

NOTICE OF MEETING
TUESDAY, July 9, 2013
6:00 p.m.

Park District of Highland Park
Board of Park Commissioners
West Ridge Center
636 Ridge Rd.
Highland Park, IL 60035

WORKSHOP MEETING AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. REVIEW OF AT GROUP AND WB OLSON CONSTRUCTION COST ESTIMATES
- V. NOVA PROPOSAL
- VI. POLICY MANUAL
- VII. NORTH SHORE SANITARY DISTRICT WATER SERVICE EASEMENT
- VIII. OPEN TO PUBLIC TO ADDRESS BOARD

IX. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT: Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section (c)6 – the setting of a price for sale or lease of property owned by the District; Section (c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

X. ADJOURNMENT

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Liza McElroy, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.



MEMORANDUM

To: Board of Park Commissioners
From: Executive Director McElroy
Date: July 5, 2013
Re: **ROSEWOOD PROJECT BUDGET REVIEW**
C: Director Stumpf

The Rosewood Project team has been further analyzing project details and costs and has reduced estimated costs where modifications can be made without impacting the projects public value. Also assembled is a list of project alternates that, if chosen as recommended, will reduce the project costs further. The revised project budget with alternate deductions shown is attached.

Jerry Aulisio of AT Group, the Park District's Owners Representative, will present a summary report detailing the Rosewood project budget. W.B. Olson, the project construction management firm and Woodhouse Architects will also be on-hand to answer questions.

After board discussion and direction, construction drawings will be completed with intent to go to bid shortly.

PARK DISTRICT OF HIGHLAND PARK
ROSEWOOD BEACH RENOVATION
MASTER PROJECT BUDGET

7/9/2013

BUDGET SUMMARY	A INITIAL BUDGET ESTIMATE 7/5/2012	B BUDGET ADJUSTMENTS 01/04/13	C DD ESTIMATE 06/07/13	D DD ESTIMATE REV 7/2/2013	E CHANGE (D - B)
DEVELOPMENT COSTS					
Land	\$0	\$0	\$0	\$0	\$0
Environmental Analysis	\$0	\$0	\$0	\$0	\$0
Surveys and Plats	\$0	\$0	\$0	\$0	\$0
Subsurface Exploration	\$0	\$8,000	\$8,000	\$8,000	\$0
Traffic Study	\$0	\$0	\$0	\$0	\$0
Legal Fees	\$0	\$0	\$0	\$0	\$0
Governmental Approvals	\$73,099	\$60,000	\$30,000	\$30,000	(\$30,000)
Utility Connection Fees	\$0	\$10,000	\$20,000	\$20,000	\$10,000
TOTAL DEVELOPMENT	\$73,099	\$78,000	\$58,000	\$58,000	(\$20,000)
CONSTRUCTION					
Environmental Abatement	\$0	\$0	\$0	\$0	\$0
Site & Building Improvements	\$3,629,956 (1)	\$3,549,742 (2)	\$4,427,372 (3)	\$3,860,552 (4)	\$310,810
Design/Construction Contingency	\$422,852 10%	\$255,302 6%	\$221,369 5%	\$193,028 5%	(\$62,274)
CM Fee	\$181,183 5.0%	\$159,738 4.5%	\$209,193 4.5%	\$182,411 4.5%	\$22,673
CM Insurance	\$21,037 0.5%	\$19,824 0.5%	\$24,290 0.5%	\$21,180 0.5%	\$1,356
TOTAL CONSTRUCTION	\$4,255,028	\$3,984,606	\$4,882,224	\$4,257,171	\$272,565
FURNITURE & FIXTURES & EQUIPMENT					
Furniture & Fixtures	\$0	\$25,000	\$25,000	\$50,000	\$25,000
Building Signage	\$0	\$0	\$0	\$0	\$0
Telephone System	\$0	\$0	\$0	\$0	\$0
Structured Cabling	In construction	In construction	In construction	In construction	\$0
CCTV	In construction	In construction	In construction	In construction	\$0
AV Equipment	In construction	In construction	In construction	In construction	\$0
TOTAL FF&E	\$0	\$25,000	\$25,000	\$50,000	\$25,000
CONSULTANTS					
Concept Plans - Fee Component 1	\$0	\$54,000	\$54,000	\$54,000	\$0
A&E and Civil- Fee Component 2	\$298,244 7.0%	\$255,015 6.4%	\$312,462 6.4%	\$272,459 6.4%	\$17,444
Landscape Design	\$0	\$0	\$0	\$0	\$0
Interiors	\$0	\$0	\$0	\$0	\$0
FF&E Services	\$0	\$0	\$0	\$0	\$0
Reimbursable Expenses	\$0	\$17,500	\$17,500	\$17,500	\$0
Construction Material Testing	\$15,000	\$15,000	\$15,000	\$15,000	\$0
Preconstruction Services	\$10,000	\$10,000	\$10,000	\$10,000	\$0
Reimbursables	\$10,000	\$10,000	\$0	\$0	(\$10,000)
Owner's Representative	\$0	\$58,000	\$58,000	\$58,000	\$0
Reimbursables	\$0	\$4,250	\$4,250	\$4,250	\$0
SUBTOTAL CONSULTANTS	\$333,244	\$423,765	\$471,212	\$431,209	\$7,444
MISCELLANEOUS					
LEED Certification	\$0	\$0	\$0	\$0	\$0
Financing	\$0	\$0	\$0	\$0	\$0
Construction Utilities	\$0	\$0	\$0	\$0	\$0
SUBTOTAL MISCELLANEOUS	\$0	\$0	\$0	\$0	\$0
CONTINGENCY					
Owner's Project Contingency	\$0	\$150,000 3.3%	\$150,000 2.8%	\$150,000 3%	\$0
SUBTOTAL CONTINGENCY	\$0	\$150,000	\$150,000	\$150,000	\$0
TOTAL BUDGET	\$4,661,371	\$4,661,371	\$5,586,436	\$4,946,380	\$285,009
FUNDING					
Committed	\$4,661,371	\$4,661,371	\$4,661,371	\$4,661,371	\$0
Grant FOR Geothermal (Estimated)	\$0	\$0	\$26,000	\$26,000	\$26,000
AVAILABLE FUNDS	\$4,661,371	\$4,661,371	\$4,687,371	\$4,687,371	\$259,009



PARK DISTRICT OF HIGHLAND PARK
ROSEWOOD BEACH RENOVATION
MASTER PROJECT BUDGET

BUDGET NOTES

1. Budget estimate based on WB Olson's In-progress budget dated 7/5/2012 with non-CM provided items shown in other budget line items
2. Budget adjustments reflect actual contractual agreements and a proposed redistribution of contingency and other fees.
3. Budget estimate based on WB Olson's estimate dated 6/7/2013

4. Construction estimate based on the following Value Engineering and scope reductions detailed in WBO's VE Summary, dated 6/28/2013

	Trade Savings
a. Transfer revetment installation to USACE project	\$300,000
b. Eliminate south stair stone cladding	\$31,269
c. Material change for roof cladding on guard, concessions and restroom buildings to wood lattice	\$4,763
d. Remove one stone bench from upper plaza	\$3,100
e. Simplify electrical service run	\$29,225
f. Modify the bridge foundation design	\$66,875
g. Reduce the width of the access bridge	\$30,714
h. Replace garage with a concrete service pad and fencing	\$61,104
i. Reduce size of the boardwalk in select areas	\$39,770
Total Trade Savings	\$566,820
Total Construction Savings from 6/7/13 DD Budget (does not include mark up for fees and contingencies)	\$625,053

Items 4a through 4d will be bid as alternates which could be added to the project scope once a final GMP is established

Items 4f through 4j do not affect programmed or required elements of the project and are recommended to be included in the final bid documents

The scope of item 4b (south stair cladding) will be expanded to include a complete replacement of the steps as requested at the previous board meeting. It will also be included as an alternate which can be added once a final GMP for the project is established

Geothermal remains in the project scope and will be partially funded by a grant. As information, the geothermal work represents a \$60,000 increase in the cost of construction over a traditional HVAC system for the equipment and space required to accommodate it. (\$45,000 for the equipment and \$15,000 in additional construction costs). With the grant proceeds of \$26,000, the net cost for the installation is \$ 31,000.





MEMORANDUM

To: Board of Park Commissioners
From: Kathy Donahue
Date: July 3, 2013
Re: **NOVA RECOMMENDATION**
C: Executive Director McElroy

At the June 29 Board meeting, David Small the founder of the NOVA program presented a proposal to the Park District of Highland Park, requesting that the PDHP, along with the City of Highland Park provide financial support for NOVA, the teen center for High School students, for academic years 2013-2014 and 2014-2015. Below is the specific proposal.

Our specific proposal and request for funding and support:

Effectively, we are seeking to form a partnership with the City of Highland Park, the Park District of Highland Park, Highland Park High School, and the Small family for each of the next two academic years to provide total annual guaranteed funding of \$ 75,000 plus office space and event space at no charge.

Nova will continue to operate as a Not-for-Profit entity, 501c3, pay its employees directly and provide appropriate levels and types of insurance. We will seek to further increase Nova's operating budget through fund raising, grant applications from foundations, and program fees. The Executive Student Leadership Board and the adult Advisory Board will continue to be actively involved. We will form a Board of Directors to formally oversee the operations of Nova.

We are making the following specific request of each partner for each of the academic years 2013-4 and 2014-15:

City of Highland Park to provide:

- \$ 25,000 in funding
- use of meeting and event space as needed and based on availability (at no cost)
- active promotion of Nova events to Highland Park residents
- representative to serve on Advisory Board and Board of Directors

Park District of Highland Park to provide:

- \$ 25,000 in funding
- use of meeting and event space (including fields and gyms) as needed and based on availability (at no cost)
- active promotion of Nova events to Highland Park residents
- representative to serve on Advisory Board and Board of Directors
- staff to assist in the supervision of activities

Highland Park High School to provide:

- office space for Executive Director and Nova Radio (at no cost) for equipment and on-air programming
- active support of the Nova Grants program offering stipends to teachers, coaches, advisors for new after school programming
- use of meeting and event space (including fields and gyms) as needed and based on availability (at no cost)
- promotion of Nova events to Highland Park residents and Highland Park High School students
- representative to serve on Advisory Board and Board of Directors

David and Robin Small to provide:

- \$ 25,000 in funding
- active involvement in the management of Nova

- continued service on Advisory Board and Board of Directors

Nova plans for the future:

Attached please find a more detailed description of Nova Plans for the Academic Years 2013-14 and 2014-15.

There are three integral components of Nova's vision for the next two years:

1. Partnership with the City, the Park District, Highland Park High School, and the Small family
2. Nova Grants program

During 2013–14 and 2014-15, Nova would extend the diversity of its programming to include a broader adult sponsor group consisting of Highland Park High School teachers, coaches and advisors. The goal of the broader sponsor group is two-fold: (i) extend the reach of Nova to provide safe and productive after school programming to a broader and more diverse set of students, and (ii) create a platform of consistently fresh, unique and different programming, activities, and opportunities that will consistently engage and challenge the student population.

Each sponsor would apply for a grant as an incentive to work with students to conceptualize, organize, promote and implement one to two specific events. Grants would be accepted on a rolling basis and reviewed and approved by the Executive Committee and the Advisory Board. The Executive Director would provide background support and assistance to the sponsor.

The role of a Nova Grant Sponsor would be to manage every aspect of the event or program. The sponsor will identify student leaders to work with, advise, and mentor as they develop the event or series of events/workshops. The planning process would include publicity, student involvement, media support, supervision, and selection of the site and location, budgeting and planning as well as implementation.

Nova would support the additional adult supervision of the event through the Executive Director and college interns.

It is expected that the average grant will range from \$ 250 - \$ 1,250. The grant will be used primarily to compensate the sponsors for their time and commitment. It will also be used to partially or fully fund (as determined on a case by case basis) specific program costs. Nova staff will also provide leadership and administrative support as needed to help make each program a success.

Through the Nova Grant program, our goal would be to sponsor 3 - 4 new, unique and specific programs each month, each organized by a different Grant Sponsor. Our goal for the 2013-2014 school year would be to organize 30 - 40 unique events.

Events would be held at any number of venues including HPHS, the Highland Park Community House, the Highland Park Rec Center, The Art Center of Highland Park or other private venues.

3. Nova Intramural Sports program

Nova's intramural sports division started in the Fall of 2012 and has been very successful. Nova's Flag Football League (NFFL) started with a partnership between Nova and the Park District of Highland Park. This Fall league consisted of 12 teams and over 125 students in its inaugural season, playing on September-November Saturday afternoons at Wolter's Field. Nova continued its partnership with the Park District of Highland Park for its softball league. This Spring league is comprised of 8 teams and roughly 90 students who meet at West Ridge fields on April-May Wednesday evenings. Nova has also partnered with the Deerfield Park District for its basketball league. This Spring league is comprised of 14 teams and 110 students who meet on March-May Sunday afternoons at the Sacks Center in Deerfield.

We will continue to grow this program and our goal is to eventually have six leagues serving over 600 students over the Fall, Winter, and Spring seasons.

Nova would continue to operate its own extensive programming as well (as described in the attached Nova Plans for Academic Years 2013-14 and 2014-15). While Deerfield High School students have been and will be encouraged to participate in Nova programs, it is clear that the program to date has been largely focused on Highland Park High School students. We estimate that 90 - 95 +% of student involvement since inception has been from Highland Park High School students. Perhaps next year we will be in a position to approach Deerfield about the same type of program and partnership.

Next Steps

The Park Board directed staff to review the current affiliate and sponsorship program that the Park District has in place, determine if the NOVA program would fit the criteria and return to the July 9 Worskhop meeting with a recommendation.

It is the policy of the PDHP to enter into mutually beneficial agreements with other public and or private organizations to provide programs and facilities for the community. The Park District currently has Affiliate and Sponsorship Organizations. In reviewing the criteria, NOVA does not fit the affiliate status, as this is related to use of facilities.

Sponsored organizations are defined as those that provide their own basic leadership and delegate functions to the membership. The District provides on a limited basis, staff, facility and administrative services in the planning and operational functions of the recreational activity. In some instances, the District provides limited financial assistance to sponsored organizations. The maximum stipend currently is \$15,000 to the Highland Park Strings. The Highland Park Strings has been a group sponsored by the Park District for over 30 years.

While NOVA may qualify as a Sponsored organization, staff would not recommend that NOVA become a sponsored organization. NOVA is a very unique program that provides services to the High School population, some that are recreation based and some that are not. NOVA is not an established program as our existing sponsored groups.

Recommendation

Staff would recommend that the PDHP enter into an Intergovernmental agreement with the City of Highland Park and District 113 to support NOVA. Programming for High School students is extremely challenging and the proposed changes to the NOVA program and the support of both the City and the School District are critical to the future success of NOVA.

Staff would further recommend that the Park District provide the following:

\$25,000 funding per year for a two-year period

Use of meeting and event space at no charge when available

Promotion of events on the website

Representative to serve on Advisory Board and Board of Directors.

All of the above is what is being asked of the City of Highland Park as well.

The District will continue to partner with NOVA on the Intramural programs.



MEMORANDUM

To: Board of Park Commissioners

From: Commissioners Bernstein and Kaplan
Executive Director McElroy

Date: July 5, 2013

Re: **Revisions and Updates to Board Policy Manual**

Commissioners Bernstein and Kaplan and Executive Director McElroy met with Adam Simon of Ancel Glink, to review the updated Board Policy Manual.

This memorandum presents the summary of the changes described in the revised and updated Board Policy Manual being presented for approval. This memo does not itemize all of the changes that were recommended in the manual, however, it summaries the five main categories.

Statutory Language Many provisions in the Manual copied entire paragraphs from the Park District Code and other applicable law. Where the law applies irrespective of whether the Board adopts a policy, the relevant provisions have been removed. This change will help avoid the need to amend the Manual each time the corresponding provision of law is altered. One example of this change is found in the sections governing the qualification and election of Park Commissioners.

Statutory Compliance Where a policy must be adopted in conformance with a new or amended State law, or another relevant mandate, the provision is updated to comply with the current standards. For example, the Open Meetings Act now requires the affirmative vote of (3) members of the Board to approve all measures, rather than the former rule allowing for “majority of a quorum.”

Incorporation by Reference Over the course of the past one to two years the Park District has adopted or updated a number of policies which comprise a part of the Manual. Rather than restate these policies in their entirety, they are incorporated by reference. A series of finance-related policies follow this convention, as well as the recently approved FOIA Policy and Ethics Policy. This helps the Manual remain concise and directs a reader to the relevant policy when necessary.

Separately, there were several policies located in both the Board Policy Manual and the Personnel Policy Manual that need not be located in both places. In this case there is a cross-reference rather than completely eliminate mention of them in the Manual.

Historical Updates Although certain administrative titles and the names of certain committees or funds have evolved, the names had not been updated in the Manual prior to this revision.

Clarifications This category of changes includes the elimination of redundant or irrelevant provisions, the relocation and reorganization of misplaced language and the general correction of grammatical mistakes.

Risk Reduction Governments are granted greater discretion in exercising their power to contract as compared to the power to regulate. Therefore, permits have been replaced by agreements. This should reduce the risk of a claim for discrimination in the event the Park District is required to decline a request to use a park for non-park related uses.

In addition, Commissioners Bernstein and Kaplan recommended the following additions/changes:

Section 3.08
Check signing

This policy was approved in 2011 and language was added that all checks under \$2,500 may be co-signed by Executive Director and Finance Director and all checks over \$2,500 will require the signature of a commissioner and the Executive Director or Finance Director.

Section 3.19 4
Conference
Reimbursement

The following line was added for board approval. In no event shall all or any portion of an expense related to the consumption of

alcohol be reimbursed as an expense directly related to Park District business.

5.03 Refunds

The amount of the refund shall be determined in accordance with the current administrative policy that establishes service charges for cancelled registrations. (The dollar amounts were removed).

5.07 Not For Profit Policy

The policy on Not for Profit fundraisers was changed to allow the Executive Director to approve events and reduce rates instead of submitting for Park Board approval.

5.08

Updated the list of facilities where alcohol may be sold or consumed to include all facilities with the exception of Hidden Creek AquaPark.



Park District of Highland Park

Mission Statement:

To enrich the quality of community life through a diversity of healthy leisure pursuits and a heightened appreciation of our natural world.

CHAPTER I INTRODUCTION

1.00 INTRODUCTION

A park district is a unit of local government created for the purpose of providing park and recreation facilities and programs. A park district is an independent public agency and is separate and distinct from the city, county or any other body politic within which it lies. It is an agency through which in part the people of the State carry on government.

1.01 HISTORY

In July 1909, the Highland Park East Park District was created by a close citizen vote of 168-150. Five Commissioners, Ravine Drive Beach and a budget of about \$1,000 comprised the beginnings of the Park District.

