Wildwood Park District Maintenance Report October 17th, 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 as needed.
- 7. Cleaning Boat Ramps and Beaches weekly until first frost.
- 8. Weekly mowing, weed whipping, and trimming all parks.
- 9. Pavilion Rental responsibilities including post-event inspections, posting renter information, etc.
- 10. Parks grills maintenance and cleaning as needed.
- 11. Butterfly garden winterization and cleanup to take place on 10/13 with Pack 671 leading effort.
- 12. Setup, execution, and takedown of Harvestfest garbage containers, tables, chairs, tents, signage, parking spaces, and maintenance trailer.
- 13. Removed all graffiti from Willow Point Park playground structure closest to Cove Road.
- 14. Purchased Play in Place (PIP) kit to level out and firm up soft spots and tripping hazards at Rule Tot Playground rubber Playground Surface as part of fixes from inspections.
- 15. Removed buoys for season and power washed. Setting up order to replace buoy warning stickers on buoys with fresh ones for 2023.
- 16. Sunset Temporary Piers removed by Lighthouse Dock and Lift for the season.
- 17. Work began on refurbishment of Sunset platform off seawall by Rick Stochl Carpentry.
- 18. Looking to replace current plantings around Rule House and camp cottage with budgeted fall mums with help from Garden Club
- 19. Garden Club raised funds to plant 100 tulips in parks this Fall. Planting of tulip seeds with Garden Club volunteers to take place shortly.
- 20. Rule House exterior motion and safety lights replaced around entirety of building to restore additional lighting at night.
- 21. Evergreen trees past Rule Park entry archway on the right side trimmed back for ease of vehicle and light post sightlines. Trees before archway trimmed to make park ordinance signage more visible.
- 22. Dead Oak trees removed at Pebble Beach Park and Rule Park (over a neighbor's property and a major walking path respectively). Board to officially approve this work at October 17th meeting.
- 23. On-Deck benches for Pebble Pier were finally picked up at 5-star boat center in Fox Lake. Estimated install for the two 4' benches is early Spring 2023.
- 24. Pebble Swing Set pieces to be delivered on 10/14 and installed by professionals later in October. This swing set will replace the existing empty mulch bed that previously housed outdated swings. Lions Club to donate \$2,500 to Park District for the cost of these swings.
- 25. Repainting and touching up paint on Boat Launch gates, park garbage cans, and swing set legs at all parks as time allows. Focus on repainting outdoor pavilions and Rule House decks to take place early Spring 2023.
- 26. Beginning phase II of sanding down and repainting park picnic benches over this Fall/Winter.

Marketing Report October 17th, 2022

Website

- Routine Maintenance- keeping website up to date with current announcements, events, news, and programs, as well as removing old content.
- Updates
 - Cleaning up past programs and events and updating pages with cancellations/rescheduling program dates as needed.
 - Harvestfest page was removed and hidden for the season.
- Metrics (last 30 days)
 - Sessions: a session is the browsing session of a single user to our website
 - 1,548- down 3% from previous 30 days
 - Pageviews: a view of a page on our site that is being tracked by the Analytics tracking code
 - 2,893 down 15% from previous 30 days
 - Average Session Duration: total duration of all sessions, in seconds
 - 33 seconds- down 6% the previous 30 days
 - Total Users: the number of distinct tracked users
 - 1,153- up 1% from previous 30 days
 - New vs Returning Visitors
 - New- 96%, Returning- 4%
 - Device Breakdown
 - Desktop- 29%, Tablet- 2%, Mobile- 69%
 - Top Referrals: the top websites that send your website traffic, known as referral traffic
- 1. Facebook, 2. Facebook, 3. Facebook 4. LinkedIn, 4. Facebook, 5. ChicagoTribune.com, 6. Wikido.com, 7. Glassdoor.com, 8. Instagram, 9. Weblinx, 10. Weblinx.
 - o Top Pages
 - Home, 2. 2022 Harvestfest, 3. Parks and Facilities, 4. Registration, 5.
 Program Brochure, 6. Pavilion and Room Rentals, 7. Calendar 8. Board of Commissioners and Board Meetings, 9. Special Events 10. Staff.

