



DISTRICT INFO


Welcome to the Manhattan Park District! The MPD was established in 1964 and has actively served the public recreation needs of Manhattan since founded. With nearly 270 acres of property and 10 developed parks and facilities, the MPD serves a region of nearly 36 square miles encompassing all of Manhattan Township, and provides value to a population of nearly 10,000 people.

OUR MISSION

We Serve the Residents of the Manhattan Park District by pursuing excellence in providing a wide variety of recreational opportunities and services, maintaining high quality facilities and parks, preserving open space and conserving resources while sustaining fiscal integrity.

OUR FOUNDATION

We are Built On
our Team, Heritage,
Pride, Community and
Partnerships.




OUR GUIDING PRINCIPLES

We Value
Integrity, Humility,
Excellence, Collaboration,
Respect, Innovation,
Vision and Trust.



OUR PROCESS

We Achieve Through
Grit, Ambition, Courage,
Creativity, Passion, Industry,
Safety, Work-Life Balance
and Accountability.



OUR MOTIVATION

We Aspire to Be
the community's number
one resource for their recreation and
recreational interests.



1

n

100

100

100

100

100

100

Manhattan Park District

The Manhattan Park District's fiscal year 2024/2025 Combined Operating Budget:

Revenue \$ 2,694,532.00, Expenses \$ 2,894,896.00
(including Capital)

A detailed copy of this budget may be found on our website at www.manhattanparks.org or our Administration Office.

Any questions about the budget may be directed to Jay Kelly, at 815-478-3324 x 208 or jkelly@manhattanparks.org.

The Manhattan Park District has two main offices:

Hansen Community Center
Administration Office
397 S. State Street, Manhattan, IL 60442

Manhattan Park District (Parks Office- Employees Only)
205 Gustason Street, Manhattan, IL 60442



BOARD INFO

The Manhattan Park District is governed by a five-member elected board of non-partisan volunteer Commissioners.



Left to Right:

Nick Goodwin- Commissioner: ngoodwin@manhattanparks.org;