One of the earliest problems which plagued the infant Park District is still with us today - the dilemma of lakefront erosion. In 1918, the Park Board minutes relate an "exhaustive meeting" between the City, the Park Board and various "experts on lakefront work" was held, but understandably, no solutions were reached.

In 1920, Sunset Woods Park and Sunset Valley Golf Course (among the earliest public golf courses on the North Shore) were established. Gradually, the Park District holdings grew, until in 1959, over 200 acres of parks were available to the public.

Perhaps the most important administrative move for the District was the integration of the City Recreation Department with the Park District in 1973. Before this sensible reorganization, park and recreation functions were handled by two autonomous bodies. The District currently owns and maintains 600 acres of open space.

1.02 PURPOSE

This Policy Manual is intended to describe existing policies which guide the administration and operation of the District. The Board of Park Commissioners has reviewed and approved this Policy Manual and will in the future review and revise the policies contained herein as it deems appropriate.

1.03 STATUTORY AUTHORITY

The District is governed by numerous statutes of the State of Illinois. However, the principal statutory authority is the Park District Code (Illinois Compiled Statutes, Chapter 70, Act 1205, Sections 1-1, et seq.), which is a codification of the general law relating to park districts in Illinois. References to, and excerpts from the Park District Code and other related laws are contained in this Policy Manual. Other laws which supplement the authority granted by the Park District Code include, but are not limited to, the Intergovernmental Cooperation Act, Property Tax Extension Limitation Law, Local Government Debt Reform Act, Local Government Property Transfer Act and the Local Governmental and Governmental Employees Tort Immunity Act..

1.04 LEGAL AUTHORITY OF THE POLICY MANUAL

1.04.1 In particular, the legal authority of this Policy Manual is Section 8- 1(d) of the Code, which states that a park district has the power: "(d) To pass all necessary ordinances, rules and regulations for the proper management and conduct of the business of the board and district and to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction, and to effect the objects for which such districts are formed."

1.04.2 The statutes and administrative regulations of the State of Illinois or any final court decision that is in conflict with the provisions of the Policy Manual shall supersede the provisions of this Policy Manual.

1.05 DEFINITIONS

1.05.1 For the purpose of this Policy Manual, the following terms shall have the definitions given herein:

- A. "District" is the Park District of Highland Park, Lake County, Illinois.
- B. "Board" is the Board of Park Commissioners of the Park District of Highland Park.
- C. "Executive Director" is the Executive Director of the Park District of Highland Park.
- D. "Code" is the "Park District Code," Illinois Compiled Statutes, Chapter 70, Act 1205, Sections 1-1, et seq., approved July 8, 1947, as amended.
- E. "Policy" is any plan or course of action reflecting the aims to be

achieved by the District officially approved by the Board.
A policy must be formulated and approved by the Board and shall be recorded in the Policy and Procedure Manual.

F. “Administrative Procedures” is any plan or course of action formulated and implemented by the Park District staff to facilitate the day-to-day Park District operations within the respective policy guidelines. Administrative Procedures, when appropriate, will be documented and placed in the “Park District Policy and Procedure Manual.”

G. “Regulations” are rules governing the use of the parks and property owned, operated and maintained or controlled by the Park District as set forth in Ordinance No. 10-04, commonly referred to as the “Conduct Ordinance.”

1.05.2 For the purpose of this Policy Manual, words in the masculine gender shall include the feminine gender and words in the singular number shall include the plural number and vice-versa, and words in the present tense shall include the future tense.

1.06 REVISIONS

The Board may periodically review the policies contained in this Policy Manual and revise or amend them from time to time as it deems appropriate at a regular or special meeting of the Board by not less than three members, except where by law a greater vote is required.

1.07 SEPARABILITY

If any policy or part thereof contained in this Policy Manual shall be determined invalid in a court of law, such determination shall not affect the validity of the remaining policies or parts thereof. Likewise, if the application of any policy is found unenforceable in a court of law, such finding shall not affect all other lawful applications of such policy.

1.08 ADDITIONAL MANUALS AND GUIDELINES

Due to the specialized topic and the need for detailed procedures, the Park District has developed the following policies, all of which are expressly incorporated by reference as though fully set forth herein and which may be acquired from the District's administrative office:

- Personnel Policy Manual
- Fleet Safety Manual
- Maintenance Employee Safety Handbook
- AIDS Infectious Disease Guidelines
- Mandated Reporter/Guidelines for Abused and Neglected Child Reporting Act.
- FOIA Policy

CHAPTER II BOARD AND ADMINISTRATION

2.00 ORGANIZATION AND OPERATION OF THE BOARD OF PARK COMMISSIONERS

2.00.1 Government. The governing authority of the District is vested in the Board. The members of the Board constitute the corporate authority.

2.00.2 Number. The Board shall be comprised of five Commissioners.

2.00.3 Term of Office. Each term of office for a Commissioner shall be six years or until a successor is elected and qualified. Terms are designated to expire on a staggered system.

2.00.4A Inauguration. Newly elected or re-elected Commissioners shall be inaugurated at the time required by law. The newly elected or re-elected Commissioners will be inaugurated as the last item under New Business.

2.00.4B Inauguration. Newly appointed Commissioners shall be inaugurated at the first regular Board meeting following their appointment. Inauguration of newly appointed commissioners shall be the first item under New Business.

2.00.5 Oath of Office. All elected and appointed Board members, before entering upon the duties of their office, shall take and subscribe to the Oath of Office.

2.00.6 Prospective Candidate's Orientation: The Board should approve and distribute to those who file a nominating petition a prospective candidate's orientation information packet. This packet should include items such as organizational charts, budgets, recent brochures and any other appropriate items.

2.00.7 Vacancies in Office. Whenever any member of the Board neglects or refuses to attend to the duties of his office or neglects to attend regular meetings of the Board for a period of three consecutive calendar months, or neglects to attend a minimum of 10 regular or special meetings in any 12-month period, or for any other reason now or hereafter specified by law, said office may be declared vacant by the Board.

2.00.18 Compensation. In accordance with statute, the Board serves without compensation. (Code, Section 4-1).

2.01

ETHICS AND CONDUCT

2.01.1 Legal Authority. The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal de facto or apparent authority to determine policy, give directions to District personnel, or to act or speak for the Board unless specifically authorized to do so by official Board action.

2.01.2 Representation. Board members represent all of the residents of the District and should avoid representing special interest groups.

2.01.3 Board Decisions. Board members should make nonpartisan decisions regarding District policies and operations based upon reports, facts and study.

2.01.4 Ethics Ordinance. In compliance with the State Officials and Employees Ethics Act (Illinois Compiled Statutes, Chapter 5, Act 430, Sections 1-1, et seq.), the Board of Park Commissioners has adopted an Ethics ordinance to enforce ethics rules which are no less stringent than provided by such Act. The Park District of Highland Park Ethics Ordinance is incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.

2.02

PRIMARY FUNCTIONS OF THE PARK BOARD

Although the Board is empowered to make all decisions affecting the operations of the District, it shall normally exercise its power by establishing policy and reviewing the implementation of policy by its officers and employees. In addition, the Board shall perform the following specific functions:

2.02.1 Tax Levy. Provide for the levy of taxes pursuant to the authority granted by State Statute. Such levies shall provide for the generation of sufficient revenue to pay the cost of the District's operation, subject to applicable legal limitations and the Revenue Policy described in Chapter 3 hereof.

2.02.2 Use of Funds. Decide upon the use of funds generated by revenue-producing facilities after operational and maintenance costs are paid.

2.02.3 Make Adjustments. Enact periodic adjustments in the operational policies of said revenue-producing facilities.

2.02.4 Hire an Executive Director. Employ an Executive Director as its chief administrative officer.

2.02.5 Policies, Rules and Regulations. Adopt and periodically review all policies, rules and regulations affecting personnel and operations. These documents will be known as the "Park District of Highland Park Policy and Procedure Manual" and the "Park District of Highland Park Personnel Policy Manual" respectively.

2.02.6 Monitor Operational Procedures. The Board shall regularly monitor whether operational procedures of the District as developed by staff, are effectively implementing the policies established by the Board, and make alterations or additions at regular Board meetings to improve how such procedures effectuate such policies. The individual Board members shall keep themselves informed of the activities and functions of the District by observation, comments from its citizenry and reports presented by the staff of the District. The Board may authorize a comprehensive needs assessment analysis and provide goals and purposes for maintaining statistics to assist in the development of meeting the recreational needs of the community. The Board shall act decisively in the best interest of the District as a whole.

2.02.7 Philosophy. Establish the operational philosophy of recreation programming for the District and set fees and charges from time to time.

2.02.8 Development. Develop a well-rounded and broadly-based park system which recognizes the diverse needs and interests of the community it serves.

2.02.9 Participation in District Programs and Activities. Board members are encouraged to participate in District programs and utilize District facilities according to the same policy that applies to full-time employees.

2.03

OFFICERS OF THE BOARD

The officers of the Board shall be President, Vice President, Secretary and Treasurer and such assistant secretaries, assistant treasurers and other officers as may be chosen by the Board (Code, Section 4-8).

- A.** The officers of the Board shall be chosen annually by the Board at the annual meeting or as soon thereafter as practicable. Each officer shall hold office until the next annual meeting, or until his successor is duly chosen and has qualified, or until his death, or until he shall resign as such officer, or until he shall have been removed in the manner provided in the "Park District Code." Vacancies created in any office by the removal of an officer or the creation of a new office may be filled by the Board at any of its meetings. In the case of temporary absence or the temporary inability of an officer to act as such, the Board may fill his office temporarily.
- B.** Before entering upon their respective duties, all officers and employees may be required to be bonded in such penal sum, and with such conditions and security as may be determined by the Board.

2.03.1 President. The President shall preside at all meetings of the Board, and shall call special meetings thereof on his own motion or on request of two or more of the members, and in the case of a special meeting shall cause notice to be given to all members as provided by law. He shall have the right to vote upon all questions coming before the Board and shall be a member thereof. The President shall be the executive officer of the Board. He shall sign all documents

authorized by the Board in its name and on its behalf. He shall also perform such other duties of the office according to State Statutes and the direction and approval of the Board.

2.03.2 Vice President. The Vice President, in the absence of the President, or in the event of his refusal or inability to act, shall be vested with the powers to perform the duties of the President.

2.04

APPOINTED PERSONNEL

The Board shall appoint a Secretary, Treasurer, Auditor, Attorney and Executive Director, prescribe their duties and establish the term of appointment. The Secretary, Auditor, Attorney and Treasurer need not be Board members, in which case the Board may fix their compensation (Code, Section 4-8).

- A. The Board shall appoint annually an Executive Director and an Attorney in the manner provided for officers herein, and may further employ such other employees, from time to time, as may be required or deemed desirable, defining and prescribing their respective duties and compensation. Such duties and compensation shall be reviewed by the Board prior to the annual meeting. The Board may also retain consultants and other independent contractors, from time to time, as may be required or deemed desirable, defining and prescribing their respective duties and services and compensation.
- B. Any officer or employee chosen or employed by the Board may be removed by the Board whenever in its judgment the best interests of the government of the District would be served thereby.
- C. Notwithstanding the term described in paragraph A, the District may execute a contract with the Executive Director for a term not to exceed three (3) years.

2.04.1 Secretary and Assistant Secretaries. The Secretary shall have the custody of the Corporate Seal and of all books and records pertaining to the Secretary's office; shall attest and affix the Corporate Seal to all instruments requiring such action when authorized by ordinance or vote of the Board; and shall cause all ordinances, resolutions and other actions of the Board requiring filing and/or publication, to be duly published. The Secretary shall give notice of and attend all meetings of the Board and keep full and true record of its proceedings. The Secretary shall have the power to administer oaths and affirmations. The Secretary shall perform all duties pursuant to State law and accept all other duties prescribed by the Board. The Secretary need not be a member of the Board, and may be a paid employee, and shall act under the general supervision of the President and Board. Assistant Secretaries may be appointed by the Board with full or limited powers as specified when the appointment is made.

2.04.2 Treasurer. The Treasurer shall be the chief financial officer and shall report to the Board all receipts and disbursements and submit such financial statements and detailed information as may be required by the Board. The Treasurer shall advise the Board on financial policies, practices and investments. Assistant Treasurers may be appointed by the Board, with full or limited powers as specified when the appointment is made. The Board may require such bonds as it deems necessary in connection with the office of Treasurer. The Treasurer need not be a member of the Board. The Treasurer shall have the power and responsibility to invest the Park District's funds in a manner consistent with the Investment Policy adopted by the Board of Park Commissioners and the Illinois Public Funds Investment Act, 30 ILCS 235/1, et seq.

2.04.3 Executive Director. The Executive Director shall at all times be subject to and act in accordance with the policies, rules and regulations, and directions of the Board. The Executive Director is the chief administrative official of the District and shall be responsible for the administration of the District and its programs: the maintenance, construction and repair of the Park system and the employment of the Director of Recreation Services, Director of Parks and Planning, Director of Finance and such other employees as are required for same. The Executive Director shall develop a succession procedure delineating the chain of command when the Executive Director or any other member of the Administrative Staff is incapacitated, out of town, ill or unable to perform his duties. The Executive Director shall recommend to the Board such rules, regulations and operating policy for the District as is deemed necessary and appropriate for the proper operation and use of the park system by the public, and the management and programming thereof, not inconsistent with applicable laws and ordinances. If these rules, regulations and statements of operating policy are approved and adopted by the Board, then the Executive Director shall promulgate and enforce them. The Executive Director may issue permits and grant permission in accordance with applicable ordinances, policies, rules and regulations of the District. He shall attend all meetings of the Board and report on his actions and the operation and activities of the District since the previous Board meeting.

The Executive Director shall be an unofficial member of all Park Board committees. The Executive Director shall be encouraged to reside within the boundaries of the District.

The Executive Director should:

- A. Fully and constantly keep the Board members informed of the important aspects of the operation of the District in a straightforward manner.
- B. Prepare all information, which is necessary for the Board to become fully informed. The Executive Director should set forth a clear statement of the situation or problem, provide unbiased information on various alternatives and the financial impact of same, if necessary. This information should be accompanied by a recommendation. The Executive

Director should be prepared to justify the recommendation and discuss the rationale attendant to it.

- C. Respect the judgment and ideas of each Board member realizing that the Board and its Commissioners are the democratic representatives of the community.
- D. Enter into the day-to-day operations of the District with the spirit that administrative decision-making must be exercised within the policies that have been agreed upon by the Board. The Board should recognize that countless situations will arise which are not explicitly covered by adopted policies and which, therefore, require an administrative decision.

2.04.4 Attorney. The Attorney shall advise the Board concerning all legal matters and shall be responsible for the prosecution and defense of all litigation in which the District is interested. The Attorney shall draft all ordinances, resolutions and other instruments as may be required by the Board.

2.04.5 Auditor. The Auditor shall conduct the annual audit of the District and present the results of the audit and recommendations to the Board.

2.04.6 Additional Duties of Appointed Officers. In addition to the duties herein above specified, each officer shall perform other duties as may be required of him by the Board or by law.

2.05

PARK BOARD COMMITTEES

2.05.1 Standing Committees. At the meeting at which the President of the Board is elected, or the first regular meeting thereafter, the President, with Board approval, shall establish the standing committees of the Board and charge them with their assignments for the next year. The standing committees will sit for one year or until the next election of the Board President.

The Advisory committees of the Board shall include but are not limited to:

- Athletic Advisory Committee
- Ice Rink Advisory Committee
- Finance Committee
- Heller Nature Center Advisory Committee
- Hidden Creek AquaPark Advisory Committee
- Lakefront Advisory Committee
- Recreation Advisory Committee
- Recreation Center of Highland Park Advisory Committee
- Golf Course Advisory Committee
- Tennis Advisory Committee

2.05.2 Board Representation. At the meeting at which the standing committees are established, the President shall appoint the Commissioners to

the respective standing committee and designate the chairperson. Each standing committee shall consist of at least one Commissioner. The President and Executive Director shall be unofficial members of each committee. All committee vacancies shall be filled by the President.

2.05.3 Special Committees. Special committees may be established by the President at any time. The President shall appoint Commissioners to these committees and designate the chairperson. Such committees shall sit until the business of the committee is complete and its report accepted by the Board.

2.05.4 Committee Responsibility. The established committees of the Board shall advise the Board on matters of policy concerning their responsibility areas and shall have such further duties as shall from time to time be assigned to them by the Board and/or President.

2.05.5 Meetings. Meetings of committees shall be conducted in accordance with the Open Meetings Act.

2.06

MEETINGS

2.06.1 Annual Meeting. The annual meeting of the Board shall be the fourth Tuesday in May, or during election years the first regular meeting subsequent to receipt of the certified results of the official canvass of election. This shall be the organizational meeting of the Board where new Commissioners are generally inaugurated. The President and Vice President shall be elected; the Secretary, Treasurer, Attorney and Executive Director shall be appointed; and the standing committees of the Board shall be established. Other business may be transacted at this meeting.

2.06.2 Regular Meetings. Regular meetings (Workshop and Business Meetings) of the Board shall be held on the 2nd (Workshop) and 4th (Business) Tuesday of each month at a time to be determined in December of the previous year. If the day of any meeting falls on a legal holiday, the meeting shall be held when designated by the Board. In December of each year, the Board shall establish a calendar of meetings for the coming year and publish notice thereof as required by law.

2.06.3 Special Meetings. Special meetings of the Board may be called by the President whenever he shall deem it necessary or shall be called by the President at the request of any two Commissioners. Notice of any such special meetings shall be given as required by the Open Meetings Act (Illinois Compiled Statutes, Chapter 5, Act 120, Sections 1, et seq.).

2.06.4 Board Member Participation By Telephone. Park Board Commissioners may participate in Board meetings by telephone provided they meeting the following requirements:

- A. Notice of, and/or an agenda for the meeting must be posted in the

same manner as required by the Open Meetings Act.

- B.** Park Board members participating by telephone must be able to hear all motions and remarks made by those Park Board members physically present at the meeting, and all comments by members of the public who attend the meeting.
- C.** All Park Board members and members of the public who are physically present at the meeting must be able to hear all motions and remarks made by the Park Board members participating in the meeting by phone.
- D.** The minutes of the meeting should identify any member of the Park Board who participates by phone.
- E.** All votes shall be taken by roll call.
- F.** A quorum must be physically present at the meeting location.
- G.** The reasons for participation by phone will be limited to personal illness or disability, employment purposes, the business of the Board, or a family or other emergency, or as otherwise permitted by law.
- H.** Any commissioner wishing to participate in a Board meeting by telephone must notify the secretary as far in advance of the meeting as possible.
- I.** A commissioner may be permitted to participate in a Board meeting by telephone only by a vote of a quorum of all sitting members of the Board physically present at said meeting.

