



**GLENCOE PARK DISTRICT
SPECIAL BOARD MEETING**

Tuesday, September 11, 2018

**Immediately following the 7:00pm Special Projects & Facilities
Committee Meeting
Takiff Center**

Consistent with the requirements of the Illinois Compiled Statutes 5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Meeting Location: Takiff Center, 999 Green Bay Road, Glencoe, IL 60022

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Commissioner Oath of Office: Bob Kimble
- V. Consent Agenda
 - A. Distinguished Accreditation Policy Approvals
 - 1. Approval of Open Meetings Act and Freedom of Information Act Designees Policy
 - 2. 5 year Review and Approval of Board Policy Manual
 - 3. Review and Approval of Ordinance Code No. 700
- VI. Action Items
 - A. Bi-Annual Review of Executive Session Minutes 5ILCS120/2(c)(21)
- VII. Other Business
- VIII. Adjournment

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030.
Executive Director Email: lsheppard@glencoeParkDistrict.com

IV. Commissioner Oath of Office: Bob Kimble

Glencoe Park District
September 11, 2018
Special Board Meeting

STATE OF ILLINOIS)
COUNTY OF COOK) SS
GLENCOE PARK DISTRICT)

OFFICIAL OATH

I, Robert W. Kimble, having been elected to the office of Park Commissioner of the Glencoe Park District, Cook County, Illinois **DO HEREBY SOLEMNLY DECLARE AND AFFIRM** that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will well and faithfully discharge the duties of the office of Park Commissioner to the best of my ability.

Robert W. Kimble, Commissioner
Board of Park Commissioners

SIGNED AND AFFIRMED before me,
this 11th day of September 2018.

Lisa M. Sheppard, Secretary
Board of Park Commissioners

SEAL

V. Consent Agenda

Glencoe Park District
September 11, 2018
Special Board Meeting

Glencoe Park District Open Meetings Act and Freedom of Information Act Designees

The Executive Director and the District's Administrative Assistant are the Glencoe Park District's designated staff members to act as OMA and FOIA officers. The Executive Director and the District's Administrative Assistant must successfully complete the electronic training curriculum developed and administered by the Illinois Attorney General's Public Access Counselor for the Opening Meetings Act (OMA) and Freedom of Information Act (FOIA) annually. This completed documentation of completion will be filed in the administration office.

PDF Version: P\Policies & Procedures\Administration\Open Meetings Act and Freedom of Information Act Designees

Word Version: P\Board\Policies & Procedures\Administration\Open Meetings Act and Freedom of Information Act Designees



Glencoe Park District Board of Park Commissioners Board Policy Manual

Updated and Approved by the Board of Commissioners: 6/19/2018
9/17/2013
8/28/2012
6/16/2009

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GLENCOE PARK DISTRICT BOARD POLICY MANUAL

Article 1 Purpose of Manual; Biennial Review

1.01 Forward

The Glencoe Park District, hereinafter the “District”, is a separate unit of municipal government, established in 1912, governed by a Board of five elected commissioners, hereinafter the “Board”, who serve without pay. It is the purpose of the District to effectively and economically provide recreational programs, facilities, and open space for the residents of the District, which are designed to provide wholesome, constructive, and enjoyable leisure time experiences that benefit the individual, the family, and the community. The Board acts as the legislative and policy making body of the District in the operation, control, improvement, and planning of its parks, recreation programs, facilities, personnel and fiscal operations.

1.02 Purpose

The Board of Commissioners recognizes the need for a document that contains the Board policies and administrative procedures as well as Personnel Policies that facilitate the operation of the Park District on a day-to-day basis. This Board Policy manual is intended to describe the existing policies of the District as they apply to the administrative management of the District. The Board has reviewed and approved this manual and will in the future periodically review and revise the policies contained in the manual, as it deems appropriate.

This Board Policy Manual (the “Manual”), adopted by the Board of Park Commissioners (the "Board" or individually a “Commissioner”) of the Glencoe Park District (the "District"), sets forth basic policies to guide the Board as it governs the District. The Manual is not intended to be all-inclusive or comprehensive in nature; the Board maintains policies, rules, regulations, and guidelines in addition to those set forth in the Manual. Nor is the Manual intended to be rigid and binding on all matters addressed in it. Rather, the provisions of the Manual are a manifestation of the Board's desire to establish basic standards for appropriate decision-making, protocol, and conduct in the service of the residents of the District.

1.03 By-Laws and Legal Authority of the Park District

The Park District is governed by numerous statutes of the State of Illinois, (Ill. Compiled Stats.). The principal authority is The Park District Code (70 ILCS 1205/et seq.), which is a codification of the general law relating to park districts in Illinois. References and excerpts from the Park District Code and other related laws may be made in this manual.

1.04 Legal Authority of this Policy Manual

The authority of the Manual is Section 1205/8-1(d) of The Park District Code, authorized the Park District to:

“(d) To pass all necessary ordinances, rules and regulations for the proper management and conduct of business of the board and district and to establish by ordinance all needful rules and regulations for the government and protection of parks, facilities, boulevards and driveways and other property under its jurisdiction, and to effect the objects for which such districts are formed.”

The statutes of the State of Illinois, of any final court decision that is in conflict with the provisions of this Manual, shall supersede the provisions of the manual.

1.05 Separability

If any policy or part thereof contained in this manual shall be determined invalid in a court of law, such determination shall not affect the validity of the remaining policies or parts thereof.

1.06 Defining Policies and Procedures

Policy Manual – Serves as the rules and regulations of the Glencoe Park District. A policy is any plan or course of action reflecting the mission to be achieved and officially approved by the Glencoe Park District. Policies provide guidelines for the operation of the District and gives direction to the Board and staff in the discharge of their duties.

The Personnel and Policy Committee presents the Policy Manual to the Board of Park Commissioners for approval and shall be recorded in writing. All matters contained in the Policy Manual are subject to Illinois Park District Code and State statues and laws as may be applicable.

Administrative Procedure – A procedure is a method of meeting policies as outlined by the Board of Park Commissioners. Administrative procedures are any plan or course of action formulated, developed, and implemented by the District to facilitate day-to-day operations within the respective policy guidelines. Procedures guide the staff in providing safe, efficient, and enjoyable recreational experiences for the public by detailing the specific course of action to be taken within the general framework of the policy.

The Executive Director shall have the responsibility of specifying the action required and designing the detailed arrangements under which the Park District operates. These detailed arrangements and specific action shall constitute the procedures that govern the day-to-day operations of the District and will, in every respect, be consistent with the policies adopted by the Board.

Procedures will be documented and placed in the District Employee Personnel Policy Manual.

Department/Operations Manuals: Guidelines for Park District staff to meet the policies as set forth by the Board of Park Commissioners. Procedures are developed by department heads and must be approved by the Executive Director.

1.07 Biennial Review

It is the intention of the Board to review the Manual biennially for consistency with applicable law and the practices of the Board. However, the Manual may be revised in writing by majority vote of all members of the Board at any time.

Article 2 Statement of Mission, Vision, and Values

2.01 Statement of Mission

This is the Mission of the District: To enrich lives, build community, and create memorable experiences through exceptional parks, programs, and facilities.

2.02 Vision and Values

This is the Vision of the District: We aspire to be the most innovative, customer-driven, and financially and environmentally sustainable park district for current and future generations.

The Values of the District:

Safety Driven: We work toward reducing or eliminating risk from injury or harm, and creating a safe environment for our customers and staff.

Passionate: Our passion for what we do makes our parks, services, and recreational programs the best in the industry.

Integrity Focused: We do what we say we are going to do. We are trustworthy and demonstrate strong moral values.

Responsive: We respond and follow through in a timely manner to our internal and external customers.

Innovative: We continuously find better ways of doing things.

Team Oriented: We are an empowered staff, communicating effectively in a collaborative and fun working environment.

Article 3 Board Responsibilities and Guidelines Generally

3.01 Board Membership

A. Number of Commissioners

The Board shall be comprised of five (5) members.

B. Term of Office

Commissioners shall be elected to serve for a term of four (4) years. Terms are designed to expire biennially on a staggered system. Commissioners shall serve until their successors are duly elected and qualified. The Board believes it is in the best interest of the District and Glencoe to limit the number of terms served by any one person to no more than two consecutive terms and to a maximum of four terms. For purposes of this term limit, a term shall be defined as any portion of a four term, whether the Commissioner has been elected or appointed.

C. Qualification

Any person who is a legal voter and who resides within the District for one year prior to the election is qualified to be a candidate for the office of commissioner.

D. Nomination

A traditional method for interested individuals seeking candidacy for the Park Board is through the Glencoe Caucus, a political party that is not affiliated with any political party. This process typically includes having interested individuals contacting the caucus and filling out its candidate application and submitting it to the caucus. The caucus will generally interview the candidates in the preceding the biennial spring election, and select its choices for slating generally no later than December of that year. All persons interested in becoming candidates, whether or not officially slated by the caucus, must file a nominating petition with the Secretary of the District, signed by qualified voters of the District, equal in number to not fewer than 2% of the number who voted in the last election for Commissioner in the District, but in no case by fewer than 25 voters. Illinois Park District Code 70ILCS, hereinafter the "Code."

E. Election

Commissioners shall be elected biennially to take the place of those whose terms expire. Such elections shall take place at the election provided for by the general election law (Illinois Compiled Statutes, (10ILCS 5/1.1 et seq.).

F. Vacancy

1. Declaring a Vacancy

A vacancy on the Board may be declared whenever any member (1) dies, (2) resigns, (3) becomes under legal disability, (4) ceases to be a legal voter in the District, (5) is convicted of any infamous crime, (6) refuses or neglects to take his/her oath of office (7) neglects to perform the duties of his/her office or attend meetings of the Board for the length of time or (8) for any other reason specified by law. (Code, 70 ILCS 1205/2-25).

2. Method of Filling Vacancies

Vacancies shall be filled by appointment by a majority of the remaining members of the Board. Any person so appointed shall hold his/her office until the next regular election at which time a qualified candidate shall be elected to fill the vacancy of the unexpired term. However, if the vacancy occurs with fewer than 28 months remaining in the term or with fewer than 88 days before the next regularly scheduled election, then the person appointed to fill the vacancy shall hold his/her office until the expiration of the term for which he/she has been appointed, and no election to fill the vacancy shall be held (Code, 70 ILCS 1205/2-25).

3. Prospective Candidate Information Packet

As directed by the Board, staff should prepare a prospective candidate information packet. The packet will be available to any declared candidate upon request. The packet should include essential information about the park district to include, at a minimum, a board policy manual, a procedure manual, and annual budget, and an organizational chart. A meeting schedule, informational brochures, and information any advisory group(s) should also be included.

G. Inauguration of Board Members

1. Newly Elected or Re-elected Commissioners

Newly elected or re-elected Commissioners shall be inaugurated at the annual meeting held on the third Tuesday of May. At this time, the “old” Board shall meet and conduct any unfinished business. The Secretary of the District shall then inaugurate the newly elected Commissioners and the re-elected Board members and then adjourn the meeting sine die. The new Board shall then convene the annual meeting.

2. Appointed Commissioners

Newly appointed Commissioners shall be inaugurated at the first regular Board meeting following their appointment.

3.02 Commissioner Privileges

A. Compensation

Board members shall act as such without compensation. (Code, 70 ILCS 1205/4-1).

B. Conferences and Seminars

Opportunities to attend and participate in professional conferences, conventions, workshops, seminars, and technical meetings shall be provided at District expense subject to budgetary provisions. Reimbursable expenses shall include registration fees, transportation, lodging, meals, and other legitimate expenses.

C. Professional Associations

The District shall establish membership in and pay dues for Board members to the National Recreation and Park Association and the Illinois Association of Park Districts or any other professional association approved by the Board. Because both the National Recreation and Park Association (NRPA) and the Illinois Association of Park Districts (IAPD) serve the educational, legislative and research needs of the Board, which subsequently benefit the District, and because members of the NRPA and IAPD boards of directors and committees are drawn from Commissioners from throughout the nation and state, the Board encourages its members to serve on the boards and committees of NRPA and IAPD and shall reimburse any and all usual and customary expenses incurred by Board members which are directly related to their involvement with NRPA and IAPD boards or committees.

D. Community Relations Activities

The Board of Commissioners supports the District's representation at non-political social events within the community and surrounding area. The Commissioners, the Executive Director and others designated by the Board are authorized to attend social events for the purpose of increasing the District's involvement in the community and furthering the mission of the District. The District shall pay the fee charged for participation in a non-political social event by the Commissioners, Executive Director, and other District employees, as approved by the majority of the Board and/or the Executive Director.

E. District Programs and Facilities

Commissioners are encouraged to experience park district facilities and programs on a frequent basis, including the audit of programmed activities, so that they are able to reach sound decisions for budgeting and necessary changes to maintenance and operations of these facilities and programs. When interested in a scheduled program, the Commissioner shall notify the Executive Director at least seven days prior to the scheduled event to determine if there are any openings. If openings exist the Commissioner shall be free to attend the program. The Board encourages the commissioner, upon completion of the activity, to provide the Executive Director with feedback concerning the experience. Such first-hand experiences and interactions with users provide Commissioners with valuable background information to supplement customer evaluations and staff analyses.

Therefore, while in office, Commissioners are entitled to:

1. The Commissioner and their immediate family members will receive complimentary passes to the Watts Ice Center and the Glencoe Beach.
2. Commissioners shall receive the same program fee discounts that are afforded to full time Glencoe Park District staff members. (see also Personnel Policy Manual) A Commissioner shall not use a park district facility or participate in a Park District program if such use or participation will have the effect of excluding a paying resident.

Since some programs can only be experienced through the participation of family members, the program fee discount is extended to the Commissioner's immediate family. For purposes of this section, immediate family means the Commissioner's spouse/partner and dependent children living in the same household as set forth in the IRS code. These benefits are intended for Park District Commissioners' personal use only and do not apply to groups, organizations, or clubs that the Commissioners may be associated with.

F. Use of District Vehicles and Equipment

District vehicles, equipment, tools, and supplies are to be used for District business only and shall not be used for private or unauthorized purposes. All persons driving District vehicles are required to pass a road check prior to their driving a vehicle.

G. Indemnification

Board members shall be indemnified against claims and actions and shall be insured against any liability asserted against them because of their position as members of the Board.

H. Additional Costs

Any additional items such as travel, supplies, or equipment required for any particular program would be the responsibility of the Commissioner, Commissioner's spouse or dependent children.

I. Identification Card

When seeking entry to Park District facilities for the purposes of observation and evaluation, an ID card issued by the Park District must be presented. These privileges may be revoked at any time for failure to follow park district policies or abuse of the privileges.

3.03 Board Authority Pursuant to State Law

The Board functions under the authority of the Illinois Park District Code, 70 ILCS 1205/1-1 *et seq.*, the Glencoe Park District Ordinance Code and within the framework of applicable State of Illinois and federal laws, court decisions, opinions of the Illinois Attorney General and similar mandates from the state and national levels of government. The Board, as a whole, is the legal corporate authority of the District.

As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, or act, or speak for the Board (unless specifically authorized to do so by official Board action). Board members, collectively and individually, act as representatives of all residents of the District in maintaining and promoting the use of park and recreation activities. Through an evaluation of the available resources and the often conflicting needs and demands of all interested parties and groups, Board members seek to move toward decisions and actions which best serve the recreational needs of community as a whole.

The Board shall concern itself primarily with broad questions of policy rather than with administrative details. The application of these policies is an administrative task to be performed by the Executive Director and his/her staff, who shall be held responsible for the effective administration and supervision of the District, including all facilities and programs. All such facilities and programs shall be operated within the financial guidelines determined by the Board.

In the discharge of their duties, Board members act as a Board and not as individuals. The individual Board members have no more authority over park and recreation policies or personnel than any other citizen. He/she has no legal or moral right to speak for the Board unless specifically authorized to do so by action of the Board. It is improper, ill-advised, and unethical for individual Board members to make public pronouncements and/or conjectures about Board matters either not yet decided by official Board action or decided in a properly called Closed Session (Executive Session) of the Board. Board members should respect the Board's commitment to work through its Executive Director. Board members should also seek information from the Executive Director when asked by a resident to address a particular issue or complaint.

3.04 Ethics and Conduct

A. Ethics Act

Commissioners must file a statement of economic interests, pursuant to the Illinois Governmental Ethics Act, with the County Clerk of Cook County (5 ILCS 420/1-101).

B. Representation

Board members represent all of the residents of the District and should avoid representing special interest groups. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.

C. Code of Conduct

The Glencoe Park District Board recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, business-like and lawful conduct including proper use of authority and appropriate decorum when acting as a board member. Accordingly, each board member will:

1. When outside of Board meetings, avoid making individual pronouncements and public conjectures about agency matters not yet decided by the board.
2. Represent all the people of the community while avoiding partisanship based on special interests. Make an annual written declaration to the Board listing any organizations that may reasonably be expected to interact with the District of which Park Board Commissioner is an owner, leader, Board Member or employee. Such written declaration shall be updated as soon as reasonably possible within each year as may be relevant.
3. Engage in no self-dealing or the conduct of any private business of personal services with the District except as permitted by law to assure openness, competitive opportunity and equal access to “inside” information.
4. Recuse him/her from discussing or voting on an issue about which he or she has an unavoidable conflict of interest or which relates to another organization of which he/she is also an owner, leader, Board Member, or employee.
5. Not promise in advance of a meeting how he/she will vote on any issue, reserving judgment until all facts have been presented.
6. Not use his/her position to obtain employment for him/her, for family members or close associates. Should a member desire employment, he/she must first resign.
7. Make decisions involving the welfare of the agency based on study and evidence, recognizing that personal feelings, opinions and other such factors are not conducive to sound decision-making; and understand that respecting the opinions of fellow board members is vital.
8. Accept the principle of Board unity by supporting majority decisions of the Board.
9. Respect the Board’s commitment to work with the Executive Director by:
 - a) requesting desired information about the agency’s programs directly from him/her
 - b) referring to his or her suggestions for new policies

- c) seeking his or her professional advice
 - d) refraining from acting on any complaint until after the Executive Director has had an opportunity to investigate fully and report to the Board, and
 - e) Wholeheartedly supporting Board-approved actions of the Executive Director and his/her staff.
10. Recognize that the individual Board member has no more authority over agency policies or operations and shall speak or act for the Board only when specifically authorized to do so by action of the Board.
 11. Understand and respect the separation of Board responsibilities and functions from those of the Executive Director and staff. The Board's responsibility is to ensure that the agency is well managed – not to manage the agency.
 12. Consider unethical and thus avoid “secret” sessions of the Board held without the presence of the Executive Director.
 13. Respect the confidentiality appropriate to issues of a sensitive nature. Do not disclose any District confidential information except as agreed by Board action or as may be required by law.
 14. Commit to regular attendance at Board meetings and be properly prepared for Board deliberation.
 15. Understand and follow all provisions of the Illinois Open Meetings Act, as well as any other applicable statutes that govern the conduct of elected officials.
 16. Evaluate the Executive Director at least annually.
 17. Participate in community activities.
 18. Participate in Board development opportunities.
 19. Develop productive relationships with other elected officials at the state, local and national levels.
 20. Be available and responsive to residents by interpreting the needs of citizens to the agency and by interpreting the actions of the agency to citizens without favor of any particular geographic area or interest group.
 21. Keep the best interests of the agency in mind by considering himself/herself a “trustee” of the agency and doing his/her best to ensure that it is well maintained, financially secure, growing and always operating in the best interests of those the agency serves.

