

## Wildwood Park District

### Maintenance Report

October 16<sup>th</sup>, 2023

1. Ongoing park garbage control and maintenance/Mutt Mitts replacements.
2. Routine maintenance and upkeep of equipment. Beginning fall/winter tune-ups of equipment and vehicles.
3. Clean Rule bathrooms, community rooms, and office spaces as needed - re-stock paper towels and soap.
4. Washed and detailed 2023 Gator, Kawasaki Mule, and Ford pickup truck to be on display for Touch a Truck event.
5. Power washed Rule fishing gazebo structure, concrete slabs and benches/picnic tables down by gazebo, walking path concrete stairs leading to gazebo.
6. Began asphalt patchwork at Rule parking lot. First took care of patching largest pothole in parking lot right past the second yellow speed bump as you approach the program entry door.
7. Staff spray painted Rule parking lot direction arrow at archway entrance and speed bumps (yellow).
8. Continue to remove scrap and debris (old hay bales, scrap metal, garbage) in grass between Maintenance buildings. More effective storage space available for Sunset temporary pier pieces in offseason.
9. Added river rock from existing stockpile underneath Willow Point Park RIGID sports storage container located at backstop.
10. Continue to attack trimming tree and brush lines at all parks. Specifically, removed and cleared away overgrowth surrounding Rule Park security garage; cut back treeline on northwest corner of Sunset Park by beach (spoke with resident neighbor first before cutting back overgrowth); and cut back treeline to open up more greenspace at Lake Shore Drive Park.
11. Joe Aeberman and Todd Schara with the Lions Club continue to put in volunteer time to remove, cut out, and stump spray additional buckthorn alongside Gages Lake shoreline of Rule Park.
12. Park, playground, building, pier, pavilion inspections - corrective actions as needed.
13. Mowing and edging throughout the parks on a set schedule.
14. Black Lagoon returned to treat Valley Lake on 9/20 for the final treatment of the year. They treated with copper sulfate to address some snails that had popped up and to help the lake with the second preventative swimmer's itch treatment of the summer season.
15. Lighthouse Dock and Lift returned to remove Sunset temporary piers for the season.
16. Maintenance and Park District Manager removed beach buoys for the season. Before removal, we took videos and pictures of buoy layout, and coordinated marking off and classifying buoy location for each particular beach and west to east layout for ease of install next year.
17. Removed life preservers from beaches (except Pebble until Warren canoe program is done for the fall).
18. Erected beach closed signs at all four beaches.

**Wildwood Park District**

**Maintenance Report**

**October 16<sup>th</sup>, 2023**

19. Cleaned out and dried out bounce house after Harvest Fest and properly stored away for the winter.
20. Willow Point Pavilion concrete post bases have been restored, and refinished/flattened out. Will target small amounts of rotted wood and paint fascia next season.
21. Will be using belt sanders to restore 12ft. long pavilion picnic benches.
22. Started up again picnic table restoration project. All picnic benches have been removed from Sunset Park and disassembled at the Shop for sanding, staining, and painting for next season.
23. Removed grill tops from Pebble and Sunset and brought back to shop to remove rust and repaint to be ready for next season. Will address Willow grills next.
24. Shuffled around restored picnic benches to address deficiencies at parks. Took extra newly refurbished picnic table from Rule Park and brought to Cove Park to replace older picnic table there. Older picnic table (still in decent shape) from Cove brought to Twin Lakes Park to replace falling apart picnic table that was near walking bridge by swing set. Old picnic table from Twin Lakes was trashed.
25. Total Fire and Safety conducted their yearly fire extinguisher inspections at all facilities and for all District vehicles. This year, we added new extinguishers to the Rule Security Garage (previously had no extinguisher present) and a small extinguisher for the Kawasaki Mule that will be mounted. Both Gators, Ford Truck, Scout Garage, Maintenance Garage, Maintenance Shop, Rule House, and Camp Cottage already had previously installed extinguishers.
26. Harvest Fest setup tasks as assigned. Harvest Fest takedown tasks as assigned. Removed all banners and signs from parks.
27. Finished putting together new recreational portable picnic benches (for special events) right before Harvest Fest.
28. Custom Manufacturing installed the replacement pier at Pebble Beach Park on 10/5/2023. They removed and dumped the old broken pier materials off site. We are very pleased with the work.
29. Progress continues to be made on SMC Stormwater Valley South plunge pool project with rip rap install taking place. Campanella and the Highway Department/Lake County Public works have been busy replacing water mains and storm sewers all over Wildwood as well as part of the SMC Valley Lake area project.
30. Mike is conducting seasonal reviews for seasonal staff.

## Marketing Report October 2023

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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
  - Updated Home Page slider to include Glow in the Dark Scavenger Hunt, Touch a Truck, Trunk or Treat, Warren Newport Library Bookmobile at Twin Lakes Park on 10/7 and 10/28, Go WILDWOOD Walking Club on 10/19, and the Regular Board Meeting of 10/16.
  - Continue to update 2023 Harvest Fest landing page with post-event group games, winners, 50/50 raffle winner, and post-event information and thanks.
  - Updated “General Information Page” to include current pictures, less text-heavy, and ensured all forms were linked properly with PDF fillable forms.
  - Updated “Employment Opportunities” Page to include our mission/vision and remove any past or expired job postings.
  - Updated “Volunteers Page” to include current pictures, less text-heavy, and ensured all forms were linked properly with PDF fillable forms.
  - Updated Capital Projects and Planning page with new pictures of completed park projects per park as they occur.
- Metrics (last 30 days)
  - Sessions: a session is the browsing session of a single user to our website
    - 2,259- up 32% from previous 30 days
  - Pageviews: a view of a page on our site that is being tracked by the Analytics tracking code.
    - 3,571 – up 5% from previous 30 days
  - Average Session Duration: total duration of all sessions, in seconds
    - 29 seconds – down 29% from previous 30 days
  - Total Users: the number of distinct tracked users
    - 1,665- up 35% from previous 30 days
  - New vs Returning Visitors
    - New- 96%, Returning- 4%
  - Device Breakdown
    - Desktop- 21%, Tablet- 3%, Mobile- 76%
  - Top Referrals: the top websites that send your website traffic, known as referral traffic.
    - 1. Facebook
    - 2. Facebook
    - 3. Facebook
    - 4. visitLakeCounty.org
    - 5. Townplanner.com
  - Top Pages
    - 1. Home
    - 2. Wildwood Park District
    - 3. Wildwood Park District
    - 4. 2023 Harvest Fest
    - 5. Events
    - 6. Calendar
    - 7. Program Brochure
    - 8. Parks and Facilities

- 9. Pavilion and Room Rentals
- 10. Programs

### 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. Also, information sharing and raising public awareness regarding Park District initiatives and projects.
- Updates/Posts
  - Post about new pier going in at Pebble Beach Park.
  - Posted update about various park improvement projects such as refurbished picnic tables and the previously completed split rail fence at Old Plank Park.
  - Post Touch a Truck and Pumpkin Painting Event pictures.
  - Various posts hyping up Harvest Fest, Harvest Fest information, Lions Car Show, Harvest Fest post event surveys, October E-Newsletter, dunk tank schedule for Harvest Fest, and Event Map.
  - Posted Harvest Fest event pictures.
  - Posted Warren Newport Library Bookmobile events at Twin Lakes Park
  - Posted Glow in the Dark Scavenger Hunt pictures.
- Analytics
  - Facebook
    - Total page followers: 1,809- up 57 followers in last 30 days
    - Total page visits: 2,186- up 36.7% in the last 30 days
    - Post Reach- The number of people who saw any of our posts at least once.
      - 7,300- up 27.2% last 90 days prior
    - Post Engagement- reactions, comments & shares
      - 1,700 up 31.9% last 90 days prior
    - Audience: 25% men, 75% women
  - Instagram
    - Accounts Reached: 109- the same amount as the last 30 days.
    - Accounts engaged: 20- up 43% in last 30 days.
    - Total followers: 230- up 3.6% in last 30 days

### E-Newsletter Subscribers/Email

- We are up to 567 people/emails in our database. 495 of those are subscribers to our monthly e-newsletter emails.
- Average Open Rate (% of people who open the emails we send) for October e-newsletter is 44% (down 7% from September e-newsletter).
- Average Click Rate (% of people who open our emails AND click on a link) for October e-newsletter is 7.4% (down 4.3% from September e-newsletter).
- October e-newsletter included:
  - News & Announcements
    - Harvest Fest Post-Event Survey link and Sponsors
    - 2023-2024 Preschool spots still available
    - Sponsorship Opportunities
    - Staff Reports

- Save the Dates for October events, programs, and important dates.
- Email highlights
- All upcoming October events and programs details.