Social Media

- Routine Maintenance- checking social media pages daily for comments, messages, etc. and responding accordingly.
- Posts- posting multiple times a week to drive program registration, event attendance, engagement, follows, and to remain visible in people's newsfeeds.
- Updates
 - Posted pictures on social media channels for Pumpkin Painting Event, Touch a
 Truck, and promoting fall programs such as Board Game Night, kid movie nights,
 Holiday House Decorating, and Cookies and Milk with Santa

 Gained access to additional Facebook groups such as Grayslake Moms. Have been posting preschool information aggressively in order to drive continued enrollment. As a result of recent marketing, 3 families have visited our preschool, picked up parent packets, and are looking to sign up.

Analytics

- o Total page followers: 1,580, 23 + more since mid-September
- Post Reach- The number of people who saw any of our posts at least once: up to 2,334 for our post of our upcoming Holiday House Decorating Event. This post had 351% more reach that our typical post.

Monthly E-Newsletter Email

- October monthly e-newsletter was sent out at end of September and advertised all WWPD October events including the Touch a Truck, RoboThink Classes, Pumpkin Painting Event, Trunk, or Treat, and more! October Marketing/Maintenance/Recreation Reports were included as well.
- Maggie created a sleek landing page online for people to directly input their email address and information to subscribe to monthly e-newsletter. This can be accessed by clicking on "Contact Us" on the WWPD home page and clicking on Monthly Newsletters. Maggie also created a link on Facebook to access this link. So far, we have 21 new e-newsletter subscribers in less than a week! This improves the previous process of asking people for their email as they came in for a boat key and passing around paper program evaluation forms and asking people to return those with their emails.

Promo Materials

- Flyers were created for all October/November/December programming and distributed both hard-copy and digitally. With end of pavilion rentals, will add event flyers to pavilion display boards in parks.
- Koozies and T-Shirts for Harvestfest to be discussed further in Harvestfest Report.

Boulder Signboard

• Pushed the Touch a Truck leading up to 10/1 and currently pushing Board Game Night on 11/18 on both sides of signboard.

HARVESTFEST:

- Created targeted post-event surveys for Harvestfest attendees, vendors, volunteers, and entertainers. Results of these surveys are attached in the Harvestfest Report.
- Posted Harvestfest pictures, thank you's, and request for event feedback on social media post-event.

BROCHURES:

- After delays with new brochure printer and being behind in production due to Maggie's maternity leave, Fall 2022 Brochure was finally mailed out last week of September.
 Digital version had been available for a few weeks prior.
- Maggie is aggressively putting together our new and improved Winter/Spring 2023 brochure that will cover January-April 2023. A few page excerpts from the new brochure can be found following this report in the Board Packet. Maggie has taken full ownership of the brochure process and is redesigning the entire look. Excited to see a more refined and professional looking product! With all staff in the fold, we expect the hard copy brochures to be out to the public no later than the first week of December. This will provide at least 1 month of the brochure being out before Resident Registration begins on January 1, 2023.

Programming and Events:

 Added several new events/programs to Winter/Spring 2023 Brochure. These include: a community sledding event at Willow Point, a Mommy and Me tots' class, Ice Jug Curling "Burling" event on Gages Lake, adult dance fitness class from a licensed dance fitness instructor, and more!

Office Hours & Staff Directory

CONTACT INFORMATION ADMINISTRATIVE OFFICE

33325 N. Sears Blvd., Wildwood, IL 60030

Phone: 847.223.7275

Website: www.wildwoodparkdistrict.com Email: info@wildwoodparkdistrict.com

Fax: 847.223.2820

HOURS OFFICE HOURS

Monday - Friday 9:30am-4:00pm Open 2nd and 4th Saturdays from May -August from 9:00am - 12:30pm

HOLIDAY CLOSINGS

New Year's Day: January 1

MISSION & VISION

Mission

The Wildwood Park District conserves and protects natural resources and provides leisure opportunities for our community.

Vision

The Wildwood Park District works to enhance the lives of its residents through excellent recreational programming, services and facilities, while conserving natural resources and improving the parks and lakes.