22. Respect, listen, and communicate with fellow Board members and the Executive Director. Make a committed effort to continuing education and to be well informed about issues and trends that could affect the agency.
23. Take care to avoid the impression that statements made in a personal capacity or on behalf of another organization represent the position(s) of the District.
24. Avoid representing either the District or an organization of which he/she is also an owner, leader, Board Member or employee if the two organizations interact.

D. Gift Ban Law

Board members (as well as employees) are responsible for understanding and adhering to the State of Illinois Gift Ban Law.

1. Public officials should not intentionally accept gifts in types and amounts, which will improperly influence their decisions from a “prohibited source”. The Ethics Law affects elected or appointed officers, all employees including contractual employees, spouses, or immediate family members living with the officer or employee. A prohibited source is any person or entity that:
 - a) Wants the Park District officer or employee to take some kind of official action on his/her behalf or to get the employee’s supervisor to do so.
 - b) Does business with the Park District or hopes to do business with the Park District in the future.
 - c) Conducts activities that are regulated by the Park District official or employee
 - d) Has an interest that may be affected in a good or bad way by the performance or non-performance of the Park District official or employee’s official duties.
2. A “gift” is anything having a monetary value including cash, food or drink. For example, it includes any gratuity (tip), discount, entertainment, or hospitality.
3. Exceptions to this law are:
 - a) A Board member may accept food or refreshments not exceeding \$75 per person on a single calendar day provided it is consumed on the premises or catered.
 - b) Any item or items from any one “prohibited source” during any calendar year that have a total value of less than \$100.
 - c) Opportunities that are available on the same conditions as the general public.

- d) Anything that the officer or employee pays fair market value.
 - e) Any lawful contribution (under the Election Code) to support a candidate or political organization.
 - f) Educational materials.
 - g) Travel expenses for a meeting to discuss business.
 - h) A gift from a relative.
 - i) Anything provided to a Board member by a personal friend only on the basis of friendship.
 - j) Anything provided to a Board member (e.g. food, lodging, transportation, etc.) because of an outside business or employment activity that you are involved in. It cannot have any connection to your official Park District position.
 - k) Any gift given by a Park District officer or employee to another Park District officer or employee. (“Intra-governmental gift”).
 - l) Any gift given by a Park District officer or employee to an officer or employee of another taxing body. (“Inter-governmental gift”).
4. If a Board member receives a gift that is prohibited under this law, he/she does not violate the policy if he/she (or his/her spouse or immediate family member) make a reasonable attempt to return the gift or give the gift or an amount of equal value to an appropriate charity that is exempt from income tax under Section 501 (c)(3) of the IRS Code.

E. Prohibition of Political Activities

1. Illinois law restricts the use of governmental funds and facilities for political purposes. It applies to units of local government and school districts. The law defines “officer” as an elected or appointed official whether the official is compensated or not. “Employee” is defined as full time, part time or contractual. The law states:
 - a) No officer or employee shall perform any prohibited political activity during the time he/she is being compensated by the Park District (work time).
 - b) No officer or employee can use any property or resource of the Park District for any prohibited political activity.

- c) No officer or employee can require any other officer or employee of the District to perform any prohibited political activity as part of that person's work duties, as a condition of employment, or during paid time off (such as vacation, holidays, etc.).
- d) No officer or employee can be made to participate in prohibited political activity by being promised additional compensation, salary adjustment, bonus, compensatory time off, continued employment, etc. No one can be rewarded with additional compensation for participating in a prohibited political activity. Compensated time is any time worked by or credited to an employee that counts as work time required for continued employment.

“Compensated time” does not include vacation, personal or compensatory time off. (Meaning employees are allowed to participate in these “prohibited political activities” during their vacation, personal time, etc.).

2. A prohibited political activity is:

- a) Preparing for, organizing, or participating in a political meeting, rally, demonstration etc.
- b) Soliciting contributions including selling, distributing, or receiving payment or political fundraiser tickets, meetings, etc.
- c) Soliciting, planning solicitation, or preparing any document regarding anything of value intended as a campaign contribution.
- e) Planning, conducting, or participating in a public opinion poll in connection with a campaign for office, a political organization or for/against any referendum question.
- f) Surveying potential or actual voters in an election to determine probable vote outcomes.
- g) Assisting at the polls on Election Day on behalf of any political candidate, organization or referendum question.
- h) Soliciting votes on behalf of a candidate, organization, or referendum question or helping to get voters to the polls.
- j) Initiating for circulation, preparing, circulating or filing a petition on behalf of a candidate, organization or referendum question.
- k) Making contributions on behalf of any candidate for elective office.
- l) Distributing, preparing or mailing campaign literature, making signs, etc. for a candidate for elective office or regarding a referendum question.

- m) Campaigning for office, or for/or against any referendum question.
- n) Managing or working on a campaign.
- o) Serving as a delegate to a political party convention.
- p) Participating in a recount or challenge to the outcome of any election.

3.05 Actions Taken in Representative Capacity

Commissioners, collectively and individually, act as representatives of the residents of the District in maintaining and promoting the District's parks, facilities, and programs. Through careful evaluation of needs, resources, and other factors, the Board makes decisions that it determines best serve the community as a whole.

3.06 Collective Decision-Making

In the discharge of their duties, Commissioners act collectively as a Board and not as individuals; Commissioners always should abide by the majority vote of the Board and support the determination of that majority. Also, an individual Commissioner should not speak for the Board unless authorized to do so by the Board.

3.07 Policymaking is Primary Role

The Board's purpose is to study, develop, and adopt policies that will satisfy the park and recreational needs of the community and to see that such policies are effectively administered. The District's Executive Director reports to the Board and is responsible for implementing the Board's policies and seeing that the District runs efficiently and effectively.

3.08 Board Retreat and Goal Setting

The Board recognizes that it is important to evaluate itself and establish goals for the Board, and strategic direction for the district, especially when new Commissioners take office. It is important for all Board members to actively participate in this process.

3.09 Executive Director is Primary Board Contact

The Executive Director is the only District employee who reports to the Board. Therefore, the Board shall rely on the Executive Director to handle the all day-to-day operations and administrative functions involved in running the District. In most instances, Commissioners should make requests for information, and direct comments, compliments, and complaints regarding the District to the Executive Director. The Board and the Executive Director need to work closely together to insure the most effective running of the District.

3.10 Applicable Laws and Regulations

The Board shall abide by State laws related to conflicts of interests, financial or otherwise. Each Commissioner should advise the Executive Director and the Board's counsel, in writing, of all memberships and financial interests that Commissioner has in companies or organizations that are doing business or seeking to do business with the District.

3.11 Relationship with Legal Counsel

Legal Counsel is hired by the Board and is charged with representing the best interests of the District. The Executive Director is the District and Board's liaison to the attorney unless it involves the Executive Director's contract or performance reviews. In which case, communication should flow through the President of the Board and the Executive Director should be informed that said communication is taking place. Board members could ask to have the attorney attend a Board meeting should the Board collectively have questions that they would like to have answered. All Commissioners and District employees shall exercise good judgment in contacting legal counsel, balancing costs with the benefit of obtaining information.

3.12 Relationship with District Employees

Informal communication and contact between staff and individual Commissioners is encouraged to foster an understanding of all District departments, their functions and their needs, as well as to establish a comfortable working relationship. That being said the Board should assign all work requests to the Executive Director. The Executive Director will then decide how best to complete the work, whether it is through District employees or Independent Contractors.

3.13 Public Advocacy

Many of the activities of the District are funded with money from County, State, and Federal agencies. In addition, many of the activities of the District are affected by the regulations and rules of County, State, and Federal agencies. For that reason, the Board needs to stay informed about pending and newly passed legislation and regulations that are of interest to the District. The Board shall rely on the Executive Director to communicate all relevant changes. When appropriate, the District shall contact County, State, and Federal elected representatives to advocate the best interests of the District through a Board appointed spokesperson.

3.14 Communications

A. Communication

Glencoe Park District Board and staff work as a team and the Executive Director will cooperate in every possible way in carrying out the various services provided by the District. Good communications between the Board and the Executive Director are the keys to a successful operation. In addition to the monthly Board packet, the Executive Director shall keep Commissioners advised of Park District developments, programs, and problems that will be helpful in the formulation of policies. Commissioners should have needed and accurate information about various

Park District activities and problems so that they know about these matters as they develop, and will be able to discuss them, if approached by residents. All requests for information will be made to the Executive Director. All Commissioners should be fully and equally informed, therefore any information provided as a response to one Commissioner's request be made available to all Commissioners.

Any request for action should be made through the Executive Director. Occasionally a Commissioner may have suggestions on various operating procedures. Often, these can be handled by talking with the Executive Director. However, if there is not a consensus agreement, then the matter should be discussed by the Park Board before any changes can be implemented.

B. Media Relations

As a Commissioner, you may be contacted by the news media for your comments. If unfamiliar with the issue, a Commissioner may wish to call the Executive Director so that he/she can be prepared with facts before contacting the media representative. The designated spokespersons for the District are the Board President and the District's Legal Counsel. However, the Board President may delegate this to other members of the Board or the Executive Director, from time to time, as he/she sees fit. Requests by the media for comments should be referred to proper spokesperson. If a Commissioner speaks for himself/herself personally, then that Commissioner first should clearly state that his/her comments are being made as a private citizen and not as a representative of the Board.

C. Electronic Devices Policy for Board Members

It is the goal of the Board of Commissioners of the Glencoe Park District to keep its members as well as the Park District Executive Director informed about matters affecting the Board's work. However, the Board must be aware of the requirements imposed by the Illinois Open Meetings Act and the Local Records Act, particularly as they apply to communication among Board members outside normal Park District Board meetings.

Use of Electronic Devices by Park Board Members:

- A. Members of the Park Board are prohibited from sending electronic messages, including emails, text messages, chat and instant messages, communications via social networking sites, and other electronic communications that relate to the discussion of public business, defined to include communications about business or community interests as opposed to private affairs, whether from a District-provided device or a privately-owned device, in the following circumstances:
1. to any one or more members of the Park Board during a meeting of the Park Board
 2. to a majority of a quorum of the members of the Park Board at any time

- B. Park Board Members should be aware that any electronic communication relating to the discussion of public business may be subject to release under the Illinois Freedom of Information Act, regardless of the circumstances of the communication. There is no expectation of privacy for any messages sent or received by email.
- C. Electronic communications sent in violation of this Policy may be subject to release under the Illinois Freedom of Information Act and could subject the violator to an enforcement action that might result in criminal penalties under the Illinois Open Meetings Act.

Procedure for Email Communications:

The Board of Commissioners hereby adopts the following procedures with regard to the use of e-mail and similar electronic forms of communication to assist in our efforts to comply with the Open Meetings Act.

1. The electronic “chat rooms” are inherently detrimental to the open meetings process and therefore the Board will not utilize “chat rooms” to conduct Park District business or deliberations.
2. “Bulletin boards” or other similar formats, which permit the development of “discussion threads” among Board members, also will not be utilized; however, Board members may read the comments of others who are not Board members as they see fit.
3. The Park District Executive Director may provide information relating to Park District business to Board members using email, attachments or other electronic methods. All email communications between the Executive Director and the Board will be cc’d to the Administrative Assistant. Any response from Board members regarding these communications must be sent only to the Executive Director and cc’d to the Administrative Assistant (i.e., no “reply to all” responses). An appropriate record of these communications will be maintained in the District files to assure compliance with open records laws.
4. If a Board member would like to send an email to the entire Board, they must send it to the Executive Director and cc the Administrative Assistant, and request the email be forwarded onto the Board.
5. Commissioners may correspond between themselves if such correspondence would not constitute a violation of the Open Meetings Act. Commissioners may share information if there is no intent to conduct public business.

(Any communication between three Commissioners about substantive Park District business constitutes a violation of the Open Meetings Act. Three Commissioners constitute a quorum of a five-member Board). *Amended 8/17/07*

6. Any item of business for a Board agenda shall be directed to the President and the Executive Director so that it may be included in the Board's agenda according to normal procedures. Action items shall be prepared and distributed by the Park District in accordance with the Board's established procedures.

The Park District Administrative Assistant shall store official email records. The records shall be maintained for a time period that is established by the State of Illinois.

3.15 Fiscal Responsibilities

The Board shall establish a budget, appropriate funds, and levy taxes annually for the various operations of the District (the "Annual Budget"), in accordance with State law. See Article 7 of the Manual related to fiscal responsibilities. The Executive Director is responsible for executing all District plans within the Annual Budget.

3.16 Planning Responsibilities

The Board shall provide strategic direction for the planning, improvement, financing, construction, and maintenance of the parks, other facilities, equipment, and property of the District. Among other things, the Board shall undertake the following:

- A. Master Plan The Board shall maintain a master plan that includes provisions for each of the District's parks and facilities. The Board shall endeavor to keep the master plan current and shall undertake a thorough review of the master plan at least as often as every five years.
- B. Capital Projects Plan The Board shall maintain a 10-Year Capital Projects Plan that forecasts the District's capital project's needs. The Plan should include provisions related to proposed capital improvements; park and facility maintenance and repairs; equipment replacement, maintenance, and repairs; vehicle needs; estimated costs; potential funding sources; and similar matters. The Plan should be reviewed annually.
- C. Strategic Plan The Board should review and revise the strategic plan at least every two years.

3.17 Intergovernmental and Civic Cooperation

The Board encourages cooperation with other agencies in the community, including governmental, public, private, and voluntary organizations in order to enhance the services provided by the District. The Board has created many beneficial relationships with organizations that undertake activities consistent with the best interests of the District. The Board supports the following policies:

- A. Promotion of Cooperation The Board encourages Board members and the Executive Director to promote intergovernmental and civic cooperation through appropriate relationships between District officials and staff and the officials and staff of other agencies.
- B. Relationships with Particular Groups and Liaisons The Board desires to maintain its valuable relationships with the Village of Glencoe Plan Commission, Glencoe Library, Chamber of Commerce, and other civic groups and youth sports. Board members may be appointed by the Board President to serve as liaisons between the District and some of these organizations.
- C. School District No. 35 The Board encourages cooperation between the District and the Glencoe School District 35 in the development and use of facilities and equipment, when such cooperation results in efficient and effective programming that is beneficial to the District, the school district, and the residents. Such cooperation may be memorialized in letters of agreement between the District and District 35.
- D. Northern Suburban Special Recreation Association. The Board is committed to helping provide for the recreation needs of special populations within the District, including senior citizens and individuals with special needs or disabilities. In furtherance of that commitment, the District shall remain an active member of the Northern Suburban Special Recreation Association with a liaison appointed by the Board President.

3.18 Board Committees

The Board will operate using three standing Committees and advisory boards. See Article 6 of the Manual regarding the standing committees and advisory boards of the Board.

3.19 Recruiting and Training

The Board recognizes that, as good leaders, it should be actively involved in encouraging qualified residents to consider running for a position on the Board. Staff will provide the Caucus and interested candidates with a prospective candidate's information packet. Interested individuals should be referred to the Village Nominating Committee.

3.20 New Board Member Orientation

Newly elected or re-elected Commissioners will be provided a Board Member Orientation Manual. The orientation should be conducted as soon as possible immediately after inauguration.

- A. The Executive Director to prepare and provide materials, which shall include, the following:
 - 1. The Manual
 - 2. The Illinois Park District Code

3. The District Personnel Handbook and
4. Rules and Regulations Governing the Use of Park Facilities
5. Board Policy Manual
6. Procedures Manual
7. Annual Budget
8. Phone List
9. Organizational Chart

Newly elected and re-elected Commissioners will provide evidence of receipt of the orientation manual through written confirmation.

- B. Arranging, if requested, the opportunity for Commissioners to attend the Illinois Association of Park Districts (IAPD) new Commissioner orientation
- C. Providing a tour of the District's parks and facilities
- D. Arranging meetings with the District's Department Heads, and other staff as determined by the Board, for the purpose of explaining the District's organizational structure and the planning, financial, and budget procedures of the Board.

3.21 Nepotism and Hiring of Former Commissioners

Relatives of seated Park Board Commissioners are not eligible for seasonal, part-time, or full-time employment with the Park District. The District shall not hire a former commissioner, or relative of any seated or former commissioner for full-time employment. The term former commissioner is defined as a commissioner from the end of the person's term through a period of five years.

For purposes of interpreting the District's nepotism policy, the term "relative" is defined as spouse, civil union partner, parent, step-parent, siblings, children, step-children, grandchildren, step-grandchildren, nieces and nephews and the term "former Commissioner" is defined as a Commissioner from the end of the person's term through a period of five years.

3.22 Vacancies in Office

The Board shall declare vacant the office of any Commissioner who dies, resigns, ceases to be a District resident, or otherwise is rendered by law as unqualified to serve as a Commissioner. As soon as a vacancy occurs, the Board should develop an ad hoc committee to identify the key needs that have been created by the vacancy and a list of candidates to potentially fill the opening. The process may include obtaining input from the caucus and advertising on the District's website. Once this is done, the Board should meet to discuss the candidates. The vacancy shall be filled by appointment by a majority vote of the remaining Commissioners. The appointed individual shall serve until the vacancy is filled by election in accordance with applicable Illinois statute.

3.23 Board/Staff Roles

- A. Board – hires the Executive Director, sets policy and determines overall direction of District.
- B. Executive Director – advises Board, administers day-to-day operation, provides leadership of the District, and acts within limits set by Board.
 - 1. Governance Responsibilities between the Park Board and Executive Director

Recognizing that the Board of Park Commissioners and the Executive Director are expected to operate as a team, the following responsibilities to a greater or lesser degree need the support of both the Board and the Executive Director. To clarify responsibilities, the entity primarily responsible for providing approval for the following responsibilities is so designated. Double “x” marks indicate joint responsibility. These responsibility designations may be modified by official action of the Board.

<u>TOPIC/RESPONSIBILITY</u>	<u>BOARD</u>	<u>Ex.D</u>
Amend the District’s Policies	X	
Amend the District’s Personnel Policies	X	
Adjust Salary Ranges	X	
Alter the Fringe Benefit Package	X	
Create New Full-Time or Shared Positions	X	X
Approve Job Descriptions		X
Grant Raises of Merit within budget		X
Approves District’s Budget	X	
Set direction of the various funds or total budget	X	
Determine Priorities of Capital Item	X	X
Approves New Leisure Programs		X
Approves documents for disposal with Board’s Notification	X	

<u>SETS FEES FOR</u>	<u>BOARD</u>	<u>Ex.D</u>
Leisure Programs		X
Special Facilities		X

<u>TOPIC/RESPONSIBILITY</u>	<u>BOARD</u>
Set Tax Levy	X
Set Tax Abatements	X
Set Budget Policies for Various Funds and Facilities	X
Setting Philosophy of Activities, Facilities and Services of the District	X
Select Audit Firm	X
Determine Special Audit Areas of Investigation	X

MANAGEMENT FOCUS GROUPS/ADVISORY COMMISSIONS

Who Determines Their Need	X	
Who Appoints or Randomly Selects Members	X	X

SPECIFIC PARK'S GENERAL DEVELOPMENT PLAN

Decide the Design Concept of the Park	X	
Decide the Components of the Design		X
Decide the Location of the Components		X

NEGOTIATE AND ENTER INTO AGREEMENTS

Village	X	X
School Districts and Township	X	X
Contractors within purchasing limits		X

PURCHASES AND CONTRACTS

Under \$25,000 – per contractor		X
Over \$25,000	X	
Amending Changes to Contracts under \$25,000		X

ALTER THE PHYSICAL CONDITION OF A FACILITY

Install Lights (except athletic fields)		X
Install or Remove Fences		X
Remodel Playground Equipment		X

TOPIC/RESPONSIBILITY

Legal/Legislative/Political Advocacy	X	X
Maintains positive relationships	X	X
Develops Strategy	X	X
Implement Strategy	X	X
Requests Funding	X	X

Article 4 Board Officers

4.01 Election and Appointment of Officers

The Board President and Vice President shall be elected annually at the May meeting, or, if new Commissioner(s) are elected, at the first meeting following the election and seating of the newly elected Commissioner(s). The Board Secretary and Treasurer shall be appointed by the current Board President. The terms of office shall be one year, or until their successors are elected, and shall become effective immediately following their election at the annual meeting. (70 ILCS 1205/4-8).

