

**Wildwood Park District
Regular Board Meeting
33325 N. Sears Boulevard, Wildwood, IL 60030
Monday, March 21st, 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, March 21st, 2022**
- IV. Approval of Minutes**
 - A. Minutes of the Regular Board Meeting – Tuesday, February 22nd, 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. New Business**
 - A. Valley Lake Treatment Proposals and Beneficial Bacteria Review/Discussion**
 - B. Approval of Rudow Consulting Invoice and Continued Services**
 - C. Approval of Annual Audit Proposal**
 - D. Approval of Lighthouse Dock and Lift Quote for Installation of Temporary Sunset Beach Park Piers**
- XII. Unfinished Business**
 - A. Valley Lake Stormwater Improvements DCEO/SMC Intergovernmental Agreement (IGA)**
- XIII. Other Business**
- XIV. Matters from the Public**
- XV. Executive Session**
 - A. Personnel 5 ILCS 120/2(c)(1)**
- XVI. Adjournment**

**Wildwood Park District
Regular Board Meeting
Rule House 33325 N. Sears Boulevard Wildwood, IL 60030
Tuesday, February 22nd, 2022, at 7:00pm**

Minutes

- I. Call to Order:** The meeting was called to order at 7:01pm. The Pledge of Allegiance was recited.
- II. Roll Call:**
Present: Commissioners Anna Nelson, Matt Brueck, Becky Jante, Dan Corrigan, Frank Bruno
Absent: None
- Park District Staff Present:** Brandon Magnini, Park Dist. Manager; Katherine Atkins, Accountant
- III. Approval of Consent Agenda – Regular Board Meeting – Tuesday, February 22nd, 2022**
Commissioner Jante entertained a motion to approve the Consent Agenda of the Regular Board Meeting of Tuesday, February 22nd, 2022. So moved, Commissioner Corrigan. Seconded, Commissioner Nelson. All in favor, motion carries.
- IV. Approval of Minutes**
- A. Minutes of the Regular Board Meeting - Tuesday, January 18th, 2022**
Commissioner Jante entertained a motion to approve the Minutes of the Regular Board Meeting of Tuesday, January 18th, 2022. So moved, Commissioner Brueck. Seconded, Commissioner Nelson. All in favor, motion carries.
- B. Minutes of the Board Workshop – Wednesday, February 16th, 2022**
Commissioner Jante entertained a motion to approve the Minutes of the Board Workshop of Wednesday, February 16th, 2022. So moved, Commissioner Brueck. Seconded, Commissioner Nelson. All in favor, motion carries.
- V. Matters From the Public**
-None
- 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 Bruno. Roll Call: Commissioner Brueck, aye, Commissioner Bruno, aye, Commissioner Corrigan, aye, Commissioner Jante, aye, Commissioner Nelson, aye. All in favor, motion carries.
- VII. WSRA**
Commissioner Nelson stated the next WSRA meeting will be March 14th, 2022.
- VIII. GLCC**
No further meetings are scheduled at this time. The GLCC held the very successful Ice Golf event on February 19th with 130 participants while raising an estimated \$2,000.00. Commissioner Jante asked that the GLCC service agreement with the Park District will need to be an agenda item for approval and renewal under “GLCC” as the agreement runs until the end of the Park District fiscal year.

IX. Valley Lake Report

Park District Manager Magnini summarized the February 19th Valley Lake Ice Fishing Derby. We had a decent turnout for the event with 15-16 participants and fun was had for all despite the slim pickings with fish caught. Thank you to Commissioners Corrigan and Nelson for their support at the event and assisting with refreshments and event take-down. Discussion was had regarding the procurement of Valley Lake treatment proposals to be discussed at the March Regular Meeting.

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. Park District Manager Brandon Magnini presented to the Board the updated Wildwood Park District Website Redesign Demo for approval. Discussion. The Board approved the website design and requested that additional pages were created for Volunteers, History of the Park District, and District Affiliates, all PDF forms were made fillable, and the Park Map locations were linked to Google Maps on all links.