STAFF DIRECTORY

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

Melissa Roman, Office Administrator info@wildwoodparkdistrict.com

847.223.7275

Martha Ibarra, Guest Services info@wildwoodparkdistrict.com 847.223.7275

Michael Dykes, Maintenance Supervisor maintenance@wildwoodparkdistrict.com 847.775.9104

Maggie Woznick, Marketing & Events Coordinator

marketing@wildwoodparkdistrict.com 847.223.7275

Park Safety Coordinator parksecurity@wildwoodparkdistrict.com 847.309.1478

FOLLOW US!



Wildwood Park District



@WWPARKS



www.wildwoodparkdistrict.com

Board of Commissioners

MEET THE COMMISSIONERS

The Board of Commissioners is composed of five Wildwood Park District residents. The commissioners are elected by residents within the Wildwood Park District boundaries for a six year term of office.



Becky Jante, President

Year Elected: 2019
Term Ends: 2025
bjante@wildwoodparkdistrict.com



Matt Brueck, Vice President

Year Elected: 2019
Term Ends: 2025
mbrueck@wildwoodparkdistrict.com



Anna Nelson, Treasurer

Year Elected: 2017
Term Ends: 2023
anelson@wildwoodparkdistrict.com



Dan Corrigan, Commissioner

Year Appointed: 2021
Term Ends: 2023
dcorrigan@wildwoodparkdistrict.com

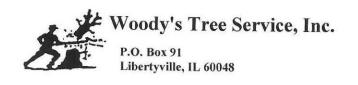


Frank Bruno, Commissioner

Year Elected: 2021 Term Ends: 2027 fbruno@wildwoodparkdistrict.com

BOARD MEETINGS

Board meetings are generally held the third Monday of each month at 7:00pm. All meetings are held at the Rule House, 33325 N. Sears Blvd. and are open to the public.



Invoice

Date	Invoice #
9/29/2022	11303

Customer Billing Address

Brandon Magnini 33325 N. Sears Boulevard Grayslake, IL 60030

	Cı	stomer Physical Address
22225	N	Coons Doulersand

33325 N. Sears Boulevard Grayslake, IL 60030

Office # 847-362-5545

Fax # 847-573-1797

Balance Due

\$3,500.00

Woody's Tree Service, Inc.

PLEASE DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT.

P.O. Box 91 Libertyville, IL 60048

Email: woodys@woodystreeservice.comcastbiz.net

Item	Description	Qty	Amount
003	Remove 2-Oak trees, grind stumps, haul wood 33325 N. Sears Blvd - 1-Oak removal, grind stump, haul wood 33399 N. Sears Blvd - 1-Oak remove Right property line towards the lake - marked with red "X", grind stump, haul wood		3,500.00

Total	\$3,500.00
Payments/Credits	\$0.00
Balance Due	\$3,500.00

Subject:

Tax Year 2022 Tax Levy

Date:

Thursday, October 13, 2022 at 3:49:33 PM Central Daylight Time

From:

Wildwood Park District Accounting <accounting@wildwoodparkdistrict.com>

To:

Becky Jante

bjante@wildwoodparkdistrict.com>, Matt Brueck

<MBrueck@wildwoodparkdistrict.com>, Brueck, Matthew

<matthew.brueck@honeywell.com>, Anna Nelson <anelson@wildwoodparkdistrict.com>, Dan

Corrigan dcorrigan@wildwoodparkdistrict.com, Frank Bruno

<fbruno@wildwoodparkdistrict.com>

CC:

<accounting@wildwoodparkdistrict.com>

Attachments: Tax Year 2022 Levy Calculations.pdf

It's that time of year where the district decides how much to levy on the value of the homes in the district.

While we all can hear Matt saying "zero percent increase" we need to consider the financial needs of the district and how sustainable the existing funds will be towards achieving the goals and objectives. Will the existing funds on hand at the end of this fiscal year as well as what is levied to be collected next fiscal year be adequate to maintain the district's *Mission Statement*: The Wildwood Park District conserves and protects natural resources and provides leisure opportunities for our community and *Vision Statement*: The Wildwood Park District works to enhance the lives of its residents through excellent recreational programming, services and facilities, while conserving natural resources and improving the parks and lakes?