4.02 President

The Board President shall be elected by a majority of the Board and serve as the chief executive officer of the Board. The President shall be the presiding officer at meetings of the Board. The President shall appoint the members and chairpersons of the standing and special committees of the Board. The President shall appoint a Secretary pro tempore of the Board to serve in the absence of the Secretary. The President shall sign all ordinances passed by the Board and all such other documents and papers of the District that by law require a signature. The President shall see that policies of the Board are enforced and that orders of the Board are faithfully executed. The President's vote shall be called for on all matters before the Board in the normal voting rotation with the other Commissioners. (Code, 70 ILCS 1205/4-9).

4.03 Vice President

The Board Vice President shall be elected by the Board and perform the duties of the President in the President's absence or refusal or inability to act or at the President's request.

4.04 Secretary

The Board Secretary shall oversee the taking, completion, and recording of all minutes, ordinances, orders, and resolutions of the Board. The Secretary shall be responsible for all official correspondence of the Board. If the President and Vice President both are absent from a meeting at which a quorum of Commissioners is present, then the Secretary shall call the meeting to order and call for selection of a President *pro tempore* for that meeting by a majority vote of the Commissioners present. The Secretary or his/her designee shall be present at all meetings of the Board.

4.05 Treasurer

The Board Treasurer, in conjunction with the Assistant Treasurer (Director of Finance/Human Resources) and Executive Director, shall report to the Board monthly regarding all receipts and disbursements of the District and shall submit such financial statements and detailed information as may be required by the Board. The Treasurer shall chair the Finance Committee of the Whole.

4.06 Attorney

The Attorney shall be the advisor to the Board and for the District in all legal matters, and shall be in charge of the prosecution and defense of all litigation in which the District is interested. The duties of the Attorney shall include, but not be limited to, drafting and/or reviewing any ordinances, resolutions and agreements and other instruments required by the Board; giving opinions on all questions referred to him/her by the Board; and performing such other legal duties as are required by the Board. The Board may annually review the compensation and working agreements of the Attorney.

Article 5 Board Meetings

5.01 Open Meetings Act

All official meetings of the Board are subject to the rules and regulations set forth in the Open Meetings Act (5 ILCS 120/2 et seq.) and shall be scheduled, conducted, and recorded accordingly. It is illegal for a quorum (three members) to gather to discuss District business without public notice at least 48 hours in advance of the meeting.

The Open Meetings Act has defined “meeting” to mean “any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as email, chat rooms and instant messaging) or other means of contemporaneous interactive communication, of a quorum of the members of a public body held for the purpose of discussing public business.”

Three members of the body constitute a quorum and the affirmative vote of three members is necessary to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required. This amendment makes every abstention a vote that does not fall with the majority.

5.02 Regular Board Meetings

The regular meetings of the Board are held on the third Tuesday of the month at 7:30 p.m. at the Takiff Center, 999 Green Bay Road, Glencoe, Illinois, except as otherwise posted by the Board in accordance with the Illinois Open Meetings Act. An agenda shall be posted at least forty eight (48) hours before each regular meeting or as otherwise required by state law. Any regular meeting falling on a legal holiday shall be held on the next following secular day at the same hour and place. The Board may, from time to time, change the day/date of a meeting. The Board will review and approve the meeting calendar annually.

5.03 Special Meetings

Special meetings of the Board may be called by the Board President or by any two Commissioners. Notice of such meetings stating the time and place of the meeting and the agenda for the meeting shall be provided to Commissioners and shall be delivered and posted as required by the Illinois Open Meetings Act (5 ILCS 120/2 et seq.).

5.04 Annual Meeting

The official "Annual Meeting" of the Board shall not be held until any newly elected Commissioners have officially taken office. Therefore, the meeting should take place on the third Tuesday in May or as soon thereafter as practicable and shall include the election of the Board President and Vice President, and the appointment by the new President of the Secretary, and Treasurer. See Article 4 of the Manual related to Board officers.

5.05 Meeting Attendance

Although it likely is not possible for each Commissioner to attend every Board meeting, Commissioners should strive to do so. A recurring pattern of missed meetings is unfair to other Commissioners and to the residents and taxpayers of the District.

- A. In the event that any Commissioner is unable to be physically present at a Board meeting due to illness or disability, employment-related responsibilities, the business of the District, vacation or a family or other emergency, it may be necessary or desirable to permit the Commissioner to attend the meeting by means of an audio conference. The following rules shall apply when any Commissioner wishes to attend a Board meeting by means of an audio conference:
- A Commissioner may attend a Board meeting by means of an audio conference only if he/she is prevented from physically attending.
 - A Commissioner who wishes to attend a Board meeting by means of an audio conference shall notify the Board as far in advance of the meeting as possible [If possible, the meeting agenda shall include Board action on the Commissioner's request to participate in this fashion].
 - In order to have a meeting, a quorum of the Board (three Commissioners) must be physically present at the location of the meeting.
 - A Commissioner may be permitted to attend a Board meeting by means of an audio conference only by a majority vote of all sitting Board members, to the extent allowed by these rules.
 - If the President attends a Board meeting by means of an audio conference, he/she shall vacate the Chair and the Vice President shall preside, provided that he/she is physically present. If both the President and Vice President are not physically present, the Board shall appoint any Commissioner who is physically present as temporary presiding officer.
 - All Commissioners and members of the public who are physically present at the meeting must be able to hear all motions and remarks made by the Commissioner(s) attending the meeting by means of audio conference. If the Commissioner(s) attending by means of video or an audio conference cannot be heard by the Commissioners or members of the public physically present at the meeting, then he/she shall be considered absent from the meeting, and shall not be permitted to vote on any matter during the meeting.
 - The minutes of the meeting shall identify which Commissioners were physically present and which attended by means of an audio conference.

- All votes shall be taken by roll call. A majority of the quorum present at each Board meeting shall be required for the passage of all motions.
 - All Illinois Open Meetings Act and other applicable laws are applicable as if all Commissioners were present.
- B. The failure of any member of the Board to be present either in person or by telephone in accordance with the policy set forth in Section 5.05 above, at (i) four (4) or more consecutive duly called regular meetings of the Board; or (ii) at any six (6) or more duly called regular meetings of the Board within any consecutive twelve (12) month or shorter period shall be cause for the President of the Board or the Board to convene a meeting closed to the public or a closed session of an open meeting for the purpose of conducting a hearing to consider whether the office of Park Commissioner of such member shall be declared vacant, pursuant to 70 ILCS 1205/2-25 and 5 ILCS 120/2 (c)(3). For purposes hereof, a member of the Board shall be deemed to be present at a meeting of the Board only if such member is in attendance at such meeting either in person, or by telephone, from the time such meeting is called to order until the final adjournment of the meeting. Prior to taking any final action on declaring a member's seat on the Board to be vacant, a hearing ("Hearing") before the Board shall be held to determine whether the Park Commissioner failed to be present, either in person or by telephone as aforesaid, at four (4) or more consecutive duly called regular meetings of the Board, or at any six (6) or more duly called regular meetings of the Board in any consecutive twelve month or shorter period. The Commissioner whose office is in question shall be given at least fourteen (14) days prior written notice of the Hearing ("Hearing Notice") by the Board President.

The Hearing Notice shall include notice of the possible declaration of vacancy of the member's seat on the Board, the date, time and location of the meeting and a listing of the dates of meetings that the member has allegedly failed to attend.

The member whose seat may be declared vacant shall have the right to be present at, and to participate in, the Hearing. The member shall also have the right to be represented by counsel prior to, during, and after the Hearing.

During the Hearing, the Board shall provide the member whose seat may be declared vacant, with certified copies of the minutes of the Board meetings which the member is alleged to have missed, showing those members in attendance at such meetings and those absent and such certified copies shall create a rebuttable presumption that the member failed to attend each meeting for which the minutes reflect his absence. At the Hearing, the member whose seat on the Board may be declared vacant may present oral and/or written evidence and/or present any witnesses to establish such member's presence at any meeting where the aforesaid minutes reflect such member's absence.

The President of the Board shall preside at the Hearing and may be assisted by legal counsel for the District.

No final action shall be taken at the Hearing.

At any time after the adjournment of the Hearing, the Board shall, at a meeting open to the public, make a finding of fact regarding the number of meetings missed by the member, and if such finding indicates that at least four (4) consecutive duly scheduled regular meetings of the Board were missed by such member, or that such member missed six (6) or more duly scheduled regular meetings of the Board during any consecutive 12 month or shorter period, the Board may declare the office of Park Commissioner of said member vacant by the affirmative roll call vote of not less than three (3) members of the Board, whereupon said office shall be vacant and may be filled by the remaining members of the Board in accordance with the provisions of Section 2-25 of the Code (70 ILCS 1205/2-25).

5.06 Preparation of Meeting Agendas

The agenda for each Board meeting shall be determined by the President and Executive Director of the District, and submitted to the Board *at least forty eight (48) hours* in advance of the meeting. The agenda will include allowance for public input. The agenda must be posted in accordance with the Open Meetings Act (5 ILCS 120/2 et seq.).

5.07 Board Packet Delivery

The Board packet is electronically sent to Commissioner's Park District email address, normally the Thursday prior to the regular Board meeting. If requested, a hard copy be hand delivered to the Board member's home.

5.08 Executive Director's Attendance at Meetings

The Executive Director, or his/her designee, shall be present at all meetings of the Board.

5.09 Quorum

Three Commissioners constitute a quorum of the Board.

5.10 Voting

For purposes of voting on matters that come before the Board, the roll shall be called for all matters involving the expenditure of District funds, creating a penalty or fine, creating a liability for the District, or as otherwise provided by law. In a roll call vote, the ayes, nays, and absence of the Commissioners shall be recorded. The initiation and seconding of motions also shall be recorded. A minimum of three affirmative votes shall be required to approve any motion, resolution, ordinance or other action.

5.11 Robert's Rules of Order

To the extent not otherwise provided in this Manual or other rules or procedures of the District, the Board may rely on the parliamentary procedures set forth in Robert's Rules of Order to resolve questions of procedure.

5.12 Open Meetings

All regular, special, and continued meetings of the Board and any committees and other Board-appointed task forces and commissions shall be noticed and conducted in accordance with the Illinois Open Meetings Act. All meetings shall be open to the public except when a closed session is called in accordance with the Illinois Open Meetings Act. (5 ILCS 120/2 et seq.)

5.13 Closed Sessions (Executive Session)

The Board may hold a meeting closed to the public or close a portion of a meeting to the public for reasons, which include but are not limited to discussion of personnel, land acquisition, litigation, or the review of closed meeting minutes. Any such closed meeting shall be held in accordance with the Open Meetings Act (5 ILCS 120/2 et seq.). No final action on any Board matter may be taken at a closed meeting.

Closed meetings must be recorded and the audio tapes held for 18 months.

Closed session (Executive session) minutes that have been held closed are reviewed every six months (in February and July) to determine if they can be released to the public.

Elected officials may access closed session recordings and minutes so long as: 1) the minutes or recordings are reviewed in the government body's main office or storage location; and 2) a records secretary, administrative official or other elected official is also present. The law prohibits removing minutes or recordings from the office or storage location without a vote by the public body or court order.

5.14 Emergency Meetings

In the case of a bona fide emergency, a meeting may be called upon such notice as is practicable. The meeting may be called by the President or as otherwise provided by law. The convening authority shall notify all other members of the Board and members of the media who are entitled to such notice.

5.15 Schedule and Notice of Meetings

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 (5 ILCS 120/2 et seq.).

5.16 Minutes of Meetings

The Secretary of the District shall keep written minutes of all Board meetings as specified by the Open Meetings Act (5 ILCS 120/2.06 et seq.). Unofficial minutes of the preceding Board meeting shall be delivered to the Board members-at least forty-eight (48) hours before the next Board meeting. The unofficial minutes of the Board meetings held in the preceding month shall be approved by the Board at the first monthly meeting and signed by the Secretary of the District after any required corrections are made. Approved minutes of all Board meetings shall be made available to the public as specified by the Open Meetings Act (5 ILCS 120/2.06 et seq.) and the Freedom of Information Act (Illinois Compiled Statutes, (1 ILCS 140/1 et seq.).

5.17 Effective Meetings

The Board recognizes that the most effective, accessible meetings are those at which items of business are handled efficiently, with the necessary and appropriate amount of discussion but without unduly lengthy or repetitive debate or prolonged speechmaking by Board members or members of public. Detailed discussions among Board members of matters coming before the Board generally should take place during the meetings of the Committee of the Whole or other standing committee. Board members should prepare themselves for meetings by reading the materials provided to them.

5.18 Public Comment

Members of the public will be allowed to speak during the "Matters from the Public" portions of a regular meeting of the Board and standing Committees, unless the business or circumstances of the Board or Committee at a particular meeting precludes public comment. The general rule shall be that an individual shall have not more than three minutes to make his or her comments and repetitive comments are discouraged. The Board may set, on a meeting-by-meeting basis, an overall limit on the number of, and time for, public comments if necessary to facilitate the proper and orderly conduct of the meeting and the completion of the Board's business.

5.19 Effective Communications

Processes and procedures of the District will be designed to facilitate effective communications of the Board's policies and business decisions.

5.20 Board Procedures

A. Meeting Procedures

- If a Commissioner would like an item placed on the agenda for discussion, he/she should speak to the Board President ahead of time.
- In order to provide sufficient advance notice to the public, while the Board can consider any matter not specifically set forth in its agenda at a regular meeting, it cannot act upon that matter.

- Items discussed in closed session/executive session sometimes are voted upon after returning to open session. Under the Open Meetings Act, those items should be listed on the agenda after closed session/executive session in order to take action upon them. (*4th Dist. Illinois Appellate Court decision*)

B. Voice vote vs. roll call vote:

Roll Call vote is used...

- to clarify any vote,
- to go into closed session/executive session,
- to approve a consent agenda,
- to approve any expenditure of funds or creation of liabilities, and
- to pass any ordinance.

C. When to abstain from voting:

- It is a general rule that no one can vote on a question in which he/she has a direct personal or pecuniary interest (however, it does not prevent a member from voting for self for any office). A Commissioner should explain why he/she is recusing him/herself prior to a motion being made or discussion and once that declaration is made, he/she must remain silent and abstain from discussion.

D. When and how to make a motion or second

- A motion is a proposal that the Board take certain action or express itself as holding certain views. A Commissioner makes a motion by obtaining the floor and stating, “I move that....”
- Seconding motions – A second allows the motion to be discussed and voted on. A Commissioner seconds a motion by stating, “second” after the motion has been made.

E. Newspaper coverage

The *Pioneer Press and Glencoe Anchor* will receive press packets in the mail/e-mail prior to the Board meeting. The press packet consists of the agenda, regular meeting minutes, department reports and the Executive Director’s report.

5.21 Open Meetings Act and Freedom of Information Act Designees

The Executive Director and the District’s Administrative Assistant are the Glencoe Park District’s designated staff members to act as OMA and FOIA officers. The Executive Director and the District’s Administrative Assistant must successfully complete the electronic training curriculum developed and administered by the Illinois Attorney General’s Public Access Counselor for the Opening Meetings Act (OMA) and Freedom

of Information Act (FOIA) annually. This completed documentation of completion will be filed in the administration office.

Article 6 Board Committees

6.01 Board Authority to Establish Standing Committees

The Board committee structure shall consist of three standing committees. The President of the Board may, from time to time, appoint, by and with the consent of the Board, special Board committees as the need arises.

6.02 Standing Committees Generally

The standing committees of the Board shall meet at as needed, provided that notice of such meeting shall be given in accordance with the Illinois Open Meetings Act. A committee shall be advisory to the Board only and shall not be authorized to take any final action on any matter of Board business. A committee shall make its recommendations to the Board by a committee report, by memorandum of the Executive Director, or by any other suitable format. The Board President shall serve as an ex-officio member of all committees; however, this does not prevent him/ her from serving as Chair of any committee or as an official member of any committee. Each Standing Committee shall consist of a Chair and at least one other Commissioner. For Committees of the Whole, at least three Commissioners must be present for a formal meeting to take place. For committees consisting of three Commissioners, formal meetings require the attendance of at least two Commissioners. For two-person committees, both committee members are required in order to have a formal meeting. Draft minutes for any committee meeting shall be forwarded to the respective committee chair for review if possible within seven business days of any meeting and approved minutes of all standing committees will be published for public viewing within 45 days of the committee meeting.

6.03 Finance Committee of the Whole (“FCW”)

The Finance Committee of the Whole (the “FCW”) shall be comprised of all Board members. This Committee is charged with the consideration of issues relating to budgets, capital projects, debts, finance, and long-range financial planning. This Committee is also charged with monitoring state and national legislative initiatives in conjunction with the Illinois Association of Park Districts (“IAPD”) and the National Recreation and Park Association (“NRPA”) because this affects all things related to the Board, which were previously covered by the Legislative Committee.

6.04 Special Projects and Facilities Committee (“SPFC”)

The Special Projects and Facilities Committee (the “SPFC”) shall be comprised of as many Commissioners as deemed necessary and appointed by the Board President. The SPFC is charged with consideration of all issues related to the development and operation of the District’s properties, including oversight of parks operations, grounds, buildings, and other amenities. The SPFC is also responsible for long-range facility and strategic planning, including all issues relating to real estate. This includes, but is not limited to, consideration of all real estate matters

affecting the status of current property holdings, the acquisition of property and the divestment of property.

6.05 Personnel and Policy Committee (“PPC”)

The Personnel and Policy Committee (the “PPC”) shall be comprised of as many Commissioners as deemed necessary and appointed by the President. This PPC is charged with consideration of all personnel policies and issue pertaining to the establishment and maintenance of a comprehensive compensation program for employees, including the job description of the Executive Director. The PPC is also charged with on-going monitoring and maintenance of all District policies, including, but not limited to the District’s cancellation and scholarship policies and the Board Policy Manual. The PPC will also evaluate any outside requests for contributions and make recommendations for action to the full Board.

The Board, through its PPC, shall have the responsibility of establishing policies governing District employees and may decide to review policies and procedures and internal controls to evaluate potential risks and exposure for the District. As such, the chair of the PPC should be explicitly excluded from any signing authority for the District. The Board shall adopt and maintain personnel handbooks that establish the terms, rules, and policies related to employment of all full-time, part-time and seasonal employees of the District (the “Personnel Handbooks”) and shall review the Personnel Handbooks at least every two years, if not more often.