XI. New Business

A. Approval of Umbdenstock Electric Quote for Camp Cottage/Rule Park Outdoor Electrical Improvements

Park District Manager Brandon Magnini presented to the Board a quote for the installation of six twenty-amp circuits on the exterior of the camp cottage building (existing breaker inside) to enhance and increase the amount of grounded power that live entertainment can use for District special events at Rule and to handle the voltage and equipment required for Harvestfest. Park District Manager Magnini requested an approval of up to and no more than \$1,500.00 for the installation of these circuits based on the given quote of \$1,150.00. Commissioner Jante entertained a motion to approve electrical work done by Umbdenstock Electric for the six twenty-amp circuits for no more than \$1,500.00 to be completed prior to the end of the FY 21-22. So moved, Commissioner Brueck. Seconded, Commissioner Corrigan. Roll Call: Commissioner Brueck, aye, Commissioner Bruno, aye, Commissioner Corrigan, aye, Commissioner Jante, 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

Commissioner Jante noted that things were still status quo. Park District Manager Brandon Magnini updated the Board with the information that Pat with Bleck Engineering has met with District staff to obtain the key to the Valley Lake North outflow drain to continue Bleck Engineering's sketches and surveying as part of the overall project. Discussion.

B. COVID-19 Testing Center Discussion

Commissioner Brueck in following up from the January Regular Meeting presented to the Board an opportunity to bring in an outside service to conduct COVID-19 testing for the Wildwood Community at Rule House. Discussion. Commissioners agreed that this proposal was well thought-out while thinking of the community; but ultimately does not meet the mission of the Wildwood Park District.

XIII. Other Business

Discussion was had regarding items for Capital Planning.

XIV. Matters from the Public

-None

XV. Executive Session

A. The Board did not move into Executive Session.

XVI. Adjournment

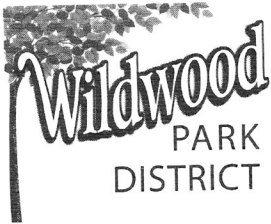
Commissioner Brueck moved to adjourn the Regular Board Meeting of Tuesday, February 22nd, 2022, at 8:56 pm. Commissioner Corrigan seconded the motion. All in favor, motion carried. Meeting adjourned.

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: March 21st, 2022

Good afternoon, Commissioners,

Please find below brief explanations on the following Board attachments that correlate with the agenda items for the Monday, March 21st, 2022, Regular Board Meeting:

GLCC Report: Attached in the Board Packet is the Wildwood Park District's Service Agreement with the GLCC from May 1, 2021- April 30th, 2022. This agreement was asked to be put onto the agenda for March's meeting to review and clarify if any changes need to be made to the agreement before we renew for FY 22-23.

Valley Lake Report: I have been sharing the Valley Lake treatment proposals for 2022 with the Valley Lake Committee and other pertinent information in the lead up to the March Regular Board meeting. I spoke with Amy Sarver from the Warren Township Highway Department a few weeks back; and she has information from Bleck Engineering that they are still on track for the storm sewer/Valley Lake project to go this year. They are in the engineering phase and will permit in April and bid in April. Construction should begin in June and run into late Fall/early winter.

New Business:

A. Valley Lake Treatment Proposals and Beneficial Bacteria

Review/Discussion: I have included in this Board Packet the three proposals received for treatment for Valley Lake in 2022; as well as several cost-effective options for in-house beneficial bacteria treatments that could be used in lieu of pricier options through a vendor.

B. Approval of Rudow Consulting Invoice and Continued Services: I have included in the Board Packet Invoice #07 from Rudow Consulting

for their February consulting services. Per Kathy Atkin's note on the following page, this invoice will require Board approval as it will exceed the \$10,000.00 allocated for Rudow Consulting Services, Inc. The Board of Commissioners will also need to vote on additional monies to allocate for continued consulting services if they so choose.

C. Approval of Annual Audit Proposal: Please find attached to this Board Packet the three-year proposal from Lauterbach & Amen for auditing services that will require review and approval for budgeting and planning purposes.

D. Approval of Lighthouse Dock and Lift Quote for Installation of Temporary Sunset Beach Park Piers: Attached to this Board Packet is correspondence with Lighthouse Dock and Lift for their estimated cost of pier installation for the Spring of 2022. For reference, their quotation for the removal of the piers in the Fall of 2022 is attached. I would be looking for an approval of up to and no more than \$2,500.00 to secure the services of Lighthouse Dock and Lift (with an updated quotation), for the installation of the Sunset Temporary Piers this Spring. Lighthouse is our preferred choice as they respond quickly and are very experienced with our process of install and removal and have worked with us several times before. Bruceski's is not available this Spring.