Kristy Byers - Vice President: kbyers@manhattanparks.org

Joe Farkas – Treasurer: jfarkas@manhattanparks.org

Bridget Hope – President: bhope@manhattanparks.org

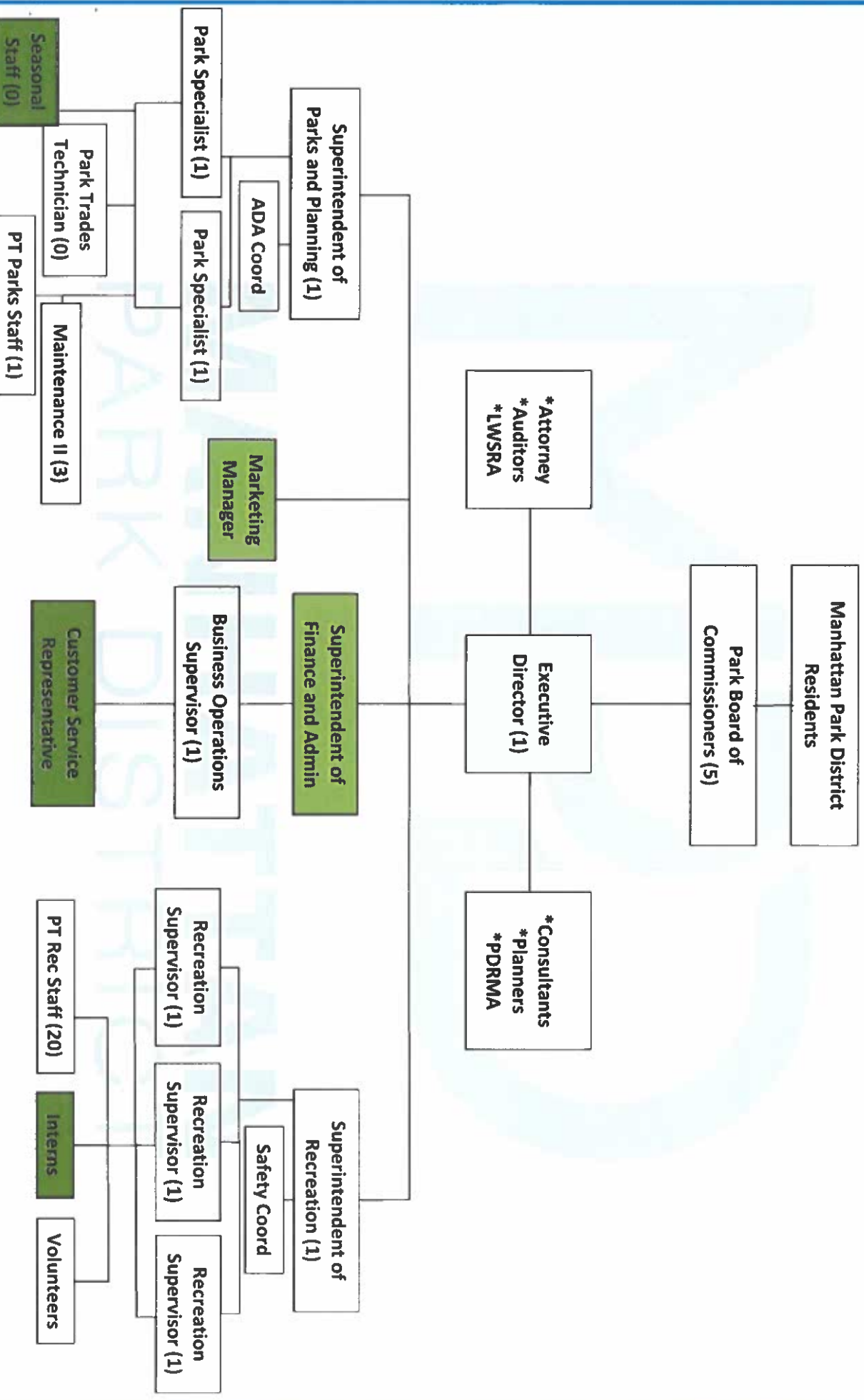
Ed Ludwig- Secretary: eludwig@manhattanparks.org

Park Board meetings are held on the second Thursday of each month at the:

Hansen Community Center
397 S. State Street
Manhattan, IL 60442

Meetings begin at 7:00pm unless otherwise stated on the agenda.

Manhattan Park District Organizational Chart



■ -denotes currently unfunded positions

FREEDOM OF INFORMATION ACT INFORMATION

FREEDOM OF INFORMATION ACT (FOIA)

The Manhattan Park District adheres to the Freedom of Information Act, 5 ILCS 140/1 et. Seq., which is the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make available for inspection or copying all public records to any person.

MANHATTANPARK DISTRICT FOIA OFFICERS

Executive Director: Jay Kelly (JKelly@manhattanparks.org)

Business Operations Supervisor: Lacinda Shawver (LShawver@manhattanparks.org)

FILING A FOIA REQUEST

A request for records must be made in writing and can be submitted to the attention of the FOIA officer in the following ways:

- **Mail**

Attn: FOIA Officer
Manhattan Park District
397 South State Street
Manhattan, IL 60442

- **Email**

JKelly@manhattanparks.org
LShawver@manhattanparks.org

- **Personal delivery**

During regular business hours of the Manhattan Park District

FOIA FEES

Digital copies shareable via electronic means are provided free of charge.

The charge for copies of the records will be as follows:

- 1) First 50 pages black and white, letter size: Free
- 2) \$0.10 cents per page for black and white, letter size, after 50 pages
- 3) \$0.25 cents per page for color or oversized copies
- 4) Reproduction saved to other media: actual cost of the recording media (flash drive, etc.) to which the information will be saved

RESPONSES TO NON-COMMERCIAL FOIA REQUESTS

Responses to non-commercial FOIA requests will be provided within 5 business days of receipt of a request. If an extension is required, a FOIA officer from the library will reach out to the requestor.