- A. Employment of Executive Director The Board shall employ a properly educated and trained professional to serve as Executive Director, the chief executive officer of the District. The Executive Director shall have a formal job description, developed by the Personnel and Policy Committee, in conjunction with the Executive Director, and approved by the Board. The job description shall be consistent with the key elements of the approved Strategic Plan. The duties and terms and conditions of employment of the Executive Director may be set forth by written contract or an employment agreement between the District and the Executive Director for a specific term not to exceed three years. The Executive Director shall serve at the will of the Board and shall be subject to the policies and direction of the Board. The Board shall evaluate the performance of the Executive Director annually (near Executive Director’s anniversary date), based on formal goals and objectives, developed by the PPC in conjunction with the Executive Director and approved by the Board, and explained to the Executive Director in each year (the “Executive Director’s Performance Plan”). Each Commissioner will evaluate the Executive Director in writing and the Board will discuss the written evaluations in a closed session/executive session in the Board meeting during the anniversary date of the Executive Director, or as soon thereafter as possible, if something prevents this. The Board may choose to review the Executive Director more often than annually, if it seems to be in the best interest of the District and may amend the Executive Director’s Performance Plan at any time, provided all changes are immediately communicated to the Executive Director.

B. Executive Director Responsibilities The Executive Director shall be the chief executive officer of the District and professional advisor to the District. (See also 3.22 Board/Staff Roles between the Park Board and Executive Director.)

1. The Executive Director shall supervise the administration of the District, including:
 - develop, interpret, and promote the leisure philosophies of the District;
 - implement Board decisions and policies;
 - communicate with all Board members on matters of importance;
 - prepare agenda and supportive written reports and studies for regular and special Board meetings;
 - recommend and implement administrative improvements and efficiency measures;
 - develop annual agency goals and objectives annual report and monitor monthly;
 - analyze and handle crisis situations, delegate authority as necessary;
 - review and recommend changes in the District's Policy and Procedure Manual and the District's Personnel Policies;
 - develop strategy to prepare and implement projects and programs; and
 - approve new leisure programs.

2. The Executive Director shall supervise public relations activities of the District, including:
 - demonstrate an understanding of local social, service and political entities;
 - coordinate and direct all information released in the name of the District;
 - serve as the spokesperson for the District at public meetings;
 - maintain positive press relations;
 - respond to citizen complaints and inquiries within five (5) working days of receipt;

- serve as liaison to Citizen Advisory Committees;
 - develop positive relationships and interchange ideas with other park districts; and
 - maintain a continuing cooperative relationship with various civic, school, and municipal boards and administrators within the community.
3. The Executive Director shall supervise the financial planning and management of the District, including:
- coordinate the annual budget preparation;
 - recommend the philosophy and guidelines for the annual tax levy;
 - monitor the monthly Budget Comparison Report and recommend alterations to the budget when necessary;
 - submit special reports on financial status of facilities and programs;
 - recommend cost containment procedures aimed at maximizing available resources;
 - develop and annually update a multi-year capital improvement plan;
 - determine priorities of capital items;
 - set fees for District programs and facilities; and
 - enter into contracts not exceeding \$20,000.
4. The Executive Director shall supervise the management of personnel, including:
- determine annual staffing patterns and recruit, employ, terminate, lay off and discipline employees;
 - recruit, employ and train department heads;
 - work with the District's attorney on matters requiring legal review and interpretation;
 - conduct written performance appraisals on all department heads on a timely basis;
 - conduct staff meetings with department heads on a timely basis;

- create new full time or shared positions; approve job descriptions, grant merit raises and recommend salary pool increase amount and salary range adjustments; recommends changes to the employee fringe benefit package;
 - conduct quarterly staff development training programs for all administrative/supervisory personnel; and
 - administer employee surveys to determine opinions on attitudes and working conditions and implement action plans for improvements.
5. Exercise exclusively any powers, duties or responsibilities conferred upon the Executive Director in any District contract or other instrument, or resolution, executed or adopted on or before the date of enactment of this section;
 6. Exercise such power to purchase and enter into contracts as provided in the Ordinance Code; and
 7. Such other duties and responsibilities as required by law, or ordinance and be subject to such other rules and regulations as the Board may from time to time prescribe.
 8. The Executive Director may delegate his/her authority but he/she shall nevertheless be responsible to the Board. The Board shall perform an annual written evaluation of the Executive Director or more often as may be deemed necessary.
- C. Qualified Employees The Board recognizes that the District competes both with private entities and other public agencies for well-qualified, high-quality employees. The Board understands the importance of encouraging and supporting the Executive Director's ability to maintain, within reasonable financial constraints, a policy of providing a suitable salary and benefits program for the employees of the District.
- D. Employees' Performance of Duties No Board member shall inhibit, obstruct, or otherwise interfere with any District employee in the performance of his/her assigned duties. All Board inquiries relating to a District employee, other than the Executive Director, should be directed only to the Executive Director.

6.06 Advisory Boards

The Board may create and appoint special advisory boards of residents and patrons (may include Board members and staff as appropriate) for the specific purpose of seeking advice related to a component of Park District activity.

Article 7 Fiscal Responsibilities

7.01 General

The Board shall exercise prudent financial judgment and practices to ensure that the District remains financially sound. The Board shall review and approve the proposed annual budget for the District. The Board shall review reports regarding the District's financial status, including paid invoices/vouchers, current status of each of the departments and funds of the District, investments, and similar financial reports, on a monthly basis, at a minimum.

7.02 Fiscal Year

The fiscal year of the District commences on first day of March 1 and ends on the last day of the following February.

7.03 Annual Budget and Appropriations Ordinance

The Board shall review an annual budget that is recommended by the Finance Committee of the Whole and shall approve the Annual Budget and Appropriations Ordinance that it deems appropriate. The presentation of the budget shall include a written description of the significant changes to the prior year's budget, as well as review of the budgeted and projected revenues and expenditures for each fund in the prior fiscal year, the results of significant organizational, operational, or accounting changes, and the timetable for review, revision, public display, and adoption of the Budget and Appropriations Ordinance, the annual Tax Levy Ordinance, and the Truth-in-Taxation hearing (if one is necessary). The Executive Director shall supervise the preparation of the annual budget in consultation with the Assistant Treasurer. The proposed budget and appropriations ordinance shall be made conveniently available for public inspection in the manner provided by law. The Board will have a public hearing on the proposed Budget and Appropriations Ordinance. The Board shall approve the Budget and Appropriations Ordinance at a Board meeting within the first three months of the new fiscal year.

7.04 Annual Tax Levy Ordinance

The Board shall consider and approve a Tax Levy Ordinance annually in accordance with the schedule established by law. The annual Tax Levy Ordinance shall be approved by the Board no later than the regular meeting of the Board in December and filed with the Cook County Clerk within the deadline for filing established by law.

7.05 Annual Audit

The Board shall conduct an annual audit using an independent auditing firm. The Board's policy is for full disclosure of pertinent financial reports. The District's accounting procedures shall conform to all applicable standards, including accepted principles and standards of the Governmental Financial Officers Association, the National Committee on Government Accounting, and the Governmental Accounting Standards Board.

7.06 Program Fees

The Board shall maintain a revenue policy that recognizes the various costs related to the District's facilities and programs, including without limitation facilities operations costs, facilities maintenance costs, program costs, and administrative costs. That revenue policy also shall recognize the various types of programs provided by the District and the scope of those programs, including without limitation community-wide programs (for example, special events) that benefit the community as a whole, community-based special interest programs (for example, tennis lessons and teen programs) that benefit both participants and the community as a whole, and revenue programs (for example, summer camps) that principally benefit the participants. Program fees should be established and adjusted based on costs and expenses, program type, and targeted constituent group.

7.07 Debt Service Principles and Procedures

The Park District shall maintain appropriate levels of debt.

- A. The Board will endeavor to achieve and maintain the highest possible bond rating for the District.
- B. Annual bond maturities shall not exceed the statutory maximum.
- C. The Board will endeavor to maintain minimum reserves in the Debt Service Fund, per the District's Fund Balance Policy.
- D. Except in emergencies or other extraordinary circumstances, borrowing shall be undertaken only to fund to capital improvements included in the District's Annual Capital Projects Plan and/or Master Plan.
- E. Because the Board's authority to issue bonds is restricted by the Illinois Property Tax Extension Limitation Act's debt service extension base limit, the Board may choose under appropriate circumstances to issue debt certificates or alternate bonds in lieu of general obligation or limited bonds.
- F. No person or committee or other entity shall be authorized to create any financial liability on behalf of the District except only as approved in nature and amount by the Board or in accordance with the District's purchasing policy.
- G. The Annual Capital Projects Plan and/or Master Plan shall be the basis for planning and consideration of issuance of bonds or other instruments.

7.08 Bond Sales

Bonds may be issued by private placement or through an open bidding process. The Board may invite proposals from particular financial institutions and, if so, shall invite financial institutions within the boundaries of the District to be a part of that proposal process. Depending on the

market circumstances as determined by the Board, the Executive Director, and any financial consultants advising the Board may be marketed publicly. The District shall be represented by the District's legal counsel acting as issuer's counsel, and the District shall also retain bond counsel.

7.09 Grants

The Board shall seek to fund proposed improvements through public or private grants, whenever feasible. The Executive Director and other management staff shall be vigilant about exploring all possibilities for obtaining grants and other financial assistance.

7.10 Competitive Bidding

The Executive Director shall use a competitive bidding process for capital projects undertaken by the District, when required by law or otherwise appropriate. When such a project has been let for competitive bidding, the Board will award the contract to the lowest responsible bidder in the best interests of the District in accordance with State law. In determining the responsibility of the bidder, the Board may consider the bidders' financial responsibility, general experience, past projects of similar nature, adequacy of equipment, ability to perform under current circumstances, references, and other pertinent matters. Contracts for a public works project should provide that the Board may reject any and all bids when the Board determines that it is in the best interest of the District to do so.

7.11 Procurement Cards/Credit Cards

The District may provide procurement cards/credit cards to designated employees to facilitate the purchase on behalf of the District of approved items from approved vendors, in accordance with the purchasing/procurement policy.

7.12 Local Government Travel Expense Control Act

Purpose. The Board of Commissioners of the Glencoe Park District will reimburse employee and officer travel, meal, and lodging expenses incurred in connection with pre-approved travel, meal, and lodging expenses incurred on behalf of the Park District. Employees and officers are expected to exercise the same care in incurring expenses for official business as a prudent person would in spending personal funds.

Definitions. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event. "Travel" means any expenditure directly incident to official travel by employees and officers of the Park District or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Authorized Types of Official Business. Travel, meal and lodging expenses shall be reimbursed for employees and officers of Park District only for purposes of official business conducted on

behalf of the Park District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties. If you are unsure whether an expense is reimbursable, please contact the Executive Director.

Categories of Expenses.

- A. **Airfare:** Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds. The Park District will also reimburse baggage fees up to one bag each way, if not already included in the airfare.

- B. **Personal Automobiles:** Mileage reimbursement will be based on mileage from the work location office to the off-site location of the official business, not from the employee's or officer's residence. When attending a training event or other off-site official business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the employee's or officer's normal commute, reimbursement will be paid based on the differential of the commute less the mileage of a normal commute to the workplace. An employee or officer will be reimbursed at the prevailing IRS mileage rate. The traveler will only be reimbursed up to the price of a coach airfare ticket if they drive to a location for which airfare would have been less expensive.

- C. **Automobile Rentals:** Travelers will be reimbursed for the cost of renting an automobile including gasoline expense only as provided in this section. Travelers using rental cars to conduct official business are required to purchase insurance through the rental agency. Car rental insurance will cover the vehicle during personal use, e.g., using the vehicle after the conference has ended. Compact or mid-size cars are required for two or fewer employees or officers traveling together and a full-size vehicle may be used for three or more travelers. The traveler must refuel the vehicle before returning it to the rental company.

- D. **Public Transportation:** In the case of local training or official business where an employee or officer chooses to use public transportation, reimbursement for use of public transportation is based on mileage from the agency office to the training site (not from the traveler's residence), regardless of the transportation method chosen. When attending training or business directly from an employee's or officer's residence, no reimbursement will be made if the distance is less than the mileage of a normal commute to the workplace. If the distance is higher than the traveler's normal commute, reimbursement will be paid at the differential of the commute less the mileage of a normal commute to the workplace.

- E. **Other Transportation:** The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.
- F. **Hotel/Motel Accommodations:** The traveler will be reimbursed for a standard single-room at locations convenient to the business activity. Hotel/motel accommodations are to be reserved in advance and secured at a moderate or conference rate. Reimbursement for lodging shall be limited to the number of nights required to conduct the assigned Park District business. If a conference, for example, opens on a Sunday evening and closes Thursday noon, reimbursement for Sunday through Wednesday night would be allowed. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the Park District unless approved by a vote of the Board of Commissioners.
- G. **Meals:** Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred. Prior approval by the Board of Commissioners and submission of receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that is not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.
- H. **Vacation in Conjunction with Business Travel:** In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.
- I. **Accompanied Travel (Personal Travel/Travel Companions):** A family member or friend may accompany employees and elected officials on business travel, at their expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees and elected officials are also permitted to combine personal travel with business travel, as long as time away from work is approved and vacation or personal time is used (employees only). Additional or incremental expenses arising from such non-business travel are the responsibility of the employee or the elected official. Where air travel is used, the employee must provide a comparison of the cost of travel for the entire trip versus the cost of travel for only the business purpose of the trip. For example, and not in limitation of the foregoing, if the business purposes for a trip extend from Wednesday to Friday, but the personal component of the trip extends to Sunday, the employee or officer must provide a comparison of the airfare for both Wednesday to Friday and Wednesday to Sunday for price comparison purposes.
- J. **Parking:** Parking fees at a hotel/motel will be reimbursed only with a receipt.

- K. Entertainment Expenses:** No employee or officer of the Park District shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

Approval of Expenses.

- A. Expenses for Members of the Board of Commissioners:** Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.
- B. Expenses for Officials or Employees Other than Members of the Board of Commissioners:** Travel, meal, and lodging expenses incurred by any official or employee not covered by paragraph 1 (member of the Board of Commissioners) in excess of the then-current per diem rate established by the GSA (\$286 per day as of September 2016, excluding airfare which would be \$350 round trip coach fair) must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.
- C. Advanced Expenses:** Travel, meal, and lodging expenses advanced as a per diem to any employee or official of the Park District must be approved by roll call vote at an open meeting of the Board of Commissioners prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.
- E Other Expenses:** All other expenses that do not fall within paragraphs E.1, E.2, or E.3 are subject to the Executive Director's approval.

Documentation of Expenses

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Executive Director on the Request To Attend Overnight Conference/Workshop.

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business for which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

Travel, Meal, and Lodging Expense Report Form

The Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form.

Article 8 District Property

8.01 Tours of Facilities

The Board shall endeavor to tour the District's parks and other facilities at least once each year as a group, to facilitate Board members' understanding of the needs and issues related to the District's facilities. The tour shall be conducted by knowledgeable members of the District's staff. Commissioners also are strongly encouraged to visit and review the facilities and programs of the District individually and as often as possible. Such visits should be made with due consideration for the integrity of any on-going program.

8.02 Land Acquisition

The Board may seek to acquire additional land for park purposes. The following matters should be considered as part of the Board's determination whether to acquire land:

- A. The acquisition and proposed use of the land will significantly enhance the recreation and leisure activities the District can provide to its residents.
- B. Acquisition, development, and maintenance of the land is not inconsistent with the District's 10-Year Capital Projects Plan and can be undertaken without violating the Board's fiscal and funding policies.
- C. Public approval via voter referendum has been obtained if funding requirements cannot be met with currently available financing mechanisms.

8.03 Property Leases

The District may lease real property when the Board determines that such a lease would enhance the ability of the District to provide quality services to its residents. Each such lease shall be made in accordance with the provisions of the Illinois Park District Code or other applicable statutes.

8.04 Divestment of Property

Although unusual, the Board may determine that it would be in the best interests of the District to sell or divest itself of land. Such actions would be subject to applicable laws which specifically prescribe steps to be taken.

Article 9 Additional Matters

9.01 Annual Calendar

The Executive Director, in consultation with the Board President, shall provide the Board, at or before the Board's regular meeting in January, with a calendar of annual, recurring, and anticipated Board meetings and activities for the upcoming calendar year.

9.02 Use of Outside Consultants

The Board shall seek the advice of expert consultants when the Board determines it is appropriate and shall use the advice of those consultants as an aid for Board decision-making.

9.03 Acceptance of Donations

The Board may accept donations of land, equipment, and other items when the Board determines that the acceptance would be in the best interests of the District and only when the District will attain full control of the donated item. The Board policy governing the acceptance and recognition of donations shall be reviewed by the Personnel and Policy Committee at least every two years.



CONDUCT ORDINANCE No. 700

**AN ORDINANCE REGULATING
THE USE OF THE PARKS AND PROPERTY OWNED OR CONTROLLED
BY THE GLENCOE PARK DISTRICT**

Published by Authority of the Board of Park Commissioners

**Adopted May 20, 2008
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**AN ORDINANCE REGULATING THE USE OF THE PARKS
AND PROPERTY OWNED OR CONTROLLED BY THE
GLENCOE PARK DISTRICT**

CHAPTER I - DEFINITIONS, CONSTRUCTION, AND SCOPE

Section 1.01 Short Title

This Ordinance regulating the use of the parks and property owned or controlled by the Glencoe Park District shall be known and may be cited as the "Conduct Ordinance of the Glencoe Park District."

Section 1.02 Definitions

Unless otherwise expressly stated elsewhere in this Ordinance, for purposes of this Ordinance, the following words, terms, and phrases shall have the meanings given herein:

1. "Aircraft" means any device that is used or intended to be used for human flight in the air or is capable of flight in the air, including without limitation powerless flight.
2. "Alcoholic Liquor" is defined as provided in the Illinois Liquor Control Act of 1934 (235 ILCS 5/1-3.05) as amended hereafter.
3. "Aquatic Life" means all fish, reptiles, amphibians, crayfish, mussels, mollusks, and crustaceans.
4. "Board" means the Board of Park Commissioners of the Glencoe Park District.
5. "Camping" shall include the erecting of a tent or shelter of natural or synthetic material, preparing a sleeping bag, hammock, or other bedding material for use, setting up any temporary or permanent camping equipment including without limitation food preparation equipment, and parking of a motor vehicle, motor home or trailer, or mooring of a vessel, for the apparent purpose of overnight occupancy.
6. "Cannabis" is defined as provided in the Illinois Cannabis Control Act (720 ILCS 550/3(a)) as amended hereafter.
7. "Carry" means to wear, bear, or have on or about the person.
8. "Controlled Substance" is defined as provided in the Illinois Controlled Substances Act (720 ILCS 570/102 (f), 204, 206, 208, 210 and 212) as amended hereafter.
9. "Department Head" is the person immediately in charge of a given District department and its activities and to whom all employees of such department are directly responsible (e.g., Director of Parks, Director of Finance/Human Resources, Director of Facilities, and Director of Recreation and Superintendent of Parks).
10. "Director" is the Executive Director of the Glencoe Park District.
11. "District" is the Glencoe Park District, Cook County, Illinois.

