

**Wildwood Park District
Regular Board Meeting
Rule House 33325 N. Sears Boulevard Wildwood, IL 60030
November 18th, 2024, 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 Dan Corrigan, Becky Jante, Matt Brueck, Anna Nelson, Doug Dietzen
Absent: None
- Park District Staff Present:** Brandon Magnini, Park Dist. Manager; Katherine Atkins, Accountant, Maintenance Lead Michael Dykes, Guest Services Representative Meghan Ainscough.
- III. **Approval of Agenda – Regular Board Meeting – Monday, November 18th, 2024**
A. President Jante entertained a motion to approve the Agenda of the Regular Board Meeting of Monday, November 18th, 2024 as presented. So moved, Commissioner Nelson. Seconded, Commissioner Corrigan. All in favor, motion carries.
- IV. **Approval of Minutes**
A. **Minutes of the Regular Board Meeting - Monday, October 21st, 2024**
President Jante entertained a motion to approve the Minutes of the Regular Board Meeting of Monday, October 21st, 2024 as presented. So moved, Commissioner Nelson. Seconded, Commissioner Corrigan. All in favor, motion carries.
B. **Minutes of the Closed Session – Monday, October 21st, 2024**
President Jante entertained a motion to approve the Minutes of the Closed Session of the Regular Board Meeting of Monday, October 21st, 2024 as presented. So moved, Commissioner Nelson. Seconded, Commissioner Corrigan. All in favor, motion carries.
- V. **Matters From the Public**
-No Matters from the Public
- VI. **Financial Report**
The Financial Report was read. President Jante entertained a motion to accept the Financial Report as presented. So moved, Commissioner Corrigan. Seconded, Commissioner Dietzen. Roll Call: Commissioner Corrigan, aye, Commissioner Jante, aye, Commissioner Brueck, aye, Commissioner Nelson, aye, Commissioner Dietzen, aye. All in favor, motion carries.
- VII. **WSRA:** Trunk or Treat on 10/20 ended up having record attendance of 380 this year along with a record 13 sponsors! More than \$4,000.00 was raised through this event. Several personnel changes have been made in WSRA with Jessica Fultz shifting to Recreation Manager of the LEAP program from the Superintendent of Recreation position (which Amber Bodame has filled). Looking for candidate to fill Amber's prior Recreation Manager role. Adult Day LEAP program participants have been asking for more adult-related events for example that involve alcohol and more adult-appropriate activities. Next WSRA Board Meeting will be January 13th, 2025 at 3:30pm.

VIII. GLCC

Fall Fish Stocking took place in November (less the smallmouth bass that were promised in the estimate). Park District Manager Magnini assured Commissioner Brueck that Rob Flood with the GLCC was coordinating with Keystone Hatcheries to ensure that the smallmouth get delivered at a later time before Keystone can be paid from their invoice.

IX. Valley Lake Report

Included in the Board Packet was a case study and product specifications packet for SePro Eutrosorb phosphorous removal/binding socks that can be placed at the mouth of stormwater inlets. Discussion. The Board agreed that this would be a useful tool for multiple inlet locations around Gages and Valley Lakes to address water clarity. The Board recommended further pricing out and inclusion in the FY 2025/2026 operating budget.

X. Staff Reports

A. Recreation/Administration

The Recreation/Administration Report was read. Discussion.

B. Maintenance

The Maintenance Report was read. Discussion.

C. Marketing/Promotions

The Marketing/Promotions Report was read. Discussion.

XI. Unfinished Business

A. Pebble Beach Park Shoreline Stabilization Project

Continued discussions were had regarding native plant choice and options to explore in the spring to complete the shoreline project. Item tabled to the December Regular Meeting to facilitate additional discussion.

B. 2025 IAPD/IPRA Soaring to New Heights Conference Registration

President Jante entertained a motion to approve the 2025 IPRA/IAPD Conference Registration for Commissioner Anna Nelson, Commissioner Dan Corrigan, Marketing and Special Events Coordinator Maggie Woznick, and Maintenance Lead Michael Dykes for \$330.00 per person, lodging at \$133 per night (2 nights) per person, and Per Diem at \$92 per day (3 days) per person as presented. So moved, Commissioner Brueck. Seconded, Commissioner Nelson. Roll Call: Commissioner Corrigan, aye, Commissioner Jante, aye, Commissioner Brueck, aye, Commissioner Nelson, aye, Commissioner Dietzen, aye. All in favor, motion carries