2.06.5 Place of Meeting. The meetings of the Board shall be held at the West Ridge Center, 636 Ridge Road, Highland Park, Illinois, unless otherwise provided by the Board.

2.06.6 Open Meetings. All regular, annual, special and committee meetings of the Board shall be held in accordance with the Open Meetings Act (Illinois Compiled Statutes, Chapter 5, Act 120, Sections 1, et seq.).

2.06.7 Schedule and Notice. The schedule and public notice of all regular, rescheduled or reconvened Board meetings for each calendar year shall be made available in accordance with the Open Meetings Act (Illinois Compiled Statutes, Chapter 5, Act 120, Sections 1, et seq.).

2.06.8 Quorum. Three (3) duly elected and qualified Commissioners shall constitute a quorum for the transaction of business; provided, however, that if no quorum is present, the Commissioners attending may adjourn the meeting from time to time without further notice until a quorum is obtained.

2.06.9 Order of Business. The order of business at all regular meetings of the Board shall include the following agenda items: Roll Call, Approval of Minutes, Open to Public to Address Board, Communications and Correspondence, Consent Agenda including Bills and Payroll, Old Business, Treasurer's Report, New Business, Commissioner, Committee and Staff Reports, and Adjournment. Meeting agendas and support materials will generally be sent to Park Board members the Friday prior to the meeting, but in no case less than 48 hours in advance.

2.06.10 Discussion. The President may limit discussion and public comments to matters pending before the Board and may suggest time limitations on discussion.

2.06.13 Ordinances, Resolutions and Motions. All ordinances, resolutions and other proceedings of the Board shall be in writing and kept in a regular book of records, open to the public for inspection as prescribed by law.

2.06.11 Voting. A roll call vote shall be taken for the passage of all ordinances and resolutions and for all propositions to create any liability or for the expenditure or appropriation of money, and in all cases at the request of any Commissioner, and shall be entered upon the minutes of the proceedings. The affirmative vote of three Commissioners is required to adopt any motion, resolution or ordinance regardless of how many Board members are in attendance at the meeting except as otherwise required by State law.

2.06.12 Rules of Order. Robert's Rules of Order shall be referenced in all questions of procedure not otherwise provided for herein.

2.06.13 Official Minutes. The Secretary or Assistant Secretary of the District shall keep written minutes of all Board meetings as specified by the Open Meetings Act (Illinois Compiled Statutes, Chapter 5, Act 120, Sections 1, et seq.). All action taken by the Board at all regular and special meetings of the Board shall be done in open meeting and recorded by the Secretary. The Secretary is charged with keeping an accurate and true record of all motions, resolutions and ordinances in an official minutes book. All minutes will be considered unofficial until approved by the Board at a subsequent meeting.

The official minutes book of the Park District of Highland Park shall be open for public inspection as specified by the Open Meetings Act (Illinois Compiled Statutes, Chapter 5, Act 120, Sections 1, et seq.) and the Freedom of Information Act (Illinois Compiled Statutes, Chapter 5, Act 140, Sections 1, et seq.).

2.06.14 Rules for Public Comment. The Board of Park Commissioners shall adopt by ordinance, publish and make available for public inspection rules governing the manner in which attendees at public meetings may participate and make public comment during such meetings.

2.07 Organizational Chart. [**To be inserted**]

CHAPTER III. FINANCE

3.00 INTRODUCTION

The Finance Department is responsible for the administration of the District's finances in accordance with the Code and all local, state and federal laws. The Finance Department handles the daily flow of cash and disbursement of payments based on the policies contained herein. In addition to financial matters, the Finance Department also handles all aspects of personnel administration.

3.01 ACCOUNTING

3.01.1 Fund Accounting. The District's accounting system is organized and operated on a fund basis. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

3.01.2 Types of Funds. The following types of funds will be used in accounting for the District's financial operations: General, Special Revenue, Debt Service, Capital Projects, Trust, Enterprise or Internet Server.

3.01.3 Basis of Accounting.

A Accounting Methods

The implementation of GASB 34 adds two "Government-Wide" financial statements as basic financial statements required for all governmental units. They are the Statement of Net Assets, which presents the financial condition of the governmental and business activities of the Park District at fiscal year end, and the Statement of Activities, which presents a comparison between direct expenses and program revenues for each program or function of the Park District's governmental and business activities.

The reporting model for GASB 34 classifies funds as either governmental activities, business activities, or fiduciary funds. Further, all non-fiduciary funds are classified as major or non-major funds. In reporting financial condition and results of operations for governmental units, the new standard concentrates on major funds versus non-major funds.

Both new statements are prepared on the full accrual basis. Previously, in accordance with accounting standards for governmental units, the Park District used the modified accrual basis accounting for certain funds. The modified accrual basis of accounting continues to be the appropriate basis of accounting for governmental activity fund financial statements.

B. Presentation

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The Statement of Net Assets and the Statement of Activities display information about the reporting government as a whole.

They included all funds of the reporting entity. Governmental activities generally are financed through taxes, intergovernmental revenues, and other non-exchange revenues.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. The Park District does not allocate indirect expenses to functions in the Statement of Activities. Program revenues include charges to residents who purchase, use or directly benefit from goods, services, or privileges provided by a given function and grants and contributions that are restricted to meeting the operational and capital requirements of a particular function. Taxes and other income items that are not specifically related to a function are reported as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

Interfund receivables and payables are eliminated in the Statement of Net Assets.

FUND FINANCIAL STATEMENTS

Fund Financial statements of the reporting entity are organized into individual funds each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, liabilities, fund equity, revenues and expenditures/expenses. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

Funds are organized as major funds or non-major funds within the governmental, proprietary and fiduciary statements. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operation fund of the entity or meets the following criteria:

- Total assets, liabilities, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least ten percent of the corresponding total for all funds of that category or type and
- Total assets, liabilities, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least five percent of the corresponding total for all governmental and enterprise funds combined.

Governmental Funds (Governmental Activities)

Governmental fund types are those through which most governmental functions of the Park District are financed. The Park District's expendable financial resources are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position rather than upon net income determination. A brief explanation of the Park District's governmental funds follows:

General Fund

The General Fund is the general operating fund of the Park District. It is used to account for all financial resources except those required, legally or by sound financial management, to be accounted for in another fund.

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than capital projects) that are legally restricted to expenditures for specific purposes.

Funds included in this fund category are:

- Recreation
- Special Recreation/Handicapped
- Audit
- Illinois Municipal Retirement
- Police
- Museum
- Golf Course

Capital Project Funds

The Capital Projects Fund is used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

Debt Service Fund

The Debt Service Fund is used to account for the accumulation of resources for the payment of general long-term debt principal, interest and related cost.

Major Funds

The Park District reports the following major governmental funds:

- The General Fund, which accounts for the park district's primary operating activities.
- The Recreation Fund, which accounts for the operations of the recreation programs offered to residents. Financing is provided by a specific annual property tax levy to the extent user charges are not sufficient to provide such financing.
- The Capital Projects Fund, which accounts for parks development and improvement projects.
- The Debt Service Fund, which accounts for the payment of long-term debt principal, interest and related costs.

Non-Major Funds

The Park District reports the following non-major funds:

- Golf Course
- Illinois Municipal Retirement Fund
- Handicapped Fund (Special Recreation)
- Police Fund
- Audit Fund
- Museum Fund

C. Basis of Accounting

In the government-wide Statement of Net Assets and Statement of Activities, both governmental and business-type activities are presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset is used. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Property taxes are recognized as revenue in the year for which they are levied. Grants

and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The current financial resources measurement focus and the modified accrual basis of accounting are followed by the governmental funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual, i.e., both measurable and available to finance the Park District's operations. "Measurable" means the amount of the transactions can be determined, and "available" means collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period.

Property taxes, investment earnings, and charges for services are the primary revenue sources susceptible to accrual. The Park District considers property taxes available if they are due and collected within 60 days after year-end. Class registration fees received by the Park District are recognized as revenue when the class starts. Memberships and other yearly fees received by the golf course and indoor tennis courts are recognized as revenue in the fiscal year in which the services are provided. All other revenues are recognized when cash is received. Expenditures are recorded when the related fund liability is incurred.

The Park District reports deferred revenues on its Statement of Net Assets and its Governmental Funds Balance Sheet. For government-wide financial statements, deferred revenues arise from taxes levied in the current year, which are subsequent year's operations. For governmental fund financial statements, deferred revenues occur when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period or when resources are received by the Park District before it has a legal claim to them. In subsequent periods, when both revenue recognition criteria are met, or when the Park District has a legal claim to the resources, the liability for deferred revenue is removed from the Governmental Funds Balance Sheet and revenue is recognized accordingly.

D Measurement Focus

On the government-wide Statement of Net Assets and Statement of Activities, governmental activities are presented using the flow of economic resources measurement of focus as defined below.

The measurement focus of all governmental activities is the flow of current financial resources concept. Under this concept, sources and uses of financial resources, including capital outlays, debt proceeds and debt retirements, are reflected in operations.

Resources not available to finance expenditures and commitments of the current period are recognized as deferred revenue or a reservation of fund equity. Liabilities for claims, judgments, compensated absences and pension contributions, which will not be currently liquidated using expendable available financial resources are included as liabilities in the government-wide and proprietary fund financial statements. The related expenditures are recognized in the governmental fund financial statements when the liabilities are liquidated.

3.01.4 Legal Compliance. The District's accounting system must make it possible to show that all applicable legal provisions have been complied with, and to determine fairly and with full disclosure the financial position and results of financial operation of the District.

3.01.5 Deviation. The financial position and the results of financial operation of each fund will be reported at the close of each fiscal year by an independent certified public accountant in the year-end financial audit.

3.01.6 Conflicts between Accounting Principles and Legal Procedures. If there is a conflict between legal provisions and generally accepted accounting principles applicable to governmental units, legal provisions must take precedence; however, the Park District's accounting system should make possible the full disclosure and fair presentation of financial position and operating results in accordance with generally accepted principles of accounting applicable to governmental units.

3.02 Fund Balance Policy

3.02.1 Purpose

The purpose of this policy is to establish the principles and parameters to which a fund balance target will be defined. This policy is established to provide financial stability, cash flow for operations and the assurance that the District will be able to respond to emergencies with fiscal strength. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

In the event that unexpected situations may cause the District to fall below the minimum level, certain steps will be followed to correct the deficiency as outlined in the section below "Minimum Target Balances".

3.02.2 Definitions

Governmental Funds – Governmental Funds are used to account for all or most of the District's general activities, including the collection and disbursement or earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects

fund/department), and the servicing of long-term debt (debt service funds). The General Fund is used to account for all activities of the District not accounted for in some other fund.

Fund Balance –Fund Balance is the difference between assets and liabilities in a Governmental Fund.

Nonspendable Fund Balance – Nonspendable Fund Balance is a portion of a Governmental Fund’s fund balance that are not available to be spent, either in the short-term or long-term, or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).

Restricted Fund Balance – ~~Restricted~~**Restricted** Fund Balance is a portion of a Governmental Fund’s fund balance that are subject to external enforceable legal restrictions (e.g., grantor, contributor and property tax levies).

Unrestricted Fund Balance – Unrestricted Fund Balance is made up of three components:

- A) Committed Fund Balance – the portion of a Governmental Fund’s fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision making through formal Board action. The same action is required to remove the commitment of fund balance.
- B) Assigned Fund Balance – the portion of a Governmental Fund’s fund balance to denote an intended use of resources but with no formal Board action.
- C) Unassigned Fund Balance – available expendable financial resources in a governmental fund that is not the object of tentative management plan.

3.02.3 Fund Balance Philosophy

It is the Park District’s philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are also a crucial consideration in long-term financial planning.

3.02.4 Scope

This policy establishes the hierarchy of fund balance and provides for the minimum amount of fund balance each governmental fund should maintain. Credit rating agencies carefully monitor levels of fund balance and unassigned fund balance in the general fund to evaluate the Park District’s continued creditworthiness.

3.02.5 Minimum Fund Balance Levels. This Policy applies to the Park District's governmental funds as follows:

A. General Fund - The General Fund is a major fund and the general operating fund of the Park District. It is used to account for administrative, parks, planning, and recreation operations, and all financial resources except those that are accounted for in another fund.

Each year a portion of the spendable fund balance will be determined as follows:

- a. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
- b. Assigned – Fiscal Sustainability. This assigned fund balance will be maintained at a minimum level of three to four months (25-33%) of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of four months of expenditures not including capital, debt service and interfund transfers.
- c. Unassigned – The unassigned fund balance will be reviewed annually during the budget process. Balances in excess of four months (33%) of annual budgeted expenditures may be transferred to the Capital Projects Fund to support future capital projects.

B. Recreation Fund – The Recreation Fund is a Special Revenue Fund. Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes other than debt service or capital projects. Financing for most special revenue funds is provided by a specific annual property tax levy. In some cases, financing is received from admissions, fees and charges for programs and activities. These proceeds are devoted exclusively to the purposes of which the special tax was authorized. Since much of the Fund Balance in Special Revenue funds is derived from property taxes they are legally restricted to the purpose of the fund. Financing is provided from fees and charges for programs and activities and an annual property tax levy.

Each year a portion of the spendable fund balance will be determined as follows:

- a. Committed – A portion of the fund balance may be committed through formal action of the Board of Commissioners either through a resolution or ordinance.
- b. Assigned – Fiscal Sustainability. This assigned fund balance will be maintained at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the

adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.

The remaining fund balance for this fund will be assigned to future operations and improvements for recreation programs or may be transferred to the Capital Projects Fund.

- C. NSSRA Special Recreation Fund** - This fund is a non-major fund and established to account for revenues derived from a specific annual property tax levy and expenditures of these monies to the North Suburban Special Recreation Association, to provide special recreation programs for the physically and mentally handicapped.

The targeted restricted fund balance of the NSSRA Special Recreation Fund ~~Fund~~ shall be calculated as follows:

The restricted fund balance for this fund will be targeted at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital, debt service and interfund transfers.

- D. Debt Service Fund** - This fund is a major fund and was established to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

The Park District levies an amount close to the principal and interest that is anticipated to be paid per the outstanding bond ordinances filed with the County. Any fund balance accumulation should be minimal. Fund balances in this fund are derived from property taxes and are therefore legally restricted to the purpose of the fund.

- E. Capital Projects Fund** – This fund is a major fund established to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets.

This fund's fund balance will be considered restricted, committed, or assigned depending on the intended source/use of the funds.

3.02.6 Flow Assumptions

Some projects (funds) are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). The Park District's flow of funds assumption prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. If different levels of unrestricted funds are available for spending, the Park District considers committed funds to be expended first followed by assigned and, lastly, unassigned funds.

3.02.7 Authority

A self-imposed constraint on spending the fund balance (Committed Fund Balance) must be approved by ordinance or resolution of the Board of Commissioners. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance.

Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end. The Executive Director will determine if a portion of fund balance should be assigned.

3.02.8 Monitoring Minimum Fund Balance Levels

Park District management staff will monitor revenue collection and available cash by reviewing monthly financial reports. During the year, if there is an expectation that fund balance levels will not be met by the end of the fiscal year, the Executive Director may review all projected operational and capital expenditures with the management team, and accordingly, present a plan to the Board of Park Commissioners for a modification of goals and projects established in the adopted budget.

3.03

ANNUAL AUDIT

The Board will annually cause an audit of the accounts of the District to be made by a licensed public accountant. This audit shall cover the immediately preceding fiscal year of the District and shall begin as soon as possible after the close of the last fiscal year to which it pertains. The audit report shall be filed with the Comptroller of the State of Illinois within six months after the close of such fiscal year unless an extension of time is granted by the Comptroller in writing.

One copy of the audit report (or financial report files in lieu of the audit report) shall be filed with the Comptroller and one copy thereof with the County Clerk.

Additional copies of the audit shall be filed with the Municipal Securities Rulemaking Board to the extent required to comply with any continuing disclosure undertaking requirements assumed by the Park District in relation to the issuance of any municipal securities.

3.03

ANNUAL BUDGET

Adoption of budget and passage of annual appropriation ordinance is required. The Board shall, within or before the first quarter of each fiscal year, adopt a combined annual budget and appropriation ordinance, by which ordinance the Board may appropriate such sum or sums of money as may be deemed necessary to defray all necessary expenses and liabilities of the District, and in such annual budget and appropriation ordinance shall specify the objects and purposes for which such appropriations are made, and the account appropriated for each object or purpose.

3.04 ANNUAL TAX LEVY ORDINANCE

3.04.1 The District has the power to levy and collect taxes on all of the taxable property in the District for all corporate purposes. The Board may accumulate funds for the purposes of building repairs and improvements and may annually levy taxes for such purposes in excess of current requirements for its other purposes but subject to any lawful tax rate limitations. The accumulation of funds for capital improvements shall not exceed the maximum allowed by Section 5-1 of the Park District Code.

3.04.2 All general taxes proposed by the Board to be levied upon the taxable property within the District shall be levied by ordinance. A certified copy of such levy ordinance shall be filed with the Lake County Clerk not later than the last Tuesday in December in each year.

3.05 BANK DESIGNATION AND DEPOSIT OF FUNDS

The Board shall designate a bank or banks or other depository in which the funds of the District may be deposited. No bank shall be qualified to receive such funds or moneys unless and until it has demonstrated compliance with Section 6 of the Public Funds Investment Act, 30 ILCS 236/6..

3.06 BANK RECONCILIATION

Each fund will be balanced on a monthly basis. Records shall be retained for three years after annual audit.

3.07 CHECK SIGNING^[abs1]

3.07.1 Payables. Two signatures are required on all payables checks. All checks under the amount of \$2,500 may be co-signed by the Executive Director and the Finance Director. All checks in excess of \$2,500 will require the signature of one Commissioner and either the Executive Director or the Finance Director. -- one may be the stamped signature of a Commissioner. The second is hand-signed. The Executive Director and the Director of Finance are authorized to sign all refund checks, emergency checks, and checks necessary to cover the payroll.

3.07.2 Payroll. Payroll checks are stamped with the signature of the District's Executive Director.

3.08 STATEMENTS OF ECONOMIC INTERESTS

By April 30 of each year each elected or appointed officer is required to file with the Lake County Clerk a statement of economic interests, unless he has already filed a statement in relation to the District in that year (Illinois Compiled Statutes, Chapter 5, Act 120, Sections 4A-105, 4A-101 (g),(h)).

Employees of the District must file statements by April 30 each year based

upon the designated rate of pay or job responsibilities as required by Statute.

A copy of the statement shall also be filed with the Secretary of the Board of Park Commissioners, provided that failure to do so shall not affect the eligibility of a candidate for office.

3.09 FINANCIAL RECORDS

The Board shall keep a regular book of records of all ordinances or other proceedings which shall be open to public inspection in accordance with all provisions of the Freedom of Information Act (Illinois Compiled Statutes, Chapter 5, Act 140, Sections 1, et seq.).