#### **Harvest Fest**

- Execution of the event and assisting sponsors at event.
- Post event surveys, posts, and organizing post-event Committee meeting and follow-up.
- Posted group games winners on Harvest Fest page along with 50/50 Raffle winner.
- Took pictures and video at event and assisted with the entertainment.

#### **Promo Items:**

- We have run out of WPD branded sunglasses that we bought this year as part of our promo order. They were by far the most popular free giveaway at events.
- We are starting to give away WPD branded blankets at colder weather events like the Glow in the Dark Scavenger Hunt and Touch a Truck. WPD branded beach bags have also been popular. We continue to give away a lot of WPD branded frisbees and still have quite a few in our supply.

#### **Community Partnerships:**

- Continue to work with Warren Newport Library to have their bookmobile out to Twin Lakes Park on selected Saturdays in October. The library has come to a few of our other events this year (NNO, Family Campout). They also came to our tot camp three times over the summer and once a month to our preschool.
- Maggie will be reaching out to Amy Sarver as well as the Warren Senior center to pursue active adult/senior programs that the residents of WPD can enjoy with a cooperative program at the Senior Center with their facility and program offerings.
- Working with Grandwood Park Park District to resurrect a kids cooking class taught as a cooperative program over at GPPD. Targeting mid-January 2024 to start the 6-week program if all works out.
- Helping Troop 671 and especially Pack 671 with promoting their flyers online and at the office to help boost the Pack's recruitment.

#### **GLCC:**

- Worked with the GLCC and their new logo to design new and aesthetically pleasing aquatic invasive species signage for the boat launches. GLCC will be paying for and picking up the new signs when ready. WPD will install at the launches next to the existing rules signage.

#### **Brochure**

- Working on Winter Spring (W/S) Program Brochure design. Inputting programming information and event details to template. Special Events that will return for Winter Spring include Snow Much Fun, Ice Jug Curling, Hit the Hills Sledding Event, Valley Lake Ice Fishing Derby, Daddy Daughter Dance (rebranding and changing the event back to its roots based off of feedback from the attempted "Sweetheart Dance" last winter), and Easter Egg Hunt.

#### **Park Pictures:**

- Nearly finished going through all 11 parks and taking current and up to date pictures of the parks during the summer and fall seasons to update various pages on our website with nicer looking park pictures.

## **Wildwood Park District Mission and Vision Statements**

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### **What is a Mission Statement?**

A mission statement is a simple statement about the goals, values, and objectives of an organization. This brief description helps customers, employees, and leadership understand the organization's top priorities.

### **What is a Vision Statement?**

A vision statement is aspirational and expresses your organization's plan or "vision" for the future and potential impact on the world. They often serve as a guide for an organization's future goals and explain why customers and employees should stick around for the long haul.

### **Current Wildwood Park District Mission Statement**

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

### **Current Wildwood Park District 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.

### **Why Update Our Current Mission and Vision Statements?**

As an organization grows, it may reach its early goals, and they'll change. So, it's important to revise mission and vision statements as needed to reflect the organization's new culture as it achieves its goals and develops new targets.

### **Proposed New Mission Statement**

The Wildwood Park District serves our community by providing enriching and affordable recreational programs, events, and facilities that promote community building, and health and wellness. The Wildwood Park District also protects our natural resources, parks, and lakes through conservation and preservation initiatives. The safety of our residents, visitors, employees, parks, and facilities is our top priority, and the Wildwood Park District minimizes risks through our Park Safety Staff, comprehensive safety efforts, and partnerships with local law enforcement agencies.

### **Proposed New Vision Statement**

The Wildwood Park District is committed to continuous improvement and aspires to exceed the needs of our community through a collaborative, innovative, and sustainable approach. We strive to maintain and preserve the beauty and functionality of our parks, lakes and shorelines, amenities, and facilities for current and future generations to enjoy.

## Proposed New Core Values

- **Family-Centric:** Our top priority is to welcome children and families into our parks, programs, and events and provide a fun, safe, and family-friendly environment for all to enjoy.
- **Equal Opportunity:** Our goal is to provide excellent recreation opportunities for the entire community. We ensure that every individual is treated fairly and has the opportunity to participate in Wildwood Park District offerings regardless of individual disability or hardship. Therefore, we provide limited and budgeted financial assistance through our Scholarship Program to Wildwood Residents who are interested in participating in select recreation programs but are unable to do so due to financial difficulties. We comply with the Americans with Disabilities Act (ADA) in our program structures along with our current and future park and greenspace planning. We partner with Warren Special Recreation Association (WSRA) to help provide ALL individuals the resources to participate in Park District programming to their full abilities.
- **Sustainability:** We use our capital to renew and maintain infrastructure of current facilities and park equipment, and for the conservation and preservation of our natural resources, parks, and lakes. The Wildwood Park District utilizes our in-house maintenance team for most on-going improvements and upkeep of parks and facilities but will outsource and/or collaborate with district affiliates and outside organizations when needed.
- **Communication:** We are committed to staying connected with our community. We do this through raising public awareness of Park District programs, events, and initiatives. Additionally, we prioritize internal communication best practices to ensure effective information sharing and collaboration between Park District employees and their departments.
- **Transparency:** Transparency with our community is something the Wildwood Park District is passionate about. We comply with mandated transparency laws and ensure Park District matters, information, and initiatives are well communicated and readily available, with an emphasis on accountability, openness, ethics, and fiscal responsibility.

# Staff Appreciation

(Becky)



sam's club

## Self Checkout

( 847 ) 855 - 1130

GURNEE, IL

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JANTE

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| F  | 59846     | MULTI PEPPEF    |   | 6.78   | R |
| F  | 749972    | STRAWBERRY      | F | 2.98   | R |
| F  | 980241471 | NAANBITES       | F | 5.48   | R |
| F  | 504331    | BROCCOLI        | F | 4.50   | R |
| F  | 952516    | HANBRGR BUNF    |   | 3.78   | R |
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|    |           | SUBTOTAL        |   | 109.99 |   |
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|    | TAX 2     | 1.750 %         |   | 1.54   |   |
|    | TAX 6     | 1.000 %         |   | 0.11   |   |
|    |           | TOTAL           |   | 113.40 |   |
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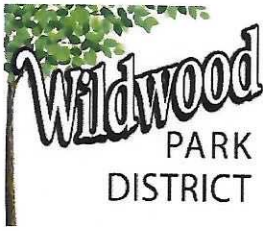


### Attendees:

Matt Brueck  
Larry + Becky  
Jante

Enrique + Ruby, Eric Ausough  
Kathy, Adrian, Chris, Eve  
Maggie + Steve, Wojniak  
Kathy + Dana Atkins  
Larry + Becky, Jante  
Mike Dykus, Brandon Magnini





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## Financial Assistance/Scholarship Program Guidelines

### Purpose of the Financial Assistance/Scholarship Program

Wildwood District provides financial assistance/scholarships to residents who are interested in enrolling in a Park District program, but unable to do so due to financial hardships. Based on availability of funds, the Park District will attempt to provide financial assistance to those who qualify based on the eligibility requirements. Financial assistance will be awarded on a first-come, first-served basis based on need as well as availability of funds. Wildwood Park District reserves the right to approve full or partial assistance or deny an applicant's request.