I compared our expenditures from May 1 – September 30th from this year to last year. Year to date total expenses are up more than \$47.5k from last year. \$33k of that is from wages alone. Minimum wage increases to \$13/hour January 1, 2023 and continues to increase \$1 per year until reaching the Illinois Minimum of \$15 in 2025. Expenses for Special Events like the Summer Concerts and Harvest Fest are up more than \$14k from last year as well. We haven't even gotten into maintaining district assets and acquiring new items.

On to the tax levy for Tax Year 2022. As a reminder, we are a special taxing district and levy based upon the Equalized Assessed Value of the property in the district combined with Consumer Price Index. All the district's funds are subject to Property Tax Extension Law Limit (PTELL) except for Special Recreation where that fund increases each year automatically by 4%. The EAV is provided by Lake County Assessors office and is \$123,654,704 for Tax Year 2022. The CPI is 8.2% but statute caps it for PTELL at 5%. So, for the first time in more than 30 years, we can levy 5% on our levy extension last year. Because EAV includes \$299,446 of new construction, any district levying the CPI of 5% must hold a Truth in Taxation Hearing and post the levy information in a local newspaper prior to the hearing.

Please look at the attached spreadsheet showing what a 5%, 4% and 3% levy would look like for the district. Keep in mind that levy increases are compounded so if you don't levy the full amount of 5% this year, you will never recover those lost funds. We will discuss how much to levy at the meeting Monday evening. By law if we don't approve and file a levy by December 27th this year, we will receive ZERO dollars in property tax revenue.

As my objective is to provide you with financial information to aid you in making prudent decisions, I

don't want to have the district incur unnecessary cost of paying me to gather more information than you want. Should any of you like more information on anything I've mentioned or further detailed analysis, please let me know.

Kathy Atkins
Accountant
Wildwood Park District
33325 N. Sears Boulevard Wildwood, IL 60030
accounting@wildwoodparkdistrict.com

Office: 847.223.7275 Cell: 224.723.3031

Wildwood Park District Tax Year 2022 Levy Calculations

Fund	Tax Ext Tax Ye PTELI	Tax Extension for Tax Year 2021 - PTELL Funds	<u> </u>	Tax Year 2022 CPI = 5%	Amour Tax	Amount Requested Tax Year 2022	
Audit Fund General Fund	\$ 8	5,152.21 294,934.29	\$ \$	5,409.82	७ ७	5,450.00	
Paving & Lighting Fund Recreation Fund	& & &	5,152.21 133,154.62	& &	5,409.82	\$ \$	5,450.00	
Liability Insurance Fund	8	12,533.69	8	13,160.37	8	13,500.00	
	\$ 45	450,927.02	↔	473,473.36	↔	474,900.00	
Special Recreation - 2022 EAV x .04% per statute \$123,654,704 (district taxable EAV) x .04% Includes New Construction of \$299,446	6	41,343.07	↔	49,461.88	↔	49,600.00	
Total Levied All Funds & New Construction:	\$ 49	492,270.09 \$	8	522,935.24	8	524,500.00	

EAV includes New Construction so this pushes us over the 5% and requires a Truth in Taxation Hearing and CPI has not been more than 4.1% in the past 30 years. Actual CPI is 8.1%, but statute caps it at 5% for PTE Information obtained from Illinois Dept of Revenue History of CPIs Used for the PTELL dated 1/12/22 CPI for Tax Year 2021 was 1.4% and increased to 5% for Tax Year 2022* publication of levy in a local newspaper.

Prepared 10/12/22 Katherine Atkins, Accountant

1.05 1.04 1.03

3%

4%

5,306.78	303,782.32	5,306.78	137,149.26	12,909.70	464,454.84	49,461.88	513,916.72
↔	↔	4	ઝ	S	↔	↔	↔
5,358.30	306,731.66	5,358.30	138,480.80	13,035.04	468,964.10	49,461.88	518,425.98
4	S	S	↔	₩.	↔	↔	↔
	5,358.30 \$	5,358.30 \$ 306,731.66 \$ 30	5,358.30 \$ 306,731.66 \$ 30 5,358.30 \$	5,358.30 \$ 306,731.66 \$ 3 5,358.30 \$ 138,480.80 \$ 1	5,358.30 \$ 306,731.66 \$ 3 5,358.30 \$ 138,480.80 \$ 13,035.04 \$	5,358.30 \$ 306,731.66 \$ 3 5,358.30 \$ 138,480.80 \$ 1 468,964.10 \$ 4	5,358.30 \$ 306,731.66 \$ 5,358.30 \$ 138,480.80 \$ 13,035.04 \$ 468,964.10 \$ 49,461.88 \$