3.10 FISCAL YEAR

The fiscal year of the District shall begin on the first day of April of each year and end on the last day of March of the following year.

3.11 INVENTORY PROCEDURES

The District shall conduct an inventory of merchandise sold at retail at the beginning and at the close of the fiscal year. The inventory accounting used shall be the Perpetual Inventory using the first in first out method. The responsibility for conducting the inventory is assigned to the Director of Finance or his designated representative.

3.12 INVESTMENT AND PORTFOLIO POLICY

A. Introduction

This Investment and Portfolio Policy ("Policy") of the Park District of Highland Park ("District") has been adopted by the District's Board of Park Commissioners ("Park Board") to develop and implement guidelines for the prudent investment and management of the District's funds in accordance with Section 2.5 of the Public Funds Investment Act (30 ILCS 235/2.5). It is the policy of the District to invest all public funds under its control in a manner which will provide the highest investment return using authorized instruments with the maximum security while meeting the daily cash flow demands of the District and conforming to all state and local statutes governing the investment of public funds.

B. Investment Policy.

The Park District of Highland Park Investment Policy is hereby incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.

3.13 INVESTMENT AND PORTFOLIO ADMINISTRATIVE PROCEDURES

Pursuant to the Investment Policy of the Park District of Highland Park (Section 3.12 above), the Finance Director has promulgated the following administrative procedures for the operation of the District's investment program consistent with the Investment and Portfolio Policy.

A. Determine Availability of Funds

The Investment Officer, Executive Director, Treasurer and/or their designee (staff) shall review the cash balances on a regular basis to determine if funds are available for investments. If funds are available, they will be invested according to the following procedures.

B. Investment Procedures

1. Determine Needs: (horizon)

Evaluate current portfolio, cash on hand and anticipated future receipts for adequacy of meeting future cash needs.

2. Develop Schedule to Satisfy Needs: (Outlook) Develop a corresponding schedule of cash needs on specific future dates.

3. Review Alternatives: (Strategy)

Review the various forms of current investment instruments available, to determine those investments with the highest yield that are consistent with applicable law and the needs, schedule of maturity and Investment Policy of the District. (Consider: institution, amount, maturity date, yield and security.)

4. Select Alternative* (Optimize)

Purchase investments, which best satisfy all requirements. (Be sure to follow safekeeping and collateralization regulations if applicable.) (Remember Diversification)

5. Document Purchase

Record in investment purchases journal all pertinent information. (Include: institution, date of purchase, amount, rate, maturity date, yield, etc.)

C. **Reporting Requirements**

The Investment Officer shall generate monthly reports for management purposes. In addition, the Board of Park Commissioners will be provided an annual report contained in the Comprehensive Annual Financial Report (CAFR), which will include data on investment instruments being held as well as any narrative necessary for clarification.

The Investment Officer shall monitor the marketplace and investments, making adjustments to portfolio from time to time as needed.

D. **Surplus Fund Retention**

The Investment Officer shall review annually the surplus fund retention amount for all fund categories in accordance with the District's policies.

3.14 **PETTY CASH**

These policies and procedures delineate custodial, accounting and control responsibilities associated with the operation of petty cash funds for the Park District of Highland Park.

A. The petty cash fund is a fund established for a designated amount from which payments and/or reimbursements for small, incidental dollar expenses may be made. At all times, the cash on hand plus the dollar amount of expenses supported by paid receipts should equal the designated amount of the petty cash fund. The petty cash fund should not be used as a method to bypass the District's purchasing policy and procedures.

B. Cash advances are inherently risky and should be minimized. Cash should be advanced only to employees.

C. The maximum amount of petty cash to be expended, reimbursed and/or advanced per transaction (one item or multiple items at a single point in time) is ~~\$50.00~~100.00. Reimbursements greater than ~~\$50~~100.00 should be processed through Accounts Payable.

D. A receipt properly documenting the purpose of each expenditure is required for any reimbursement and/or payment.

E. All expenditures should conform within the District's expenditure guidelines. The following transactions are prohibited as petty cash reimbursements on any ledger, except when noted:

1. Travel reimbursements (except for local travel), as well as registration expenses are specifically excluded from authorized petty cash disbursements;

2. Sales tax is not an authorized reimbursable expense;
3. Consulting fees;
4. Reimbursements for alcoholic beverages, or tickets to social, cultural or athletic events;
5. Payments to individuals or other non-corporate entities for personal services that would be considered either wages (salary) or independent contractor payments;
6. Transactions for which original invoice is not available;
7. Expenses of any kind charged to a credit card;
8. Make personal loans, salary advances or to serve as a check cashing fund.

F. The Director of Finance or designee is responsible for administration of petty cash funds.

G. When a separate petty cash fund is established, the department head requesting the fund, or a designee assigned by the Director of Finance, will be the custodian of that fund. The department head may assign custodial duties regarding the operation and maintenance of the fund to another employee, but the responsibility of proper custodianship remains with the fund's custodian.

H. The Director of Finance and the department head will determine the designated amount of cash in a departmental petty cash fund.

I. The fund custodian shall be responsible for the following matters relating to the operation of the fund:

1. Safe and secure storage;
2. Keeping the petty cash fund separate from all other funds such as cash receipts, change funds and other petty cash funds;
3. Ensuring that each transaction is for the established purpose of the fund and that the disbursement is appropriate and an allowable expense;
4. Providing proper documentation to support each expenditure;

5. Replenishing the fund in a timely manner;
6. Notifying the Director of Finance or designee when establishing a separate fund, changing a custodian, changing the location of the fund, or changing the physical security of the fund;
7. Balancing the fund each time a disbursement is made or a minimum of once a month if no disbursements have been made;
8. Reporting non-balance of the fund in a timely manner to the Director of Finance or designee;
9. Reporting theft from the fund to the Director of Finance or designee;
10. The District will hold the petty cash custodian liable for misuse or mismanagement of the funds;

J. The fund custodian will be required to sign a statement indicating responsibility for the petty cash cost center.

K. A properly completed "Check Request Form for Disbursement of Petty Cash" (See Exhibit "B" for sample form) and acceptable documentation is required for cash reimbursement.

L. The check request form shall be properly completed and include signatures of the authorizing signatory of the cost center charged, receiving party and fund custodian; date; description and purpose of expenditure; the dollar amount; and the budget cost center to be charged. The authorizing signatory of the cost center charged and the fund custodian should be different persons. The disburser is responsible for ensuring the completeness and accuracy of the "Check Request Form for Disbursement of Petty Cash".

M. The reimbursement request must be supported by proper receipts. The following types of receipts are acceptable:

1. Original, numbered receipts with the company name and address imprinted thereon, which includes an itemized listing or description of items purchased;
2. Copies of receipts mentioned above are acceptable but must be certified by the department head as a valid receipt, which has not been previously reimbursed;

3. Numbered or non-numbered receipts that do not have a company's or individual's name imprinted thereon, provided name and address of individual or company is included by person seeking reimbursement;

4. COD charge lists are acceptable only if they are marked paid and signed by the individual delivering the items, or stamped paid with a company stamp and signed by the individual delivering the items;

5. Register tape from cash registers that have the company's name and date of purchase at the top of the tape, and all items are circled and described by individual seeking reimbursement;

6. Hand-written paper receipts which contain a full name, address and telephone number of person from whom purchased, and is signed by this person (provided they are verified by the department head, and a full description is made as to why no other type of receipt mentioned above can be obtained).

N. The petty cash fund should be replenished by the custodian on or before the last day of each month if the disbursements made since the last time of replenishing exceed \$50.00. The fund must be replenished on or before the last day of the fiscal year no matter what the amount of disbursements made.

O. Requests for replenishment of petty cash funds should be made on a check request by the fund custodian and submitted to Accounts Payable. The request is to be accompanied by the receipts received during the accounting period. A check from the District will be issued to the custodian of the fund. The check acts as reimbursement to the fund for authorized disbursements of cash.

P. The following control procedures are in place and will be utilized to safeguard the Petty Cash Fund:

1. Petty cash funds are subject to unannounced petty cash counts by the Business Office accounting department;

2. The department and Business Office will be responsible for the reconciliation of petty cash with the general ledger;

3. Segregation of petty cash cost center from other funds should be monitored departmentally;

4. Business Office should verify that the proper

accounting entry is used at the time the fund is set up;

5. The department should submit the reimbursement cash receipt to the custodian;
6. Petty cash shortages should be reported immediately to the Director of Finance or designee who will notify the Executive Director.

Q. The Director of Finance or designee is responsible for ensuring that each petty cash fund is audited at least once annually. Departments will not be notified in advance. The purpose of the audit is to ensure that the funds are properly safeguarded. This would, in turn, enable an effective verification of cash held by the custodian with the official records. Policy Approved: January 23, 2003

3.15 PURCHASING

The Park District's Purchasing Policy establishes the guidelines under which all purchases are made. Under the provisions of this Policy, the Park District adheres to all requirements of Section 8-1(c) of the Park District Code and outlines administrative staff guidelines.

The Park District of Highland Park's Purchasing Policy is hereby incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.

3.16 PUBLICATION OF STATEMENTS OF RECEIPTS AND DISBURSEMENTS

The District is required to annually prepare and file with the County Clerk a statement of receipts and disbursements which complies with the guidelines described in the Public Funds Statement Publication Act (30 ILCS 15/0.01 et seq.).

3.17 REAL ESTATE EXEMPTION

For real estate owned by the District, a petition must be filed for each parcel with the Lake County Board of Review requesting that the real estate be removed from the tax rolls and that no tax bills be issued in the future. Annually thereafter and prior to January 31, the District must reaffirm that the property remains exempt from real estate taxes.

3.18 FIXED ASSETS CAPITALIZATION POLICY

The Park District of Highland Park recognizes its fiduciary responsibility for maintaining adequate control over the assets

entrusted to the District's care. Capitalization is intended to focus on the District's financial reporting needs alone and is neither designed for nor particularly suited to maintain appropriate control over all assets including lower cost items. Other more effective and efficient means (e.g. equipment inventories and maintenance schedules) are used at the department level, rather than capitalization, for ensuring control over these lower cost items.

The Park District of Highland Park Capital Asset Policy is hereby incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.

3.19 ATTENDANCE AND EXPENSES INCURRED BY BOARD OR STAFF MEMBERS AT CONFERENCES, SEMINARS, TRAINING INSTITUTES AND MEETINGS

Authorized travel or other expenses incurred by either the Board or staff members which are related to and pre-approved by the District shall be reimbursed upon documentation of such expenses in accordance with the following policy and IRS Publication 463:

- A. In conjunction with the preparation of the budget and appropriation ordinance of the Park District for each fiscal year, the Park Board will determine the aggregate amount of funds to be made available for Commissioner attendance at meetings and conferences.
- B. Prior to each approved meeting, the Park Board will designate those Park Commissioners who will attend the meeting.
- C. The Board shall designate approved meetings which may include but are not limited to the following:
 - 1. Meetings sponsored by the National Recreation and Park Association which include park commissioners' educational sessions.
 - 2. Meetings sponsored by the Illinois Association of Park Districts which include park commissioner educational sessions; and
 - 3. Meetings sponsored by the Illinois Park and Recreation Association, which include park commissioner educational sessions.
- D. The Park District shall reimburse delegates for, or advance to delegates, the actual and necessary expenses incurred for travel to and attendance at approved meetings in accordance with IRS guidelines.

E Entertainment Expenses "Directly Related To" Park District Business. "Directly related" expenses to be deductible (or reimbursable) expenses must be accompanied by an explanation for each occasion including:

1. Amount and description of each separate expenditure. Incidental items, such as parking, taxi and telephone calls, may be aggregated on a daily basis.
2. The time and place that entertainment was provided.
3. The Park District business purpose of the activity. A description of any business benefit derived or expected, and the nature of any business discussion with the person entertained.
4. The business relationship. Name(s) of person(s) entertained, titles, company affiliation or other identifying designations.

An original receipt or equivalent evidence must be attached to the expense report for each occasion of entertainment exceeding \$25. Such documentation must clearly designate the business nature of the transaction and be relatable to the amount claimed in the time and expense report. In no event shall all or any portion of an expense related to the consumption of alcohol be reimbursed as an expense directly related to Park District business.

F. If a delegate indicates his intention to attend an approved meeting and subsequently notifies the Park District of his intention not to attend such meeting, or fails to attend such meeting, for reasons other than illness or emergency, the delegate shall reimburse the District in full for all expenses incurred or monies advanced by the District on behalf of the delegate in connection with such meeting, within thirty (30) days.

G. No money for expenses shall be advanced to any delegate nor shall any delegate be reimbursed, for any expenses incurred on behalf of any person other than such delegate, unless authorized in advance by the Park Board. No authorization shall be given for any such expense which is not related to the business and affairs of the Park District.

H. Delegates shall provide the Park District with a report of educational of educational sessions attended at approved meetings, which shall contain a brief description of subject matter and recommendations or ideas pertinent to the operations of the Park District, if any.

I. Use of personal vehicles for District business shall be reimbursed at the current IRS determined auto expense reimbursement rate.

3.20 REVENUE POLICY

The Budget philosophy of the Park District is to provide a balanced budget that meets the overall leisure needs of the Highland Park community.

This is accomplished by a combination of user fees and tax dollars. Due to the advent of tax caps the District is moving toward less of its revenue coming from tax dollars and more from user fees and other sources. The preponderance of surplus monies generated is for capital projects that the District deem necessary to meet the overall needs of all residents. These would include park development, infrastructure improvements, new equipment, equipment replacement and a variety of other capital expenditures. Each fund has different legal restrictions on whether the District can levy taxes for the fund's purposes, and what those purchases may be.

The Park District of Highland Park Revenue Policy is hereby incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.

3.21 BOND RATING POLICY

The Park District of Highland Park shall determine on a case-by-case basis the appropriateness of seeking a bond rating on the issuance of general obligation debt under the prevailing market conditions.

3.22 BOND POST-ISSUANCE COMPLIANCE POLICY

It is necessary and in the best interest of the District to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for bonds or debt obligations of the District (each a "Bond" and, collectively, the "Bonds"), certain of which the interest on which is excludable from "gross income" for federal income tax purposes. Further, it is necessary and in the best interest of the District that (i) the Board adopt policies with respect to record-keeping and (ii) the Compliance Officer shall at least semi-annually review the District's Contracts to determine whether the Bonds comply with the federal tax requirements applicable to each issue of the Bonds.

The Park District of Highland Park Bond Post-Issuance Compliance Policy is hereby incorporated by reference as

though fully set forth herein and may be acquired from the District's administrative office.

CHAPTER IV. PARKS

4.00 STATEMENTS OF PURPOSE AND AUTHORITY

4.00.1 Statement of Purpose. It is the purpose of the Parks Department to maintain safe and attractive park and recreation areas and facilities for the enjoyment, through leisure-time activities, of the residents of Highland Park.

This department is responsible for various activities of the District, including park and open space maintenance, landscaping, building maintenance, planning, design, construction and natural areas management and restoration.

4.00.2 Statement of Authority. Park operations shall be governed by policies established by the Board.

4.01 LAND ACQUISITION

Statement of Purpose. It is the policy of the Board to consider acquiring land adjacent to existing District-owned or leased land or any piece of property that clearly is in the public's best interest to acquire.

4.02 NAMING OF PARKS

It is the responsibility of the Board of Park Commissioners to select names for new parks, buildings or facilities ("Park Property"), or when appropriate, to change the name(s) of Park Property of the District. This statement of policy is intended to define the method of naming or renaming Park Property and to outline the conditions governing the selection of names.

The Park District of Highland Park Policy for Naming or Renaming Parks, Buildings and Facilities is hereby incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.

4.03 NEIGHBORHOOD PARK ADVISORY COMMITTEES

The Board may, from time to time, authorize the formation of advisory groups to give local insight on neighborhood matters. Such groups shall be referred to as Neighborhood Park Advisory Committees. These committees are formed as single purpose

groups and when that purpose is accomplished, the committee is dissolved.

4.04 PARK USE POLICY REGULATIONS

The Park District of Highland Park Criteria for Use of Outdoor Athletic Areas is hereby incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office.

4.05 PICNIC PERMITS

The District has developed a Park Use Permit, which allows for enjoyment of the parks while controlling overuse of popular locations. Certain locations have been designated as permit-required picnic sites. Groups of 12 or more persons wishing to reserve a picnic site at these designated locations must acquire a park use permit in advance. Park Use Permit may be requested no earlier than March 1 of the year during which the picnic will be held. (Resident group requests shall receive priority over nonresident group requests). In addition, throughout the District there are picnic sites, which may not require a permit. Use of these sites is on a first-come, first-served basis and no reservations are taken.

4.06 POLICY GOVERNING AGREEMENTS FOR THE COMMERCIAL USE OF PARK PROPERTY

4.06.1 Statement of Philosophy. A purpose of District ownership of land and facilities is to provide public open space and recreational services. Another purpose of the District to preserve natural features, vegetation, wildlife and landscape aesthetics for public enjoyment and the general environmental good.

4.06.2 Statement of Purpose. It is the policy of the Park District to require evidence of persons seeking permission for commercial use of District-owned, leased or controlled property ("Park Property") to show clearly that the applicant has made satisfactory arrangements to meet the various concerns of the Park District. These concerns include the following:

- A.** Protection of the environment and the physical condition of park lands, vegetation and facilities, including restoration of the site if required;
- B.** Minimized disruption of public use and public enjoyment;
- C.** Avoidance of public safety hazards, public nuisance and public health problems, including

engaging the services of park and public safety personnel during park use if necessary;

- D. Limiting the Park District's potential liability exposure; and
- E. Reimbursement to the Park District for damage to Park Property.

4.06.3 Agreements. Persons seeking to use Park Property for commercial purposes (a "Commercial User") shall submit an agreement for such use on standard forms provided by the Park District. Applications for an agreement must be completed in full, and all other documentary evidence required therein must be provided, in order for consideration to be given to the agreement. Additional information and assurances may be required, and conditions or restrictions may be placed on the Commercial User's use, by the Park District, as appropriate to the particular application.

4.06.4 Fees. Further, it is the policy of the Park District to charge fees for commercial use of Park Property. Such fees are not to be considered in any way a release from responsibility on the part of the Commercial User for repair and full redress of any and all damages, injuries or other undesirable effects experienced as a result of the permittee's use of Park Property. The fees charged for commercial use of Park Property shall be determined by the Board of Park Commissioners. These fees shall be reviewed periodically by the Board and are subject to change from time to time. Except as otherwise provided in this Manual, the entire fee must be paid prior to commencement of use.