### Qualifications and Limitations for Financial Assistance

1. Financial Assistance is available to Wildwood Park District residents only. Wildwood Residents fall within the taxing boundary of the Park District.
2. Financial assistance is available for certain general recreation programs (these programs include summer camps, swim lessons, Schoolhouse Adventures Preschool). Programs provided by an outside contractor, Special Events, and co-operative programming are not eligible for scholarships. Contractual programs are listed as "Contracted by....." in the brochure and on the web. Some additional exclusions may apply.
3. Financial assistance is limited to one program per person per season. Applications must be completed each fiscal year. Approval for one program does not ensure continued approval for succeeding programs or seasons. *The following count as one season or one individual program: nine weeks of summer camp, Schoolhouse Adventures Preschool programs.*
4. Placement in requested camps is based on camp availability. Registrations may be processed prior to scholarship approval with a \$50 deposit per person, per camp to ensure a spot in the camp. This \$50 deposit will be used towards your final contribution amount. Registration and deposit does not guarantee scholarship approval.
5. The maximum an individual may receive in scholarship awards is \$500 annually. The fiscal year runs May 1, 2024 - April 30, 2025.
6. The participant's payment, which will be outlined in the award letter, is due before registration can be processed.
7. Delinquency on participant's portion of the payment will result in ineligibility for future program participation and/or financial assistance.
8. All registration policies and procedures apply to financial assistance/scholarship applicants.
9. The Park District Manager evaluates each application submitted and makes the decision whether or not to grant the request.
10. If requested, the applicant must provide references.

### Eligibility Guidelines

The following household size and pre-tax income criteria will be used to determine initial eligibility for financial assistance. Other factors such as current participation in public aid, food stamp program, subsidized housing, excessive medical bills etc. may also be considered in determining eligibility. To qualify, annual household income must be less than the values below. The chart is updated annually and may change year to year based on the chart provided by US Department of Health and Human Services Poverty Guidelines. <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>

**2023 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA**

| <b>Persons in family/household</b> | <b>Poverty guideline</b> |
|------------------------------------|--------------------------|
| 1                                  | \$14,580                 |
| 2                                  | \$19,720                 |
| 3                                  | \$24,860                 |
| 4                                  | \$30,000                 |
| 5                                  | \$35,140                 |
| 6                                  | \$40,280                 |
| 7                                  | \$45,420                 |
| 8                                  | \$50,560                 |

For families/households with more than 8 persons, add \$5,140 for each additional person.

**The following is the definition of income:** Income is defined as any monies earned before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions, and bonds. It includes the following: (1) monetary compensation for services including wages, salary, commissions, or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) social security; (5) dividends or interest on savings or bonds or income from estates or trusts; (6) net rental income; (7) public assistance or welfare payments; (8) unemployment compensation; (9) government civilian employee or military retirement or pensions or veteran payments; (10) private pensions or annuities; (11) alimony or child support payments; (12) regular contributions from persons not living in the household; (13) net royalties; and (14) other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay for registration.

## **Application Procedures**

Those who are seeking financial assistance must complete the Financial Assistance/Scholarship Program Application Form. Completed applications should be turned in at the Wildwood Park District Rule House, 33325 N. Sears Boulevard Wildwood, IL 60030 and directed to the Park District Manager **at least two weeks prior to the start of the program or three weeks early if it is a camp, or Schoolhouse Adventures preschool program.** The applications will be individually reviewed, and the applicants will be notified of the decision within three weeks after receipt of the completed application at which point an email with a letter will be sent to the email address on the application with the determination and further instructions.

## **Required Documentation**

Applications cannot be considered without submission of all the documents listed on the application. Missing documentation will delay review of the application until all documents are received. Front desk staff may make copies, if needed. The Park District may require additional documents if deemed necessary.

## **Responsibilities of the Award Recipients**

A limited amount of award money is available, as such, attendance in the program/activities you are approved for is important. Scholarship awards can be revoked if participation is not regular.

If you have a medical or other reason you cannot participate in activity, it shall be the responsibility of the recipient (or their legal parent/guardian) to inform the park district of this conflict in participation. Failure to do so may result in the revocation of your award.

**PLEASE RETAIN THIS PAGE FOR YOUR RECORDS**



3. Please list the current employment information of all working individuals in your household:

Your Employer \_\_\_\_\_  
Your Position \_\_\_\_\_  
Address/City/Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Number of hours you work \_\_\_\_\_

Spouse/Partner's Employer \_\_\_\_\_  
Spouse/Partner's Position \_\_\_\_\_  
Address/City/Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Number of hours spouse/partner works \_\_\_\_\_

4. Required documents to submit with application. Application will be denied without proper documentation.

- A. If registering for a program, a Program Registration Form is required. (Your registration will not be processed until the scholarship is approved and/or your deposit is paid.)
- B. Proof of residency (copy of driver's license, state ID or current utility bill with name and address).
- C. Copy of most recent federal Income tax return. If you did not file taxes for 2022 or 2023, please submit an IRS Account Transcript Form from <https://www.irs.gov/individuals/get-transcript>
- D. Copy of two most recent pay stubs for all household members.

5. Additional documents you may submit to help determine financial assistance. Please check assistance you are currently receiving and attach only those documents.

- Public Aid/Cash (Copy of document including amount received) Case # \_\_\_\_\_
  
- SNAP/food stamps (copy of approval document) Case # \_\_\_\_\_
- Medical assistance HFS, WIC, etc. (copy of medical eligibility given as proof at a doctor's office)
- School Lunch Program (copy of school approval letter) – **This letter will expedite application review process.**
- HUD/Subsidized Housing (copy of lease or lease amendment)
- Unemployment benefits (copy of UI benefit approval document)
- Child support, alimony (copy of court documents listing the amount to be received)
- Copy of rental lease or mortgage statement (see above for HUD/Subsidized Housing Lease)
- Other benefits or sources of income:  
\_\_\_\_\_  
\_\_\_\_\_
- Excessive medical bills. Please explain:  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above information is true, correct and all income is reported. This information is being given to Wildwood Park District as application for financial assistance/scholarship only and will remain confidential. Park District officials may verify the information on the application and deliberate misrepresentation of the information will result in forfeiture of future assistance privileges and possible program participation.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



## Financial Assistance/Scholarship Program Guidelines

### Purpose of the Financial Assistance/Scholarship Program

Gurnee Park District provides financial assistance/scholarships to residents who are interested in enrolling in a Park District program, but unable to do so due to financial hardships. Based on availability of funds, the Park District will attempt to provide financial assistance to those who qualify based on the eligibility requirements. Financial assistance will be awarded on a first-come, first-served basis based on need as well as availability of funds. Gurnee Park District reserves the right to approve full or partial assistance or deny an applicant's request.

### Qualifications and Limitations for Financial Assistance

1. Financial Assistance is available to Gurnee Park District residents only, and students living in District 50, District 56 and District 121 (Some exclusions may apply).
2. Financial assistance is available for all general recreation programs except trips and programs provided by an outside contractor. Contractual programs are listed as "Contracted by....." in the brochure and on the web. Some exclusions may apply.
3. Financial assistance is limited to one program per person per season. Applications must be completed each fiscal year. Approval for one program does not ensure continued approval for succeeding programs or seasons. *The following count as one season or one individual program: nine weeks of camp, CARE/Days Off and Growing Tree Preschool programs.*
4. For those seeking assistance for memberships which last one-year in duration, an application must be submitted each year for that specific item at the time of expiration. Memberships are limited to one membership per person at a time.
5. Placement in requested programs is based on class availability. Registrations may be processed prior to scholarship approval with a 25% deposit per person, per program to ensure a spot in the activity. This 25% deposit will be used towards your final contribution amount. Registration and deposit does not guarantee scholarship approval.
6. Placement in requested camps is based on camp availability. Registrations may be processed prior to scholarship approval with a \$50 deposit per person, per camp to ensure a spot in the camp. This \$50 deposit will be used towards your final contribution amount. Registration and deposit does not guarantee scholarship approval.
7. The maximum an individual may receive in scholarship awards is \$1,500 annually. The fiscal year runs May 1, 2022 – April 30, 2023.
8. The participant's payment, which will be outlined in the award letter, is due before registration can be processed.
9. Delinquency on participant's portion of the payment will result in ineligibility for future program participation and/or financial assistance.
10. All registration policies and procedures apply to financial assistance/scholarship applicants.
11. The scholarship committee evaluates each application submitted and makes the decision whether or not to grant the request.
12. If requested, the applicant must provide references.