RESPONSES TO COMMERCIAL FOIA REQUESTS

Responses to commercial FOIA requests will be provided within 21 business days of receipt of a request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

PROCEDURE FOR APPEALING A DENIAL

If your request for information is denied, or partially denied, you have the right to request a review by the Public Access Counselor (PAC) at the Illinois Attorney General's Office within 60 days of the date on the denial letter per 5 ILCS 140/9.5(a). To file an appeal, you must send a letter—along with a copy of your request and denial letter—to the following address:

*Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, IL 62701
public.access@ilag.gov
877-299-3642*

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court per 5 ILCS 140/11.



MANHATTAN PARK DISTRICT

ORDINANCE NO. 24-6

AN ORDINANCE ADOPTING THE COMBINED
ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE
MANHATTAN PARK DISTRICT, WILL COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING ON THE FIRST DATE OF MAY 2024 AND
ENDING ON THE THIRTIETH DAY OF APRIL 2025

ADOPTED BY THE
BOARD OF COMMISSIONERS OF THE
MANHATTAN PARK DISTRICT

THE 13th DAY OF June 2024

Published in pamphlet form by the authority of the Board of Commissioners
of the Manhattan Park District, Will County, Illinois
this 13th day of June 2024.

BUDGET AND APPROPRIATION ORDINANCE

2024-2025

ORDINANCE NO. 24-6

**AN ORDINANCE ADOPTING THE COMBINED
ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE
MANHATTAN PARK DISTRICT, WILL COUNTY, ILLINOIS
FOR THE FISCAL YEAR BEGINNING ON THE FIRST DATE OF MAY 2024 AND
ENDING ON THE THIRTIETH DAY OF APRIL 2025**

**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS of the Manhattan Park
District, Will County, ILLINOIS.**

It is hereby found and determined that:

- a) **The Board of Park Commissioners of the Manhattan Park District, Will County, Illinois caused to be prepared in tentative form a combined Budget and Appropriation Ordinance and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action, thereon, and**
- b) **A public hearing was held as to such Budget and Appropriation Ordinance at the Village of Manhattan Meeting Room, Manhattan, Illinois on the 13th day of June 2024 and notice of said hearing was given at least one (1) week prior thereto as required by law by publication in the Joliet Herald News, a newspaper published within the Park District; and**
- c) **That all other legal requirements have been complied with for the adoption of the Annual Budget and Appropriation Ordinance of the Park District for the fiscal year beginning on the first day of May 2024 and ending on the thirtieth day of April 2025.**

SECTION I. The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same are hereby budgeted and appropriated for the fiscal year beginning the first day of May 2024 and ending on the thirtieth day of April 2025.

I. CORPORATE FUND EXPENDITURES	Budgeted	Appropriated
Salaries and Wages	\$ 582,568.00	\$ 699,082.00
Payroll Liabilities		
FICA/Medicare	43,802.00	52,562.00
IDES	5,612.00	6,734.00
IMRF	54,175.00	65,010.00
Insurance Liabilities		
Health/Life Insurance	92,022.00	110,426.00
Dental/Vision Insurance	6,338.00	7,606.00
General Liability	19,000.00	22,800.00
Workmen Compensation	15,000.00	18,000.00
Contractual Services	75,533.00	90,639.00
Utilities	51,605.00	61,926.00
Supplies	12,441.00	14,929.00
Information Technology	67,970.00	81,564.00
Parks & Maintenance	132,510.00	159,012.00
Networking/Marketing	1,250.00	1,500.00
Dues & Subscriptions	7,125.00	8,550.00
Seminars/Training/Travel	10,500.00	12,600.00
	\$ 1,177,451.00	\$ 1,412,940.00
II. ADA FUND EXPENDITURES	Budgeted	Appropriated
LWSRA Membership Dues	90,323.00	108,388.00
ADA Capital Park Improvements	0.00	30,000.00
	90,323.00	\$ 138,388.00
III. DEBT SERVICE FUND EXPENDITURES	Budgeted	Appropriated
Bond Principal/Interest Payment Series 2019	193,300.00	231,960.00
Bond Principal/Interest Payment Series 2017	60,060.00	72,072.00
Bond Principal/Interest Payment Series 2023	60,749.00	72,899.00
Bond Yearly Fees	1,000.00	1,200.00
	\$ 315,109.00	\$ 378,131.00