4.06.5 Definition of Commercial Use. For purposes of this policy "commercial use" is use of Park District Property to generate income or profit, including without limitation use in giving private lessons, in the production of a film, video, still photograph or other product or item which is intended to be marketed, sold, conveyed or distributed for consideration, or which is intended to be used in connection with the sale of a product.

4.06.6 Waived or Reduced Fees. The Park District may, in the Executive Director's ~~its~~ sole discretion, waive or reduce the required agreement and/or fee with respect to commercial use under the following circumstances:

- A. Where the use, or product derived or made from such use, is for educational or instructional purposes in Park District or local school programs;

- B. The use furthers (directly or indirectly) or the proceeds from the sale or distribution of the product derived or made from such use are used in support of public park, recreation or conservation programs or purposes, or other public purposes;
- C. The use or product of such use is made by a 501(c)(3), not-for-profit organization which is affiliated with the Park District or the majority of whose members are residents of the Park District;
- D. The use is made by a local business for the production of a commercial film or video for viewing exclusively on a local cable television station;
- E. The user donates or contributes something of at least equal value to the Park District;
- F. The waiver or reduction of fee is otherwise determined by the Park Board to be in the best interests of the Park District.

4.06.7 Additional Charges. In addition to the foregoing fees, the Park District will charge for the consumption of labor or materials, as applicable, such as electricity, labor for clean-up, required security or supervision, and rental charges for any Park District equipment required by the Commercial User, at rates established by the Park District. Further, depending on the nature/ duration of the proposed use, the Park District may require a security deposit.

4.06.8 Certificate of Insurance. Evidence of appropriate insurance which protects the District from all liabilities and damages arising in any way from the activities of the Commercial User, the Commercial User's contractors or the Commercial User's agents. The certificate of insurance shall indicate that the Commercial User, or its contractor(s) or agent(s), will have in effect during the entire period for which the permit is sought, public liability insurance of not less than \$2 million, and property damage insurance of not less than \$2 million. The insurance must be provided by a carrier acceptable to the Park District. The Park District (and, if the property is leased by the Park District, also the lessor) must be named as a primary, non-contributory, additional insured under the policy or policies of insurance. All such general liabilities policies shall contain standard separation of insured provisions.

4.06.9 Indemnification. Commercial users will be required to sign

an indemnification/ reimbursement agreement provision as part of the application agreement in substantially the following form:

[T]he Owner further agrees to indemnify and hold harmless and defend the Park District of Highland Park, and its former, current and future officials, agents, servants, employees, attorneys and insurers and/or successors in interest of any kind, for and from any and all claims, actions, omissions, losses, injuries, lawsuits, counterclaims, debts, dues, obligations, judgments, awards, demands, liens, expenses, attorneys' fees, costs and expenses and costs of litigation, expert witness fees and consultant fees, and liability for damages of any kind and causes of action of any kind and nature, whether known or unknown at this time, whether present or future or contingent, that are brought or filed against the Park District of Highland Park, or any of its former, current and future officials, agents, servants, employees and insurers and/or successors in interest of any kind, by any person or entity arising out of, relating to, connected with, or in any way associated with this Agreement. In the event that such a claim, action, cause of action or lawsuit is brought or filed, the Park District of Highland Park, and its former, current and future officials, employees, servants, agents, attorneys, insurers, and/or successors in interest sued thereunder, shall have the right to determine the attorney(s) of its, his, her or their choice to represent and defend their interests in any legal or administrative action, all at the Owner's expense pursuant to this Agreement.

4.07 **AGREEMENTS FOR TEMPORARY CONSTRUCTION
ACCESS ACROSS PARK DISTRICT PROPERTY**

A purpose of District ownership of lands, beaches and water bodies is to provide public open space and recreational services. Another purpose of District ownership of lands, beaches and water bodies is to preserve natural features and natural processes, vegetation, wildlife and landscape aesthetics for public enjoyment and the general environmental good.

Portions of some properties near District property, particularly nearby lakefront properties, are difficult for their owners to reach. These owners may often be restricted from convenient access to carry out construction projects.

The District seeks to meet its public obligations in every way and also seeks to be a good neighbor where there is no conflict in meeting both aims. However, the use of park properties to reach nearby properties for construction purposes has the potential of causing environmental or public safety hazards, disrupting public use of park property, and causing damage to the facilities, lands, vegetation and other features of the particular park

property or beach. Further, various design features of a park such as path surfaces, parking lots, etc., are engineered to sustain their normal public use and are not designed to withstand the weight or wear and tear typically experienced from trucks and general construction machinery.

In view of these considerations, it is the policy of the District to encourage property owners to pursue all possible other alternatives rather than consider access on or across park property for construction purposes.

4.07.1 Concerns. The District requires persons seeking permission for access on or across District-owned property to show clearly that the applicant has made full arrangements to meet satisfactorily the concerns of the District. These concerns include, among others, particularly the following:

- A. Protection of the environment;
- B. Minimal disruption of public use and public enjoyment;
- C. Protection of the physical condition of park lands, vegetation and facilities; and
- D. Avoidance of public safety hazards, public nuisance and public health problems.

4.07.2 Fees. The District charges a fee for any license or easement to use Park Property. Such fees are not to be considered in any way a release from responsibility on the part of the applicant for repair and full redress of any and all damages, injuries or other undesirable effects experienced as a result of the applicant's use of District property.

4.07.3 Testing. The applicant may be required to pay for any testing or sampling required by the District before, during or after the work where such testing and sampling is useful to give the District assurance regarding its concerns as described in Section 4.07.1.

4.07.4 Agreement Requirements. The applicant shall additionally be required to provide the District the following:

- A. Evidence of ownership of the property on which the construction is proposed.
- B. Evidence of appropriate insurance which protects the District from all liabilities and damages arising in any way from the activities of the applicant, the applicant's contractors or the applicant's agents. The easement or license agreement shall indicate that the applicant, or its contractor(s) or agent(s), will have in effect during the entire period for which the permit is sought, public liability insurance of not less than \$2

million, and property damage insurance of not less than \$2 million. The insurance must be provided by a carrier acceptable to the Park District. The Park District (and, if the property is leased by the Park District, also the lessor) must be named as a primary, non-contributory additional insured under the policy or policies of insurance. All such general liability policies shall contain standard separation of insured provisions or endorsements.

C. A letter of credit adequate in amount to cover probable damages, which amount is arrived at according to the best estimate of District staff and, in addition to the letter of credit, the easement or license agreement shall require the applicant to cover all costs incurred to repair or replace any facilities, trees or other features of the park property being used which are any way damaged by the work or as a result of the work either during or following construction.

D. Indemnification. Easement or license agreements will require an indemnification/reimbursement provision as part of the agreement in substantially the following form:

[T]he Owner further agrees to indemnify and hold harmless and defend the Park District of Highland Park, and its former, current and future officials, agents, servants, employees, attorneys and insurers and/or successors in interest of any kind, for and from any and all claims, actions, omissions, losses, injuries, lawsuits, counterclaims, debts, dues, obligations, judgments, awards, demands, liens, expenses, attorneys' fees, costs and expenses and costs of litigation, expert witness fees and consultant fees, and liability for damages of any kind and causes of action of any kind and nature, whether known or unknown at this time, whether present or future or contingent, that are brought or filed against the Park District of Highland Park, or any of its former, current and future officials, agents, servants, employees and insurers and/or successors in interest of any kind, by any person or entity arising out of, relating to, connected with, or in any way associated with this Agreement. In the event that such a claim, action, cause of action or lawsuit is brought or filed, the Park District of Highland Park, and its former, current and future officials, employees, servants, agents, attorneys, insurers, and/or successors in interest sued thereunder, shall have the right to determine the attorney(s) of its, his, her or their choice to represent and defend their interests in any legal or administrative action, all at the Owner's expense pursuant to this Agreement.

E. Written assurance from the applicant that Park Property shall in no way be used to transport across, store on or assemble on any materials, equipment or items which could pose a danger or hazard for the public health or the ~~environment.~~Written environment. Written evidence from other adjacent or nearby property owners to demonstrate that they have been approached and are either ready or unwilling to

participate in the work proposed if such would in any way be appropriate to the work (as, for example, is often the case in lakefront projects to prevent erosion or bluff slippage). This is to help minimize the necessity of repeated use of a parcel of Park Property for similar construction projects. To further encourage such single-time use adjoining neighbors may apply together and share the fees, though separate assurances of performance and responsibility shall be required.

4.07.5 Approval of Agreement. The Executive Director may approve an agreement being applied for after careful consideration and after hearing the recommendation of District staff. The staff shall make recommendations regarding each application after adequate time and information have been provided.

Nothing in this Policy shall imply that the District is bound make an agreement regardless of the information or evidence provided by the applicant.

4.08

FRIENDS OF THE PARKS

The Friends of the Parks is an honorary association established by the Board to recognize individuals who have reliably and consistently provided outstanding voluntary service on behalf of the Park District of Highland Park.

- A. Recognition shall be conferred by two-thirds majority action of the Board of Park Commissioners.
- B. Recognition shall be for the life of the individual unless withdrawn by two-thirds action of the Board.
- C. Nomination shall be upon the recommendation of two or more Commissioners or upon the recommendation of the Executive Director.
- D. Persons nominated must have given documented positive and distinct voluntary service to the parks and recreation system of the District over a period of years and have worked on one or more projects, parks or programs for the District.
- E. Persons accepting the honor of membership in Friends of the Parks may be called upon individually or together from time to time by the Board or the Executive Director to advise or otherwise assist the District.

- F. No monetary benefit shall accrue to individuals upon whom membership in Friends of the Parks is bestowed.

4.09

ENVIRONMENTAL POLICY

4.09.1 Statement of Philosophy. The community and the Park District are increasingly aware of the environmental issues which affect the quality of life within the District. It is the intent of the Park District of Highland Park to assume a leadership role in the development and use of sound environmental policies, practices and educational opportunities.

By incorporating the following environmental principles and practices and by prescribing to our Statement of Philosophy, the Park District of Highland Park shall set a high standard of leadership and competency in maintaining and improving the quality of the environment.

4.09.2 Environmental Principles. The Park District of Highland Park will to the greatest extent practicable:

- A. Promote the acquisition, protection and environmentally sensitive management of open space and natural habitat areas.
- B. Protect, enhance and interpret the historic natural resource heritage exemplified by Highland Park's lakefront, ravines, bluffs, prairie remnants and woodlands.
- C. Design, develop and maintain parks, facilities and natural areas in a manner that enhances and protects the environment through conservation of soil, water and energy; by minimizing the adverse impact on air and water quality; by reducing waste; and by utilizing utilities in the most efficient manner possible.
- D. Encourage recycling practices that utilize renewable resources and minimize the use of nonrenewable ones.
- E. Practice integrated pest management which reduces or eliminates the District's dependence on pesticides.
- F. Abide by the federal and state Endangered Species Protection Acts in order to avoid adverse impacts on endangered or threatened species during park operations.

- G. Function as a role model within the community by actively promoting public awareness and educational programs which encourage environmentally sensitive lifestyles.

4.09.3 Environmental Practices.

- A. The District may develop relationships and agreements with public and private organizations and individuals in order to have open space and natural habitats preserved and/or managed. Some examples of these types of relationships are:
 - 1. Habitat preservation and restoration at Highmoor Park with the Illinois Nature Preserves Commission and the Volunteer Stewardship Program.
 - 2. Management and operation of public open space through agreements with the City of Highland Park, School District #112, and cultural and historic committees, commissions and societies.
- B. The District will plan and construct, using the latest available information, new and renovated open space areas and facilities. These projects will not unduly negatively impact the environment and will conserve soil, water and energy resources and protect indoor and outdoor air quality.
- C. The District has determined that it is in the best interest of the health, safety and welfare of persons using District buildings, vehicles and outdoor parks that smoking be prohibited. The prohibition on smoking in outdoor parks shall exclude areas on golf courses within the area of play.
 - 1. Buildings. Smoking is prohibited in all buildings owned or controlled by the District, and within 15 feet of any entrance, window that opens or ventilation intake for any such building.
 - 2. Vehicles. Smoking is prohibited in all motor vehicles owned, leased or otherwise used by the Park District of Highland Park.
 - 3. Signs. "No Smoking" signage shall be appropriately posted in all public areas of the District.
- D. The District recognizes the importance of both safe and attractive parks and open space and has established a balanced Integrated Pest Management Program. This program utilizes cultural methods that include:
 - 1. Select appropriate plant species and their proper location.

2. Use of preventative maintenance procedures.
3. Promote early detection of problems.
4. Utilize, where possible, natural control methods.
5. Test for better application methods.
6. Minimize overall pesticide use.

Where and when pesticide use is necessary, the standardized and uniform procedures for the application and safe handling of pesticides will be adhered to.

- a.** Administration. The District will comply with the Federal Insecticide, Fungicide and Rodenticide Act and the Illinois Department of Agriculture regulations governing the use of pesticides. Compliance includes state certification of all employees involved with the implementation of this program.
- b.** Education. Staff will participate in training sessions sponsored by affiliated park professional organizations designed to improve the supervision, safe handling and application of pesticides.
- c.** Characteristics. Pesticides used by the District in the form of herbicides, insecticides or fungicides will be of the "General Use" classification. "Restricted Use" pesticides are prohibited.
- d.** Notification. Pesticide application notices will be posted 24 hours prior to the treatment and will remain up until 24 hours after completion of treatment. Posting will otherwise comply with Illinois EPA requirements for the application of pesticides.
- e.** Application. General use pesticides used by the District and registered with the Federal EPA will always be used according to specific label directions and procedures to ensure safe and effective application, storage and disposal.
- f.** Calibration of equipment and application rates will be according to manufacturer's recommendations so that minimal amounts of pesticides are applied.
- g.** Tot lots and playground areas will be excluded from herbicide application.

E The District is committed to reducing solid waste by utilizing renewable or reusable resources as well as minimizing its

dependence on nonrenewable ones.

Achievement of the following objectives will be targeted:

1. Maximize aluminum collection at all indoor facilities and expand collection to all developed parks.
2. Increase paper collection by recycling newspapers and all office paper types at indoor facilities.
3. Continue recycling of trees as wood chips and firewood.
4. Compost all leaves, grass and other landscape materials.
5. Maximize used oil collection.
6. Incorporate glass recycling at all indoor facilities and developed parks.
7. Use recycled paper to the greatest feasible extent.
8. Use recycled products, such as Durawood, biodegradable bags, recycled paper, etc., in all feasible situations.
9. Continue the use of paper products in place of Styrofoam or plastic and phase out environmentally damaging products.
10. Recycle batteries, antifreeze and freon whenever feasible.

F. Comply with all other applicable federal, state and local regulations and guidelines.

G. The Park District will attach this Environmental Policy to all bidding documents for all contractors and commercial users engaged in business with the Park District and will be required to comply with this Policy.

H. The District has assumed and will continue an environmental leadership role for public and private agencies by participation in the Model Community Program.

I. The District will encourage other park districts and affiliated agencies to adopt similar policies and become responsible environmental stewards.

4.10 OPENING AND CLOSING HOURS FOR PARKS AND PROPERTIES OWNED OR CONTROLLED BY THE PARK DISTRICT OF HIGHLAND PARK

- A.** District property shall be open to the public except at such time or times as provided by or determined in accordance with this paragraph. District property or any part or parts thereof shall be closed to the public during the hours and at such time or times as determined from time to time by the Board.
- B.** The District may close District property, or any part or parts thereof, to the public whenever the District in its judgment determines that such action is necessary to protect the public health and safety.
- C.** No person shall use, occupy or be or remain upon any District property or leave any personal property in or upon any District property after closing hours unless special permission therefor has first been obtained from the District.

4.10.1 Summer Season

All parks and properties owned or controlled by the Park District will open at 6:00 a.m. and will close at 9:00 p.m. during the summer season, April 1-October 31, except for the following:

Park Avenue Boating and Fishing Area: gates will remain open until 10:30 p.m. for boating and fishing activities.

Sunset and Danny Cunniff Parks will remain open until 10:30 p.m. for athletic programs.

Rosewood Beach will remain open until 10:30 p.m. for

beach use. 4.10.2 Balance of the Year

All parks and properties owned or controlled by the Park District will be opened at 6:00 a.m. and will close at sunset from November 1- March 31.

CHAPTER V. GENERAL POLICIES

5.00 RESIDENCY

A person shall be considered a resident when he lives within the corporate boundaries of the Park District of Highland Park or provides proof of current ownership of property within those boundaries.

5.01 FEES AND CHARGES

Specific resident and nonresident fees are established annually by the Park Board for facilities such as Deer Creek Courts, Centennial Ice Arena, Walter E. Heller Nature Center, Sunset Valley Golf Course, Highland Park Golf Learning Center, Hidden Creek AquaPark and Park Avenue Boating Beach.

For recreation programs, nonresidents may be required to pay a maximum of 50% higher than the resident rate. Fees will be formulated based on demand, market competition, program expenses, new program initiatives, etc. In programs offered in cooperation with School District 112 and School District 113, such as High School Feeder programs, those participants who attend or will attend schools within these Districts may be charged resident rates. In high demand programs where a lottery comes in to effect, priority will be given to Park District residents.

5.02 PROGRAM GOALS AND EVALUATION

The District will, on a seasonal basis, distribute evaluations to program participants and/or staff to gain feedback on District operations to be improved, maintained or added. Evaluation of District services may, however, be conducted at any time deemed necessary. In addition, each fund center will establish functional descriptions and goals which will be reviewed annually at the time of budget preparation.

5.03 REFUNDS OF DISTRICT PROGRAM FEES

5.03.1 Recreation Program Refunds

Refunds are given to program registrants under the following specific policy guidelines. This Policy applies to all programs offered by the District including those at Sunset Valley Golf Course, Deer Creek Courts, Centennial Ice Arena and Heller Nature Center.

5.03.1.1 General Guidelines. Refunds will be issued as follows:

- A.** Refunds will be issued in check form to all registrants who paid the fee by check, cash or money order. Refunds take approximately two weeks. Credit card refunds will be issued to the credit card holder's account.

B. Refund checks shall be issued in the name of the program registrant, regardless of who initially paid the fee.

C. No refunds are given for season passes.

5.03.1.2 Refund Categories. The following situations allow for a refund to be awarded:

A. Program Canceled or Status Changed

A full refund of the registrant's fees will be given if the program is canceled due to lack of enrollment.

B. "Good Time Guarantee" Policy

At the Park District of Highland Park, we are committed to providing the public with high quality recreation programs. Our residents are important to us and we feel they deserve quality at all times. We are so confident that our recreation programs provide high quality and enjoyment that we are backing it with a policy called the "Good Time Guarantee." Our promise and policy is as follows: The Park District of Highland Park will give you a full refund if requested by the beginning of the third class if you are unsatisfied with the quality of instruction, your child's inability to adapt emotionally in the class, or the skill level is not appropriate for the participant.