## Eligibility Guidelines

The following household size and pre-tax income criteria will be used to determine initial eligibility for financial assistance. Other factors such as current participation in public aid, food stamp program, subsidized housing, excessive medical bills etc. may also be considered in determining eligibility. To qualify, annual household income must be less than the values below. The chart is updated annually and may change year to year based on the chart provided by US Department of Agriculture guidelines for school free lunch programs.

| <i>Qualifies for 75% Subsidy</i> |              | <i>Qualifies for 50% Subsidy</i> |              | <i>Qualifies for 25% Subsidy</i> |              |
|----------------------------------|--------------|----------------------------------|--------------|----------------------------------|--------------|
| Household Size                   | Total Income | Household Size                   | Total Income | Household Size                   | Total Income |
| 1                                | \$16,744     | 1                                | \$18,744     | 1                                | \$20,744     |
| 2                                | \$22,646     | 2                                | \$24,646     | 2                                | \$26,646     |
| 3                                | \$28,548     | 3                                | \$30,548     | 3                                | \$32,548     |
| 4                                | \$34,450     | 4                                | \$36,450     | 4                                | \$38,450     |
| 5                                | \$40,352     | 5                                | \$42,352     | 5                                | \$44,352     |

**The following is the definition of income:** Income is defined as any monies earned before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions, and bonds. It includes the following: (1) monetary compensation for services including wages, salary, commissions, or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) social security; (5) dividends or interest on savings or bonds or income from estates or trusts; (6) net rental income; (7) public assistance or welfare payments; (8) unemployment compensation; (9) government civilian employee or military retirement or pensions or veteran payments; (10) private pensions or annuities; (11) alimony or child support payments; (12) regular contributions from persons not living in the household; (13) net royalties; and (14) other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay for registration.

## Application Procedures

Those who are seeking financial assistance must complete the Financial Assistance/Scholarship Application Form. Completed applications should be turned in at Hunt Club Park Community Center, 920 North Hunt Club Road, Gurnee, IL 60031 and directed to the Customer Experience Supervisor **at least three weeks prior to the start of the program or four weeks early if it is a camp, CARE or a Growing Tree Preschool program.** The applications will be individually reviewed, and the applicants will be notified of the decision within three weeks after receipt of the completed application at which point an email with a letter will be sent to the email address on the application with the determination and further instructions.

## Required Documentation

Applications cannot be considered without submission of all the documents listed on the application. Missing documentation will delay review of the application until all documents are received. Front desk staff may make copies, if needed. The Park District may require additional documents if deemed necessary.

## Responsibilities of the Award Recipients

A limited amount of award money is available, as such, attendance in the program/activities you are approved for is important. Scholarship awards can be revoked if participation is not regular.

If you have a medical or other reason you cannot participate in activity, it shall be the responsibility of the recipient (or their legal parent/guardian) to inform the park district of this conflict in participation. Failure to do so may result in the revocation of your award.

**PLEASE RETAIN THIS PAGE FOR YOUR RECORDS**

2/1/2022





**3. Please list the current employment information of all working individuals in your household:**

**Your Employer** \_\_\_\_\_

Your Position \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Number of hours you work \_\_\_\_\_

**Spouse/Partner's Employer** \_\_\_\_\_

Spouse/Partner's Position \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Number of hours spouse/partner works \_\_\_\_\_

**4. Required documents to submit with application. Application will be denied without proper documentation.**

- A. If registering for a program, a Program Registration Form is required. (Your registration will not be processed until the scholarship is approved and your co-pay is submitted, unless a deposit is paid.)
- B. If registering for a season pass or other membership, a Membership Application Form is required. (Your membership will not be processed until the scholarship is approved and your co-pay is submitted.)
- C. Proof of residency (copy of driver's license, state ID or current utility bill with name and address).
- D. Copy of most recent federal income tax return. If you did not file taxes for 2020 or 2021, please submit an IRS Account Transcript Form from <https://www.irs.gov/individuals/get-transcript>
- E. Copy of two most recent pay stubs for all household members.

**5. Additional documents you may submit to help determine financial assistance. Please check assistance you are currently receiving and attach only those documents.**

- Public Aid/Cash (Copy of document including amount received) Case # \_\_\_\_\_
- SNAP/food stamps (copy of approval document) Case # \_\_\_\_\_
- Medical assistance HFS, WIC, etc. (copy of medical eligibility given as proof at a doctor's office)
- School Lunch Program (copy of school approval letter) – **This letter will expedite application review process.**
- HUD/Subsidized Housing (copy of lease or lease amendment)
- Unemployment benefits (copy of UI benefit approval document)
- Child support, alimony (copy of court documents listing the amount to be received)
- Copy of rental lease or mortgage statement (see above for HUD/Subsidized Housing Lease)
- Other benefits or sources of income: \_\_\_\_\_  
\_\_\_\_\_
- Excessive medical bills. Please explain: \_\_\_\_\_  
\_\_\_\_\_

**I certify that the above information is true, correct and all income is reported. This information is being given to Gurnee Park District as application for financial assistance/scholarship only and will remain confidential. Park District officials may verify the information on the application and deliberate misrepresentation of the information will result in forfeiture of future assistance privileges and possible program participation.**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

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

#### **10.17 SEXUAL HARASSMENT POLICY**

The Sexual Harassment Policy is in the Personnel Policy Manual.

#### **10.18 CYBERSECURITY POLICY**

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

### **RECREATION**

#### **11.01 STATEMENTS OF PURPOSE AND AUTHORITY**

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

To provide positive recreational experiences which contribute to the individual's physical, social, emotional, cultural and educational growth in order to enrich the quality of life. Respect for the dignity and self-worth of every individual shall be of paramount importance. To coordinate leisure programs whenever financially and philosophically feasible with other community organizations to provide the maximum opportunity for leisure services throughout the community.

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

#### **11.02 SCHOLARSHIPS**

Financial Assistance Scholarships may be awarded to District residents for certain designated recreation programs based upon need, contingent upon the necessary funds. Designated programs specifically include summer camps, swim lessons, and preschool programs. Contracted programs are not eligible for financial aid/scholarships. The Wildwood Park District shall budget for \$1,000.00 per fiscal year for scholarship funds for all programs and require Board approval for any additional funds beyond \$1,000.00. Eligibility for scholarships shall be determined by reference to the requirements established. For full scholarship requirements and procedures, please refer to the Wildwood Park District Program Scholarship Policy Packet (can be found on the Park District website under "Financial Assistance for Residents" and hardcopies at the District office.

**2024 OPEN ENROLLMENT HEALTH PLAN SELECTION FORM**

Wildwood Park District

HMO Plan - Rx 1, Dental/Ortho, Vision \$400 Allowance, Life Option III 25K, EAP

**(Please select the plans you wish to offer your employees in 2024.  
 You may select any combination of medical plans up to a maximum of three.)**

**Medical Plan – PPO without an HRA**

- \$250 Deductible Plan
- \$500 Deductible Plan
- \$1,500 Deductible Plan
- \$2,000 Deductible Plan

**Medical Plan – PPO with an HRA**

- \$1,250 Deductible/\$1,000 HRA Plan
- \$1,500 Deductible/\$1,250 HRA Plan
- \$1,500 Deductible/\$1,000 HRA Plan
- \$2,000 Deductible/\$1,500 HRA Plan
- \$2,000 Deductible/\$1,250 HRA Plan
- \$2,000 Deductible/\$1,000 HRA Plan
- \$2,500 Deductible/\$2,000 HRA Plan
- \$3,500 Deductible/\$3,000 HRA Plan
- \$3,500 Deductible/\$3,250 HRA Plan

**Medical Plan – High Deductible Health Plan with an HSA**

- \$1,600 Deductible/HSA Plan
- \$2,500 Deductible/HSA Plan

**Medical Plan – HMO**

- Yes
- No

**Dental Plan**

- Basic Dental
- Dental/Ortho

**Vision Plan**

**Choose a single plan or one of the paired plans; check only one box.**

- \$200 allowance plan
- \$400 allowance plan
- \$600 allowance plan
- Silver Managed Plan
- Gold Managed Plan
- \$200 allowance plan, Silver Managed Plan
- \$400 allowance plan, Gold Managed Plan
- \$600 allowance plan, Gold Managed Plan

**Employee Assistance Plan**

- Part-time employee coverage  Yes  No

**2024 OE HEALTH PLAN SELECTION FORM (cont.)**

Wildwood Park District

**PATH**

Will your agency fund the 2024 **PATH** incentive for employees who waive medical coverage?