12. "District Police Force" shall include the Board, Officers, Director, all appointed and acting Department Heads, officers of the Village of Glencoe Public Safety Department and other law enforcement officers.
13. "District Property" is all of the property, real and personal, of every kind and description located within the jurisdiction of, or owned, administered, leased or licensed by, or otherwise in the possession or under the control of the District including without limitation every building, shelter, street, sidewalk, trail, path, beach, park, wilderness or open space, or other public place or Facility and all District Waters located on or adjacent to or flowing over property located within the jurisdiction of, or owned, administered, leased or licensed by, or otherwise in the possession or under the control of the District.
14. "District Waters" shall include all water located on or adjacent to or flowing over land owned, leased, or generally administered or operated by the Glencoe Park District, including without limitation all natural or man-made lakes, rivers, creeks, streams, ponds, lagoons, bays, and drainage ways.
15. "Facility" means any District Property other than a building, park or playground and includes, without limitation, tennis courts, and basketball courts.
16. "Fish" or "Fishing" means taking or attempting to take aquatic life in or from any District Waters by any method, and all other acts such as placing, setting, drawing or using any device used for the taking of aquatic life whether resulting in such taking or not.
17. "ILCS" is the Illinois Compiled Statutes.
- 18 "Operator" means a person who operates, drives, controls, otherwise has charge of, or is in actual physical control of a mechanical mode of transportation or any other mechanical equipment.
19. "Ordinance" means the Conduct Ordinance of the Glencoe Park District.
20. "Permit" is the written authorization issued by or under the authority of the District, by a District officer or employee empowered to grant said authorization, to a Person to engage in a particular act or acts on District Property. Said authorization is subject to the terms and conditions specified in the Permit as well as all applicable federal, state, local, and District laws, ordinances, rules, and regulations.
21. "Person" is every natural person and every organization, firm, partnership, association, corporation, or entity of any kind or any employee, agent or officer thereof. This definition shall not include the District and any authorized officer, employee (full or part-time, regular or short-term), or agent of the District when acting within the scope of his authority.
22. "Possess" or "Possession" means exercising direct physical control or dominion, with or without ownership, over any kind of property, or archeological, cultural or natural resource.
23. "Refuse" includes without limitation trash, garbage, rubbish, waste, papers, bottles or

- cans, debris, litter, oil, solvents, liquid waste, or other discarded material whether solid or liquid.
24. "Services" shall include but not be limited to labor, professional services, transportation, leasing or renting any article, object, privilege, or service, giving of instructions or lessons, admission to exhibits, use of telephone or other utilities, or any act for which payment is customarily received.
 25. "Smoking" means the lighting of cigarettes, cigars or pipes, the carrying of lighted cigarettes, cigars or pipes, or the intentional and direct inhalation of smoke from these objects.
 26. "Take" or "Taking" means to pursue, hunt, harass, lure, harm, shoot, trap or ensnare, gig or spear, net, capture, collect, kill, destroy, wound, or attempt to do any of the above.
 27. "Vehicle" means every device in, upon, or by which a person or property is transported or drawn on land, whether motor powered or self-propelled, except baby carriages, or strollers, bicycles when properly used on walks or trails, and vehicles in the service of the District.
 28. "Vessel" means every type or description of craft, other than a seaplane on water, used or capable of being used as a means of transportation on water, including without limitation boats, rafts, canoes, kayaks, jet skis, inflated devices, or any buoyant device permitting or capable of free flotation, other than personal flotation devices, air mattresses and inner tubes.
 29. "Wildlife" shall include any waterfowl, mammal, animal, amphibian, reptile, or bird or the young or eggs thereof, but excluding any domesticated dog or cat.

Section 1.03 Construction and Scope

- (a) In the interpretation of this Ordinance, its provisions shall be construed as follows:
 - (1) Where the context permits, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number;
 - (2) The word "shall" is always mandatory and not merely directory;
 - (3) The word "may" is always permissive and upon the discretion of the District;
 - (4) This Ordinance is in addition to and supplemental to all applicable state, federal, local, and District laws, ordinances, rules, and regulations including without limitation the Park District Code (70 ILCS 1205/1-1 *et seq.*);
 - (5) The meaning of any term, phrase, or word not otherwise defined in this Ordinance shall be construed and interpreted to mean the same as said term, phrase, or word is otherwise defined, construed or interpreted in such applicable federal, state, local, or District laws, ordinances, rules, or regulations;
 - (6) The meaning of any term, phrase, or word not otherwise defined in this Ordinance or in such applicable federal, state, local, or District laws, ordinances, rules, or regulations shall retain its ordinary and properly understood meaning;
 - (7) The descriptive headings of the various sections or parts of this Ordinance are for convenience only and shall not affect the meaning or construction, nor be used in the interpretation, of any provision of this Ordinance; and,

- (8) An attempt to commit an act or engage in an activity prohibited under this Ordinance shall likewise be deemed prohibited in the same manner as the commission of such act or the engaging in such activity and subject to the same penalties.
- (b) This Ordinance shall apply to and be enforceable within and upon all District Property, and shall regulate the use thereof by all Persons. However, no provision hereof shall make unlawful any act necessarily performed by any officer, employee or agent of the District, member of the District Police Force when acting within the scope of his authority or in his line of duty, or any other Person summoned by such person to assist him.

CHAPTER II - SPECIFIC RESTRICTIONS ON CONDUCT AND BEHAVIOR

Section 2.01 Aircraft/Model Aircraft/Drone

- (a) No Person shall fly, cause to be flown or permit or authorize the flying of Aircraft of any kind at any time over District Property at an elevation lower than the minimum safety requirements established by the Federal Aviation Administration or other governmental authority, at an elevation which is lower than is reasonably safe under the circumstances, or in a manner which endangers the safety of any Person on District Property.
- (b) No Person shall land, cause to be landed, or permit or authorize the landing of any Aircraft on District Property, at an elevation lower than the minimum safety requirements established except when necessitated by unavoidable emergency.
- (c) No Person shall fly or cause to be flown or permit or authorize the flying of model Aircraft or drones on or over District Property unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.
- (d) No person shall land, cause to be landed, or permit or authorize the landing of any model aircraft or drones on or over District property unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.
- (e) No Person shall parachute or otherwise descend from an Aircraft into or onto District Property or cause, permit or authorize another Person to parachute or otherwise descend from an Aircraft into or onto District Property except when necessitated by unavoidable emergency.

Section 2.02 Alcoholic Liquor

- (a) No Person under the influence of Alcoholic Liquor, any other drug or drugs, intoxicating compound, or a combination thereof, as defined in Section 11 – 501 of the Illinois Vehicle Code (625 ILCS 5/11-501), shall enter into, be, or remain on District Property.
- (b) No Person, other than the District or its agent, shall sell or deliver any Alcoholic Liquor on District Property, unless said Person has first obtained a Permit therefor from the District.
- (c) No Person shall bring into, possess, drink, consume, take, use, or transfer any Alcoholic Liquor on District Property without having first obtained a Permit therefor from the District unless he is in or on District Property where the possession, consumption, use, or transfer of Alcoholic Liquor is permitted.

- (d) Every Person possessing, using, consuming, or transferring Alcoholic Liquor pursuant to this section, shall be subject to and shall comply with all applicable federal, state, local, and District laws, ordinances, rules, and regulations regarding the possession, use, consumption, or transfer of Alcoholic Liquor.

Section 2.03 Animals and Pets

- (a) No Person shall bring or release onto District Property any Wildlife including without limitation any animal the capture or killing of which is authorized by the fish and game laws of the State of Illinois, or any other animal, except for domesticated dogs, cats or other domesticated animal subject to the restrictions contained in this section. Provided, however, that the District may bring or release, or permit another Person to bring or release such proscribed animals onto District Property in conjunction with an activity or event conducted or sponsored by the District.
- (b) No owner or agent of the owner having control of any domesticated dog, cat, or any other domesticated animal shall cause or permit such animal to be on District Property unless the pet is on a leash which shall not exceed six (6) feet in length and such Person has in his immediate possession a device for removal, and a depository for the transportation of, animal excrement from such Property.
- (c) All owners or agents of the owner having control of any domesticated dog, cat, or other domesticated animal, shall remove any excrement from District Property left by such animal.
- (d) No Person shall bring a domesticated dog, cat, or any other animal onto or permit any animal to remain on any portion of District Property where the presence of animals is prohibited, except (i) in conjunction with an activity or event conducted or sponsored by the District; and (ii) dogs or other domesticated animals specially trained to assist the visually impaired or other Persons with disabilities, when they are accompanying the Persons with disabilities for purposes of providing such assistance .
- (e) Any animal found on District Property in violation of subsections (a) or (d) may be apprehended, removed to an animal shelter, public pound, or other place provided for that purpose, and disposed of pursuant to the laws or ordinances of the Village of Glencoe or Cook County. The owner or Person responsible for such animal shall be responsible for all costs and expenses incurred or encumbered in the removal and housing of such animal and such charge shall be in addition to and not in lieu of any other penalties provided for in this Ordinance and any other applicable federal, state, local or District laws, ordinances, rules or regulations.
- (f) Dogs for the visually impaired and other domesticated animals specially trained to assist Persons with disabilities are excluded from the prohibitions of this section when they are accompanying Persons with disabilities for purposes of providing such assistance.

Section 2.04 Assault or Bodily Injury

- (a) No Person shall, without lawful authority, engage in conduct on District Property that places another Person in reasonable apprehension of receiving bodily harm or physical

contact of an insulting or provoking nature.

- (b) No Person shall intentionally or knowingly by any means cause bodily harm or make physical contact of an insulting or provoking nature with another Person on District Property.

Section 2.05 Begging and Panhandling

- (a) No Person shall beg or panhandle in District buildings, Facilities or playgrounds or the entrances or stairways of such buildings or Facilities.
- (b) No Person begging or panhandling on the Park District Property shall obstruct or impede pedestrian or Vehicles; harass park visitors with physical contact or persistent demands; misrepresent his affiliations; misrepresent what the solicited funds will be used for; or interfere, interrupt, or engage in conduct incompatible with the purpose of any program, activity, function, and/or special event conducted, sponsored licensed or otherwise permitted by the District; or coerce or intimidate another person into giving money, goods or services.

Section 2.06 Boating

- (a) No Person shall launch any Vessel in District Waters, except from the Perlman Boating beach and Glencoe Beach, and then only in compliance with applicable federal, state, local, and District laws, ordinances, rules, and regulations.
- (b) No Person shall use, employ, or be in or upon any District launching ramp or Vessel except on dates and during hours and established by the District.
- (c) No Person shall use or employ any District Property designated such for the launching or removal of sail boats, or other Vessels, unless he has purchased and is displaying a current daily fee ticket or a current season Vessel launching permit.
- (d) No Person shall allow any Vessel or watercraft equipment or accessories to remain on District Property beyond the close of the boating season designated by the District, other than in a storage area designated by the Park District.
- (e) No motorized watercraft may be launched from or beached on District property.
- (f) No sail boards can be launched from or beached on District property.

Section 2.07 Camping

No Person shall place, erect, or use any hammock, swing, tent, shelter, or any other type of temporary or permanent housing or camping equipment on District Property, nor camp in any manner on District Property unless a Permit therefor has first been obtained from the District.

Section 2.08 Charitable, Religious, Political, or Non-Profit Activities

- (a) For purposes of this section, charitable, religious, political, or non-profit activities shall include, without limitation, soliciting contributions, the sale or distribution of

merchandise, soliciting votes or circulating petitions for or against any candidate for election to public office or with respect to any referendum or other public question.

- (b) Soliciting contributions for charitable, religious, political, or non-profit organizations is permitted on District Property provided that a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.
- (c) The sale or distribution of merchandise by charitable, religious, political, or non-profit organizations is permitted on District Property provided that a permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.
- (d) Soliciting votes and circulating petitions for or against candidate for election to public office or with respect to any referendum or other public question is permitted on District Property in areas open to the general public without a permit, subject to the limitations set forth in paragraphs (e) and (f) of this Section 2.08.
- (e) No Person shall engage in any activity described in subsections (a) through (d) of this Section 2.08 in District buildings or Facilities in rooms or other locations in which any program, activity, class, function or special event conducted, sponsored by the District is in progress.
- (f) No Person engaged in the activities described in subsections (a) through (d) of this section shall obstruct or impede pedestrians or Vehicles, harass park visitors with physical contact or persistent demands, misrepresent the affiliations of those engaged in such activities, misrepresent what the solicited funds will be used for or whether the merchandise is available without cost or donation, or interfere, interrupt, or engage in conduct incompatible with the purpose of, any program, activity, function, and/or special event conducted or sponsored by the District.

Section 2.09 Commercial Activities

- (a) No peddler, vendor or any other Person involved in an endeavor for profit shall engage in the commercial sale, rental, exhibition, or distribution of goods or services, including without limitation the giving of instruction or lessons for a fee, upon District Property unless he has received a Permit, license or contract therefor from the District.
- (b) No Person engaged in the sale or distribution of goods or services under this section shall obstruct or impede pedestrians or Vehicles, harass park visitors with physical contact or persistent demands, misrepresent the affiliations of those engaged in such activities, misrepresent whether the goods or services are available without cost or donation, or interfere, interrupt, or engage in conduct incompatible with the purpose of any program, activity, function, and/or special event conducted, sponsored, licensed or otherwise permitted by the District.
- (c) No Person may use any District Property for the purpose of filming an advertisement, television program, or movie without first obtaining a Permit therefor from the Park District in accordance with Chapter V of this Ordinance and subject to terms and conditions established by the Board and agreed to by the requesting entity. The Board will make its determination based in part on the impact the proposed use would have on residents and on District programs and other services and the amount of revenue to be

derived from an approved use.

Section 2.10 Controlled Substances and Cannabis

- (a) No Person under the influence of any Controlled Substance or Cannabis shall enter into, be, or remain on District Property.
- (b) No Person shall bring into, possess, take, use, sell, or transfer any Controlled Substance or Cannabis on District Property.

Section 2.11 Cooperation with Authorities

- (a) No Person shall physically hinder, threaten, resist, intimidate, disobey, or otherwise intentionally interfere with any member of the District Police Force or any District employee or agent in the performance of his duties.
- (b) No Person shall falsely represent that he is, or otherwise pretend to be, a District officer or employee, a member of the District Police Force, or an agent or other representative of the District.
- (c) No Person shall knowingly display a false, expired or revoked permit, pass or membership card, or give a false report or false information (including, without limitation, information requested in a Permit application) for the purpose of misleading a District employee or agent, or a member of the District Police Force in the conduct of his official duties.

Section 2.12 Disorderly Conduct

- (a) A Person commits the offense of disorderly conduct when he knowingly:
 - (1) Does any act in such unreasonable manner as to alarm or disturb another and to provoke a breach of the peace; or
 - (2) Makes or causes to be made any excessively loud or unreasonable noise which disturbs the peace. For purposes of this subsection 2.12 (a) (2), excessively loud or unreasonable noise is defined as noise inconsistent with, or not attendant to, appropriate and customary park and recreational activities, considering the nature and purpose of the actor's conduct, location, time of day or night, and other factors that would govern the conduct of a reasonably prudent person under the circumstances. This section shall include, without limitation, the loud or amplified playing of any type of audio equipment, noisemaker, musical instrument, or sound equipment. This section shall not apply to the playing of any musical instrument, public speaking, or the amplification thereof, in conjunction with activities conducted, sponsored or authorized by the District; or
 - (3) Uses obscene or abusive language or gestures, or threatens violence or injury to the person or property of others, in a manner intended and likely to incite or produce an immediate breach of the peace or violent or disorderly response; or,
 - (4) Congregates with other Persons on District Property with the intent to restrict vehicular or pedestrian traffic or with the intent to restrict the free ingress to or

egress from District Property and fails to comply with a lawful order of the District Police Force to disperse.

Section 2.13 Display of Permit or Pass

Every Person shall produce or display a Permit or pass when requested to do so by any authorized Person for the purpose of enforcing compliance with any federal, state, local, or District law, ordinance, rule, or regulation, when such permit or pass is required to engage in an activity on District Property.

Section 2.14 Dumping, Pollution, Sanitation, and Litter

- (a) No Person shall litter, cast, throw, drop, leave, scatter, place, pile, or otherwise dump, leave, or deposit in any manner any kind of dirt, rubbish, placard, handbill, pamphlet, circular, book, notice, paper of any kind, ashes, garbage, waste material, snow, ice, or other substance, whether liquid or solid, or any other refuse in or upon District Property except as specifically permitted by the District. Provided, however, that paper, glass, cans, garbage and other refuse resulting from picnics or other lawful use of District Property shall be deposited in receptacles provided by the District for that purpose. Where receptacles are not provided, are missing, or are full to capacity, all such garbage, refuse, or other material shall be carried away from the area of use by the Person responsible for its creation and presence, and properly disposed of elsewhere.
- (b) No Person shall spit upon District Property.
- (c) No Person shall urinate or defecate on District Property other than in toilets in rest room facilities expressly provided for such purposes.
- (d) No Person shall drain refuse from a trailer or other Vehicle on District Property.
- (e) No Person shall bathe or wash himself or food, clothing, dishes, or other property at water outlets, or fixtures on District Property, except at those areas designated by the District for such use.
- (f) No Person shall pollute or contaminate District Property or District Waters.
- (g) No Person shall dispose of fish remains on District Property, or in District Waters within 200 feet of boat docks or designated swimming beaches and areas, or within any park area of the District except as permitted by the District.
- (h) No Person shall dispose of human or animal waste on District Property except at designated locations or in fixtures provided for that purpose.
- (i) Any Person violating this section may be assessed the cost of removing any such improperly deposited substance or material and such charge shall be in addition to and not in lieu of any other penalties provided for in this Ordinance or applicable federal, state, local, and/or District laws, ordinances, rules, and regulations.

Section 2.15 Erection of Structure/Wires

No Person shall construct, build, erect, or otherwise place any building, tent, stand, scaffold, platform or other structure of whatever kind, whether stationary or moveable and whether permanent or temporary in character, or construct, run, string, or otherwise place any electrical wire, conduit or pipe, or any public service or private utility, into, upon, above, or across or beneath District Property, unless a Permit, license, or contract therefor has first been obtained from the District.

Section 2.16 Fairs and Special Events: Sale and Distribution of Merchandise; Soliciting Contributions

No Person shall sell and/or distribute merchandise or printed or written materials or solicit contributions, votes or signatures during fairs or special events conducted or sponsored by the District except at a fixed location designated by the District and unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance. The District shall allocate space at the fixed location to applicants on a first-come, first-served basis until no more space remains available.

Section 2.17 Fires

- (a) No Person shall light, maintain, or make use of any fire on District Property, except at such places and at such times as the District may designate or permit for such purpose and under such rules as may be prescribed by the District.
- (b) No fire shall ever be left unattended. Every fire shall be under the continuous care and direction of a competent Person 18 years of age or older from the time it is kindled until the time it is completely extinguished. All fires must be properly and completely extinguished prior to any Person leaving the site of the fire.
- (c) No Person shall throw or otherwise discard lighted or smoldering material in any manner that threatens or causes damage to, or results in the burning of, District property or park resources, or creates a safety hazard.

Section 2.18 Fishing

- (a) No Person shall fish or otherwise take aquatic life from District Waters.
- (b) No person shall dig, scratch, or otherwise disturb District Property in order to locate to take bait.
- (c) The provisions of this section apply to ice fishing.