Guidelines

1. Participant must attend the first two classes of the program.
2. The "Good Time Guarantee" Refund Form must be filled out appropriately and received prior to the third class meeting. Forms are available at the front desk of all Park District facilities. The Park District will not fax, mail or e-mail copies. Upon receiving your completed form before the third class we will process a full refund of your paid fees

C. Refund Policy

Except as provided in the "Good Time Guarantee Policy" above the Park District will grant a full refund of program fees as follows.

1. In order to receive a refund, a Refund Request Form must be obtained from a Park District facility. (This form must be returned in-person to the appropriate facility where the participant's program is held.) THE PARK DISTRICT WILL NOT FAX, MAIL OR E-MAIL COPIES.
- ~~2. A \$10 service charge per program will be charged if a Refund Request Form is submitted to the Park District more than 10 business days (Monday-Friday, 8:30 a.m.-5:00 p.m.) before the start date of a program.~~
- ~~3-2. A \$20 service charge per program will be charged if a Refund Request Form is submitted to the Park District less than 10 business days (Monday-Friday, 8:30 a.m.-5:00 p.m.) before the start date of a program. The amount of the refund shall be determined in accordance with the then current~~

administrative policy establishing service charges for cancelled registrations.

4.3. Refund requests must be received by 5:00 p.m. the business day prior to the start of a program. NO

REFUNDS WILL BE ISSUED AFTER THIS DATE, NO EXCEPTIONS!

5.4. In the event that a Park District class is canceled due to lack of enrollment or a registrant is placed on a wait list, a full refund will be issued.

D. Prorated Refund

If the program is canceled after some sessions have been held, a prorated refund shall be given based on the number of sessions held at the time of the cancellation. No service charge will be assessed.

E. Class Closed

When a program fills, the registrant is placed on the Waiting List for that program. If space does not become available, then a full refund will be issued.

F. Illness

A refund may be given in the case of illness substantiated by a doctor's certificate. If the illness occurs after the start of the program, a prorated refund will be given based on the number of sessions held at the time the request for a refund is received. Participants who, due to illness, are unable to attend individual sessions of a program are not eligible for a refund.

G. Moved

A refund may be given in the case where a program registrant moves from the District and adequate proof of the move is provided. If the move occurs after the start of the program, a prorated refund will be given based on the number of sessions held at the time the request for a refund is received.

H. Double Registration

Refunds or transfers are not issued if two or more first-choice registrations are submitted for the same participant for the same program or a different section of the same program or when a participant is registered for two or more programs that meet at the same time, same day. These are considered double registrations.

I. Special Circumstances

Refunds for reasons other than the aforementioned are considered special circumstances, are evaluated on a case-by-case basis and are subject to approval by

the Executive Director.

5.03.2 Room Rental Refund

- A.** When a room rental is requested, a three part form "Application for Rental/Use" is initialed by the reservation clerk, facility supervisor, and the Executive Director.
- B.** The pink copy is mailed back to the applicant; the yellow copy is held by the reservation clerk until the function is over; and the white copy is held in the business office.
- C.** After the rental has taken place, a room rental/room condition form is filled out by the building supervisor, signed by the applicant, and returned to the reservation clerk.
- D.** The yellow copy of the room rental refund form together with the room rental/room condition form is checked by the building superintendent and then sent to the business office.
- E.** The white and yellow copies of the room rental form are stapled together with the room rental/room condition form and given to the accounts payable clerk for processing the damage deposit refund check and mailing.

5.03.3 Picnic Permit Refunds

- A.** A picnic permit is filled out by the applicant and given to the reservation clerk. The pink copy of the form is sent to the applicant after being approved by the director of parks. The reservation clerk files the yellow copy in the picnic rental book; the white copy and fee are sent to the business office and entered into the system by the accounts receivable clerk.
- B.** After the function has taken place the park ranger checks the park for excessive litter or any damage. If no damage has occurred the reservation clerk initials a check request.
- C.** The check request is signed by the parks director and sent to the business office where the accounts payable coordinator will process and mail the damage deposit refund check.

5.04 REGISTRATION

The following Park District registration policies are detailed in the District's seasonal and specialty brochures.

A. Priority Registration

The goal of the Park District of Highland Park is to serve as many residents as possible within our means. We want to give residents who do not get into a

program an opportunity to be in the program the following season. The priority registration is described below. Providing that lottery deadline and age requirements are met, residents placed on a wait list for their first choice will be given an opportunity to receive priority registration for that section of the program for the following season. This applies only to the fall or winter wait lists and for those who have not been in the class in the school calendar year.

1. This applies only to residents who register by the fall and winter lottery deadlines and are the appropriate age.
2. Applies only to non-skill oriented recreation programs and entry-level skill classes. Priority registration does not apply to tennis, golf, gymnastics, ice skating, swimming and dance.
3. The priority registration will be for the class on the same day and time the next season only.
4. Registrants who are on a wait list who have participated in any section of a program in a school calendar year of the same title will not receive priority registration.
5. The Park District notifies the patrons receiving priority processing for the next season's registration by mail prior to that season's registration period.
6. Priority is not given to registrants who are placed in a class and use our "good time guarantee" policy or receive a refund or transfer from the class. Priority registration is applicable only for the fall and winter wait list. Spring and summer wait lists are not given priority.

B. ADA Accommodation

The Park District functions in accordance with the Americans with Disabilities Act. ADA accommodation information is detailed in the District's seasonal and specialty brochures.

5.05 **PHOTOGRAPHY**

On occasion, the District staff may take photos of program participants or people using the parks and facilities. These photographs are for District use in such areas as the brochure, slide shows, pamphlets or flyers. Before using a person's image to promote any District programs, activities, or events for which a fee is charged, the District should obtain the written consent of that person or his/her authorized representative.

5.06 **ACCIDENTS**

The Park District of Highland Park has a detailed safety manual outlining procedures to be followed both in the case of an accident and to maintain a loss prevention program.

5.07 **BUILDING USE POLICY**

5.08.1 Rental Policy. Park District classes and Park District sponsored activities receive priority in the availability and scheduling of facility hours. Only after the Park District programs have been accommodated will rental hours be made available to individuals, not-for-profit organizations and profit organizations. Further, resident applications will have precedence over nonresident requests as outlined below.

A. Processing Sequence

1. Resident Individual Application
2. Resident Not-For-Profit Organization Application
3. Resident For Profit Organization Application
4. Nonresident Individual Application
5. Nonresident Not-For-Profit Organization Application
6. Nonresident For Profit Organization Application

B. Types of Rental Usage

1. One Time Only Request. Request is for usage for one date only. Typically includes rentals for birthday parties, anniversary parties, etc. Application may only be made 90 days in advance of requested date.
2. Permanent Weekly. Request is for usage each week for four or more consecutive weeks. Typically used by groups for basketball play, etc. See regulations below.*
3. Permanent Monthly. Request is for usage once a month for three or more consecutive months. Typically used by neighborhood associations, mosquito abatement, etc.*

Permanent weekly and permanent monthly rentals are scheduled according to the Park District's four yearly class sessions: January-March; April-May; June-August; September-December.

C. Residency Policy for Room Rental

1. If the rental is for the purpose of an event concerning a minor, the rental applicant must be the parent/guardian of that child.
2. A resident may not be the applicant and/or payee for a room rental for a nonresident.
3. Second party payments are not accepted.
4. A rental permit shall be denied or revoked due to the material inaccuracy or falsification of information, misuse of property, misconduct of individuals or failure to comply with facility/center and Park District rules and regulations. Rental payment will be forfeited to the Park District and future permits will not

be issued to group or individual(s) involved.

5. Proof of residency in the form of either an Illinois Driver's License, Real Estate Tax Bill or Illinois State ID is required.

5.07.2 Application for Facility Reservations

A Application

1. The Park District "Application For Rental/Use" form must be completed and all the rules and regulations as stated on that form apply. Additional rules and regulations specific to the facility requested may be attached to the "Application For Rental/Use" forms and all regulations as stated on the attached addendum apply.
2. The full amount of rental fees, including damage deposit, is due upon application and must be submitted with the application form. Upon request, staff can prepare a written invoice for a group prior to their first date of use. This invoice would provide the user with the necessary documentation to prepare payment prior to usage.
3. Animals Present at Private Parties. Those people having parties in Park District buildings may not bring animals onto the premises as part of the entertainment or for any other reason unless deemed necessary as a function of daily living.

B Approval

1. Applications will be received by the receptionist at each facility and reservation will be entered on the calendar.
2. The application will be forwarded to the center supervisor and department head for review.
3. Upon approval a confirmed copy of the rental use form will be issued to the applicant.

C. Denial of Application. An application may be denied for reasons including but not limited to the following:

1. The function presents a conflict of interest with Park District programs and events.
2. The function unduly interferes with the general public enjoyment of the community center facility.
3. The function presents a clear and present danger to the health and safety of the community.

4. The function is of such nature or duration that it cannot be reasonably accommodated at the facility for which applied.

D. Cancellation

1. For one-time rentals, an individual or group must come in person and sign their rental permit "canceled" at least 10 working days prior to the reserved date. Upon such written notice, a 90% refund of fees will be granted. If individual or group cancels less than 10 working days prior to the reserved date, any fees paid to the District shall be forfeited.
2. For permanent weekly or permanent monthly rentals an individual or group must come in and sign their rental permit "canceled" at least 20 working days prior to the reserved date(s). Upon such written notice, a 90% refund of fees paid will be granted. If the individual or group cancels less than 20 working days prior to the reserved date, any fees paid to the District shall be forfeited.
3. The Park District reserves the right to cancel a ~~facility~~ facility rental permit within 10 working days after issuance.

- E. In the event that a request for facility use at a time other than the facility's normal operating hours is approved, additional per hour charge will be assessed to cover supervision costs. Permission for extended hours is subject to availability of supervisory/custodial staff.

5.07.3 Not-For-Profit Policy

- A. All groups whose applications for building rentals are approved, including not-for-profit, are assessed an hourly rate according to the rate schedule. The ~~Board of Park Commissioners~~ Executive Director may charge a reduced rental rate (per schedule) or waive all or a portion of full rental fees for fund-raising events where such use is not incompatible with the normal operation of the building.
- B. If uncertainty exists as to whether a group qualifies as a not-~~for-profit~~ for-profit organization, the Park District reserves the right to request 501(c)(3) not-for-profit status verification.
- C. Fund-raising functions for 501(c)(3) not-for-profit organizations require approval from the ~~Board of Park Commissioners~~ Executive Director. A cover letter stating the purpose and activity planned and the "Application for Rental/Use" form must be submitted. Confirmation of the request will be issued a maximum of 90 days prior to the requested date.
- D. Room rentals will not be granted to political or campaign organizations so that the Park District may avoid the appearance of using public property to promote or advance any particular candidate or proposition to be placed on the ballot.

5.07.4 For-Profit Organization Policy. Park District facilities may be utilized for fund-raising community events upon approval by the Board of Park Commissioners. A cover letter stating

the purpose and activity planned and the "Application for Rental/Use" form must be submitted for approval. Confirmation of the request will be issued a maximum of 90 days prior to the requested date.

5.07.5 Room Availability and Rates

- A.** West Ridge Center (WR) rooms for rent include: the Multipurpose Room, Gym, The Studio, Kiddie Corner, Toddlin' Town, The Depot, Club Quarters, Port West Ridge, Board Room and the Kitchen.
- B.** Recreation Center of Highland Park (RCHP) rooms for rent include: Multipurpose Rooms 101 and 102, and Gymnasiums 1 and 2, the swimming pool, and other rooms as mutually agreed.
- C.** Heller Nature Center (HN) rooms for rent include: the Multipurpose Room and Classroom.
- D.** North Shore Yacht Club (PA) the indoor facility and surrounding deck are rented together.
- E.** Rosewood Beach: the multi-purpose building
- F.** Centennial Ice Arena
- G.** Deer Creek Tennis Courts
- H.** Hidden Creek Aqua Park
- I.** Sunset Valley Clubhouse
- J.** Highland Park Golf Learning Center: miniature golf course and patio.
- K.** Rates. Rates for the various facilities are set on an annual basis and approved by the Park Board.

5.07.6 Model Community. The Park District is a Model Community. All rentals are expected to utilize recyclable products and to dispose of them in the receptacles provided in accordance with the Park District's Environmental Policy.

5.08 ALCOHOLIC BEVERAGES

It is the policy of the District that there are times when it would be appropriate and desirable to permit the sale, delivery and/or consumption of alcoholic beverages for use on a limited basis by persons attending organized group functions within buildings owned or controlled and operated by the District. Permission for such use may be given in accordance with all the provisions of Ordinance 83-3 - An Ordinance to Provide for Authority for the Sale and Delivery of Alcoholic Liquors on the Premises of Property Owned or Controlled and Operated by the Park District of Highland Park; Also, To Amend the District's

Conduct Ordinance in Relation Thereto. This policy highlights the provisions of Ordinance 83-3.

5.089.1 Location. The sale, ~~and~~ delivery and/or consumption of alcoholic beverages may be permitted within the following buildings:

- A. Heller Nature Center
- B. North Shore Yacht Club
- C. Sunset Valley Golf Course
- D. Rosewood Beach
- E. Recreation Center
- F. Deer Creek Tennis Courts
- G. Centennial Ice Arena
- ~~D~~-H. West Ridge Center

5.089.2 Permit. A special permit is required in order for persons to exercise the privilege of having alcoholic beverages.

- A. The permit application must be filed 60 days prior to the date intended for the function.
- B. The application must be fully completed. An incomplete application will be rejected and must be resubmitted.
- C. The applicant, or if a corporation or non-profit group then the designated representative, must be 21 years of age or older.
- D. Certificate of Insurance. The applicant must present a Certificate of Insurance to the Park District one week before the event.
 - 1. If the applicant is serving alcohol a Certificate must be obtained in the amount of one million dollars host liquor insurance listing the Park District as the additional insured.
 - 2. If the applicant is selling alcohol a permit for a 24-hour liquor license must be obtained from the City of Highland Park and a Certificate of Insurance in the amount of one million dollars liquor liability must be obtained in addition to listing the Park District as an additional insured.
- E. The applicant agrees to abide by all conditions of the permit application.

5.08.3 Compliance with Applicable Laws. All permit holders and attendees at approved functions shall strictly abide by all applicable state and local laws, policies, rules and regulations governing the sale, delivery, possession, use and consumption of alcoholic beverages.

5.08.4 Indemnification/Hold Harmless. Each applicant must sign a hold harmless agreement which fully indemnifies and holds harmless the District and any related persons or agencies from and against all claims, liabilities, injuries, losses and costs.

5.08.5 Fees. The applicant must pay all the required fees within 10 working days of approval of the permit application by the Executive Director or else the application will be considered void and the applicant must resubmit a permit application if the function is still desired.

5.09

SMOKING IN DISTRICT BUILDINGS AND VEHICLES

The Board has determined that it is in the best interest of the health, safety and welfare of all to make District buildings and vehicles smoke free.

5.10.1 Buildings. Smoking is prohibited in all buildings owned or controlled by the District and within 15 feet of any entrance, window that opens or ventilation intake for any buildings.

5.10.2 Vehicles. Smoking is prohibited in all motor vehicles owned, leased or otherwise used by the Park District of Highland Park.

5.10.3 Open Areas. Smoking is prohibited in all wooded areas on District property, and at Rosewood Beach.

5.10

RECYCLING

The Board is committed to reducing solid waste and to enhancing the quality of life for residents. Recycling and the prudent management of solid waste have become important goals of the District. To achieve this objective the following goals will be targeted:

- A. Increase aluminum collection by expanding the number of indoor collection sites and incorporating outdoor collection at all developed parks.
- B. Increase paper collection by recycling newspapers and all office paper types at indoor facilities.
- C. Continue recycling of trees as wood chips and firewood.
- D. Compost all leaves, grass and other landscape materials.
- E. Maximize used oil collection.

- F. Incorporate glass recycling to all indoor facilities and developed parks.
- G. Use recycled paper to the greatest feasible extent.
- H. Use recycled products, such as Durawood, biodegradable bags, recycled paper, etc., in all feasible situations.
- I. Continue the use of paper products in place of Styrofoam or plastic and phase out environmentally damaging products.

5.11 POLICY FOR THE ACCEPTANCE OF FIELDWORK STUDENTS FROM NRPA ACCREDITED INSTITUTIONS

The District will permit park, recreation, leisure and conservation fieldwork by students from universities and colleges which:

- A. Have submitted formal application for NRPA accreditation, or
- B. Have received accreditation for their baccalaureate or master's program.

By adopting this Policy the Board is publicly affirming the importance of quality education for future practitioners in the public park and recreation profession. The need to maintain high standards in education for professional is hereby recognized by this Board.

Applicants will be considered on an individual basis.

5.12 PROFESSIONAL CERTIFICATION

Professional certification is a desirable element of employment with the District and preference will be given to those management employees who have attained certification.

5.13 EQUAL OPPORTUNITY EMPLOYER

The Park District of Highland Park is an equal opportunity employer.

5.14 COMPREHENSIVE BLOODBORNE PATHOGENS AND INFECTIOUS DISEASES POLICY. The Comprehensive Bloodborne Pathogens and Infectious Diseases Policy is in the Personnel Policy Manual.

5.15 SURPLUS PROPERTY

The District regularly identifies and disposes of surplus equipment and materials in accordance with statutory requirements.

5.16 FLEET SAFETY POLICY The Fleet Safety Policy is in the Personnel Policy Manual.

5.17 ALCOHOL AND DRUG ABUSE POLICY. The Alcohol and Drug Abuse Policy is in the Personnel Policy Manual.

5.18 PROHIBITED HARASSMENT. The harassment policy is in the Personnel Policy Manual.

5.19 DRUG-FREE WORKPLACE ACT POLICY

The Drug-Free Workplace Act Policy is in the Personnel Policy Manual.

5.20 GUIDELINES FOR THE ABUSED AND NEGLECTED CHILD REPORTING ACT

The Guidelines for the Abused and Neglected Child Reporting Act are in the Personnel Policy Manual.

5.21 PERSONNEL POLICY MANUALS

The Manager of Human Resources, under the guidance of the Executive Director, shall develop and maintain procedures to insure the distribution of an appropriate Personnel Policy Manual to every full-time and part-time employee of the District. All employees are required to sign an acknowledgement confirming that they have received, and are required to read, the Manual.

5.22 COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT

The Park District of Highland Park FOIA Policy is incorporated by reference as though fully set forth herein and may be acquired from the District's administrative office

5.23 CITIZEN INPUT

The Park District of Highland Park is committed to meeting the park and recreational needs of the community and values citizen input. The Park District may gather input from citizens in several ways. It is the policy of the Park District to conduct a comprehensive needs assessment of the community at least once every ten years. A firm specializing in statistically valid surveys will conduct this assessment. It will be done using the mail, telephone, the Internet or other manner as appropriate.