Yes  No

**Employee Waiting Period**

What is your agency's waiting period for new hires as of Jan. 1, 2024? 30 Days

**Basic Life Insurance**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Life Option I<br>1x annual salary up to \$200,000  | <input type="checkbox"/> Life Option IV<br>2x annual salary up to \$100,000  | <input type="checkbox"/> Life Option VII<br>1.5x annual salary up to \$50,000 |
| <input type="checkbox"/> Life Option II<br>2x annual salary up to \$200,000 | <input type="checkbox"/> Life Option V<br>1.5x annual salary up to \$200,000 |   |
| <input checked="" type="checkbox"/> Life Option III<br>Flat \$25,000        | <input type="checkbox"/> Life Option VI<br>Flat \$50,000                     |   |

**Voluntary Life**

Yes  No

**Domestic Partner Eligibility**

Yes  No

**ACA Status**

Applicable Large Employer (ALE)  Small Employer

Please complete your agency's Benefit Premium Cost Share Table.

Name and title (please print) Brandon Magnini Park District Manager

Signature Brandon Magnini

Date 10/16/2023

Please email this form to PDRMA no later than Oct. 20, 2023.  
Email: [openenrollment@pdrma.org](mailto:openenrollment@pdrma.org) – Phone: 630-435-8998

### HMO with Rx

|         | HMO      |            |            |
|---------|----------|------------|------------|
|         | Employee | Employer   | Total      |
| Single  | \$0.00   | \$799.29   | \$799.29   |
| E+SP    |          | \$1,638.53 | \$1,638.53 |
| E+ 1CH  |          | \$1,119.01 | \$1,119.01 |
| E+ 2+CH |          | \$1,566.60 | \$1,566.60 |
| FAMILY  |          | \$2,397.87 | \$2,397.87 |

**Dental Basic**

|         | Employee | Employer | Total    |
|---------|----------|----------|----------|
| Single  |          | \$42.60  | \$42.60  |
| E+SP    |          | \$85.21  | \$85.21  |
| E+ 1CH  |          | \$59.64  | \$59.64  |
| E+ 2+CH |          | \$76.25  | \$76.25  |
| FAMILY  |          | \$108.57 | \$108.57 |

**Dental with Ortho**

|         | Employee | Employer | Total    |
|---------|----------|----------|----------|
| Single  | \$0.00   | \$42.60  | \$42.60  |
| E+SP    |          | \$85.21  | \$85.21  |
| E+ 1CH  |          | \$60.91  | \$60.91  |
| E+ 2+CH |          | \$79.66  | \$79.66  |
| FAMILY  |          | \$119.00 | \$119.00 |

| <b>Vision \$200</b> |          |          |         |
|---------------------|----------|----------|---------|
|                     | Employee | Employer | Total   |
| Single              |          | \$6.18   | \$6.18  |
| E+SP                |          | \$11.51  | \$11.51 |
| E+ 1CH              |          | \$11.51  | \$11.51 |
| E+ 2+CH             |          | \$18.11  | \$18.11 |
| FAMILY              |          | \$18.11  | \$18.11 |

| <b>Vision \$400</b> |          |          |         |
|---------------------|----------|----------|---------|
|                     | Employee | Employer | Total   |
| Single              | \$0.00   | \$13.38  | \$13.38 |
| E+SP                |          | \$24.95  | \$24.95 |
| E+ 1CH              |          | \$24.95  | \$24.95 |
| E+ 2+CH             |          | \$39.24  | \$39.24 |
| FAMILY              |          | \$39.24  | \$39.24 |

| <b>Vision \$600</b> |          |          |         |
|---------------------|----------|----------|---------|
|                     | Employee | Employer | Total   |
| Single              |          | \$21.96  | \$21.96 |
| E+SP                |          | \$40.93  | \$40.93 |
| E+ 1CH              |          | \$40.93  | \$40.93 |
| E+ 2+CH             |          | \$64.39  | \$64.39 |
| FAMILY              |          | \$64.39  | \$64.39 |

| <b>Silver Managed Plan</b> |          |          |         |
|----------------------------|----------|----------|---------|
|                            | Employee | Employer | Total   |
| Single                     |          | \$5.98   | \$5.98  |
| E+SP                       |          | \$11.14  | \$11.14 |
| E+ 1CH                     |          | \$11.14  | \$11.14 |
| E+ 2+CH                    |          | \$17.52  | \$17.52 |
| FAMILY                     |          | \$17.52  | \$17.52 |

| <b>Gold Managed Plan</b> |          |          |         |
|--------------------------|----------|----------|---------|
|                          | Employee | Employer | Total   |
| Single                   |          | \$7.36   | \$7.36  |
| E+SP                     |          | \$13.73  | \$13.73 |
| E+ 1CH                   |          | \$13.73  | \$13.73 |
| E+ 2+CH                  |          | \$21.58  | \$21.58 |
| FAMILY                   |          | \$21.58  | \$21.58 |

**Subject:** Tax Year 2023 Tax Levy  
**Date:** Wednesday, October 11, 2023 at 6:29:16 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>, Dan Corrigan <dcorrigan@wildwoodparkdistrict.com>, Anna Nelson <anelson@wildwoodparkdistrict.com>, Frank Bruno <fbruno@wildwoodparkdistrict.com>  
**CC:** Brandon Magnini <bmagnini@wildwoodparkdistrict.com>, Wildwood Park District Accounting <accounting@wildwoodparkdistrict.com>  
**Attachments:** image001.png, 2023-cpi-memo.pdf, Estimated EAV from LC Assessor TY2023.pdf, Historical Levy Extensions.pdf, TY 2023 Tax Levy Calculation.pdf

Hello All,

It's that time of year again when we determine how much we will be asking the county to levy against the assessed value of the district's property owners.

Items to note:

The Equalized Assessed Value (EAV) is currently estimated. EAV is used to determine the maximum extension of capped funds (PTELL). That is all our funds except for Special Recreation, which is increased by 4% each year per statute.

CPI – Consumer Price Index is 6.5% but for Tax Year 2023 extensions statute indicates the lesser of 5% or the actual CPI is to be used.

PTELL – Property Tax Extension Limitation Law

Truth In Taxation – requires that a taxing district requesting to levy 5% or more publish the levy 7-14 days prior to a public hearing.

Public Hearing – usually a short meeting held prior to the board meeting in November.

Levy Filing with Lake County – Must be submitted to the county by the last Tuesday in December.

Attached to this email are several documents.

1. Illinois Department of Revenue Property Tax Division memo titled "PTELL – CPI for 2023 Extensions – Property Taxes Payable 2024"
2. Lake County Chief County Assessment Office Estimated EAV for Tax Year 2023
3. Historical Tax Levy information for WWPDP showing what we have levied vs what we have received from Tax Year 2016 – Tax Year 2022
4. PTELL Limiting Rate Calculation – spreadsheet format provided by Lake County. Shows how the maximum levy extension is calculated.
5. Tax Year 2023 Tax Levy Calculation – spreadsheet I created showing you various levy percentages and the resulting estimated levy dollars the district could receive.

I'm recommending that the district levy the full value allowed of 5% on all funds subject to PTELL. Currently, we only have estimated EAV to work with and as the Historical Tax Levy spreadsheet shows, we always receive less than we ask for. As an example, for TY2022 we requested \$527,164.40 by asking for 5% overall levy and received 4.4% or \$2,017.40 less than asked.

This is not a topic that I feel can easily be communicated over email. We will be discussing it at the board meeting on Monday, October 16<sup>th</sup>. It is highly recommended that you review all the attached documents prior to the meeting. All attachments are in pdf format so that you can all open them. Should you want the





## Illinois Department of Revenue

### Property Tax Division

101 West Jefferson Street, MC 3-450

Springfield, Illinois 62702

Telephone: (217) 782-3016

Facsimile: (217) 782-9932

### **PTELL – CPI for 2023 Extensions - Property Taxes Payable 2024**

TO: County Assessors, Clerks and Tax Extenders in Counties Containing Taxing Districts Subject to the Property Tax Extension Limitation Law (PTELL)

FROM: Brad Kriener  
Property Tax Division

DATE: 1/12/23

SUBJECT: CPI Change for 2023 Extensions (for property taxes payable in 2024) for Taxing Districts Subject to PTELL

The Consumer Price Index (CPI) "cost of living" or inflation percentage to use in computing the 2023 extensions (taxes payable in 2024) under PTELL is 5.0%

Section 18-185 of the Property Tax Code defines CPI as "the Consumer Price Index for All Urban Consumers for all items published by the United States Department of Labor." This index is sometimes referred to as CPI-U. Section 18-185 defines "extension limitation" and "debt service extension base" as "...the lesser of 5% or the percentage increase in the Consumer Price Index during the 12-month calendar year preceding the levy year..." (emphasis added).