Section 2.19 Gambling and Games of Chance

No Person shall play or engage in selling fortunes or futures, games of chance, or in any other device or game of chance, hazard or skill, either as bookmaker, dealer, player or otherwise, for the purpose of gaming or gambling for money or other valuable things on District Property, except at a fair, carnival, or other organized event conducted, sponsored or authorized by the District.

Section 2.20 Hunting or Trapping

No Person shall hunt or trap, nor bring any device for hunting or trapping into or onto District Property or District Waters.

Section 2.21 Interference with Other Users

- (a) No Person shall walk, act, or conduct himself upon any portion of District Property designated for a particular game, sport, event, amusement or other use in such a way as to interfere with the use of such portion by other Persons who are properly using the same for the particular game, sport, event, amusement or other use for which it has been designated.
- (b) No Person shall unreasonably disturb or interfere with any Person occupying an area or participating in any activity on District Property under the authority of a Permit.
- (c) No Person shall engage in any activity on District Property in a manner calculated or which is reasonably likely to endanger, injure, or damage Persons or property in any way.

Section 2.22 Loitering in District Buildings

No Person shall loiter or remain in any District building or Facility in such a manner that: (1) unreasonably obstructs the usual use of entrances, hallways, corridors, stairways, or rooms designated for specific purposes; (2) impedes or disrupts the performance of official duties by District employees; or, (3) prevents the general public from obtaining the administrative or recreational services provided in the building or Facility in a timely manner, after being requested to leave by any member of the District Police Force, or where the District has posted a sign or signs that prohibit loitering.

Section 2.23 Misappropriation of Property

- (a) No Person shall knowingly obtain or exercise unauthorized control over the property of another.
- (b) No Person shall knowingly obtain by deception control over property of another.
- (c) No Person shall knowingly obtain by threat control over property of another.
- (d) No Person shall knowingly obtain control over stolen property knowing the property to have been stolen or under such circumstances as would reasonably induce him to believe that the property was stolen, where he:
 - (1) Intends to deprive the owner permanently of the use or benefit of the property; or,
 - (2) Knowingly uses, conceals, or abandons the property in such a manner as to deprive the owner permanently of such use or benefit; or,
 - (3) Uses, conceals, or abandons the property knowing such use, concealment, or abandonment probably will deprive the owner permanently of such use or benefit.

Section 2.24 Mob Action

- (a) No Person shall collect with other Persons, in bodies or in crowds of two (2) or more Persons without authority of law, for unlawful purposes or any purpose of disturbance or obstruction of the lawful activities of other Persons or otherwise disturb, obstruct, or interfere unreasonably with the lawful activities of other Persons using District Property in a manner which creates immediate violence or breach of the peace or threat thereof or endangers the person or property of others.
- (b) No Person shall knowingly commit an act or engage in conduct that urges or incites other Persons to riot, engage in immediate violence or lawlessness, or commit any unlawful act.
- (c) No Person shall organize, promote, encourage, or otherwise participate in a riot or other breach of the peace involving crowds of two (2) or more Persons gathered, without authority of law, for unlawful purposes or any purpose of disturbance or obstruction of the lawful activities of other Persons.

Section 2.25 Parades, Public Assemblies or Meetings

- (a) Public parades, processions, theatrical, dramatic or music presentations, meetings, assemblies, gatherings, and demonstrations, are permitted on District Property provided that, where the number of participants is reasonably expected to exceed twelve (12) or more persons and/or vehicles, a Permit therefor must first be obtained from the District in accordance with Chapter V of this Ordinance.
- (b) This section shall not apply to students going to and from school classes or participating in educational activities under the immediate direction and supervision of school authorities or their agents, a governmental agency acting within the scope of its functions, or normal or scheduled District programs or activities, provided that the school authorities or other governmental agency shall notify the District in writing at least five days prior to the intended use.

Section 2.26 Posting Printed or Written Material In Designated Area

- (a) The District shall designate an area for the posting of printed or written public information material ("Community Bulletin Board").
- (b) No Person shall post, place, display, or cause to be posted, placed, or displayed any printed or written material on the Community Bulletin Board without presenting the material to the District. The District shall stamp and date the material as received, and post the material, space permitting, on the Community Bulletin Board unless the said material is obscene as defined in 720 ILCS 5/11-20. The material may remain posted for a period not to exceed one (1) week after which a Person may resubmit his public information notice for posting, space permitting.
- (c) Space on the Community Bulletin Board shall be allocated on a first-come, first-served basis, except that the District's own printed or written public information may be given priority. The printed or written material shall be no larger than 8 1/2 inches x 11 inches and only one copy of each public information notice shall be posted.

- (d) The District may remove printed or written material that has not been posted in accordance with this Section. The Person responsible for said posting shall be liable for the cost incurred in the removal thereof. The provisions of the Illinois Parental Responsibility Law (740 ILCS 115/1 *et seq.*) are specifically incorporated in this Ordinance by reference for purposes of this section.

Section 2.27 Posting Printed or Written Material On Public Places and Objects

- (a) Except as provided in Section 2.26 of this Ordinance, no Person shall paint, write on, or in any way mark or deface, or post or otherwise affix, any printed or written words, symbols, materials, or other marks to or upon District Property or any thing or object located on District Property.
- (b) The District may remove any printed or written word, symbol, material, or other mark found posted or otherwise affixed upon any District Property or any thing or object located on District Property contrary to the provisions of this Section. The Person responsible for any such defacing, writing, or posting shall be liable for the cost incurred in the removal thereof. The provisions of the Illinois Parental Responsibility Law (740 ILCS 115/1 *et seq.*) are specifically incorporated in this Ordinance by reference for purposes of this section.

Section 2.28 Protection of Animals

- (a) No Person shall hunt, pursue, hurt, molest, wound, kill, trap, catch, poison, abuse, chase, shoot, touch, throw or propel objects at, endanger in any way, remove or cause to be removed, have in his possession, or release or cause to be released, any Wildlife on or upon District Property.
- (b) No Person shall give or offer to any Wildlife any harmful, poisonous, or noxious substance on or upon District Property.
- (c) No Person shall touch, tease, frighten, disturb, or otherwise intentionally interfere with any Wildlife while feeding, nesting, breeding, sleeping, resting, flying or otherwise moving, conducting or participating in any activity on or upon District Property.
- (d) No Person shall molest, touch, throw or propel object at, destroy, dig up, crush, shake, or in any way tamper with or damage the nest, lair, den, burrow, or home of any Wildlife found on or upon District Property.

Section 2.29 Protection of Property

- (a) No Person shall mark, carve, bend, cut, paint, deface, affix any sticker or sign to, break down, destroy, damage, alter, change, sever, uproot, dig, excavate or otherwise remove, or attach or suspend any rope, wire, or other material or contrivance to, on, or from, District Property or any thing or object on or upon District Property, or otherwise take, damage or destroy such Property, thing or object unless a Permit, license or contract therefor has first been obtained from the District.
- (b) No Person shall climb upon, walk on, hang from or stand or sit on, any plant, fence, structure, or other District Property of any kind except such benches or other property

designated or customarily used for such purposes, or recreational equipment installed for such purposes.

- (c) No Person shall bring into, throw, cast, drop, deposit, or otherwise leave or lay down any smoke bomb, stink bomb, or other offensive smelling compound on District Property.
- (d) No Person shall bring any plant or portion of a plant or plant product onto District Property.
- (e) The District may give rewards to the Person(s) (other than District employees or agents, or members of the District Police Force) who furnish information to the District, directly resulting in the arrest and conviction of any Person who unlawfully takes, damages, or destroys District Property. All claims for said reward must be made to the District within thirty (30) days after conviction and the District shall be the sole judge of any dispute arising over a reward, if any, and the Person(s) entitled to share therein. The District's decision on any matter connected with the reward shall be final, conclusive, and binding and shall not be subject to judicial review.

Section 2.30 Public Indecency

- (a) No Person shall perform or commit any of the following acts on District Property:
 - (1) An act of sexual penetration or sexual conduct as defined in 720 ILCS 5/12-12; or,
 - (2) A lewd exposure of the body done with intent to arouse or to satisfy the sexual desire of the Person.
- (b) No Person shall exhibit, sell, give away, offer to sell or give away, display or hold or place in such a manner as to be open to public view any obscene book, pamphlet, drawing, picture, photograph, video, model, cast, instrument, or any other obscene item while on or upon District Property. For purposes of this subsection, obscene shall have the meaning ascribed to it in 720 ILCS 5/11-20.

Section 2.31 Reporting Accidents

A Person involved in an incident on District Property resulting in personal injury or property damage, other than an accident reportable under section 3.06 of this Ordinance, shall report the incident to the District Police Force within twenty-four (24) hours after the incident.

Section 2.32 Restricted Areas

- (a) No Person shall enter or remain in any building or portion of District Property where Persons are prohibited by the District from entering, or, except as provided in Section 2.34(c) of this Ordinance.
- (b) No Person shall enter or remain in any District Property when it is closed to the public.
- (c) No Person shall enter any District Property which is reserved or scheduled for a specific group or activity, unless such Person is invited by the individual, group, or agency responsible for such activity and, if applicable, such Person has paid all appropriate admission and/or registration fees.

- (d) No Person shall enter or remain in any portion of District Property if his admission privileges have been terminated, revoked, forfeited or suspended pursuant to Section 7.01 of this Ordinance, or if his permit, pass, ticket or membership card for admission to, or use of, the specific District Property which he enters has been suspended or revoked.

Section 2.33 Restrictions Applicable to Specific Recreational Activities

(a) Golf: No Person shall play or practice golf on District Property.

(b) Baseball and Softball Playing:

- (1) No Person shall engage in softball or baseball games except in those parks which have established diamonds and backstops constructed for that purpose, or such other areas as may be specifically designated by the District;
- (2) In those parks having established softball or baseball diamonds, participation in softball or baseball in areas other than established diamonds is limited in accordance with signs or notices posted by the District;
- (3) In those parks having established softball or baseball diamonds, the type of recreation on said diamonds shall be in accordance with posted signs or notices posted by the District.

(c) Picnics:

- (1) Picnics requiring fires shall be held only in those areas where fireplaces, stoves, grills, or pits have been provided for that purpose and upon issuance of a Permit by the District in accordance with Chapter V of this Ordinance;
- (2) No group of Persons exceeding twelve (12) in number shall picnic on District Property unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance. The District may designate areas for preparing, consuming, and dispensing food, beverages and other products. Persons holding a Permit and dispensing any of such products may do so only in the area designated in the Permit. In the event the dispensing of the permitted products is by sale, the Person must also comply with Section 2.09 of this Ordinance. No Person may dispense, prepare, consume, sell or otherwise use products, items or things otherwise prohibited in this Ordinance or any other federal state, local, or District law, rule, regulation or ordinance.

(d) Classes, Camps and Lessons: No Person shall bring or cause to be brought onto District Property any class, play class, day camp, group lesson or similar organized group activity of any kind unless a Permit allowing such use or activity has first been obtained from the District in accordance with Chapter V of this Ordinance. No Person shall conduct any private lesson or instruction for a fee on District Property unless a Permit allowing such use has first been obtained from the District in accordance with Chapter V of this Ordinance. Notwithstanding any provision to the contrary contained in this Section 2.33 (d), classes, lessons and other similar organized activities are allowed without a Permit on the easternmost two tennis courts adjacent to Central School, which will be designated by appropriate signage, provided that a Person may use either of those tennis courts in order of priority established by a "rack system" under which a

Person wishing to use a court places his or her racquet in order on a rack provided for that purpose.

- (e) Tournaments, Leagues, or Other Organized Recreational Activities: No Person shall utilize any District Property, including without limitation playing fields and other District Facilities, for tournaments, leagues, or other organized recreational activities and outings unless a Permit allowing such use or activity has first been obtained from the District in accordance with Chapter V of this Ordinance.
- (f) This section does not apply to normal or scheduled District programs or activities. Where a conflict between normal or scheduled District programs or activities and a requested activity occurs, District programs and activities shall take precedence.

Section 2.34 Rest Rooms, Washrooms, and Locker Rooms

- (a) Every Person shall cooperate in maintaining rest rooms, washrooms and locker rooms on District Property in a neat and sanitary condition.
- (b) No Person shall deposit objects of any kind, other than human waste and toilet tissue, in the toilets or plumbing fixtures of a rest room, washroom or locker room Facility on District Property.
- (c) Individuals are allowed to choose to use the restrooms and locker rooms that correspond to the individual's full-time gender identity. Reasonable accommodations which provide access to restrooms or locker rooms may be necessary to ensure the privacy, dignity, and respect of all individuals. Regardless of gender identity, any individual who has a need or desire for increased privacy should be provided access to an alternative restroom or changing area such as a single stall or staff bathroom. The objection of other individuals to a transgender or non-conforming gender individual using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender individual use of that facility. Rather, the District may designate a different restroom or locker room facility for the objecting individual if available and reasonable.
- (d) No Person shall bring or use (i) any still camera, television or movie camera, camcorder, video recorder or transmitter or any other device capable of recording, filming or transmitting visual images; or (ii) any cellular telephone, into any restroom, locker room or washroom Facility anywhere on District Property.

Section 2.35 Rollerskates, Skateboards, and Other Similar Objects

No Person using rollerskates, rollerblades, skateboards, rollerskis, coasting vehicles, or similar devices shall interfere with pedestrian use of sidewalks or Vehicle use of the streets, or otherwise act negligently, recklessly or without due caution, or in any manner so as to endanger any Person or property nor use same where such use has been posted as prohibited.

Section 2.36 Selling or Distributing Printed or Written Material

- (a) The distribution of printed or written material available without cost or donation is permitted on District Property.

- (b) The sale or distribution for donation of printed or written material is permitted on District Property provided that a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.
- (c) Any Person engaged in the sale or distribution of printed or written materials under this Section 2.36 shall not obstruct or impede pedestrians or Vehicles, harass park visitors with physical contact or persistent demands, misrepresent the affiliations of those engaged in such activities, misrepresent whether the materials are available without cost or donation, or interfere, interrupt, or engage in conduct incompatible with the purpose of, any program, activity, function, and/or special event conducted or sponsored by the District.

Section 2.37 Sledding, Ice Skating, and Snowmobiling

- (a) No Person shall skate, sled, toboggan, inner tube, ski, slide, or engage in similar activities on District Property except at such places and at such times as the District may designate for such purposes.
- (b) No Person shall engage in any such activity in a reckless manner that endangers that person or others or at a speed greater than is safe and proper under the circumstances.
- (c) No Person shall tow, push, pull, or otherwise propel another Person on skis, sled, or other sliding device by use of any Vehicle on District Property.
- (d) No Person shall drive, ride, or otherwise operate a snowmobile on District Property. For purposes of this subsection, a snowmobile shall be defined as any self-propelled vehicle intended for travel primarily on snow, driven by a track or tracks in contact with the snow, and steered by ski or skis in contact with the snow.

Section 2.38 Sleeping on District Property

No Person shall sleep on benches, sidewalks, parking lots, picnic grounds or tables, playgrounds or playground equipment, stairways or doorways of District buildings or other District Property so as to unreasonably obstruct or hinder the movement of other Persons or the use of Facilities.

Section 2.39 Smoking

Smoking or any use of a tobacco product is prohibited in all District buildings and Vehicles. Smoking is also prohibited at Glencoe Beach, in all wooded areas on District Property, and within fifteen (15) feet of any entrance, exit, window that opens, or ventilation intake of any District building.

Section 2.40 Swimming

Subject to Section 4.01(c) of this Ordinance, no Person shall bathe, swim, wade, float, splash, or otherwise enter District Waters except at such times and places and in compliance with all policies, rules and regulations as the District may designate for such activities.

Section 2.41 Weapons, Fireworks, Explosives, Rockets

No Person shall bring onto, carry, have in his possession or on or about his person, concealed or otherwise, or use, fire, set off or otherwise cause to explode, discharge or burn, or throw onto or while on District Property any bludgeon, black-jack, billy club, sand-club, sand-bag, metal knuckles, throwing star, switchblade knife, ballistic knife, any other dangerous knife (including without limitation a dirk, dagger, or stiletto), razor, broken bottle or other dangerous piece of glass, firearm, pistol, revolver, rifle, shotgun, automatic weapon, firearm silencer, air gun, pellet gun, stun gun or taser, bow and arrow, slingshot, any weapon capable of discharging a projectile by air, spirit, gas or explosive, any explosive substance, rocket, firecracker or other firework, missile, bomb, grenade, or other explosive device, liquid or gaseous substance, any other dangerous weapon, or any object whose intended use is as a weapon, not specifically named herein. All weapons named herein shall have the definitions, if any, set forth in 720 ILCS 5/24-1.

CHAPTER III - MOTORIZED VEHICLES, PARKING, AND TRAFFIC CONTROL

Section 3.01 All-Terrain Vehicles

No Person shall drive, ride, or otherwise operate an all-terrain Vehicle on District Property. For purposes of this section, an all-terrain Vehicle shall be defined as any motorized off-highway device 50 inches or less in width, having a manufacturer's dry weight of 600 pounds or less, traveling on three (3) or more low-pressure tires, designed with a seat or saddle for operator use, and handlebars or steering wheel for steering control.

Section 3.02 Bicycles

- (a) No Person operating a bicycle on District Property shall cling or attach himself or his bicycle to any other moving Vehicle.
- (b) The operator of a bicycle emerging from an alley, driveway or building on District Property shall, upon approaching a sidewalk or the sidewalk area extending across any alley or driveway, yield the right-of-way to all pedestrians approaching on said sidewalk or sidewalk area, and upon entering the roadway shall yield the right-of-way to all Vehicles approaching on said roadway.
- (c) No Person operating a bicycle on District Property shall carry another Person on the same bicycle. This restriction does not apply to tandem bicycles equipped with two or more seats or saddles or an ordinary bicycle equipped with a seat or saddle for an infant or small child if used properly. In that event, there shall be only the number of Persons on the bicycle as there are seats or saddles.
- (d) No Person shall operate a bicycle on District Property between 30 minutes after sunset and 30 minutes before sunrise, without a clear, white, properly lighted headlight, visible under normal atmospheric conditions from the front thereof for not less than 500 feet and firmly attached to the bicycle, and without a red reflector firmly attached to the bicycle, which is clearly visible in the headlight beam of an automobile for a distance of 500 feet to the rear of the bicycle.
- (e) No Person shall operate a bicycle on District playgrounds, ball fields, tennis courts, or sidewalks except that children under the age of 4 years old riding three- or more-

wheeled cycles may operate such cycles on sidewalks while under the supervision and control of an adult.

- (f) No Person shall ride a bicycle on any District street or path where signs are posted prohibiting riding bicycles.
- (g) Bicycles shall not, at any time, in any place, be indiscriminately parked on District Property in such manner as to interfere with pedestrian or vehicular traffic, or with Persons getting into or out of Vehicles. No Person shall leave a bicycle on District Property lying on the ground or paving or set against trees or otherwise in a place other than a bicycle rack when such is provided and there is space available. No Person shall move or in any manner interfere with, any bicycle which is properly parked on District Property, nor shall any Person interfere with, or, in any manner, hinder any Person from properly parking a bicycle.
- (h) All bicycles, when operated on District roadways, shall be kept to the right and shall be operated as nearly as practicable to the right-hand edge of the roadway.
- (i) No Person shall operate a bicycle on District Property at a speed faster than is reasonable and proper under the circumstances, and every bicycle shall be operated with reasonable regard for the safety of the rider and of other Persons and property.
- (j) Every Person operating a bicycle on District Property shall obey all federal, state, local, and District traffic laws, rules, and regulations applicable to motor Vehicles, except those provisions which by their nature can have no application to the operation of a bicycle and except as otherwise provided by this section.