Subject:

FW: 2023 Board meeting dates

Date:

Wednesday, September 28, 2022 at 8:04:22 AM Central Daylight Time

From:

Brandon Magnini bmagnini@wildwoodparkdistrict.com

To:

Becky Jante

bjante@wildwoodparkdistrict.com>, Matt Brueck

<MBrueck@wildwoodparkdistrict.com>, Anna Nelson <anelson@wildwoodparkdistrict.com>,

Dan Corrigan «dcorrigan@wildwoodparkdistrict.com», Frank Bruno

<fbruno@wildwoodparkdistrict.com>

Attachments: image001.png

PLEASE DO NOT REPLY ALL

Good morning, Commissioners,

Please find the forwarded 2023 Regular Board Meeting Dates for review. I believe that the January meeting should be noted as being a Tuesday as Monday the 16^{th} is MLK day. March 20^{th} is a Regular Monday meeting.

Please review and let me know if there are to be any changes. We will formally approve these dates at the October Regular Meeting.

Sincerely, Brandon Magnini

Brandon Magnini

Park District Manager
Wildwood Park District
33325 N. Sears Boulevard Wildwood, IL 60030
bmagnini@wildwoodparkdistrict.com
847.223.7275



From: Anna Nelson <anelson@wildwoodparkdistrict.com>

Date: Monday, September 26, 2022 at 3:43 PM

To: Brandon Magnini

 bmagnini@wildwoodparkdistrict.com>

Subject: 2023 Board meeting dates

Dear Brandon,

Please forward these dates to the board members to review so we can vote on them in the October meeting. Or change them if they have a conflict.

Board meetings are usually on the third Monday of the month. January 17, 2023

February 21, 2023 (Tuesday)

March 20, 2023 (Tuesday)

April 17, 2023

Subject: 2023 Board meeting dates

Date: Monday, September 26, 2022 at 3:43:46 PM Central Daylight Time

From: Anna Nelson <anelson@wildwoodparkdistrict.com>

To: Brandon Magnini

bmagnini@wildwoodparkdistrict.com>

Dear Brandon,

Please forward these dates to the board members to review so we can vote on them in the October meeting. Or change them if they have a conflict.

Board meetings are usually on the third Monday of the month.

January 17, 2023

February 21, 2023 (Tuesday)

March 20, 2023 (Tuesday)

April 17, 2023

May 15, 2023

June 19, 2023

July 17, 2023

August 21, 2023

September 18, 2023

October 16, 2023

November 20, 2023

December 11, 2023 (2nd Tuesday of the month)

Anna Nelson



2023 OPEN ENROLLMENT HEALTH PLAN SELECTION FORM

Wildwood Park District				
HMO Plan - Rx 1, Dental/Ortho	, Vision \$400 O	ption, Life Option III 25K, E	EAP	
L				
(Please sel You may select a	ect the plans you any combination o	wish to offer your employees of medical plans up to a maxin	in 2023. num of three.)	
Medical Plan – Pl	PO without an H	RA	Pharma	cy Selection
\$250 Deductible Plan	\$1,500	Deductible Plan	O Rx 1	O Rx 2
\$500 Deductible Plan	\$2,000	Deductible Plan	O Rx 1	O Rx 2
Medical Plan -	- PPO with an H	RA	Pharma	cy Selection
\$1,250 Deductible/\$1,000 HR	RA Plan	Deductible/\$1,000 HRA Plan	O Rx 1	O Rx 2
\$1,500 Deductible/\$1,250 HR	RA Plan	Deductible/\$2,000 HRA Plan	O Rx 1	O Rx 2
\$1,500 Deductible/\$1,000 HR	RA Plan 🔲 \$2,500	Deductible/\$2,250 HRA Plan	O Rx 1	O Rx 2
\$2,000 Deductible/\$1,500 HR	RA Plan 🔲 \$3,500	Deductible/\$3,000 HRA Plan	O Rx 1	O Rx 2
\$2,000 Deductible/\$1,250 HR	RA Plan	Deductible/\$3,250 HRA Plan	O Rx 1	O Rx 2
Medic	cal Plan – High I	Deductible Health Plan with	an HSA	
\$1,500 Deductible/HSA Plan \$2,500 Deductible/HSA Plan				macy option macy option
Medical Plan – HMO			Pharmac	y Selection
Yes			Rx 1	ORx 2
	D	ental Plan		
	Basic Dental	Dental/Ortho		
	V	ision Plan		
Choose a single plan or one of the	e paired plans; ch	eck only one box.		
O \$200 allowance plan	0	\$200 allowance plan, Silver Ma	anaged Plan	
\$400 allowance plan	0	\$400 allowance plan, Gold Mar	naged Plan	
\$600 allowance plan	0	\$600 allowance plan, Gold Mar	naged Plan	
Silver Managed Plan				
Gold Managed Plan				
	Employe	e Assistance Plan		
Part-time employee coverage	O Yes	No		