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

Sincerely,

Brandon Magnini

Brandon Magnini

Park District Manager

847.223.7275

bmagnini@wildwoodparkdistrict.com

**SERVICES AGREEMENT
BETWEEN THE WILDWOOD PARK DISTRICT AND
THE GAGES LAKE CONSERVATION COMMITTEE**

This agreement is made and entered into as of this day, May 1, 2021 by and between the WILDWOOD PARK DISTRICT, Lake County, Illinois, a municipal corporation, (hereinafter referred to as "Park District"), and GAGES LAKE CONSERVATION COMMITTEE, a not-for-profit corporation, Lake County, Illinois (hereinafter referred to as "GLCC") (collectively "Parties") for GLCC to provide landscaping care and maintenance of the Park District's property at Gages Lake.

NOW, THEREFORE, IN CONSIDERATION OF the mutual covenants and promises contained herein, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

Section 1. Description of Services.

1. GLCC is responsible for to chemically treating the weeds in the water and on the bottom of the lake on the Park District's property located at Gages Lake as needed.
2. GLCC may not plant anything in the water and on the bottom of the lake on the Park District's property without the prior approval of the Park District's Board of Park Commissioners. GLCC will work with the Park District to maintain plantings as needed.

Section 2. Location of Services.

The Park District owns real property on Gages Lake in Wildwood, Illinois. GLCC will be responsible for services at the sections of Gages Lake owned by the Park District, as well as any Park District taxpayer.

Section 3. Term of Agreement.

This Agreement shall be in effect May 1, 2021 through April 30, 2022. This Agreement may be renewed for the following year upon the written agreement of both Parties. Notwithstanding anything in this Agreement to the contrary, either party may terminate this Agreement without cause upon ten (10) days written notice to the other party.

Section 4. Payment.

In exchange for the GLCC's services described in Section 1, the Park District agrees to reimburse the GLCC in the amount up to \$10,000. Payment for services to Gages Lake Conservation Committee shall comply with the Local Government Prompt Payment Act.

Section 5. Insurance.

GLCC will require a certificate of insurance from any company/vendor that is used adding the Wildwood Park District as additional insured and will provide a copy of all of the certificates of insurance to the Park District. The certificate of insurance should reflect the following amounts: Commercial General Liability insurance with coverage for Bodily Injury: \$1,000,000.00 Per Person, \$1,000,000.00 Per Accident and for Property Damage: \$1,000,000.00 Per Occurrence, as well as, Umbrella Excess Liability in the amount of \$2,000,000.00 over Primary Insurance.

Nothing herein shall be construed to consider the insurance described herein as a limit of GLCC's liability to the Park District under this Agreement.

Section 6. Indemnification.

GLCC, its employees and contractors, shall indemnify and hold harmless the Park District and any of its officers, officials and employee or agents from any and all claim, demands, liability, loss, damages, fines, penalties, attorney's fees and litigations expenses (collectively "Loss") arising out of injury to, including the death of, persons and/or damage to property, to the extent caused by the acts of omissions of the GLCC or any of its officers, officials, employees, contractor, volunteers, or agents related to the services performed under this Agreement. The provisions of this Section shall survive the termination or expiration of this Agreement.

Section 7. Miscellaneous.

A. No Third Party Beneficiary. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

B. Relationship of the Parties. This Agreement does not represent either Party as the agent, employee, or representative of the other for any purpose whatsoever. Nothing herein contained shall be construed to imply a joint venture, partnership or principal-agent relationship between GLCC and the Park District. Neither Party is granted any express or implied right or authority by the other Party to assume or create any obligation or responsibility on behalf of or in the name of the other Party, or to bind the other Party in any manner whatsoever.

C. Assignment. GLCC may not assign the Agreement or transfer any rights or obligations under the Agreement without the Park District's prior written consent under an assignment addendum, such consent granted in the Park District sole discretion. Any assignment or transfer in violation of this Section 7.C is void.

D. Severability. In case any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement, and this Agreement shall be construed as if such provision(s) had never been contained herein, provided that such provision(s) shall be curtailed, limited or eliminated only to the extent necessary to remove the invalidity, illegality or unenforceability.

E. Waiver. No waiver by a Party of any breach by the other Party of any of the provisions of this Agreement shall be deemed a waiver of any preceding or succeeding breach of the same or any other provisions hereof. No such waiver shall be effective unless in writing and then only to the extent expressly set forth in writing.