Section 3.03 Change of Oil/Cleaning

No Person shall change the oil or grease of, or wash, clean or polish Vehicles on District Property, unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.

Section 3.04 Commercial Vehicles

- (a) The term "commercial vehicles" as used in this section shall include, but not be limited to trucks, station wagons, vans, pickups, passenger cars, or other Vehicles when used in transporting Persons or movable property for a fee or profit, either as a direct charge to another Person (except when transporting passengers or movable property to or from the District), or otherwise, or used as incident to providing services to another Person, or used in connection with any business, except during the course of doing business with the District.
- (b) All roadways on District Property shall be used for pleasure driving only. No Person, other than District employees, shall drive any truck, tractor or other commercial vehicle of any kind on District Property without first obtaining a contract or permit therefor from the District.
- (c) This section shall not apply to commercial vehicles making authorized deliveries to, or performing authorized services for, the District.

Section 3.05 Driving Areas

No motor Vehicle shall be driven or otherwise operated upon District Property except over and upon such roadways, parking lots, or other areas designated by the District for use by motor Vehicles. A bicycle path shall not be deemed a roadway for the use of motor Vehicles under this section.

Section 3.06 Duty of Operator in Accidents

No Person shall leave the scene of a Vehicle collision with another Vehicle, Person or property occurring on District Property, without giving his true name, residence address, and current and valid insurance information to the injured Person or any other Person or member of the District Police Force requesting same, and in the event no public officer is present, he must immediately report the occurrence to Glencoe Public Safety officials.

Section 3.07 Emergency Vehicles

- (a) For purposes of this section, emergency Vehicles shall include all ambulances, fire trucks, police, fire, and other Vehicles used to protect the public health, safety, and welfare.
- (b) The provisions of this chapter regulating the movement or parking of Vehicles on District Property shall not apply to the operator of any emergency Vehicle when responding to an emergency call or pursuing an actual or suspected violator of the law. However, such operator shall exercise extreme caution when on or approaching District Property including without limitation slowing down as necessary for safety, cautiously proceeding through traffic lights or stop signs, and having the Vehicle's warning system signals operating (e.g. siren, lights).
- (c) When not responding to an emergency call or in the pursuit of an actual or suspected violator of the law, the operator of an emergency Vehicle shall obey the provisions of this Chapter.
- (d) Every Person operating a Vehicle on District Property shall, at the immediate approach of an emergency Vehicle making use of its warning system signals, yield the right-of-way and shall stop, if possible, and pull to the side of the road and remain in such position until the emergency Vehicle has passed, unless otherwise directed by a member of the District Police Force.

Section 3.08 Enforcement of Traffic Regulations

No Person shall fail to obey a member of the District Police Force or other District employee who is directing traffic or enforcing sections of this Chapter on District Property.

Section 3.09 Fleeing or Attempting to Elude the District Police Force

No Person driving or otherwise operating a motor Vehicle on District Property shall willfully fail or refuse to obey a visible or audible signal by a District Police Force member to bring his Vehicle to a stop. The signal given by a member of the District Police Force may be by hand, voice, siren, or red or blue light. The member of the District Police Force giving such signal shall be in uniform or

driving a Vehicle appropriately marked showing it to be an official District Police Force Vehicle.

Section 3.10 Gas and Smoke

No Person shall drive or otherwise operate a Vehicle on District Property which emits excessive noxious fumes or dense smoke.

Section 3.11 Hitchhiking

No Person shall solicit a ride nor stand in or near a roadway on District Property for the purpose of soliciting a ride from the operator of any Vehicle.

Section 3.12 Incorporation of State Statutes

In addition to the provisions of this Chapter, and to the extent not inconsistent therewith, no Person shall drive or otherwise operate a Vehicle or perform any act in any manner on District Property in violation of Chapters 6, 11 and 12 of the Illinois Vehicle Code (625 ILCS 5/6-100 *et seq.*, 11-100 *et seq.* and 12-100 *et seq.*) which provisions are specifically incorporated in this Ordinance by reference.

Section 3.13 Intoxicated Operators

- (a) No Person shall drive or otherwise operate nor attempt to drive or otherwise operate a Vehicle on District Property while under the influence of intoxicating liquor, drugs, or a combination of liquor and drugs.
- (b) Upon trial for such offense, in addition to other evidence, evidence of the amount of alcohol in the Person at the time of the act alleged, as shown by a chemical analysis of his breath, blood, urine, saliva, or other bodily substances, is admissible, and the result of such analysis shall give rise to the presumptions set forth in Section 11-501.2(b) of the Illinois Vehicle Code (625 ILCS 5/11-501.2(b)) which provision is specifically incorporated in this Ordinance by reference.

Section 3.14 Mini-bikes and Trail bikes

No Person shall drive, ride, or otherwise operate any mini-bike or trail bike on District Property. For purposes of this section, every motor Vehicle which is self-propelled by power obtained by the combustion of gasoline which is designed with a seat or a saddle for the use of the rider, and is designed to travel mostly off-road on not more than three (3) wheels shall be a mini-bike or trail bike.

Section 3.15 Negligent Driving

No Person shall drive or otherwise operate a Vehicle on District Property negligently, recklessly or without due caution, or in any manner so as to endanger any Person or property. All Vehicles shall be driven or otherwise operated on the right side of any roadway open to travel, except when passing other Vehicles.

Section 3.16 Parking

- (a) No Person shall park a Vehicle on District Property in other than established or designated parking areas, and such shall be in accordance with the posted directions and markings or with the directions of any attendant who may be present.
- (b) No Person shall park any Vehicle or allow any Vehicle to remain parked in any area of District Property beyond the normal closing hour of the park system, except when a different closing hour has been designated by the District for that area or unless permission therefor has first been obtained from the District. In no event shall any Vehicle except District Vehicles be parked on District Property later than 11:30 p.m., except with the approval of the District, which approval shall automatically be deemed given in connection with activities conducted by the District. Cars parked illegally may be towed at the Owner's expense.
- (c) No Person shall stop, park, or place any Vehicle on District Property so as to obstruct or interfere with traffic or travel or endanger the public safety, and no Person shall stop, park, or place any Vehicle in any of the following places except when otherwise designated, or when necessary to avoid conflict with other traffic or when in compliance with the instructions of a member of the District Police Force: (1) on the left side of any roadway; (2) on parkways, lawn areas, and grounds; (3) in front of a public or private driveway; (4) within any intersection; (5) within any crosswalk; (6) within 20 feet of any intersection or crosswalk; (7) within 30 feet of any stop sign or traffic control signal, other than in parking; (8) on the roadway side of any Vehicle stopped or parked at the edge or curb of the roadway ("double parking"); (9) in a position to block another Vehicle lawfully parked; (10) on any sidewalk; (11) at any place where official signs or other markings prohibit parking, or where curbs have been painted yellow; (12) within 15 feet of a fire hydrant; (13) in a fire lane or within 8 feet of the entrance to a fire lane; (14) within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of such entrance (when properly sign-posted); (15) between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless a different length is indicated by signs or markings; (16) alongside or opposite any street excavation or obstruction when stopping, standing, or parking would obstruct traffic; (17) upon any bridge or other elevated structure upon a roadway, or within a roadway tunnel; (18) on any railroad tracks or within 50 feet of the nearest rail of a railroad crossing; (19) on a controlled-access roadway; (20) in the area between roadways of a divided highway, including without limitation crossovers; and, (21) at any place or time where a permit or sticker is required by the District for parking unless the required permit or sticker has been obtained and is displayed on the Vehicle.
- (d) No Person shall park a Vehicle upon any roadway or in any public off-street parking Facility on District Property for any of the following purposes:
 - (1) To display such Vehicle for sale; or,
 - (2) To perform maintenance or repair of such Vehicle, except for repairs necessitated by an emergency; or,
 - (3) To sell goods or services from such Vehicle.
- (e) The operator of an authorized emergency Vehicle, as defined in Section 3.07 of this

Ordinance, may park or stand irrespective of the provisions of this Ordinance.

- (f) Every Person in whose name a Vehicle is registered pursuant to law and who leases such Vehicle to others, after receiving written notice of a violation of this Ordinance involving such Vehicle, shall upon request provide the District with a written statement of the name and address of the lessee at the time of such offense and the identifying number upon the registration plates and registration sticker or stickers of such Vehicle.
- (g) No Person who is the lessor of a Vehicle pursuant to a written lease agreement shall be liable for the violation of any parking or standing regulation of this Ordinance involving such Vehicle during the period of the lease provided that upon the District's request received within 120 days after the violation occurred, the lessor provides within 60 days after such receipt the name and address of the lessee. The driver's license number may also be requested by the District if needed for enforcement of this Ordinance.
- (h) Except as otherwise provided, every Vehicle stopped or parked upon a two-way roadway on District Property shall be stopped or parked with the right-hand wheels parallel to and as close as practicable to the right edge of the right-hand shoulder.
- (i) No Person shall move a Vehicle not lawfully under his control into any such prohibited area or away from a curb such distance as is unlawful.
- (j) Except as otherwise provided, every Vehicle stopped or parked upon a one-way roadway on District Property shall be so stopped or parked parallel to the curb or edge of the roadway, in the direction of authorized traffic movement, with its right-hand wheels within twelve (12) inches of the right-hand curb or as close as practicable to the right edge of the right-hand shoulder, or with its left-hand wheels within twelve (12) inches of the left-hand curb or as close as practicable to the left edge of the left-hand shoulder.
- (k) Penalty Provisions for Parking Violations:
 - (1) Whenever any Vehicle shall have been parked in violation of any section of this Ordinance prohibiting or restricting vehicular standing or parking, the Person in whose name the Vehicle is registered with the Secretary of State of Illinois shall be prima facie responsible for the violation and subject to the penalty therefor unless 3.16 applies.
 - (2) Whenever any Vehicle is parked in violation of any parking provision of this Ordinance, a Glencoe Public Safety official or at the direction of District officials observing such violation may issue a parking violation notice, and serve the notice on the owner of the Vehicle by handing it to the operator of the Vehicle, if he is present, or by affixing it to the Vehicle in a conspicuous place. The issuer of the notice shall specify on the notice his identification number, the particular parking regulation allegedly violated, the make and state registration number of the cited Vehicle, and the place, date, time, and nature of the alleged violation and shall certify the correctness of the specified information by signing his name to the notice.
 - (3) A parking violation notice issued, signed, and served in accordance with this section, or a copy of such notice, shall be deemed prima facie correct and shall be prima facie evidence of the correctness of the facts shown therein. The notice or copy thereof shall be admissible in any subsequent administrative or legal

proceeding.

- (4) Any violation of the parking provisions of this Ordinance or any provision of the Illinois Motor Vehicle Code prohibiting or restricting vehicular standing or parking shall be a civil offense punishable by fine, and no criminal penalty, or civil sanction other than that prescribed in this Ordinance, shall be imposed.
- (5) Any Person who violates or fails to comply with any provision of this section shall be fined \$25.00 for each offense.
- (6) Any Person on whom a parking violation notice has been served shall within fourteen (14) days from the date of the notice either pay the indicated fine or, in the manner indicated on the notice, request a court hearing to contest the charge or violation(s).
- (7) If no response is made in accordance with subsection (k)(6) of this section, the Clerk of the Circuit Court shall serve a second notice of violation, by first-class mail, postage prepaid, to the address of the registered owner of the cited Vehicle as recorded with the Secretary of State of Illinois. The notice shall specify the date of a violation, and make and state registration of the cited Vehicle, the Ordinance or Code provision violated, the applicable fine and penalty in an amount equal to the relevant fine to be paid by the final notice date or request for hearing. The final notice date for payment shall be 21 days from the initial due date.
- (8) If the respondent requests a court hearing in person to contest the cited violation or violations, the Clerk of the Circuit Court shall notify the respondent in writing of the time and place of the hearing.
- (9) A notice sent pursuant to subsections (k)(6), (7), and/or (8) shall state that failure to pay the indicated fine or failure to request a court hearing will constitute a debt due and owing the District, and as such may be collected in accordance with applicable law. Payment in full of any fine and/or penalty resulting from a standing or parking violation shall constitute a final disposition of that violation.
- (10) The Clerk of the Circuit Court shall notify the County State's Attorney of each respondent who fails to make payment or who fails to request a court hearing pursuant to subsections (k)(6), (7), (8), and/or (9). Upon being notified by the Clerk of the Circuit Court, the County State's Attorney shall institute a civil action against the respondent in the amount of the fine plus a penalty double the relevant fine and costs. Any action instituted and proceeding therein shall be conducted in accordance with the Rules of the Circuit Court of Cook County, the Code of Civil Procedure and the laws, rules, and regulations of the State of Illinois.

Section 3.17 Riding Outside Vehicles

- (a) No Person shall ride upon the fenders, running boards, bumpers, hood, trunk, or any other exterior part of any Vehicle on District Property.
- (b) No Person shall cling or attach himself, his Vehicle, or any other object, to any other Vehicle on District Property.

Section 3.18 Right of Way

- (a) Every operator of a Vehicle shall yield the right of way to a pedestrian at any marked crosswalk or within any unmarked crosswalk at any intersection on District Property.
- (b) Every operator of a Vehicle shall exercise due care to avoid colliding with pedestrians upon any roadway on District Property, shall give warning to any pedestrian in the roadway by sounding the horn when necessary, and shall exercise proper precaution upon observing any child, confused Person, or disabled Person upon a roadway.
- (c) Every pedestrian crossing at a roadway on District Property at any point other than within a marked crosswalk or within an unmarked crosswalk at any intersection shall yield the right of way to Vehicles upon the roadway.
- (d) Except as otherwise provided herein, the operator of a Vehicle approaching an intersection on District Property shall yield the right-of-way to a Vehicle, which has already entered the intersection from a different roadway. When two (2) Vehicles approach an unmarked intersection from different roadways at approximately the same time, the operator of the Vehicle on the left shall yield the right-of-way to the Vehicle on the right.

Section 3.19 Siren Devices

No Person shall sound any siren or other type of signaling device which makes unusually loud or unnecessary noise on District Property unless that Person is driving or operating an authorized emergency Vehicle, as defined under section 3.09, responding to an emergency call, or pursuing an actual or suspected violator of the law.

Section 3.20 Speeding

Except as provided in Section 3.07(b) of this Ordinance:

- (a) No Person shall drive or otherwise operate a Vehicle on District Property at a speed greater than is reasonable and safe under the circumstances, having due regard for traffic, pedestrians, weather conditions and the intended use of the roadway and at no time at a speed greater than 15 miles per hour.
- (b) No Person shall drive or otherwise operate a Vehicle on District Property at a speed which endangers the safety of any Person or property.

Section 3.21 Traffic Signs and Signals

- (a) No Person shall fail to observe and obey all traffic signs indicating speed, direction, caution, stopping, parking, crosswalk lanes, traffic lane markers, and any other sign posted by the District for safeguarding life and property.
- (b) No Person shall deface, injure, move, or otherwise interfere with any traffic sign or signal on District Property.

Section 3.22 Unattended Motor Vehicles

No Person driving, operating, or otherwise in charge of a motor Vehicle on District Property shall permit it to stand unattended without first stopping the engine, locking the ignition and removing the keys. When the motor Vehicle is standing upon any perceptible grade, the Person shall set the parking brake thereon and turn the front wheels to the curb or side of the roadway.

Section 3.23 Unauthorized Use of Parking Places Reserved for Handicapped Persons

- (a) For purposes of this section, handicapped person means every natural person who is unable to walk 200 feet or more unassisted by another person or without the aid of a walker, crutches, braces, prosthetic device, or a wheelchair or without great difficulty or discomfort due to the following impairments: neurological, orthopedic, respiratory, cardiac, arthritic disorder, blindness, or the loss of function or absence of a limb or limbs.
- (b) No Person shall park on District Property any motor Vehicle which is not bearing registration plates or decals issued to a handicapped person, pursuant to 625 ILCS 5/3-616, 11-1301.1, 11-1301.2, or to a disabled veteran pursuant to 625 ILCS 5/3-609 of the Illinois Vehicle Code which provisions are specifically incorporated in this Ordinance by reference, as evidence that the Vehicle is operated by or for a handicapped person or disabled veteran, in any parking place, including without limitation any private or public off-street parking Facility, specifically reserved by the District, by the posting of an official sign as designated under 625 ILCS 5/11-301, for motor Vehicles bearing such registration plates. Any motor Vehicle bearing a handicapped license plate or a handicapped parking decal or device containing the international symbol of access issued to handicapped persons by any local authority, state, district, territory or foreign country shall be recognized by the District as a valid license plate or device and receive the same parking privileges as handicapped residents of this State.
- (c) The District may remove or cause to be removed to the nearest garage or other place of safety any Vehicle parked within a stall or space reserved for use by the handicapped which does not display handicapped registration plates or a special decal or device as required by this section.
- (d) Any Person found guilty of violating the provisions of this section shall be fined \$250.00 in addition to any costs or charges connected with the removal or storage of any motor Vehicle authorized under this section.

CHAPTER IV - PARK HOURS, CLOSING, AND GENERAL OPERATION POLICIES

Section 4.01 Hours

- (a) Except as otherwise provided in this Section 4.01, District Property shall be open to the public from sunrise in the morning until sunset in the evening of that same day and District Property shall be closed to the public from sunset each day until sunrise the following day.
- (b) Outdoor Facilities that are designated for active recreation and are artificially lighted shall remain open to the public until such time as the artificial lighting is turned off.

- (c) The hours of operation of the swimming portion of Glencoe Beach shall be from 10:00 a.m. until 8:00 p.m. daily from the Saturday before Memorial Day until Labor Day each year. No Person shall enter or remain in the waters of Lake Michigan adjacent to Glencoe Beach for the purposes of swimming, bathing or wading other than during the days and hours of operation set forth in this Section 4.01(c). Persons entering during any other time do so at their own risk. No Person shall operate a motor Vehicle on the Beach Access Road between the hours of 10:00 p.m. and 6:00 a.m.
- (d) The Takiff Center and Watts Center hours shall be determined by the Board and will be posted on the website.
- (e) The Board may establish other hours during which District Property or any parts thereof shall be closed to the public. The Board may periodically revise these hours.

Section 4.02 Special Closings

The Board or the Director may close one or more District parks, buildings, and Facilities or any part thereof to the public at any time and for any interval of time, either temporarily or at regular intervals, and either entirely or merely to certain uses, as deemed advisable and in the best interest of the public and District.

Section 4.03 Use of Closed Property Prohibited

No Person shall use, occupy, be in, or remain upon District Property or leave any personal property in or upon District Property which is closed to the public, or after closing hours, unless permission therefor has first been obtained from the District.