2023 OE HEALTH PLAN SELECTION FORM (cont.)

		PATH		
Vill your agency fund the 2023 PATH in	centive for e	mployees who waiv	e medical	coverage?
	Yes	I	No	
		yee Waiting Per		
Vhat is your agency's waiting period for	new hires as	s of Jan. 1, 2023?	1 month	
	Bas	ic Life Insurance	Э	
C Life Option I 1x annual salary up to \$200,000	O Life C 2x an	Option IV nual salary up to \$1	100,000	C Life Option VII 1.5x annual salary up to \$50,000
C Life Option II 2x annual salary up to \$200,000	O Life C	option V annual salary up to	\$200,000	
Life Option III Flat \$25,000	O Life C	option VI 50,000		
	,	Voluntary Life		
	Yes	0	No	
	Domes	tic Partner Eligib	oility	
	O Yes	•	No	
		ACA Status		
Applicable Larg	e Employer (ALE)	Small En	nployer
Please comple	ete your age	ncy's Benefit Pren	nium Cos	t Share Table.
Brando	n Magnini	Park District Ma	nagor	
lame and title (please print)	n Magnin	Park District ivia	nagei	
ignature Brandon Magn	ini			
0				

Please email this form to PDRMA no later than Oct. 21, 2022. Email: openenrollment@pdrma.org – Phone: 630-435-8998

Gold Managed Plan	2023 Rate Annual Estimate Cost	_					I
Gold M	Enrollment 2	0	0 0	o (0 1	0 0	
	Annual	\$0	000	200	200	000	200
Silver Managed Plan	2023 Rate Estimate	\$5.50	\$10.24	610.24	570.54	\$16.10	01:010
Silver	Enrollment	0		0 0	0 0	0 0	0
\$600 Allowance	Annual Cost Estimate	\$0	\$0	0.5	200	8 05	\$0
\$600 Allowance	2023 Rate Estimate C		\$30.36	\$30.36	\$47.76	\$47.76	
995	Enrollment	0	0	C		0	0
	Annual Cost Estimate	\$140	\$0	\$0	V vs	80	\$140 /
\$400 Allowance	2023 Rate Estimate C	\$11,68	\$21.78	\$21.78	\$34.26	\$34.26	ı
22	Enrollment	1	0	0	0	0	1
	Annual Cost Estimate	0\$	80	\$0	\$0	80	0\$
\$200 Allowance	2023 Rate Estimate	\$5.68	\$10.57	\$10.57	\$16,64	\$16.64	
\$2	Enrollment	0	0	0	0	0	0
OI.	Annual Cost Estimate	\$501	\$0	\$0	So	0\$	\$501
Dental with Ortho	2023 Rate Estimate	\$41.79	\$59.76	\$83.59	\$78.14	\$116.73	
No.	Enrollment	н	0	0	0	0	1
	Annual Cost Estimate	0\$	\$0	\$0	05	\$0	\$0
Dental	2023 Rate Estimate C	\$41.79	\$58.51	\$83.59	\$74.80	\$106.51	
	Enrollment	0	0	0	0	0	0
		EE Only	E+1CH	EE + SP	+Children	Family	Fotal EEs