IV. RECREATION FUND EXPENDITURES

	Budgeted	Appropriated
Salaries and Wages	347,564.00	417,077.00
Payroll Liabilities		
FICA/Medicare	26,269.00	31,523.00
IDES	7,624.00	9,148.00
IMRF	25,094.00	30,113.00
Utilities	18,390.00	22,068.00
Contractual Services	95,709.00	114,851.00
Supplies/Equipment	61,736.00	74,083.00
Marketing/Advertising	12,675.00	15,210.00
Maintenance	2,716.00	3,259.00
	<u>\$ 597,777.00</u>	<u>\$ 717,332.00</u>

V. CAPITAL FUND EXPENDITURES

	Budgeted	Appropriated
Equipment & Vehicles	0.00	200,000.00
Park Development	498,700.00	598,440.00
Park Development (Dog Park)	25,000.00	30,000.00
Office Equipment	7,547.00	9,056.00
Building Improvements (HCC)	75,000.00	90,000.00
Building Improvements (Fire Station)	90,000.00	108,000.00
Information Technology (Computers/Equipment)	7,989.00	9,587.00
Miscellaneous Expense	0.00	36,000.00
Equipment Purchase	10,000.00	12,000.00
Contingency	0.00	1,000,000.00
Future Grant Projects	0.00	1,000,000.00
	<u>\$ 714,236.00</u>	<u>\$3,093,083.00</u>

I.	CORPORATE FUND	\$ 1,412,940.00
II.	ADA FUND	138,388.00
III.	DEBT SERVICE FUND	378,131.00
IV.	RECREATION FUND	717,332.00
V.	CAPITAL FUND	3,093,083.00
		<u>\$ 5,739,874.00</u>

Each of said sums of money and the aggregate thereof is deemed necessary by this Board to defray the necessary expenses and liabilities of the District during the fiscal year beginning May 1, 2024, and ending April 30, 2025, for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended April 30, 2025 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

SECTION III. The following determinations have been made and are hereby made a part of the aforesaid budget:

- a) An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$ 1,120,320.00
- b) An estimate of the cash expected to be received during the fiscal year from all sources is \$ 2,694,532.00
- d) An estimate of the expenditures contemplated for the fiscal year is \$ 2,894,896.00
- d) An estimate of the cash expected to be on hand at the end of the fiscal year is \$ 919,956.00
- e) An estimate of the amount of taxes to be received during the fiscal year is \$ 1,802,399.00

SECTION IV. The receipts and revenues of the Manhattan Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Fund and shall first be placed to the credit of such fund.

SECTION V. All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be, and the same are hereby, repealed to the extent of such conflict. If any item or portion thereof of this Budget and Appropriation Ordinance is for any reason held invalid, such decision shall not affect the validity for the remaining portion of such items or the remaining portion of this ordinance.

SECTION VI. This ordinance shall be in full force and effect immediately upon its passage.

PASSED by the Board of Commissioners of the Manhattan Park District this 13th day of June 2024.

PASSED THIS 13th DAY OF June 2024.

PASSED BY THE FOLLOWING VOTES:

BRIDGET HOPE	AYE: <u>X</u>	NAY: <u> </u>	ABSENT: <u> </u>
BARBARA EPPS	AYE: <u> </u>	NAY: <u> </u>	ABSENT: <u>X</u>
JOE FARKAS	AYE: <u>X</u>	NAY: <u> </u>	ABSENT: <u> </u>
KRISTY BYERS	AYE: <u>X</u>	NAY: <u> </u>	ABSENT: <u> </u>
EDWARD LUDWIG	AYE: <u> </u>	NAY: <u> </u>	ABSENT: <u>X</u>


Bridget Hope, President


Barbara Epps, Secretary

CERTIFICATION OF ESTIMATE
OF REVENUE
FISCAL YEAR 2024-2025

I, Joe Farkas, do hereby certify that I am duly qualified Treasurer of the Manhattan Park District and the Chief Fiscal Officer of the said Park District. As such officer, I do further certify that the revenues, by source, anticipated to be received by the Park District in the fiscal year beginning May 1, 2024, and ending April 30, 2025, are estimated to be as follows:

ESTIMATE OF REVENUE

<u>SOURCE</u>	<u>AMOUNT</u>
Real Estate Taxes	\$ 1,802,399.00
State Replacement Taxes	26,000.00
Rental	29,700.00
Special Events	6,985.00
Interest	27,850.00
Photo Permits	400.00
Other Miscellaneous	10,300.00
Dog Park	7,960.00
Farming Lease Income	15,601.00
Program/Camps/Leagues	410,337.00
Advertising Income	0.00
Impact Fees	25,000.00
Grants	317,100.00
Sponsorship/Donations	14,900.00
Total Revenue	<u>\$ 2,694,532.00</u>

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Manhattan Park District on this 13th day of June 2024.


Joe Farkas, Treasurer

STATE OF ILLINOIS)

) SS

COUNTY OF WILL)

CERTIFICATION

I, Barbara Epps, the undersigned, being the Secretary of the Board of the Manhattan Park District, hereby certify that the attached Annual Budget and Appropriation Ordinance of the Manhattan Park District, Will County, State of Illinois, for the year beginning May 1, 2024, to April 30, 2025, is a true and correct copy of the Ordinance passed on the 13th day of June 2024, by the Board of Trustees of the Manhattan Park District, Will County, Illinois.

Barbara Epps, Secretary

Certificate of the Publisher

The Herald-News

Description: BUDGET PUBLIC HEARING
2164335

MANHATTAN PARK DISTRICT
397 S STATE STREET
MANHATTAN IL 60442

Shaw Media certifies that it is the publisher of The Herald-News.
The Herald-News is a secular newspaper, has been continuously published daily for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Joliet, County of Will, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 time(s) in The Herald-News, namely one time per week for one successive week(s). Publication of the notice was made in the newspaper, dated and published on 06/06/2024

This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

In witness, Shaw Media has signed this certificate by J. Tom Shaw, its Publisher, at Joliet, Illinois, on 6th day of June, A.D. 2024

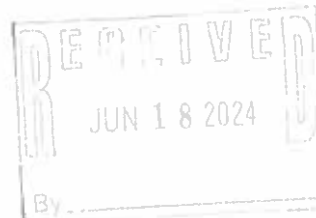
Shaw Media By:



J. Tom Shaw, Publisher

Account Number 10085143

Amount \$121.64



PUBLIC NOTICE
NOTICE OF
PUBLIC HEARING
MANHATTAN PARK
DISTRICT
WILL COUNTY, ILLINOIS
TENTATIVE 2024/2025
BUDGET AND
APPROPRIATION
ORDINANCE
NOTICE IS HEREBY GIVEN that a public hearing will be held by the Board of Commissioners of the Manhattan Park District, Will County, Illinois, to consider a tentative 2024/2025 Budget and Appropriation Ordinance of the Manhattan Park District, Will County, Illinois. Said hearing will be held at the Hansen Community Center, 397 S. State Street, Manhattan, Illinois, at the hour of 7:00 P.M. on June 13, 2024.
NOTICE IS FURTHER GIVEN that the Board of Commissioners, at the public hearing, shall adopt the tentative Budget and Appropriation Ordinance, or any part thereof, as such the Board of Commissioners deems necessary.
All citizens of the Park District present at the hearing and desiring to be heard concerning the tentative Budget and Appropriation Ordinance will be given an opportunity to do so.
NOTICE IS FURTHER GIVEN that said tentative Budget and Appropriation Ordinance is filed and made conveniently available for public inspection in the office of the Park District, 397 S. State Street, Manhattan, Illinois, during regular business hours.
Dated: May 9, 2024
Barbara Enos
Secretary, Manhattan
Park District
Will County, Illinois
(Published in Herald-News
June 6, 2024) 2164335