Section 4.04 Schedules, Fees, Rules, and Regulations

Time schedules for the operation of, and the activities to be conducted on, District Property and the amount of facility, permit and program fees, may be reviewed and approved periodically by the Board. As permitted by law, fees charged non-residents of the District need not be the same as fees charged residents of the District. The Board may otherwise establish policies, rules, and regulations for proper conduct by Persons using District Property. Specific policies, rules and regulations pertaining to District Property and programs may be posted at or on the applicable District Property and/or published in District program brochures or otherwise made available to the users of District Property, who shall be charged with actual knowledge thereof and shall obey or comply with all such policies, rules and regulations. All Persons shall abide by all District policies, rules and regulations and with the direct orders or requests of employees and agents of the District when using District Property.

Section 4.05 Admission/Identification

No Person shall enter into, be, or remain in or upon District Property without paying any proper admission fees, without complying with registration requirements, if any, which may be established by the District, and without displaying the required admission identification. All admission identification cards, papers and tickets are non-transferable and must be individually registered, unless otherwise specifically noted thereon. A charge may be made by the District for replacing lost admission identification cards, papers, and tickets.

Section 4.06 Lost, Found, and Abandoned Property

- (a) No Person shall abandon property on District Property.
- (b) Property left unattended for longer than twenty-four (24) hours or unattended property that interferes with any park visitors' safety, orderly management of the park area, or presents a threat to park resources may be impounded or removed by the District at any time. The owner of such property shall be responsible and liable for all costs and expenses associated with the impounding, removal, storage, or other disposal of the property.
- (c) Any Person finding lost or unattended property on District Property shall report such finding to the District as soon as is practicable. Whenever a District employee or agent finds lost or unattended property on District Property, they shall report such find to their Department Head. The District will attempt to make every reasonable effort to locate the property's owner(s).
- (d) Lost property shall be disposed of in accordance with the Estrays and Lost Property Act, 765 ILCS 1020/1, et seq. Unless claimed by the owner or an authorized agent thereof in the manner prescribed by law, the property may be claimed by the finder of such property unless the finder is an employee, officer, or agent of the District or Board. All property found by an employee, officer, or agent of the District or Board and not claimed shall be disposed of as the District deems appropriate.

4.06.01 Special Rules for Abandoned Boats

- (a) Only boats bearing proof of state registration and a District permit for the current permit year may be stored on District Property.
- (b) Owners of boats bearing an expired District permit shall be deemed abandoned and may not use the boat launch facilities on District Property.
- (c) Owners of boats bearing a current District permit but who are delinquent on the payment of all required storage fees more than 30 days from the date of the invoice or another due date established by law, whichever is later, shall have their boats deemed abandoned and may not use the boat launch facilities on District Property.
- (d) Notice of Abandonment; Eligibility for Towing.
 - (1) Owners of abandoned boats shall be notified by the Park District that such boat must be removed from District property within 90 days from receipt or refusal of such notice. The notice shall be delivered via a nationally-recognized overnight courier or via certified or registered mail, return receipt requested.
 - (2) Owners of abandoned boats, who have not removed the boat or cured the cause of such abandonment within 90 days from receipt or refusal of the notice described in paragraph 1, shall be subject to towing, impoundment and disposal and the Owner thereof shall be issued a notice indicating so. The notice shall be delivered via a nationally-recognized overnight courier or via certified or registered mail, return receipt requested.

- (3) Contents of the notices herein described shall include the identity of the owner or permit holder, the boat registration number, the most recent District permit number, the expiration date of the District permit, if applicable, the date of delinquency for any fees, if applicable, and an explanation of the Owner's right to appeal.
 - (4) When the identity of the owner of a boat cannot be ascertained from the District's records, the District shall use its best efforts to identify the owner of the boat using title registration records maintained by the Illinois Department of Natural Resources. In such cases, all notices shall be sent to the last known address of the title holder as described in the records of the Illinois Department of Natural Resources.
 - (5) When the identity of the owner of a boat cannot be ascertained from the records of the District or the Illinois Department of Natural Resources, notice shall be affixed to the boat.
- (e) For abandoned boats for which the Owner has received a notice of towing, impoundment and disposal, the District shall report to the Village of Glencoe Department of Public Safety the identity and address of the owner, the title registration number of the boat and a description of the boat. The District shall cooperate with the Village in causing the abandoned boat to be towed, impounded and disposed of in the manner provided by law.
- (f) Appeal:
- (1) Owners who receive any of the notices described in this section shall have the right to appeal the factual findings underlying the finding of abandonment or eligibility for towing, impoundment and disposal. Owners wishing to appeal shall give notice of such appeal to the District not later than 60 days from receipt of the notice being appealed. Upon receipt of a notice of appeal, the 90-day removal period shall be tolled pending the hearing on appeal.
 - (2) Appeal hearings shall be conducted as soon as practicable, but in no event less than 3 days after the date for the hearing is scheduled and the Owner is given notice thereof.
 - (3) All appeal hearings shall be heard by the Board of Park Commissioners during a duly-called open meeting. The Board's deliberation on the evidence presented during the hearing may be conducted in executive session to the extent permitted by law. The strict rules of evidence shall not apply during such hearings. The Owner may be represented by counsel. The Board's decision on the appeal shall be in writing and delivered to the Owner in the same manner as the notice of towing, impoundment and disposal. If applicable, the 90-day removal period shall continue to run upon the Owner's receipt or refusal of the Board's decision.
- (g) Costs: Any owner whose boat has been found to be abandoned shall be required to pay an administrative fee equal to \$150 as a condition of bringing the boat into good standing with the District. This fee is intended to reimburse the District for the

estimated administrative expenses for implementing the rules herein described. Failure to pay such fee shall result in the District's refusal to grant future storage permits.

- (h) Remedies not exclusive: The remedies described in this section for the abandonment of a boat on District property shall not be the exclusive remedies available to the District. The District may exercise these remedies cumulatively and contemporaneously with any other remedy available at law or in equity, including but not limited to the issuance of a fine for a violation of this Code.
- (i) Compliance with Law: This section is intended to comply with the provisions applicable to abandoned boats in the Boat Registration and Safety Act, 625 ILCS 45/3C-1, et seq.

Section 4.07 Building Use

No Person shall use any District building or facility for an event or activity which is not conducted or sponsored by the District unless a permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance and/or a license agreement has been executed with the District. All Persons using District buildings or facilities shall comply with the provisions of this Ordinance and with the provisions and conditions of the permit and/or license agreement and with all other applicable policies, rules, and regulations of the District regarding the use of District Property.

CHAPTER V - PERMITS AND OTHER AUTHORITY

Section 5.01 Permits

- (a) Permits may be granted upon proper application and approval where the applicable section of this Ordinance or any other District ordinance, policy, rule, or regulation provides for the issuing of a permit in order to engage in a particular activity.
- (b) Every person requesting a permit shall complete and file a written application with the Director, on forms provided by the District, and pay applicable application fees at the District's administrative offices located at 999 Green Bay Road, Glencoe, Illinois.
- (c) Except as provided in subsection 5.01(c)(1), applications for permits must be received by the District at least forty-eight (48) hours prior to the activity for which a permit is sought.
 - (1) This application deadline shall not apply to applications for permits under sections 2.02, 2.09, 2.33 and any other section of this ordinance or any other District ordinance, rule, or regulation not involving the exercise of First Amendment rights. For such permits, applications must be received by the District at least forty five (45) days prior to the requested activity.
- (d) Except as provided in subsection 5.01(d)(6), the District shall issue the permit without unreasonable delay unless:
 - (1) The proposed activity violates any federal, state, local, or District law, rule, or

regulation; or,

- (2) A prior application for a permit for the same date, time, and location has been or will be granted and the activities authorized by that Permit do not reasonably allow multiple occupancy of that particular area; or,
 - (3) The proposed activity is of such a nature that it cannot reasonably be accommodated in the particular location applied for, considering, without limitation, the likelihood of such things as damage to park resources or facilities, damage to an environmentally sensitive or protected area's ecosystem, impairment of a protected area's atmosphere of peace and tranquility, unreasonable interference with District functions, buildings, facilities, operations, programs or activities, or unreasonable interference with the use or purpose of the District Property applied for; or,
 - (4) The proposed activity would substantially impair the operation or use of facilities or services of District concessionaires or contractors; or,
 - (5) The proposed activity would so dominate the use of District Property as to preclude other persons from using and enjoying the park.
 - (6) This subsection 5.01(d) is not applicable to applications for commercial activity permits under sections 2.09 and 2.16 of this ordinance and permits for alcohol under section 2.02. The District reserves the right to exercise its discretion issuing permits under sections 2.02, 2.09 and 2.16 and for activities not in line with Ordinance 700.
- (e) The District shall have at least twenty-four (24) hours after receiving a permit application to review the application. However, for applications under section 2.17 of this Ordinance, the District shall have at least forty-eight (48) hours after receiving an application to review the application. For applications under sections 2.02, 2.09, 2.33 and any other section of this Ordinance or any other District ordinance, rule, or regulation not involving the exercise of First Amendment rights, the District shall have at least two (2) weeks after receiving a permit application to review the application. However, the District reserves the right to take additional time to review any application. If the District determines that it will exercise this right, it shall notify the applicant within twenty-four (24) hours after the District's receipt of the application.
- (f) If the application is approved, the District shall issue a written permit to the applicant. If the application is denied, the District shall issue to the applicant written reasons for denying the application.
- (g) If an application is denied on the basis of a scheduling conflict or inappropriateness of the location, duration, or time of the activity, the District will make a reasonable effort to arrange an alternative that is acceptable to all parties. If an application under sections 2.08, 2.25 or 2.36 is denied, or the applicant is dissatisfied with such Permit as issued, he may appeal the decision to the Board within ten (10) days after the decision is rendered. If the Board rejects the appeal after full review, or if time for full review is not available, the applicant may appeal the decision to the appropriate state or federal court. All other decisions on the issuance of Permits by the District are final.
- (h) Any Permit granted by the District may contain lawful prerequisites to the issuing of the

Permit and restrictions on the conduct of the permitted activity including without limitation: general liability insurance coverage; an agreement to fully indemnify and hold the District harmless from any liability or costs resulting from the activity; a requirement that the Persons involved in the activity obey or comply with all federal, state, local, and District laws, rules, and regulations; time, duration, and location restrictions; restoration deposit; a written agreement by the applicant to fully restore any District Property soiled or damaged by the activity; and, any reasonable restriction necessary for the efficient and orderly contemporaneous administration of the activity, other activities with a Permit, and regular District uses, functions, programs, and activities.

- (i) Any Person holding a valid Permit issued by the District for use of District Property shall take precedence for use of that District Property over any Person other than the District.
- (j) The District may make necessary changes or place necessary additional restrictions on any Permit after it has been issued.
- (k) Violation of the terms and conditions associated with the Permit may result in the suspension or revocation of the Permit.
- (l) Except as provided in subsections 5.01(l)(1) (2), no Permit shall be issued for a period in excess of seven (7) consecutive days. A Permit may be extended for like periods of time upon a new application, unless another Person has requested use of the same location and multiple use of that location is not reasonably possible.
 - (1) This subsection shall not apply to Permits granted under section 2.09 of this Ordinance. For Permits granted under section 2.09, the District shall determine the length of time that a Permit will be valid.
 - (2) This subsection shall not apply to Permits granted under section 2.36 of this Ordinance for news racks or newsstands. Such Permits granted under section 2.36 shall be issued for a period of six (6) months.

Section 5.02 Insurance and Hold Harmless Agreement

- (a) Except as provided in subsection 5.02(a)(1), every applicant for a Permit shall acquire general liability insurance to protect himself and the District from liability resulting from his use of District Property and provide proof of such insurance to the District before the District will issue a Permit to an otherwise valid applicant. The District must be named on such policy as additional insured.
 - (1) For activities involving the exercise of First Amendment rights, including without limitation parades, public gatherings, speeches and rallies, this requirement may be waived by the District if the applicant can demonstrate that he or his organization cannot procure general liability insurance or that the cost of procuring such insurance or acquiring a rider to the District's insurance policy is prohibitive.
- (b) Every applicant must execute and deliver to the Park District an agreement to indemnify and hold the District harmless from legal liability, property damage or injury to persons caused by the negligent or unlawful acts of the applicant or any member, volunteer, employee, agent, participant, or other Person associated with the applicant or his group or organization.

Section 5.03 Damage/Restoration Deposit

- (a) A restoration deposit may be required for any Permit. The District shall refund the deposit if the Person responsible for the activity cleans any refuse caused or left by the activity or the activity's participants and restores District Property to the condition it was in prior to the activity to the District's satisfaction. If the District is required to clean up or restore District Property after the activity, the Person responsible for the activity shall reimburse the District for all costs and expenses associated with the clean-up and restoration. The cost of the clean-up and restoration shall be taken from the restoration deposit. If there are any funds remaining after the clean-up and restoration costs have been subtracted, they shall be returned to the appropriate Person. If the costs and expenses for the clean-up and restoration exceed the amount of the restoration deposit, the District reserves the right to pursue any and all legal options.
- (b) If the restoration deposit for a use regulated by Section 2.25 of this Ordinance would create a financial hardship for the applicant which the applicant can so demonstrate, the District may accept a written agreement to clean up and restore District Property after the activity. If the applicant does not satisfactorily perform according to the agreement, the District reserves the right to pursue any and all legal options.

Section 5.04 Other Authority

Activities otherwise prohibited under this Ordinance, or any other District ordinance, policy, rule, or regulation may be conducted or engaged in by a Person, his agents and/or employees, if done in strict conformance with the provisions of an agreement with the District which has been duly authorized by the Board.

CHAPTER VI - ENFORCEMENT

Section 6.01 Police/Security Force

- (a) The District Police Force shall be the conservators of the peace on District Property, and shall be responsible for the enforcement of all federal, state, local, and District laws, rules, and regulations on District Property.
- (b) The members of the District Police Force shall have the authority to eject from District Property, arrest, or issue citations to any Person who violates any applicable federal, state, local, or District law, rule, or regulation on District Property.

Section 6.02 Rules to be Obeyed

No Person shall violate or disobey any provision of this Ordinance or any other District ordinance, policy, rule or regulation regulating conduct or activities on District Property even though the same may not have been posted. No Person shall violate or disobey the directions or instructions contained in any notice or sign posted by the District relating to the use of District Property, or the directions or instructions of any member of the District Police Force, or any employee of the District seeking to enforce compliance with federal, state, local or District laws, rules, or regulations.

Section 6.03 Parties to Ordinance Violation

- (a) Every Person who commits, attempts to commit, conspires to commit, or aids or abets in the commission of any act in violation of this Ordinance or other ordinance, rule or regulation of the District, as a principal, agent, or accessory, shall be guilty of such offense, and every Person who falsely, fraudulently, forcibly or willfully induces, causes, coerces, requires, permits, or directs another to violate any provision of this Ordinance is likewise guilty of such offense.
- (b) Any Person who is the owner, registered owner, or Person in control of any animal, Vehicle or other property of any kind brought, placed, parked or allowed to remain on District Property in violation of this Ordinance or other District ordinance, rule, or regulation, shall be deemed prima facie responsible for such violation and shall be subject to the penalties provided herein.
- (c) It is unlawful for the owner or any other Person employing or otherwise directing the operator of any Vehicle, to request or knowingly permit operation of any such Vehicle on District Property in any manner contrary to this Ordinance.

CHAPTER VII - PENALTIES

Section 7.01 Revocation of Privileges; Fine

Any Person violating or disobeying any section or part of this Ordinance, or any other District ordinance, policy, rule, or regulation, may be forthwith evicted from District Property, may have his admission rights to District Property revoked or suspended for the remainder of the season, and/or may, upon conviction, be fined not more than \$1,000.00 for each offense.

Section 7.02 Restitution

In addition to, or instead of, the fines and penalties provided for in Section 7.01, any Person violating or disobeying any section or part of this Ordinance, or any other federal, state, local, or District law, rule, or regulation, may be required to make restitution for damage resulting from such violation(s). The provisions of the Illinois Parental Responsibility Law (740 ILCS 115/1 *et seq.*) are specifically incorporated in this Ordinance by reference for purposes of this section.

Section 7.03 Seizure/Removal/Impoundment of Property

Any property, substance, or thing brought into, utilized, placed, or left on District Property in violation of this Ordinance, or any other District ordinance, rule, or regulation may be removed, seized, and destroyed in the case of property and substances referred to in sections 2.02, 2.03, 2.10 and 2.41, or seized and impounded in the case of any other property, substance or thing (including without limitation vehicles and bicycles). Property so impounded shall not be returned to the owner(s) thereof until such Person(s) provides the District with acceptable proof or evidence of ownership and until such Person(s) has reimbursed the District in full for all costs and expenses to the District of such impoundment including without limitation any removal and storage charges. Property not claimed by the rightful owner(s) within sixty (60) days after such impoundment may be sold by the District which shall be entitled to the entire proceeds thereof, or otherwise disposed of. Any Vehicles towed and/or impounded shall be disposed of according to the laws of the State of Illinois.

Section 7.04 Non-Exclusivity of Penalties

The penalties provided for in this Chapter 7 are in addition to and not exclusive of any other remedies available to the District as provided by applicable law. The penalties provided for in section 7.01 may be imposed or assessed in addition to and not necessarily in lieu of the penalties provided for in section 7.02, and vice versa.

CHAPTER VIII - REPEAL

All District ordinances, resolutions, policies, rules and regulations or parts thereof in conflict or inconsistent with any of the provisions of this Ordinance are hereby repealed.

CHAPTER IX - SEVERABILITY

Provisions of this Ordinance shall be deemed to be severable. Should any section or part of this Ordinance be declared invalid or unenforceable by a court of competent jurisdiction, the remaining part or parts of such section and/or the other sections, as the case may be, of this Ordinance shall nevertheless be valid, binding and subsisting.

CHAPTER X - PUBLICATION AND EFFECTIVE DATE

Section 10.01 Publication in Book Form

In lieu of other publications, this Ordinance shall be published in book or pamphlet form, and when so published, shall become effective with the same force and effect as if otherwise published. Such book or pamphlet shall be received as conclusive evidence of the passage and legal publication of this Ordinance in all courts and other places without further proof of the passage and publication of this Ordinance.

Section 10.02 Effective Date

This Ordinance and revised amendments shall take effect and be in force ten (10) days after the date of its passage, approval, and publication in book or pamphlet form as provided for herein.

Approved this 11th day of September 2018 pursuant to roll call vote. Roll Call Vote:

Ayes:
Nays:
Absent and Not Voting:

Ordinance Approved.

Lisa M. Brooks, President
Board of Park Commissioners
Glencoe Park District

ATTEST

Lisa M. Sheppard, Secretary
Board of Park Commissioners
Glencoe Park District

[SEAL]

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Lisa M. Sheppard, do hereby certify that I am Secretary of the Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois, and as such official, I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of Ordinance No. 700:

**AN ORDINANCE REGULATING THE USE OF THE PARKS AND PROPERTY
OWNED OR CONTROLLED BY THE GLENCOE PARK DISTRICT**

adopted at a duly called Special Board Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District immediately following a 7:00pm Committee Meeting on the 11th day of September 2018.

I DO FURTHER CERTIFY that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Glencoe Park District at Glencoe, Illinois this 11th day of September 2018.

Lisa M. Sheppard, Secretary
Board of Park Commissioners
Glencoe Park District

[SEAL]

VI. Action Item A

Bi-Annual Review of Executive Session Minutes 5ILCS120/2(c)(21)

Minutes will be provided at the meeting for review.

Glencoe Park District
September 11, 2018
Special Board Meeting