C. Tentative Tax Levy

Accountant Kathy Atkins presented the following documentation to the Board:

- I. Illinois Department of Revenue Property Tax Division memo titled CPI Memo 2024 - "PTELL – CPI for 2024 Extensions – Property Taxes Payable 2025"
- II. Lake County Chief County Assessment Office Estimated EAV for Tax Year 2024

- III. Historical Tax Levy information for WWPD showing what we have levied vs what we have received from Tax Year 2016 – Tax Year 2023. Additional information showing what the Estimated EAV used for the levy calculation was vs what the actual levy ended up being. Since the EAV is a key component of the levy calculation, the change makes a difference. For Tax Year 2023, the Actual EAV was \$2.3 million less than the estimate. In Tax Year 2022 it was \$4.1 million less than the estimate.
- IV. PTELL Limiting Rate Calculation – spreadsheet format provided by Lake County. Shows how the maximum levy extension for PTELL Funds is calculated.
- V. Tax Year 2024 Tax Levy Calculation – spreadsheet created showing various levy percentages and the resulting estimated levy dollars the district could receive.
- VI. How each of the various possible TY2024 Levy rates would impact parcels owned by Commissioner for real world examples.
- VII. Graph of Revenue from all sources vs Expenses for FY2021-FY2024
- VIII. Analysis of variable changes in difference of levy received amounts in subsequent years if 2011 levy was not zero. Kathy Atkins put this information together to calculate the impact of money that could not be re-couped by the Park District as a result of the 2011 levy that was approved at zero % increase.

Discussion. Commissioner Dietzen asked Accountant Atkins what the homeowner can expect in terms of tax increase to their bill between what had been understood to him as between \$5-\$20. Atkins noted that the EAV is just estimated at this time, it may not be the same for each homeowner parcel and affects that number.

Commissioner Brueck stated that he disagreed with any tax increase. Commissioner Brueck moved to approve a 0% tax levy increase. Motion failed without a second.

President Jante entertained a motion to tentatively approve a 3.5% total tax levy ordinance. So moved, Commissioner Nelson. Seconded, Commissioner Corrigan.

Discussion: Commissioner Dietzen asked about the Graph of Revenue from all sources vs Expenses for FY2021-FY2024 as presented noting that expenses are going up since 2021 at a faster rate than the tax levy received - while showing that our revenue during that time period has been able to make up that difference. Atkins confirmed that was the case. Commissioner Dietzen asked that before the Board asks the taxpayer to pay more: determine what is truly needed and how is the Park District cutting costs/creating efficiencies in their operations so that funds can be sustainable. Whatever additional is being asked of the taxpayer should go into reserves. Atkins noted that much of what is noted on the chart is from reserves and that major capital items such as the roof replacements done this year were able to be pulled from existing reserves. Discussion. Commissioner Jante and Nelson noted the myriad of sustainable programs/events that are being offered compared to 2019 as a value added service, how the Board/Staff have made many changes to rein in staffing/maintenance/equipment expenses and inefficiencies over the last several years, while financially being responsible for completion of various capital projects that had been ignored and having to deal with unavoidable expenses such as minimum wage thresholds for part-time staff. Discussion. Commissioner Corrigan noted about some of the maintenance challenges facing the two lakes the Park District helps maintain that will need to be dealt with. Commissioner Dietzen stated that everything the District does should be justifiable and have clear cost-recovery and financial diligence applied to it (which the Board fully agrees). Commissioner Brueck noted the transparency and clarity the Board receives from Staff and Accounting on finances that had not been the case in previous years prior to 2019. He also suggested spacing out certain capital projects and re-prioritize those projects to help assist in the management of the budget and levy going forward. No further discussion.

Roll Call: Commissioner Corrigan, aye, Commissioner Jante, aye, Commissioner Nelson, aye, Commissioner Dietzen, aye, Commissioner Brueck, nay. Motion carries. Tentative Tax Levy will be posted online and at the office for 20 days prior to the official vote at the December 9th Regular Meeting per statute for public inspection.

XII. New Business

A. Approval of Maintenance Facilities Flammable Cabinets Purchase Quotes

President Jante entertained a motion to approve the purchase of the Sure-Grip EX Slimline 22-gallon flammable safety cabinet with manual close doors from Justrite for proper aerosol and paint storage in the Maintenance Garage; and two 12-gallon manual closing flammable safety cabinets from Global Industrial for fuel storage in the Rule Security Shed/Boy Scout Garage for a grand total of \$2,196.00 allowing an up to amount of \$2,800.00 to account for shipping. So moved, Commissioner Dietzen. Seconded, Commissioner Corrigan. Roll Call: Commissioner Corrigan, aye, Commissioner Jante, aye, Commissioner Brueck, aye, Commissioner Nelson, aye, Commissioner Dietzen, aye. All in favor, motion carries.