Advisory Committee

Advisory committees, upon which residents and program participants sit, are established for a variety of activities as described in section 2.05. These committees may be both standing and ad hoc.

Survey and Focus Groups

The District periodically conducts surveys and focus group to gather input about community needs. These may be general as relates to parks and recreation or specifically targeted to a particular park or activity.

Neighborhood Meetings

Neighborhood meetings are held to provide an opportunity for input about parks and facility improvements. Residents who typically use a park or facility will be invited to attend.

Evaluations

Program evaluations will be provided to participants to solicit feedback about Park District programs.

Informal Input

Staff shall be open to receiving feedback and input via telephone, email, regular mail, or in person. Input shall be passed to superiors, advisory committees, and the Park Board as appropriate.

5.24

VOLUNTEERS

The Park District of Highland Park encourages the use of volunteers, where appropriate, to supplement and assist staff. The Human Resources Manager shall provide a general volunteer manual for use by various departments 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.

5.25

ADA GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Park District of Highland Park.

5.25.1 The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

5.25.2 The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**[Insert ADA Coordinator's name]
ADA Coordinator [and other title if appropriate]
[Insert ADA Coordinator's mailing address]**

5.25.3 Within 15 calendar days after receipt of the complaint, *[ADA Coordinator's name]* or *[his/her]* designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, *[ADA Coordinator's name]* or *[his/her]* designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Park District of Highland Park and offer options for substantive resolution of the complaint.

5.25.4 If the response by *[ADA Coordinator's name]* or *[his/her]* designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Director or his designee.

5.25.5 Within 15 calendar days after receipt of the appeal, the Director or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Director designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

5.25.6 All written complaints received by *[name of ADA Coordinator]* or *[his/her]* designee, appeals to the Director or *[his/her]* designee, and responses from these two offices will be retained by the **[public entity]** for at least three years.

5.26 IDENTITY PROTECTION POLICY

This policy is enacted in compliance with the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. (the "Act"), which requires all local governmental agencies to draft and approve an identity protection policy. In conformance with the provisions of said Act:

5.26.1. All employees who have access to social security numbers in the course performing their duties shall be required to attend training on the protection of confidentiality of social security numbers. The training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

5.26.2. Only employees who are required for the performance of their essential job duties to use or handle information or documents that contain social security numbers may access such information or documents.

5.26.3. Any request for social security numbers from individuals shall be done in a manner that allows the social security number to be easily redacted if a document is required to be released as part of a public records request.

5.26.4. Any request for social security numbers from individuals shall include a statement of the purpose or purposes for which the social security number is being collected and used. The Park District's Statement of Purpose may be acquired from the Park District's administrative office.

5.26.5. A written copy of this policy shall be filed with and maintained on file by the Board Secretary of the Park District of Highland Park.

5.26.6. This policy shall be made available to any member of the public upon request.

5.26.6. Violation of the provisions of this policy by employees of the Park District of Highland Park shall be grounds for discipline up to and including dismissal.

CHAPTER VI-A. RECREATION SECTION A RECREATION

6.00 STATEMENTS OF PURPOSE AND AUTHORITY

6.00.1 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, community and city 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. Other community organizations with which the District may coordinate activities may include, but are not limited to, the schools, voluntary agencies, religious organizations, local commissions, associations and affiliate organizations.

To develop qualified staff to promote and expand interest in leisure-time programs which reflect concern for the personal worth of every individual from every segment of the District.

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

6.01 FEES AND CHARGES

Resident and nonresident fees are set in accordance with the policy outlined in Chapter V, 5.00, Residency.

6.02 EMPLOYEE USE OF PROGRAMS AND FACILITIES

It is the intent of the Board to make its programs and facilities available to full-time, regular employees and members of their immediate family (spouse and dependent children under age 21) at no cost. Employees, Board Members and their family members may not displace a member of the public nor participate in contractual programs. Regulations concerning the use of facilities will be established and reviewed by the Board annually.

6.03 GRANT-IN-AID

Grant-in-Aid may be awarded to District residents for designated recreation programs based upon need, contingent upon the Board appropriation of necessary funds. Eligibility for grant in aid shall be determined by reference to the requirements established from time to

time by the Board of Park Commissioners and made available at the Park District's administrative offices.

6.04 SENIOR CITIZENS

Resident Senior Citizens, 65 years of age and over, pay 85% percent of the normal registration fees for recreation programs.

Reduced daily and season privilege and membership fees are set annually by the Board for the golf, tennis and fitness facilities and the Recreation Center.

These reduced fees do not include excursions such as Day Away Tours, special activities at the facilities or contractual programs.

6.05 COOPERATIVE AGREEMENTS

It is the policy of the Park District of Highland Park to enter into mutually beneficial agreements with other public and/or private organizations to provide programs and facilities for the community.

6.06 RELATIONSHIP WITH AFFILIATED AND SPONSORED ORGANIZATIONS

General Statement. Certain Park District activities or programs can best be conducted by special interest organizations, hereafter referred to as affiliated or sponsored clubs. The District shall determine the activities best provided through this programming method and further define the relationships that shall exist between these clubs and the District. The following guidelines are intended to provide a clear understanding of the District's relationship to these organizations and a system of reporting to insure conformity to District recreational standards.

Under no circumstances shall any sponsored or affiliated club utilize any facility to the complete exclusion of the general public.

6.06.1 Affiliated Organizations. These organizations would not normally use District staff and administration services, but may, through special request, use District facilities.

6.06.2 Guidelines for Affiliated Organizations

- A. All activities of affiliated organizations must be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District, subject to membership fees and general membership requirements. In such instances, where membership applications exceed the club's ability to handle such membership, the District, in conjunction with club officials, will determine the method of membership selection.
- B. The District shall provide such services and/or facilities to accommodate the activities of these affiliated organizations commensurate with existing programs offered by the District. However, if the scheduled activity requires that the District bring in a

supervisor or custodian to open the facility, or if added fieldwork must be completed, a reasonable charge will be assessed to the affiliate. This is in keeping with District policy governing the facilities.

- C.** Each affiliate must have a constitution and/or bylaws which shall be submitted for review and approval by the District.
- D.** If a membership fee is required to join the affiliated organization, those fees may be deposited in a separate account under that organization's name; however, an annual financial statement shall be provided to the District no later than March 31 of each calendar year.
- E.** Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the affiliated or sponsored organization's separate account.
- F.** Any work done by the Parks Department of the District on behalf of any affiliated or sponsored organization will be restricted to District limits.
- G.** If the affiliate's maintenance standards are higher than the District's standards, that organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.

6.06.3 Sponsored Organizations. These organizations provide their own basic leadership and delegate functions to the membership. The District provides, on a limited basis, staff, facility and administrative services in the planning and operational functions of the recreational activity. In some instances, the District provides limited financial assistance to sponsored organizations.

6.06.4 Guidelines for Sponsored Organizations

- A.** All activities of sponsored organizations must be in accordance with the District's philosophy of recreation and be open for participation by any resident of the District, subject to membership fees and general membership requirements. In such instances, where membership applications exceed the club's ability to handle such membership, the District, in conjunction with club officials, will determine the method of membership selection. The extent of participation by non-District residents in the organization shall be approved by the District.
- B.** The District shall provide such services and/or facilities to accommodate the activities of these sponsored organizations commensurate with existing programs offered by the District. However, if the scheduled activity requires that the District bring in a supervisor or custodian to open the facility or if added fieldwork must be completed, a reasonable charge will be assessed to the organization. This is in keeping with District policy governing the facilities.

- C.** Administrative guidance will be provided by the District but direct leadership will be provided by the organization's membership. Program planning and budgeting shall be done by the club in conjunction with the administrative staff of the District.
- D.** Each organization must have a constitution and/or bylaws which shall be submitted for review and approval by the District.
- E.** All public mailings and publicity by the organizations must meet with District standards and must state sponsorship by the Park District of Highland Park.
- F.** The District shall approve, on an annual basis, all fees for membership and events. All fees shall be deposited in the organization's account in accordance with accepted District standards.
- G.** If a membership fee is required to join the organization, those fees may be deposited in a separate account under that organization's name; however, an annual financial statement shall be provided to the District no later than December 1 of each calendar year.
 - H.** Fund-raising for the purpose of supporting an activity must be authorized by the Board. The manner in which fund-raising is to be conducted, the purposes for which the funds are collected and a budget for these funds must be submitted to the District for approval in advance of any fund-raising project. Proceeds from fund-raising may be placed in the affiliated or sponsored organization's separate account.
 - I.** Officers and leaders of sponsored organizations shall qualify as additional insureds under the District's liability insurance program.
 - J.** Year-end balances of funds should not exceed the amount of finances needed for start-up services for the next program year. When excess funds are available in the organization's treasury, the District will identify special projects in which such funds may be donated to the District for program and/or facility improvements.
 - K.** Any work done by the Parks Department of the District on behalf of any affiliated or sponsored organization will be restricted to District limits unless authorized.
 - L.** If the organization's need for maintenance standards are higher than District standards, that organization shall provide the additional maintenance to meet its own standard provided that approval is granted by the Executive Director for this voluntary maintenance work.
 - M.** The District will not provide storage space for any affiliated or sponsored organization unless requested by the organization and approved by the Park District.

6.07 NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION

The District shall work cooperatively with the Northern Suburban Special Recreation Association to provide recreation programming which will meet the needs and interests of all individuals.

6.08 PROGRAM GOALS AND EVALUATION POLICY.

The District will, on a seasonal basis, distribute evaluations to program participants and/or staff to gain feedback on District operations to be improved, maintained or added. Evaluation of District services may, however, be conducted at any time deemed necessary. In addition, each fund center will establish functional descriptions and goals, which will be reviewed annually at the time of budget preparation.

6.09 STATISTICS POLICY

The District will, on a regular basis, maintain statistics for recreation programs, to be used in planning for improvements to current programs, and the addition of new programs.

6.10 SEVERE WEATHER AND LIGHTNING PROCEDURE

The Severe Weather and Lightning Procedure is described in the Park District of Highland Park Code of Conduct.

6.11 BEHAVIOR MANAGEMENT POLICY AND PROCEDURES

It is the policy of the Park District of Highland Park to provide safe and rewarding programs to our participants. Appropriate behavior by participants is necessary to ensure successful programs.

The following shall be used to manage participant behavior.

I EQUAL ACCESS

No eligible participant shall, on the basis of race, sex, creed, national origin, or disability be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage or opportunity.

II BEHAVIOR

Participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Park District programs safe and enjoyable for all participants. Additional rules may be developed for particular programs and athletic leagues as deemed necessary by staff.

Participants shall:

- A. Show respect to all participants and staff, and take direction from staff
- B. Refrain from using abusive or foul language
- C. Refrain from causing bodily harm to self, other participants, or staff
- D. Show respect for equipment, supplies, and facilities

III DISCIPLINE

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, prompt resolution will be sought specific to each individual's situation. The Park District reserves the right to dismiss a participant whose behavior endangers the safety of himself or others.

IV PROCEDURE

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed (i.e., if the registration form asks, "Please describe any accommodations needed for the participant's enjoyment of this program" and the parent/guardian indicates "positive role models for behavior" or a similar response, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program.

If the participant exhibits inappropriate actions, the following guidelines should be followed:

- A. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - 1. Verbal warning
 - 2. A supervised time-out (10-15 minutes) from the program. The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of activity; seclusion: time-out area with staff member present away from view of activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report.
- B. Any conduct reports made should be given to the full-time supervisor.
- C. Parent should be contacted by the supervisor or leader in charge of the program.
- D. If not already being utilized, a behavior modification program should be developed and implemented (those involved in development may include, but not be limited to, Park District staff, special recreation staff, parent/guardian, school personnel, other support professionals). The behavior modification program should be monitored and reviewed as needed.
- E. Communication between staff (program leaders, supervisory and special recreation) and parent should be ongoing regarding any further incidences of inappropriate behavior. Documentation is recommended.
- F. Other related professionals (teacher, social workers, psychologist, etc.) may be consulted for suggestions.

G. If inappropriate behavior persists, removal from program may be necessary. Options may include but are not limited to:

1. Transfer to another program where inappropriate behavior may be less prone to occur.
2. Limited/reduced time frame that participant is allowed to attend the program.
3. If a late charge policy exists, an additional charge assessed for overtime responsibility for the participant if he/she is detained beyond normal program hours.
4. Suspension from program for a designated time period.
5. Removal from program.

H Appeals by the participant and/or participant's parent/guardian may be directed to the Deputy Executive Director.

V WHEN TO CONTACT THE POLICE

If a participant makes a direct threat of hurting himself, staff will call the parent/guardian immediately. If a parent/guardian is not available, call the police.

If a participant becomes overly aggressive and violent, staff will call the police.

CHAPTER VI-B RECREATION CENTER OF HIGHLAND PARK AND
WEST RIDGE CENTER

6.12 STATEMENTS OF PURPOSE AND AUTHORITY

6.12.1 Statement of Purpose. The Recreation Centers will provide a broad and diversified recreation program for various ages to meet the needs and interests of the community. The Centers will provide registration and information regarding District activities. The Centers will be available for community use and for use by affiliated organizations.

6.12.2 Statement of Authority. The services of the Recreation Centers shall operate as a division of the Recreation Services Department of the District. The Centers shall be operated and maintained in accordance with policies established by the Board.

6.13 HOURS OF OPERATION

Hours of operation will be established to best accommodate public needs and interests.

6.14 MAINTENANCE

The Centers will be maintained to ensure a clean, safe and comfortable environment for patrons.

6.15 RULES AND REGULATIONS/FEES AND CHARGES

Rules and regulations, including fees, are established for all phases of operation and shall be reviewed annually.

6.15.5 RECREATION CENTER OF HIGHLAND PARK ADVISORY COMMITTEE

The committee, chaired by a Board member, shall consist of members whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.

CHAPTER VI-C. GENERAL RECREATION PROGRAMS

6.16 STATEMENTS OF PURPOSE AND AUTHORITY

6.16.1 Statement of Purpose. The Recreation Services Department will provide a broad and diversified selection of programs for various ages and interests.

6.16.2 Statement of Authority. General programs are offered throughout the District and, in some instances, at sites outside of the District. All programs operate under the direction of the Recreation Services Department of the District.

6.17 PROGRAMMING AND SPECIAL EVENTS

Recreation Program Services will strive to provide recreation programming and special events with trained leadership, which shall accommodate the leisure needs and interests of the public on a nondiscriminatory basis. Such programming and special events will involve cooperation with affiliated and community groups as well as the school districts. The District, in planning recreational programming and special events, shall take into consideration the participants' needs, geographic location, financial resources and safety.

6.17.5 RECREATION ADVISORY COMMITTEE

The committee, chaired by a Board member, shall consist of members whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.

CHAPTER VI-D. ATHLETICS

6.18 STATEMENTS OF PURPOSE AND AUTHORITY

6.18.1 Statement of Purpose. Athletic Services will provide a broad and diversified athletic program for various ages to meet the needs and interests of the community.

6.18.2 Statement of Authority. Athletic Services shall operate as a division of the Recreation Services Department of the District. Athletic programs and facilities shall be operated and maintained in accordance with policies established by the Board.

6.18.3 Rules and Regulations. Rules and regulations shall be established and reviewed by the Board annually.

6.18.4 Philosophy. The District philosophy of participation in athletics and coaching is outlined in the American Coaching Effectiveness Program.

6.19 BALL FIELD MAINTENANCE

Field maintenance that involves motorized equipment or any work, which may be disturbing to neighbors, shall be performed in accordance with the schedule permitted by City of Highland Park Ordinance.

6.20 ATHLETICS ADVISORY COMMITTEE

The committee, chaired by a Board member, shall consist of members whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.

6.21 WINTER SPORTS

6.21.1 Temperature Requirement. All winter sports will be canceled when the wind chill is 20 degrees below zero or colder.

6.21.2 Cross-Country Skiing. Cross-country skiing is permitted at the Heller Nature Center when there is a minimum of four inches of snow on the ground.

6.21.3 Sledding Hill. The District does not provide a supervised sledding hill. Sledding and tobogganing are sports involving substantial risk of bodily injury and should District property be used for such purposes, the participants assume all risk.

6.22 FEES AND CHARGES

The Board shall establish fees and charges annually.

CHAPTER VI-E. AQUATICS

6.23 STATEMENTS OF PURPOSE AND AUTHORITY

6.23.1 Statement of Purpose. The purpose of Aquatics Services shall be to provide excellent aquatic facilities to residents of the Park District of Highland Park and other communities.

6.23.2 Statement of Authority. Aquatics Services shall operate as a division of the Recreation Services Department of the District and the maintenance of the aquatics facilities shall operate as a division of the Parks Department of the District. The aquatics facilities shall be operated and maintained in accordance with policies established by the Board.

6.23.3 Rules and Regulations. Shall be established by the Board.

6.24 HIDDEN CREEK AQUAPARK

6.24.1 Operating Season. The operating season of Hidden Creek AquaPark shall be determined annually and will generally correspond with the school calendar.

6.24.2 Hours of Operation. The hours of operation shall be established to best accommodate the public needs and interests within safe operating procedures.

6.24.3 Fees and Charges. The Board shall establish fees and charges annually.

6.24.4 Hidden Creek AquaPark Advisory Committee. The committee, chaired by a Board member, shall consist of member whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.

6.25 SWIMMING BEACHES

6.25.1 Operating Season. The operating season of the swimming beaches shall be determined annually and will generally correspond with the school calendar.

6.25.2 Hours of Operation. The hours of operation shall be established to best accommodate the public needs and interests within safe operating procedures.

6.26

PARK AVENUE

6.26.1 Operating Season. The boating season has been established from May 1st through October 15th (weather permitting). The season may begin or end earlier or later.

6.26.2 Hours of Operation. The hours of operation shall be established to best accommodate the public needs and interests within safe operating procedures.

6.26.3 Fees and Charges. The Board shall establish fees and charges annually.

6.26.4 Rules and Regulations. Shall be established by the Board.

6.26.5 Yacht Club. The North Shore Yacht Club, founded in 1935, is located at the Park Avenue boat launching area and operates under a license agreement with the District. The Club encourages membership by anyone interested in boating activities.

6.26.6 Lakefront Advisory Committee. The committee, chaired by a Board member, shall be an appointed body whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.

CHAPTER VII. SUNSET VALLEY GOLF COURSE & HIGHLAND PARK COUNTRY CLUB

7.00 STATEMENT OF PURPOSE

The purpose of Sunset Valley Golf Course and Highland Park Country Club (collectively, the "Golf Courses") shall be to provide excellent public golf facilities to residents of the District.

7.01 STATEMENT OF AUTHORITY

The golf services of the Golf Courses shall operate as a division of the Recreation Services Department of the District and the maintenance of the Golf Courses shall operate as a division of the Parks Department of the District. The Golf Courses shall be operated and maintained in accordance with procedures established by the Board.

