



**GLENCOE PARK DISTRICT
PERSONNEL AND POLICY COMMITTEE MEETING
Tuesday, January 3, 2017 - 6:30pm
Takiff Center – Community Room #1**

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes of the October 18, 2016 Personnel and Policy Committee Meeting
- IV. Matters from the Public
- V. Discussion on Proposed Policy Changes or Additions
 - A. ~~Review Policy on Allowing for Third Party Construction on Park District Land~~
This agenda item has been tabled for the next Personnel and Policy Committee Meeting.
 - B. Review Policy on Recreation Services Fees and Charges
 - C. Review Policy on Communications: Electronic Devices Policy for Board Members
 - D. Discussion on Policies on Transgender Issues
 - E. Discussion of updated Park District Law: Park Commissioner Land Sale Act
- VI. Other Business
- VII. 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

III. Approval of Minutes of the October 18, 2016 Personnel & Policy Committee Meeting

Glencoe Park District
January 3, 2017
Personnel and Policy Committee Meeting

DRAFT

MINUTES OF OCTOBER 18, 2016 PERSONNEL AND POLICY COMMITTEE
MEETING
GLENCOE PARK DISTRICT
999 GREEN BAY ROAD, GLENCOE, ILLINOIS 60022

The meeting was called to order at 5:55 p.m. and roll was called.

Committee Members present:

Seth Palatnik, Chair/Commissioner
Lisa Brooks, Treasurer
Steve Gaines, President

Staff present:

Lisa Sheppard, Executive Director/Secretary
Carol Mensinger, Director of Finance/HR
Chris Leiner, Director of Parks/Maintenance
Mike Lushniak, Director of Recreation/Facilities
Erin Maassen, Manager of Marketing/Comm

Commissioners present:

Dudley Onderdonk, Vice President

Members of the Public in attendance who signed in or spoke: There was no one from the public in attendance.

Matters from the Public: There was no one wishing to address the committee.

Discussion on Proposed Policy Changes or Additions: Executive Director Sheppard and Director Mensinger led the discussion on the Bereavement Policy, Purchasing Policy, Local Government Travel Expense Control Act and Ordinance, Executive Session Minutes Policy, Aircraft/Model Aircraft Policy, Photo and Video Policy, Use of Electronic Devices by Board Members Policy, Use of Parks by Groups, Organizations and for Commercial Purposes Policy, Naming (Renaming) Parks and Facilities Policy and Ordinance, Recreation Services Fees and Charges Policy, and developing a new policy on Residents Landscaping Park District Property Policy.

The committee gave staff direction on how to handle situations where residents have or want to develop park district land extending their yard.

Other Business: There was no other business.

Adjourn: Chair Palatnik moved to adjourn the meeting at 6:51p.m. Commissioner Gaines seconded the motion, which passed by unanimous voice vote.

Respectfully submitted,

Lisa M. Sheppard
Secretary

~~IV. Agenda Item A~~

~~Review Policy on Allowing for Third Party Construction on Park District Land~~

**THIS ITEM HAS BEEN TABLED
FOR THE NEXT PERSONNEL AND POLICY
COMMITTEE MEETING.**

Glencoe Park District
January 3, 2017
Personnel and Policy Committee Meeting

IV. Agenda Item B

**Review Policy on Recreation Services Fees
and Charges**

Glencoe Park District
January 3, 2017
Personnel and Policy Committee Meeting



To: Board of Commissioners

Date: 12/22/16

From: Lisa Sheppard, Executive Director

SUBJECT: Recreation Services Fees and Charges Policy

As part of the yearly review of the Recreation Services Fees and Charges Policy, we would like to discuss:

- On November 2, the Committee of the Whole discussed and agreed to the increases in the fee portion and recommended its approval. It is important to note that policy states that this is a maximum increase. In some areas, we are slowly raising the nonresident fees as the market allows. Fees are approved yearly by the Executive Director and by the Board in the budget.
- Please review the Categories of Park District Services, in particular, the 1988 policy on Children's Circle Daycare. Included are the Categories and a table indicating the difference between "Extra Public" and "Private".

Staff recommends approving this policy at the January Board meeting.

Glencoe Park District Recreation Services Fees and Charges Policy

Proposed to the Board of Park Commissioners (Not Approved): October 18, 2016 & January 3, 2017

1.0 Program Fee Structure. It is the responsibility of the Glencoe Park District to offer diversified and quality, park and recreation experiences. Seeking to meet the demands for new and expanded access to recreation activities, while experiencing the increases in operating expenses, it is the intent of the Park District to adopt a sound, consistent policy for the generation of supplementary revenue to tax dollars.

1.1 All Park District programs will give primary concern to the residents' ability to participate. Activities will be planned with community demographics in mind.