For 2023 extensions (taxes payable in 2024), the CPI to be used for computing the extension limitation and debt service extension base is 5.0%. The CPI is measured from December 2021 to December 2022. The U.S. City Average CPI for December 2021 was 278.802 and 296.797 for December 2022. The CPI change is calculated by subtracting the 2021 CPI from the 2022 CPI. The amount is then divided by the 2021 CPI which results in 6.5% CPI.  $(296.797 - 278.802) / 278.802 = 6.5\%$ . The Statute indicates the lesser of 5% or the actual percentage increase, in this case 5% is the lesser amount.

Information on PTELL may be accessed through the department's web site at [www.tax.illinois.gov](http://www.tax.illinois.gov) under the "Property Tax" link and the "Property Tax Extension Limitation Law (PTELL)" link under the "General Information and Resources" heading.

If you have any questions concerning the change in the consumer price index (CPI), please contact me at (217) 782-3016.



Chief County Assessment Office

Robert S. Glueckert, C.I.A.O.  
Supervisor of Assessments

18 North County Street – 7<sup>th</sup> Floor  
Waukegan, IL 60085-4335  
Telephone: (847) 377-2100

Data as of: 09/18/2023

The totals included herein are ESTIMATES ONLY of tax district and tax parcel values for the current tax year. This value summary is NOT intended to be a certification of the taxable assessed value for your tax district. Values are subject to change without notice. Parcel count includes ALL parcels, including exempt PINs.

**P22WIL: WILDWOOD PARK DIST**

Tax Year: 2023  
Parcel Count: 1,797

|  |                    |
|--|--------------------|
| Assessed Value (AV):                             | 146,015,554        |
| Homestead Impv Exmpt: -                          | 158,226            |
| Disabled Vet Homestead Exmpt: -                  | 0                  |
| Pre-State Multiplier AV:                         | 145,857,328        |
| State Multiplier: x                              | 100%               |
| Post-State Multiplier AV:                        | 145,857,328        |
| Farm AV: +                                       | 1,234              |
| Pollution Control AV: +                          | 0                  |
| Railroad AV: +                                   | 0                  |
| General Homestead Exmpt: -                       | 10,792,000         |
| Senior Homestead Exmpt: -                        | 2,784,000          |
| Senior Freeze Exmpt: -                           | 1,239,064          |
| Returning Vet Exmpt: -                           | 0                  |
| Disabled Vet Standard Exmpt: -                   | 1,750,769          |
| Disabled Person Exmpt: -                         | 24,000             |
| Natural Disaster Exmpt: -                        | 0                  |
| EAV incl. <150 AV PINs:                          | 129,268,729        |
| EAV w/out <150 AV PINs:                          | 129,268,690        |
| TIF Increment: -                                 | 0                  |
| <b>District Taxable EAV (incl. new const.):</b>  | <b>129,268,690</b> |
| New Const. incl. in TIF Increment:               | 0                  |
| <b>New Const. incl. in District Taxable EAV:</b> | <b>274,390</b>     |

Very truly yours,

Robert S. Glueckert, C.I.A.O.  
Clerk, Board of Review

Wildwood Park District  
Historical Tax Levy

| Tax Year (Rate Levied) | 2022 (5.0% rec'd 4.4%) |                 | 2021 (2% rec'd 1.4%) |                 | 2020 (4% rec'd 2.3%) |                 | 2019 (4% rec'd 2.19%) |                 | 2018 (3.8%)   |                 | 2017 (3%)     |                 | 2016 (3%)     |                 |
|------------------------|------------------------|-----------------|----------------------|-----------------|----------------------|-----------------|-----------------------|-----------------|---------------|-----------------|---------------|-----------------|---------------|-----------------|
| District Taxable EAV   | \$119,548,294          |                 | \$109,064,458        |                 | \$106,921,373        |                 | \$105,090,729         |                 | \$95,318,629  |                 | \$92,587,304  |                 | \$87,168,480  |                 |
| Fund                   | Levy Amount            | Final Extension | Levy Amount          | Final Extension | Levy Amount          | Final Extension | Levy Amount           | Final Extension | Levy Amount   | Final Extension | Levy Amount   | Final Extension | Levy Amount   | Final Extension |
| Corporate              | \$ 312,664.40          | \$ 312,508.82   | \$ 295,940.00        | \$ 294,934.29   | \$ 293,078.78        | \$ 293,078.91   | \$ 286,489.52         | \$ 281,053.76   | \$ 275,470.83 | \$ 275,470.42   | \$ 261,505.00 | \$ 258,969.47   | \$ 264,183.00 | \$ 258,389.17   |
| Recreation             | \$ 140,500.00          | \$ 140,429.80   | \$ 133,608.00        | \$ 133,154.62   | \$ 130,987.36        | \$ 130,987.76   | \$ 128,042.39         | \$ 125,613.76   | \$ 125,959.75 | \$ 123,117.12   | \$ 133,080.00 | \$ 131,788.77   | \$ 127,438.00 | \$ 124,643.95   |
| Audit Tax              | \$ 5,450.00            | \$ 5,447.82     | \$ 5,169.00          | \$ 5,152.21     | \$ 5,066.91          | \$ 5,067.58     | \$ 4,952.99           | \$ 4,859.38     | \$ 4,765.93   | \$ 4,761.91     | \$ 4,359.00   | \$ 4,316.42     | \$ 4,128.00   | \$ 4,037.64     |
| Paving & Lighting      | \$ 5,450.00            | \$ 5,447.82     | \$ 5,169.00          | \$ 5,152.21     | \$ 5,066.91          | \$ 5,067.58     | \$ 4,952.99           | \$ 4,859.38     | \$ 4,765.93   | \$ 4,761.91     | \$ 4,359.00   | \$ 4,316.42     | \$ 4,128.00   | \$ 4,037.64     |
| Liability Insurance    | \$ 13,500.00           | \$ 13,493.42    | \$ 12,576.00         | \$ 12,533.69    | \$ 9,388.14          | \$ 9,388.24     | \$ 9,177.07           | \$ 17,228.69    | \$ 16,884.74  | \$ 16,885.72    | \$ 16,562.00  | \$ 16,400.92    | \$ 16,016.00  | \$ 15,665.05    |
| Special Recreation     | \$ 49,600.00           | \$ 47,819.32    | \$ 41,342.00         | \$ 41,343.07    | \$ 40,530.93         | \$ 40,531.05    | \$ 39,619.04          | \$ 39,619.68    | \$ 38,127.45  | \$ 38,095.23    | \$ 33,124.00  | \$ 33,124.03    | \$ 33,022.00  | \$ 33,022.04    |
|                        | \$ 527,164.40          | \$ 525,147.00   | \$ 493,804.00        | \$ 492,270.09   | \$ 484,119.03        | \$ 484,121.12   | \$ 473,234.00         | \$ 473,234.65   | \$ 465,974.63 | \$ 463,092.31   | \$ 452,989.00 | \$ 448,916.03   | \$ 448,915.00 | \$ 439,795.49   |
| Extension w/o Spec Rec |                        | \$ 477,327.68   |                      | \$ 450,927.02   |                      | \$ 443,590.07   |                       | \$ 433,614.97   |               | \$ 424,997.08   |               | \$ 415,792.00   |               | \$ 406,773.45   |