F. Excusable Delay. Neither Party will be in default of its obligations under the Agreement or liable to the other for any noncompliance arising from causes beyond the reasonable control of the Party, including, without limitation, fires, floods, natural disasters, communication failures and other equipment or telecommunication problems. Each Party will use reasonable efforts to resolve promptly any type of excusable delay. Neither party may rely on an excusable delay without first promptly giving notice thereof to the other party.

G. Notices. All notices between the Parties shall be in writing and shall be sent by a method providing for proof of delivery to the addresses described in this Section 7.G, until such time as a Party provides written notice of a change in contact or address. E-mail may not be used as a means of providing official notice under this Agreement.

To the Park District: Wildwood Park District
33325 N. Sears Boulevard
Wildwood, IL 60030

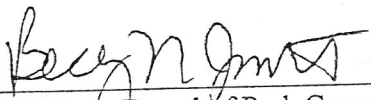
To the GLCC:

H. This Agreement contains the entire agreement between the parties and supersedes all prior or contemporaneous agreements, discussions or representations, oral or written with respect to the subject matter hereof.

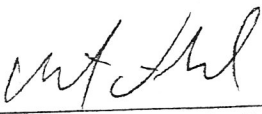
IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

WILDWOOD PARK DISTRICT

GAGES LAKE CONSERVATION COMMITTEE



President, Board of Park Commissioners

 7/14/21

President, Gages Lake Conservation Committee

Wildwood Park District
Recreation/Administration Report
March 21st, 2022

1. Gathered 3 proposals for 2022 Valley Lake treatment service and price checked in-house beneficial bacteria treatments.
2. Office Administrator Colleen King ordered and received 2022-2023 Boat Decals and handled order of new yearly boat keys through Fox Locks and are scheduled to arrive the week of March 21st.
3. Office Administrator Colleen King received updated quote and scheduled Umbdenstock Electric to install 6 20-amp circuits on the outside of the camp cottage per the Board's approval. The work is scheduled to be done on March 28th at 8AM.
4. Staff finalized all bookings for our upcoming Summer Concert series (6 concerts Thursday evenings June-August). We have a variety of music including country, classic rock, acoustic, funk, Top 40, Oldies, and more! Colleen King was able to book the Judson Brown Band through her local source at Jesse Oaks for our August 25th concert date at Willow Point Park. The Judson Brown Band includes previous members of Bella Cain, who are a top-notch cover band from the area.
5. Harvestfest updates: signed contract with Big D and the Nomads for our headliner band, secured Glunz Family Winery for the event, and reached out to Laretta's to offer opportunity to attend and/or sell their goods at Harvestfest.
6. Park Appreciation Day will take place on Saturday, April 30th at Rule Park from 9am-12pm
7. GLCC Carp Derby to take place on Saturday, June 11th at Willow Point Park from 9am-12pm
8. Movie in the Park to take place on Friday, June 10th at Rule Park from 7:30pm-10pm. Tropical Chill Food Truck will also be present.
9. Blues Soiree with the Matt Meyers band to take place on Friday, June 24th at Willow Point Park 6pm-8pm.
10. Family Campout to take place on Friday July 22-23 7pm-9am at Rule Park.
11. End of Summer Luau to take place on Friday, September 9th at Sunset Park 5:30p-8pm with the Mr. Myers Band.
12. National Night Out to take place on Tuesday, August 2nd from 5pm-7pm at Rule Park with Leonardo Music performing.
13. Paddle the Lake to take place on Sunday, August 21st at Valley Lake South from 1-3pm.
14. Go Wildwood Kickoff Event to take place on Saturday, May 14th at Willow Point Park 10am-12pm. Stu the Piano Guy performing from 10am-11am.
15. Receiving high number of requests for parent packets and information for both our 3's and Pre-K programs for Fall 2022. Staffing for preschool programs finalized.
16. Prepping for core programming such as camps, swimming, and youth programming.
17. Introducing fly fishing seminar and casting class in Summer 2022 brochure. Connected with resident on Valley Lake who will teach program on volunteer basis (former Bass Pro instructor).
18. Spring 2022 Adult Bags League has received 4 teams enrolled thus far which is unexpected for the program!
19. Children's STEM program RoboThink workshop (remote control robotics building) ran on Saturday the 12th of March with 5 enrolled. Next workshop is April 16th.
20. Adult Yoga continues to be a strong program for the District with full enrollment again.
21. Will be pushing Senior Club program to the Fall of 2022 after trying to run this Spring. Scrapbooking program is set to happen in April.
22. Rule House hosted a birthday party room rental on March 5th.

