----- Estimate -----

33795 N 2nd St  
Grayslake, IL 60030 US  
847-223-6296  
www.nabarsealcoating.com

Estimate #: 2242  
Date: 08/17/2022  
Exp. Date: 09/16/2022  
\$11,000.00

-----  
Address:

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

-----  
Customer Phone Number 847 223 7275

Date	Activity	Description	Occurrence(s)	Amount
08/17/2022	Asphalt:Sa	Saw cut asphalt at parking lot and about 40' in on path	1	
08/17/2022	Asphalt:Re	Remove some or all of the asphalt that was cut	1	
08/17/2022	Misc:Dirt	Remove dirt for widening path	1	
08/17/2022	Asphalt:Ex	Excavate area for new asphalt.	1	
08/17/2022	Asphalt:Gr	Haul in additional gravel up to 8 tons. *NOTE*	1	



	Additional charges for more gravel.		
08/17/2022 Asphalt:Ba	grade, raise and compact base with positive pitch for drainage	1	
08/17/2022 Asphalt:Pa	Pave with approx. 3' of N50 Asphalt roll and compact to a smooth surface, Tamp all exposed edges to a 45-degree angle.	1	
08/17/2022 Drainage	Install app.145ft of 6" of green drain pipe and 10 9" catch basins, from the other side of the path to the lake(as discussed at the meeting on 8/11/22) with a trencher, filling with 6 stone and dirt on top. Wildwood park district to finish and seed it when finished.	1	
08/17/2022 Job Total		1	11,000.00
		<hr/>	
	Total:		\$11,000.00

All material is guaranteed to be as specified. All work to be completed in a substantial professional manner according to specifications submitted, per standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra. All agreements contingent upon strikes, accidents and or delays beyond our control. Owner to carry fire, tornado and other insurance. Our workers are fully covered by workman's compensation insurance. Contractors' liability hereunder is limited to repair and replacement. Contractor is not responsible for any other damages, regardless of fault, including incidental and consequential damages.

Customer understands their obligation to make payments is absolute and independent of any claim they may have against contractor, its agents, employees, etc. customer agrees to pay all costs and reasonable attorney fees of contractor in the event of any litigation procedure whatsoever.