Wildwood Park District  
 Tax Year 2023 Levy Calculations  
 Levy Received in Calendar Year 2024

| Fund   | Tax Extension for<br>Tax Year 2022 -<br>PTELL Funds | Tax Year 2023<br>CPI = 5% | Recommended                 |                               |                             |                             |                             |                             |
|--|---|---------------------------|-----------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
|  |   |                           | PTELL Funds<br>5.0% rounded | extended % due to<br>rounding | PTELL Funds<br>4.5% rounded | PTELL Funds<br>4.0% rounded | PTELL Funds<br>3.5% rounded | PTELL Funds<br>3.0% rounded |
| Audit Fund   | \$ 5,447.82   | \$ 5,720.21               | \$ 5,950.00                 | 1.092179991                   | \$ 5,700.00                 | \$ 5,670.00                 | \$ 5,640.00                 | \$ 5,620.00                 |
| General Fund   | \$ 312,508.82                                       | \$ 328,134.26             | \$ 328,400.00               | 1.050850341                   | \$ 326,580.00               | \$ 325,010.00               | \$ 323,450.00               | \$ 321,890.00               |
| Paving & Lighting Fund   | \$ 5,447.82   | \$ 5,720.21               | \$ 5,950.00                 | 1.092179991                   | \$ 5,700.00                 | \$ 5,670.00                 | \$ 5,640.00                 | \$ 5,620.00                 |
| Recreation Fund  | \$ 140,429.80                                       | \$ 147,451.29             | \$ 147,650.00               | 1.051415013                   | \$ 146,750.00               | \$ 146,050.00               | \$ 145,350.00               | \$ 144,650.00               |
| Liability Insurance Fund   | \$ 13,493.42  | \$ 14,168.09              | \$ 14,350.00                | 1.063481312                   | \$ 14,110.00                | \$ 14,040.00                | \$ 13,970.00                | \$ 13,900.00                |
| <b>Total Funds subject to PTELL</b>  | <b>\$ 477,327.68</b>                                | <b>\$ 501,194.06</b>      | <b>\$ 502,300.00</b>        | <b>1.052316932</b>            | <b>\$ 498,840.00</b>        | <b>\$ 496,440.00</b>        | <b>\$ 494,050.00</b>        | <b>\$ 491,680.00</b>        |
| <i>Maximum Allowed Extension of Capped Funds</i>   |   |                           | <b>\$ 502,260.57</b>        |                               |                             |                             |                             |                             |
| Special Recreation - 2023 EAV x .04% per statute<br>\$129,268,690 (Est. district taxable EAV) x .04%<br>Includes New Construction of \$274,390 | \$ 47,819.32  | \$ 51,707.48              | \$ 51,800.00                | 1.083244178                   | \$ 51,800.00                | \$ 51,800.00                | \$ 51,800.00                | \$ 51,800.00                |
| <b>Total Levied All Funds &amp; New Construction:</b>  | <b>\$ 525,147.00</b>                                | <b>\$ 552,901.54</b>      | <b>\$ 554,100.00</b>        | <b>1.055133134</b>            | <b>\$ 550,640.00</b>        | <b>\$ 548,240.00</b>        | <b>\$ 545,850.00</b>        | <b>\$ 543,480.00</b>        |

PTELL CPI for Tax Year 2022 was 5.0% and remains at 5% for Tax Year 2023

1.048544503 1.043974354 1.039423247 1.034910225

Information obtained from Illinois Dept of Revenue Property Tax Division for the PTELL dated 1/12/23

Actual CPI is 6.5%, but statute caps it at 5% for PTELL Funds

\$ (3,460.00) \$ (5,860.00) \$ (8,250.00) \$ (10,620.00)

EAV is Estimated at this time and includes New Construction. This pushes us over the 5% and requires a Truth in Taxation Hearing and publication of levy in a local newspaper.

**PTELL Funds left unlevied PTELL Funds left unlevied PTELL Funds left unlevied PTELL Funds left unlevied**

**SECTION III. CONFERENCE REGISTRATION**

| PACKAGE  | EARLY (BY 12/11/23)            |                                | REGULAR (12/12/23 – 01/15/24)  |                                | ON-SITE (AFTER 1/15/24)   |                                |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---|--------------------------------|
|  | MEMBER                         | NON-MEMBER                     | MEMBER                         | NON-MEMBER                     | MEMBER  | NON-MEMBER                     |
| Full   | <input type="checkbox"/> \$365 | <input type="checkbox"/> \$670 | <input type="checkbox"/> \$430 | <input type="checkbox"/> \$800 | <input type="checkbox"/> \$470  | <input type="checkbox"/> \$880 |
| No Frills  | <input type="checkbox"/> \$310 | <input type="checkbox"/> \$560 | <input type="checkbox"/> \$365 | <input type="checkbox"/> \$670 | <input type="checkbox"/> \$420  | <input type="checkbox"/> \$780 |
| Thursday Only  | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$260 | <input type="checkbox"/> \$165 | <input type="checkbox"/> \$290 | <input type="checkbox"/> \$180  | <input type="checkbox"/> \$315 |
| Friday Only  | <input type="checkbox"/> \$270 | <input type="checkbox"/> \$485 | <input type="checkbox"/> \$300 | <input type="checkbox"/> \$545 | <input type="checkbox"/> \$325  | <input type="checkbox"/> \$595 |
| Saturday Only  | <input type="checkbox"/> \$290 | <input type="checkbox"/> \$525 | <input type="checkbox"/> \$320 | <input type="checkbox"/> \$585 | <input type="checkbox"/> \$345  | <input type="checkbox"/> \$635 |
| Student  | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$250 | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$250 | <input type="checkbox"/> \$150  | <input type="checkbox"/> \$250 |
| Refiree  | <input type="checkbox"/> \$175 | <input type="checkbox"/> \$390 | <input type="checkbox"/> \$185 | <input type="checkbox"/> \$415 | <input type="checkbox"/> \$215  | <input type="checkbox"/> \$490 |
| Guest/Spouse   | <input type="checkbox"/> \$175 | <input type="checkbox"/> \$175 | <input type="checkbox"/> \$185 | <input type="checkbox"/> \$185 | <input type="checkbox"/> \$215  | <input type="checkbox"/> \$215 |
| <b>A LA CARTE TICKET OPTIONS</b>   |                                |                                |                                |                                | QTY.  |                                |
| <ul style="list-style-type: none"> <li>• Friday, Awards Luncheon Ticket (includes one (1) dessert ticket)</li> <li>• Friday, Dessert Ticket (dessert served in the Exhibit Hall immediately following the luncheon)</li> <li>• Friday, Awards Luncheon Preferred Agency Seating (non-refundable fee)                             <ul style="list-style-type: none"> <li>- Specify preferred agency table OR preferred legislative table (if you will be inviting a legislator to join your agency).</li> </ul> </li> <li>• Saturday, Closing Social Ticket</li> <li>• CLE Credit Packages (3=\$45; 4=\$60; 7=\$105; 8=\$120) ARDC # _____</li> </ul> |                                |                                |                                |                                | <input type="checkbox"/> \$70 x _____ \$ _____<br><input type="checkbox"/> \$20 x _____ \$ _____<br><input type="checkbox"/> \$50 x _____ \$ _____<br><input type="checkbox"/> Agency <input type="checkbox"/> Legislative<br><br>\$125 x _____ \$ _____<br><input type="checkbox"/> \$45 <input type="checkbox"/> \$60 <input type="checkbox"/> \$105 <input type="checkbox"/> \$120 |                                |
| <b>SECTION III SUBTOTAL</b>  |                                |                                |                                |                                | <b>\$</b>   |                                |

**SECTION IV. SPECIAL EVENT REGISTRATION (Space is limited - REGISTER EARLY!)**

**Professional Connection: Thursday, January 25, 6:00 pm – 7:00 pm** (see page C9 for details.)

|  |   |                              |
|--|---|------------------------------|
| PCS  | Professional Connection – <b>Student</b>            | <input type="checkbox"/> N/C |
| PCP  | Professional Connection – <b>Professional</b>       | <input type="checkbox"/> N/C |
| <b>Mock Interviews/Resume Review:</b> (see page C9 for details.) |   |                              |
| MIS  | Mock Interviews/Resume Review – <b>Student</b>      | <input type="checkbox"/> N/C |
| MIP  | Mock Interviews/Resume Review – <b>Professional</b> | <input type="checkbox"/> N/C |

**Instructions:** Enter the subtotal from each section.  
Add Section II – IV line totals together  
to get the total amount now due.

|   |                    |
|---|--------------------|
| <b>SECTION II: CONFERENCE WORKSHOPS</b>     | <b>\$</b>          |
| <b>SECTION III: CONFERENCE REGISTRATION</b> | <b>\$</b>          |
| <b>SECTION IV: SPECIAL EVENTS</b>           | <b>\$      N/C</b> |
| <b>TOTAL AMOUNT DUE</b>                     | <b>\$</b>          |