B. Approval of Maintenance Facilities Electrical Work Quotes

Quotes from Scott Nelson Electric for \$1,070.00 and Umbdenstock Electric for \$1,000.00 were reviewed for the furnishment/installation of an outlet receptacle and new circuit in the Maintenance/Scout Garage. President Jante entertained a motion to approve an up to amount of \$1,100.00 for the furnishment and installation of a 40amp 240 volt circuit for the Maintenance Garage space heater and furnishment/installation of a new receptacle for the Boy Scout Garage freezer as presented. So moved, Commissioner Corrigan. Seconded, Commissioner Dietzen. Roll Call: Commissioner Corrigan, aye, Commissioner Jante, aye, Commissioner Brueck, aye, Commissioner Nelson, aye, Commissioner Dietzen, aye. All in favor, motion carries.

C. Memorial Tree and Bench Donation Policy Review

The current Wildwood Park District Memorial Tree and Bench Donation Policy and Application was presented along with current costs incurred to procure the trees/plaques from nurseries. Discussion was had about potentially increasing the fee for each applicant as the current ask of \$400.00 is not enough to cover tree procurement, delivery, planting, and the plaque. Park District Staff will come up with and present recommendations to the Board for a revised policy, application form, and comparisons with similar Districts for review at the December Regular Meeting.

Other Business

-Preliminary FY 2025-2026 Capital Project Discussion

The Board and Park District Manager Magnini began discussion of the presented preliminary Wildwood Park District Capital Project list/plan for FY 2025-2026. Discussion focused on shoreline stabilization and paving. Item will be included under "Other Business" on the December 9th Regular Meeting Agenda for further discussion.

-Boy Scout Garage Discussion

Discussion was had regarding the state of the exterior of the Boy Scout Garage at Twin Lakes Park. Ideas to involve the Boy Scouts in the exterior maintenance of their building (Scout Projects) that they rent from the Park District was suggested.

-2025 Boat Key Sales Timeline

Discussion was had on the timeline of when resident boat keys should be on sale/changing of the padlocks at the boat launches. It was suggested that the Park District switch to a January 1st -December 31st yearly timeline for both key sales and switching the locks to help expedite the sales process and create efficiencies for staff and resident keyholders alike (beginning January 2025). Guest Services Representative Meghan Ainscough was in attendance and agreed with the revised timeline and plan.

XIV. Matters from the Public

No further matters from the Public.

XV. Closed Session

President Jante entertained a motion to now enter into Closed Session, where no action will be taken. I entertain a motion that pursuant to Section 5 ILCS 120/2 of the Open Meetings Act, the Board will enter Closed Session to discuss Personnel as mandated by Section 2.06 5 ILCS 120/2 C(1). Those present during Closed Session will include all Commissioners, and Katherine Atkins, Accountant. So moved, Commissioner Nelson. Seconded, Commissioner Corrigan. Roll Call: Commissioner Brueck, aye, Commissioner Corrigan, aye, Commissioner Jante, aye, Commissioner Nelson, aye, Commissioner Dietzen, aye. All in favor, motion carries. Closed Session began at 9:07pm.

President Jante entertained a motion to return to the Open Session at 9:22pm. So moved, Commissioner Nelson. Seconded, Commissioner Corrigan. All in favor, motion carries.

XVI. Approval of Executive Director Contract

President Jante entertained a motion to approve the Executive Director Contract for Brandon Magnini as prepared pending final legal review. So moved, Commissioner Corrigan. Seconded, Commissioner Nelson. Roll Call: Commissioner Corrigan, aye, Commissioner Jante, aye, Commissioner Brueck, aye, Commissioner Nelson, aye, Commissioner Dietzen, aye. All in favor, motion carries.

XVII. Adjournment

President Jante moved to adjourn the Regular Board Meeting of Monday, November 18th 2024, at 9:22pm. So moved, Commissioner Corrigan. Seconded, Commissioner Brueck. All in favor, motion carried. Meeting adjourned.



Secretary
Board of Park Commissioners

12-9-2024

Date



President
Board of Park Commissioners

12-9-24

Date