Certificate of the Publisher

The Herald-News

Description: BUDGET & APPROPRIATION
2164329

MANHATTAN PARK DISTRICT
397 S STATE STREET
MANHATTAN IL 60442

Shaw Media certifies that it is the publisher of The Herald-News.
The Herald-News is a secular newspaper, has been continuously published daily for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Joliet, County of Will, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 time(s) in The Herald-News, namely one time per week for one successive week(s). Publication of the notice was made in the newspaper, dated and published on 06/06/2024

This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

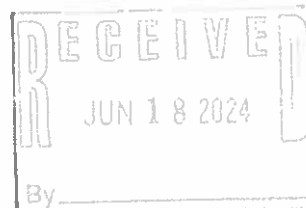
In witness, Shaw Media has signed this certificate by J. Tom Shaw, its Publisher, at Joliet, Illinois, on 6th day of June, A.D. 2024

Shaw Media By:


J. Tom Shaw, Publisher

Account Number 10085143

Amount \$53.78

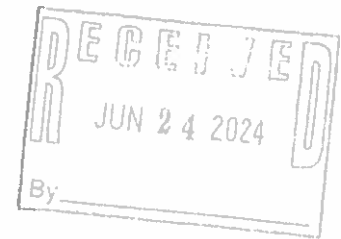


PUBLIC NOTICE
NOTICE FOR PUBLIC HEARING FOR BUDGET AND APPROPRIATION ORDINANCE for the Manhattan Park District to be held June 13, 2024, at 7:00 P.M. at the Hansen Community Center, located at 397 S. State Street, Manhattan, IL 60442. The Budget and Appropriation Ordinance shall be available for public inspection at the Manhattan Park District Office located at the Hansen Community Center, 397 State St., Manhattan, Illinois.
(Published In Herald-News June 6, 2024) 2164329

Certificate of the Publisher

The Herald-News

Description: B/A PUBLIC HEARING
2171380



MANHATTAN PARK DISTRICT
397 S STATE STREET
MANHATTAN IL 60442

Shaw Media certifies that it is the publisher of The Herald-News. The Herald-News is a secular newspaper, has been continuously published daily for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Joliet, County of Will, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 ILCS 5/5.

A notice, a true copy of which is attached, was published 1 time(s) in The Herald-News, namely one time per week for one successive week(s). Publication of the notice was made in the newspaper, dated and published on 06/13/2024

This notice was also placed on a statewide public notice website as required by 5 ILCS 5/2.1.

In witness, Shaw Media has signed this certificate by J. Tom Shaw, its Publisher, at Joliet, Illinois, on 13th day of June, A.D. 2024

Shaw Media By:

A handwritten signature in black ink, appearing to read "J. Tom Shaw".

J. Tom Shaw, Publisher

Account Number 10085143

Amount \$121.64

PUBLIC NOTICE

NOTICE OF
PUBLIC HEARING
MANHATTAN PARK
DISTRICT
WILL COUNTY, ILLINOIS
TENTATIVE 2024/2025
BUDGET AND
APPROPRIATION
ORDINANCE

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Board of Commissioners of the Manhattan Park District, Will County, Illinois, to consider a tentative 2024/2025 Budget and Appropriation Ordinance of the Manhattan Park District, Will County, Illinois.

Said hearing will be held at the Hansen Community Center, 397 S. State Street, Manhattan, Illinois, at the hour of 7:00 P.M. on June 20, 2024.

NOTICE IS FURTHER GIVEN that the Board of Commissioners, at the public hearing, shall adopt the tentative Budget and Appropriation Ordinance, or any part thereof, as such the Board of Commissioners deems necessary.

All citizens of the Park District present at the hearing and desiring to be heard concerning the tentative Budget and Appropriation Ordinance will be given an opportunity to do so.

NOTICE IS FURTHER GIVEN that said tentative Budget and Appropriation Ordinance is filed and made conveniently available for public inspection in the office of the Park District, 397 S. State Street, Manhattan, Illinois, during regular business hours.

Dated: June 11, 2024

Barbara Egan
Secretary, Manhattan
Park District
Will County, Illinois

(Published in Herald-News
June 13, 2024) 2171380