**IF PAYING BY CHECK, MAIL REGISTRATION FORM(S) WILL BE ACCEPTED UNTIL JANUARY 15, 2024 AT:**

**2024 IAPD/IPRA CONFERENCE**

1460 Renaissance Drive, Suite 305, Park Ridge, IL 60068

**FOR QUESTIONS OR TO MODIFY AN EXISTING REGISTRATION, EMAIL [ILPARKS2024@CTEUSA.COM](mailto:ILPARKS2024@CTEUSA.COM)  
OR CALL (847) 957-4255**

# IMPORTANT REGISTRATION INFORMATION

REGISTRATION FOR CONFERENCE AND ANY FEE-BASED CONFERENCE WORKSHOPS MUST BE DONE AT THE SAME TIME.

|  | Full Package | No Frills | Thursday Only | Friday Only | Saturday Only | Student/Retiree | Spouse/Guest |
|--|--------------|-----------|---------------|-------------|---------------|-----------------|--------------|
| All-Conference Awards Luncheon (Friday)    | ✓            |           |               |             |               |                 |              |
| Closing Social (Saturday)                  | ✓            |           |               |             | ✓             |                 |              |
| 60-Minute Sessions * (Thursday-Saturday)   | ✓            | ✓         | ✓**           | ✓***        | ✓****         | ✓               | ✓            |
| Exhibit Hall Admission (Thursday & Friday) | ✓            | ✓         | ✓**           | ✓***        |               | ✓               | ✓            |
| Keynote General Session (Saturday)         | ✓            | ✓         | ✓             | ✓           | ✓             | ✓               | ✓            |
| Welcome Social (Thursday)                  | ✓            | ✓         | ✓             | ✓           | ✓             | ✓               | ✓            |

\* 2-hour workshops not included and are available for an additional fee.

\*\* 60-minute sessions and access to Exhibit Hall on Thursday only.

\*\*\* 60-minute sessions and access to Exhibit Hall on Friday only.

\*\*\*\* 60-minute sessions on Saturday only.

**FULL** – Includes All-Conference Awards Luncheon ticket, Thursday - Saturday 60-minute sessions, Closing Social ticket, admission to the Exhibit Hall, Keynote General Session, and Welcome Social.

**NO FRILLS** – Includes Thursday - Saturday 60-minute sessions, Keynote General Session, admission to the Exhibit Hall, and Welcome Social.

**THURSDAY ONLY** – Includes Thursday 60-minute sessions, admission to the Exhibit Hall, Welcome Social, and Keynote session.

**FRIDAY ONLY** – Includes Friday 60-minute sessions, admission to the Exhibit Hall, Welcome Social, and Keynote Session.

**SATURDAY ONLY** – Includes Saturday 60-minute sessions, Welcome Social, Keynote Session, and Closing Social ticket.

**STUDENTS/RETIRES** – Includes Thursday - Saturday 60-minute sessions; admission to the Exhibit Hall; Welcome Social, and Keynote Session.

**GUEST/SPOUSE/FAMILY/FRIEND (Must not be affiliated with or employed by any park and recreation agency.)** Includes Thursday - Saturday 60-minute sessions, admission to the Exhibit Hall, Welcome Social, and Keynote Session.

#### CANCELLATION POLICY:

Cancellations must be submitted in writing and received by **December 22, 2023**, in order to receive a refund less a processing fee of \$25. **Refund requests received after this date will be reviewed on a case-by-case basis.**

#### ADDITIONAL REGISTRATION POLICIES:

- IAPD/IPRA will not invoice agencies or individuals for conference registrations.
- Please complete a separate registration form for each individual registering.
- Participants wishing to change workshops must pay the difference for a higher workshop or forfeit the difference for a lesser workshop.
- Pre-registration ends JANUARY 15, 2024. In order to receive the discounted pre-registration fee(s), registration forms must be postmarked or faxed by JANUARY 15, 2024. On-site registration begins at 7:30 am on January 25, 2024.
- **The deadline for Preferred Agency Seating is JANUARY 15, 2024.** No preferred seating will be taken on-site.
- ADA Compliance/Special Meal Accommodation: Attendees with special needs/meal requests should indicate their requirements on the conference registration form. If you have questions or need additional assistance, please contact Cindy Galvan at [Cindy@ilipra.org](mailto:Cindy@ilipra.org).

#### POLICY ON MEMBERS AND NON-MEMBERS

The following persons will be allowed to register at the member rate:

- Members of the Illinois Park and Recreation Association in current standing through 12/31/23. **IPRA memberships not renewed for 2024 will be assessed the difference between the member and non-member conference rates. If there is an outstanding balance on an attendee's registration account at the start of the virtual conference, access to the platform will not be permitted. No refunds will be given.**
- Commissioners/park board members, attorneys, board treasurers, and board secretaries of agencies that are members of the Illinois Association of Park Districts.
- A maximum of six **support** staff from IAPD member agencies. **"Support staff" is defined as clerical/front desk and maintenance personnel only. Support staff on-line registration promotion code is SUPPORT2024.**

Requests from other persons or agencies asking for member rates will be presented to the Joint Conference Committee for approval prior to conference.

#### QUESTIONS:

- Email your question to [ilparks2024@cteusa.com](mailto:ilparks2024@cteusa.com) or call (847) 957-4255. **Be sure to reference the IAPD/IPRA conference.**

#### CONSENT TO CONFERENCE POLICIES

As a condition of attending the *Soaring to New Heights Conference* and to help protect the health and safety of yourself and others, all participants will be required to comply with protocols and conference policies that are in effect when the event takes place.

All participants will also be required to sign an acknowledgement of personal responsibility form prior to, and as a condition of, being admitted to the conference.

Any individual who refuses to adhere to health and safety protocols and conference policies or who refuses to submit a signed personal acknowledgement of personal responsibility form will not be admitted to, or be removed from, the conference without receiving a refund.

#### CONSENT TO USE PHOTOS AND OTHER REPRODUCTIONS

By registering for, participating in or attending IAPD/IPRA meetings or other activities, an individual irrevocably agrees to the use and distribution by IAPD/IPRA of his or her image or voice in photographs, video recordings, audio recordings and any other electronic reproductions of such events and activities for any purpose without inspection or approval and without compensation, right to royalties or any other consideration now and in the future.

Event photography provided by JHyde Photography.





TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 5, 2023

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held on January 25-27, 2024.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 27, 2024 at 3:30 p.m.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

**NOTE:** If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

**CREDENTIALS CERTIFICATE**

This is to certify that at a meeting of the Governing Board of the

\_\_\_\_\_ held at  
*(Name of Agency)*  
\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
*(Location)* *(Month/Day/Year)* *(Time)*

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 27, 2024 at 3:30 p.m.:**

|                | <u>Name</u> | <u>Title</u> | <u>Email</u> |
|----------------|-------------|--------------|--------------|
| Delegate:      | _____       |              |              |
| 1st Alternate: | _____       |              |              |
| 2nd Alternate: | _____       |              |              |
| 3rd Alternate: | _____       |              |              |

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal: \_\_\_\_\_ Signed: \_\_\_\_\_  
*(President of Board)*

Attest: \_\_\_\_\_  
*(Board Secretary)*

Return this form to: Illinois Association of Park Districts  
211 East Monroe Street  
Springfield, IL 62701-1186  
Email: [iapd@ilparks.org](mailto:iapd@ilparks.org)





TO: ALL MEMBER DISTRICTS  
FROM: Peter M. Murphy, President/CEO  
DATE: October 5, 2023  
RE: **RESOLUTIONS**

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

(a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (November 28, 2023) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 13, 2023) to the Annual Business Meeting.

(b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.

(c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

**NOTE: All resolutions must be received in the Association's office no later than November 28, 2023.**



TO: ALL MEMBER DISTRICTS  
FROM: Peter M. Murphy, President/CEO  
DATE: October 5, 2023  
RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before November 28, 2023 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 13, 2023) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

### **ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS**

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

(a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.

(b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

**NOTE: November 28, 2023 is the deadline for all changes and/or amendments to be received in the Association's office.**