7.02 OPERATING SEASON

The operating season of the Golf Courses will be as weather permits.

7.03 FEES AND CHARGES

The Board shall annually establish fees and charges.

7.04 GOLF ADVISORY COMMITTEE

The committee, chaired by a Board member, shall consist of members whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.

CHAPTER VIII. DEER CREEK COURTS AND OUTDOOR TENNIS

8.00 STATEMENT OF PURPOSE

The purpose of Deer Creek Courts and the outdoor tennis courts shall be to provide excellent public tennis and racquetball facilities to residents of the Park District of Highland Park and surrounding communities.

8.01 STATEMENT OF AUTHORITY

The services of Deer Creek Courts and the outdoor tennis courts shall operate as a division of the Recreation Services Department of the District. All courts shall be operated and maintained in accordance with procedures established by the Board.

8.02 OPERATING SEASON

The operating season of Deer Creek Courts shall be approximately from mid-September through May.

8.03 OPERATING HOURS

- A.** The hours of operation of Deer Creek Courts shall be established annually.
- B.** Holiday hours shall be established based upon community interest.

8.04 FEES AND CHARGES

The Board shall annually establish fees and charges.

8.05 TENNIS ADVISORY COMMITTEE

The committee, chaired by a Board member, shall consist of members whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.

CHAPTER IX. CENTENNIAL ICE ARENA

9.00 STATEMENT OF PURPOSE

The purpose of Centennial Ice Arena shall be to provide an excellent skating facility to residents of the Park District of Highland Park and surrounding communities.

9.01 STATEMENT OF AUTHORITY

The skating services of the Centennial Ice Arena shall operate as a division of the Recreation Services Department of the District and the maintenance of the Centennial Ice Arena shall operate as a division of the Parks Department of the District. The Centennial Ice Arena shall be operated and maintained in accordance with procedures established by the Board.

9.02 OPERATING SEASON

The operating season of the Centennial Ice Arena shall be approximately September 1 through mid-April annually. The season may begin or end earlier or later.

9.03 HOURS OF OPERATION

The hours of operation shall be established to best accommodate the public's needs and interests.

9.04 FEES AND CHARGES

The Board shall annually establish fees and charges.

9.05 ICE RINK ADVISORY COMMITTEE

The committee, chaired by a Board member, shall consist of members whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.

CHAPTER X. WALTER E. HELLER NATURE CENTER & PRESERVE

10.00 STATEMENT OF PURPOSE

The Walter E. Heller Nature Center will help visitors to develop a positive and lifelong relationship with the natural world. Within the Preserve itself a diversity of ecological communities shall be preserved and restored so as to protect valuable natural processes. The understanding of these environmental processes, which shape and form the life of the community of Highland Park, will be presented through earth education and environmental interpretation. In addition, the opportunity for both passive and active outdoor recreation will help ensure enjoyment of these natural processes of life. These shall be the four overall themes that guide the purpose of the Walter E. Heller Nature Center: preservation, education, interpretation and recreation.

10.01 STATEMENT OF AUTHORITY

The services of the Walter E. Heller Nature Center shall operate as a division of the Recreation Services Department of the District. The facility shall be operated and maintained in accordance with procedures established by the Board.

10.02 GENERAL PHILOSOPHY

10.02.1 The Preservation and Protection of Natural Environmental Processes

10.02.2 Presentation and Interpretation of the Environmental Processes Which Shape and Form the Life of the Community

10.03 OPERATING SEASON

The Walter E. Heller Nature Center shall be operated on a year-round basis.

10.04 HOURS OF OPERATION

The hours of operation shall be established to best accommodate the public needs and interests.

10.05 FEES AND CHARGES

The Board shall annually establish fees and charge

10.06 HELLER ADVISORY COMMITTEE

The committee, chaired by a Board member, shall consist of members whose terms of office and responsibilities shall be determined by the Board as a whole. The committee shall act in an advisory capacity only and shall have no authority other than to make recommendations to the Executive Director and Board. Members of the committee shall be selected by the Board from participants and interested residents.



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

Date: July 3, 2013

Re: **NORTH SHORE SANITARY DISTRICT CARY AVE. (ROSEWOOD) WATER SERVICE REPLACEMENT**

C: Executive Director McElroy, Manager Gardocki

The North Shore Sanitary District (NSSD) needs to replace Cary Avenue Pumping Station water service line. We are working with the NSSD to have this replacement take place during our Rosewood Beach Improvements construction time period to minimize disruption.

The Park District has asked NSSD to increase the line size from four inch to six inch to fully meet the demands of our beach facilities improvements and NSSD needs. This is a service line that will supply all drinking water to all new facilities at Rosewood Beach. This is an excellent opportunity for the Park District.

This construction will require a series of easements to the NSSD and City of Highland Park, of which drafts are attached, since the pipe route lies on Park District property. Also required will be an agreement for cost-sharing of the project. Project costs are forthcoming.

A final draft will be presented to the Board later this month for approval.

The Grantee agrees that it will hold Grantor harmless for any and all claims resulting from Grantee's activities arising out of or related to this Grant of Permanent Water Main Line Easement and Grantee will provide the Grantor with a Certificate of Insurance not less frequently than annually indicating that Grantee has liability insurance in an amount not less than two million dollars (\$2,000,000) and Grantee is insured as an additional party insured.

When construction work performed by the Grantee is finished, it will cause all unused materials, machinery, equipment, or debris to be removed from said premises.

The Grantee will compensate the Grantors for any and all damages to either its premises or improvements on said premises, which damage may be caused by or may be the result of any construction work performed by the Grantee on said tract of land and for damage or injury to the general public or to any individual, whether or not employed on such work, if such damage or injury arises out of said construction.

The Grantors specifically reserve unto themselves the fee simple title to the real property described above subject only to the easements described herein.

Grantors are aware of and waive their rights provided by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and Grantors further agree they are receiving fair and reasonable compensation for the easement.

IN WITNESS WHEREOF, each Grantor has hereto hereunder set his hand and seal this _____ day of _____, _____.

_____(SEAL)

_____(SEAL)

ACKNOWLEDGMENT

STATE OF ILLINOIS)
)
COUNTY OF LAKE) SS

I, the undersigned, a Notary Public in and for said County and State aforesaid,
DO HEREBY CERTIFY, that _____, and
_____ personally
known to me to be the same persons whose names are subscribed to the foregoing
instrument, appeared before me this day in person and acknowledged that they signed,
sealed and delivered the said instrument as their free and voluntary act, for the uses
and purposes therein set forth, including the release and waiver of the right of
homestead.

Given under my hand and notarial seal, this _____ day of _____, A.D. _____.

_____(SEAL)

Exhibit to MO...

EXHIBIT A: PERMANENT EASEMENT PLAT AND CERTIFICATE OF SURVEY

Exhibit to MOU

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE NORTH SHORE SANITARY DISTRICT AND
THE PARK DISTRICT OF HIGHLAND PARK
REGARDING EASEMENTS FOR WATER MAINS**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into between the North Shore Sanitary District (hereafter “NSSD”) and the Park District of Highland Park (hereafter “Park District”) concerning easements across, under and through the property commonly known as Rosewood Beach Park.

RECITALS

WHEREAS, the North Shore Sanitary District is organized under and by virtue of the Constitution and laws of the State of Illinois and is acting in the exercise of its statutory powers in making this Agreement; and

WHEREAS, the Park District is an Illinois Park District organized under the Constitution of the State of Illinois and the Illinois Park Code, 70 ILCS 1205/1 *et seq.*, acting pursuant to its constitutional and statutory powers in making this Agreement; and

WHEREAS, NSSD and the Park District are public agencies within the meaning of Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*; and

WHEREAS, Article VII, Section 10, of the Illinois Constitution of 1970 encourages and provides for units of local government to contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and may use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

WHEREAS, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* further authorizes intergovernmental cooperation; and

WHEREAS, the Park District owns that property commonly known as Rosewood Beach Park; and

WHEREAS, NSSD will be constructing a water main for the City of Highland Park through the Rosewood Beach Property and NSSD has secured a Temporary Construction Easement from the Park District for those purposes; and

WHEREAS, NSSD desires this Agreement with the Park District to confirm that a permanent easement across, under and through Rosewood Beach Park for the newly constructed water mains will be granted to the City of Highland Park upon completion; and

WHEREAS, the Park District and the City of Highland Park have negotiated the terms of the Permanent Easement (calling for the platting of the precise location to be determined and confirmed following actual construction with a width of 10 feet centered on the actual location of the water main) in the form attached hereto as Exhibit A.

NOW THEREFORE, in consideration of the promises, terms and conditions set forth herein, the parties agree as follows:

1.0 RECITALS INCORPORATED.

The Recitals set forth above are incorporated herein and made a part hereof.

2.0 UNDERSTANDING AND AGREEMENT

The Park District, in consideration of the mutual promises made by NSSD in the Temporary Construction Easement and the City of Highland Park in the Grant of Permanent Easement attached hereto as Exhibit A, hereby agrees with NSSD that, following completion and platting of the precise location of the water main and platting of the easement with a width of 10 feet centered on the water main, and following approval by the City of Highland Park of the terms of the Grant of Permanent Easement as set forth in Exhibit A hereto, the Park District shall

approve the Grant of Permanent Easement to the City of Highland Park in the form attached hereto as Exhibit A and deliver same to the City for recording with the Lake County Recorder of Deeds Office.

3.0 TERMINATION

This Memorandum shall expire if the Parties are unable to adopt the permanent easement within 6 months of the date of passage of this Memorandum.

NORTH SHORE SANITARY DISTRICT

PARK DISTRICT OF HIGHLAND PARK

President

President

ATTEST:

Secretary

Secretary

**GRANT OF TEMPORARY
CONSTRUCTION
EASEMENT**

This Instrument Prepared by:

Park Dist. of Highland Park
636 Ridge Road
Highland Park, IL 60035

Return to Grantee:

North Shore Sanitary District
PO Box 750, Wm Koepsel Dr.
Gurnee, IL 60031

Park District of Highland Park, hereinafter referred to as "Grantor" is the Owner of the Property legally described in Exhibit A hereto ("Grantor's Property"). In consideration of the sum of Ten and no/100 (\$10.00) Dollars and for other good and valuable consideration, receipt whereof is hereby acknowledged, Grantor does hereby convey and grant to **the North Shore Sanitary District**, hereinafter referred to as "Grantee," a temporary construction easement over and across that portion of the Grantor's Property designated on Exhibit A as the "Temporary Construction Easement" (hereafter "TCE Area") for the purpose of constructing the public water main improvements as per final engineering plans and specifications dated: _____ (the "Plans and Specifications"). The right is also granted to the Grantee to cut, trim or remove trees, bushes, fences, dirt, rock, soils and such other items as may be reasonably required incident to the rights herein granted. No permanent buildings or trees shall be placed on the TCE Area other than those called for in the Plans and Specifications.

The Grantee will cause all work performed by the Grantee on and within the TCE Area to be done carefully so as to cause as little damage as possible to the premises of the Grantors and that it will cause said premises to be restored as nearly as possible to their original condition after the completion of necessary construction performed by the Grantee.

The Grantee will save, protect, and keep harmless the Grantors, the said easements and the remainder of the Grantors' adjacent lands from any liens of any kind for either work or materials used or employed in all work performed by the Grantee on said tract of land.

The Grantee agrees that it will hold Grantor harmless for any and all claims resulting from Grantee's activities arising out of or related to this Grant of Temporary

Construction Easement and Grantee will name the Grantor as an additional party insured.

When construction work performed by the Grantee is finished, it will cause all unused materials, machinery, equipment, or debris to be removed from said premises. Within 10 business days of completion, Grantee will provide Grantor with an "as-built" survey showing the location of the public water main and any other improvements or appurtenances installed by Grantor and this survey will be used to depict the location of the Permanent Public Water Main Line Easement.

The Grantee will compensate the Grantors for any and all damages to either its premises or improvements on said premises, which damage may be caused by or may be the result of any construction work performed by the Grantee on said tract of land and for damage or injury to the general public or to any individual, whether or not employed on such work, if such damage or injury arises out of said construction.

The Grantors specifically reserve unto themselves the fee simple title to the real property described above subject only to the easements described herein.

This Easement shall expire upon completion of the work set forth in the Plans and Specifications or upon the suspension of the project for which it is intended for a period of greater than 180 days or upon the mutual agreement of the parties.

IN WITNESS WHEREOF, Grantor and Grantee have each set his hand and seal this _____ day of _____, _____.

PARK DISTRICT OF HIGHLAND PARK

President

Attest: Secretary

NORTH SHORE SANITARY DISTRICT

President

Attest: Secretary

ACKNOWLEDGMENT

STATE OF ILLINOIS)
)
COUNTY OF LAKE) SS

I, the undersigned, a Notary Public in and for said County and State aforesaid,
DO HEREBY CERTIFY, that _____, and
_____ personally
known to me to be the same persons whose names are subscribed to the foregoing
instrument, appeared before me this day in person and acknowledged that they signed,
sealed and delivered the said instrument as their free and voluntary act, for the uses
and purposes therein set forth.

Given under my hand and notarial seal, this ____day of _____, A.D. _____.

_____(SEAL)

ACKNOWLEDGMENT

STATE OF ILLINOIS)
)
COUNTY OF LAKE) SS

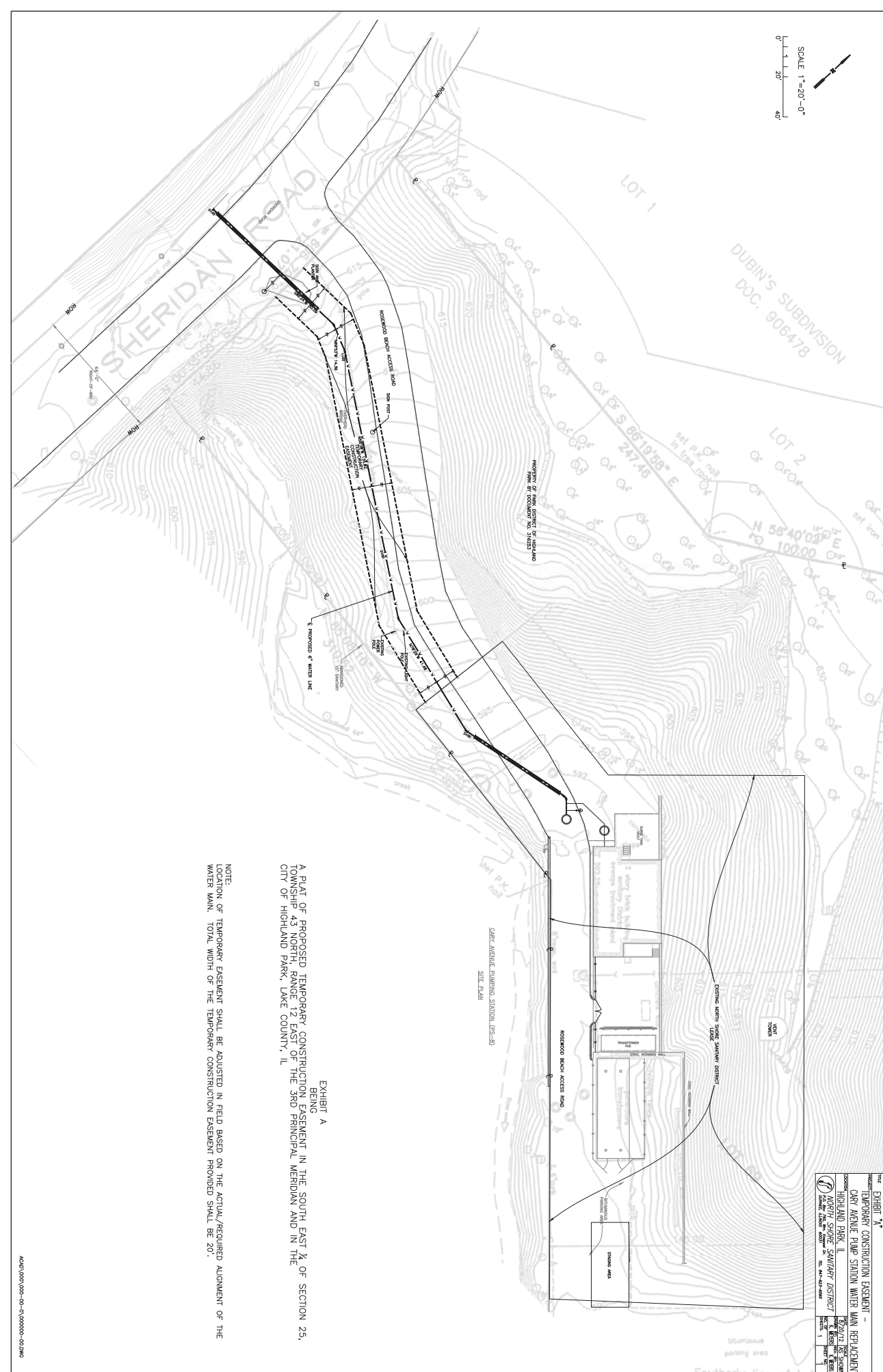
I, the undersigned, a Notary Public in and for said County and State aforesaid,
DO HEREBY CERTIFY, that _____, and
_____ personally
known to me to be the same persons whose names are subscribed to the foregoing
instrument, appeared before me this day in person and acknowledged that they signed,
sealed and delivered the said instrument as their free and voluntary act, for the uses
and purposes therein set forth.

Given under my hand and notarial seal, this ____day of _____, A.D. _____.

_____(SEAL)

EXHIBIT A – TEMPORARY CONSTRUCTION EASEMENT PLAT

SCALE 1"=20'-0"
 0 10 20 40



NOTE:
 LOCATION OF TEMPORARY EASEMENT SHALL BE ADJUSTED IN FIELD BASED ON THE ACTUAL/REQUIRED ALIGNMENT OF THE WATER MAIN. TOTAL WIDTH OF THE TEMPORARY CONSTRUCTION EASEMENT PROVIDED SHALL BE 20'.
 EXHIBIT A
 BEING
 A PLAT OF PROPOSED TEMPORARY CONSTRUCTION EASEMENT IN THE SOUTH EAST ¼ OF SECTION 25,
 TOWNSHIP 43 NORTH, RANGE 12 EAST OF THE 3RD PRINCIPAL MERIDIAN AND IN THE
 CITY OF HIGHLAND PARK, LAKE COUNTY, IL.

THE EXHIBIT A
 TEMPORARY CONSTRUCTION EASEMENT -
 CARY AVENUE PUMP STATION WATER MAIN REPLACEMENT
 HIGHLAND PARK, IL
 ENGINEER: [Signature]
 SURVEYOR: [Signature]
 [Professional Seal]