Wildwood Park District
Maintenance Report
March 21st, 2022

1. Ongoing park garbage control and maintenance
2. Routine maintenance and upkeep of equipment.
3. Organization of maintenance garage and shop (ongoing)
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 when needed.
8. Snow plowing and snow/ice control around Rule House, Willow walking paths, and Maintenance Facility as needed.
9. Obtained 100-gallon watering tank with trailer for Maintenance team to manage plantings and power washing playground equipment.
10. Due to inconsistent and poor service management and customer service, the Park District has been looking elsewhere besides Pit Stop for our portable toilet needs this season. Cost and availability were compared with Service Sanitation whom we used for Harvestfest and helped up in a pinch this July when service was not being executed. Service cost will be higher, but Grandwood Park Park District has expressed strong satisfaction with this company, and I will budget accordingly for the upcoming FY22-23.
11. Office Administrator Colleen King in coordination with the Park District Manager streamlined process and developed log for Park Safety staff to record new resident parking stickers while out in the parks this summer. Process improves previous methods of communication over phones with images and texts.
12. Received shipments of grill replacements for Sunset Beach Park and Willow Point Park (ADA Compliant off of walking path).
13. Received 2 of 3 new buoy shipments. Two "Slow No Wake" buoys were replaced and one "Swim Area".
14. Sonic Low Voltage adjusted Rule House cameras for stronger zoom capabilities in the parking lot and exit. Sonic also restarted Maintenance Shop camera and is looking to quote out new camera fiber line for Maintenance Garage camera which may be in need of repair.
15. Staff completed interior re-painting of entire Maintenance Shop and replacement of cabinet doors and locks. Replacement of power washing system hose system with PVC pipe connected to plumbing for washing trucks and equipment.
16. Updated labor law posters and necessary signage for emergency equipment.
17. Worked with Park District Manager on a yard sign inventory at the garage to remove what is no longer needed for recreation.
18. Received brand new reflective "Beach Operation Dates" sign for Sunset Beach to replace foam version that broke off.
19. Quoting out temporary Sunset piers installation for Spring 2022.
20. Maintenance Staff took inventory of park picnic benches and determined which benches need a makeover/paintjob. Staff will be working on these select benches in the coming week. Areas of concern include the Rule Park benches that Summer Camp uses.
21. Working on letter to Gagewood Lions Club for Pebble Beach swing set replacement project support.

Wildwood Park District
Marketing Report
March 21st, 2022

1. Maintaining desktop and mobile pages of website.
2. Keep the website updated with current programs and information while tying up loose ends from previous website after the hosting transfer.
3. Sent out March E-Newsletter on February 28th. Items included Recreation, Maintenance, and Marketing highlights as well as a sneak preview of the new website.
4. Completed Summer 2022 Brochure and sent to printer for initial proof. Digital version to be uploaded to website week of 3/21. Resident program registration begins May 1.
5. Launched brand new and improved Wildwood Park District website on 3/14. Marketing Coordinator is tasked with creating volunteer, history of the Park District, and District affiliate pages on new site under "About Us" as well as improving the Google Maps interface and links on the parks map pages per Board recommendations.
6. Staff will begin process of converting PDF forms to fillable versions for pertinent files such as Boat Key and Pavilion Rental applications amongst others.
7. Updated Boulder Park signboard to "Egg Hunt and Dog Egg Hunt" Event Information.
8. Pushing upcoming programs and new website announcements on Facebook and Instagram
9. Hired Part-Time year-round Marketing and Special Events Coordinator Maggie Woznick. Maggie began on Tuesday the 15th of March. She is fitting in nicely and is a resident of Wildwood and truly understands the needs of the community and has the organizational competencies to enhance our marketing and events initiatives.
10. Post upcoming events and programs on Instagram and NextDoor.
11. Marketing Coordinator to push open positions and job postings for the following roles: Park Safety Coordinator, Maintenance Crew, Camp Counselors.
12. Added Garden Club blurb to the Summer 2022 brochure with pictures of past projects and information on how to join the club and fill out pertinent information.