2.0 Fees and Charges. Fees and charges will be evaluated annually to make sure that tax revenues are being used efficiently to support basic public services available to all people. Basic public services will be supplemented to support the demand for quality leisure services by assessing fees and charges and pursuing supplementary sources of revenue.

3.0 Fee Approval. All park program fees must be presented to the Executive Director for approval annually. The Recreation/Facility Staff will submit with the budget, a report to the Executive Director, which will include the activity name, along with new and old program resident/non-resident fees. The Manager will indicate changes, giving specific explanations for any increase over 5%. If new activity areas are implemented throughout the year, they shall also be submitted to the Executive Director for approval.

4.0 Waiver of Fees. The Glencoe Park District wants to give all residents the opportunity to participate in its activities and facilities regardless of financial hardships. Persons requesting scholarships are required to complete an application form, and then submit the form in addition to other requested financial documents, to Family Services of Glencoe for eligibility status. (See Financial Assistance/Scholarship Policy for more details) Applications will be reviewed on an individual basis.

4.1 No fee may be reduced or waived without the consent of the Executive Director, and/or the respective department head, and/or Program Manager.

5.0 Fees and Charges Guidelines. Fees and charges are developed to offset the expenses incurred through offering programs and activities. When developing fees for recreation activities, fees will take into account the financial objectives, market climate and surrounding competitors.

5.1 Fees and charges are recommended by staff to the Executive Director for approval. Fees should be set within the budget preparation process. When setting the fee the following must be considered:

- Wages and Services
- Operational Expenses (contractual fees and supplies)
- Improvements/Renovations/Equipment

- Categories of Glencoe Park District Services to determine how much of direct and indirect expenses must be recovered.
 - Direct expenses include all direct expenses associated with an activity including instructor fees, supplies and materials. Fees should be set to recover all of the expense for the program based on expenses times the minimum number of participants.
 - Indirect expenses include all expenses associated with an activity including facility rental, supervisory time, clerical, maintenance, building costs, marketing, etc. An established successful activity should recover the cost of operations including supervisory time, clerical, maintenance and building costs.

6.0 Resident/Nonresident Program Fees. Since the facilities and activities are partially subsidized through taxes by residents of the Glencoe Park District, nonresidents will pay a **maximum** increased fee of 20% more than resident rates with the exception of the following unique activities and facilities:

- No nonresident fee applied: senior programming, select special events, select contractual programs, Watts daily ice skating fee and skating passes, and Takiff room rentals.
- Maximum 20% more than resident rates for Children’s Circle

6.1 Due to the unique nature and demand for Glencoe Beach and Boating Beach in the Chicagoland area and the amount of subsidy by tax payers, non-residents will pay the following maximum increase over resident rates:

- 50% more than resident rates for Season Passes at Glencoe Beach
 - 100% more than resident rates for daily fees and trellis rentals at Glencoe Beach
 - 100% more than resident for sail boat/kayak/paddle board storage at Perlman Boating Beach
 - 50% more than resident for sail boat/kayak/paddle board rentals
- * Due to IDNR and OSLAD Grant the District received in 1996, the nonresident rates/fees cannot exceed twice that charged to residents.

6.2 Occasionally, an activity may warrant a reduction in the non-resident fee in order for the activity to meet its minimum. The Director of Recreation and Executive Director must approve fees and charges for these activities.

6.3 Non-resident fees will be established in regard to the effect on resident participation using the following criteria:

- Size of class and limitations
- Ability to expand and grow
- Special limited interest classes
- Reciprocal agreements and shared activities
- Competitive costing of activities
-

7.0 Missed Classes. Some missed classes cannot be made up and are non-refundable.

8.0 Prorated Fees to Activities. At the discretion of the Program Manager and Director of Recreation and Facilities, if the nature of the activity permits, prorated class fees will be allowed and done a “per class basis”.

9.0 Discounts to Other Entities. Village of Glencoe, Glencoe Library and District 35 staff shall be eligible to receive an individual pass, to Glencoe Beach at no charge (They must show a business card or staff ID)

10.0 Fiscal Year. Categories of Glencoe Park District Services shall be determined and review annually by the Glencoe Park District Board of Commissioners.

11.0 Categories of Glencoe Park District Services.

FULLY SUBSIDIZED	BASIC PUBLIC Mostly Subsidized Budget includes all direct expenses and 0 – 15% net to cover indirect expenses	PUBLIC Partially Subsidized Budget includes all direct expenses and 16 – 29% net to cover indirect expenses	EXTRA PUBLIC Partially Subsidized Budget includes all direct expenses and 30% +- net to cover indirect expenses	PRIVATE Budget indicates all Direct and Indirect (some indirect listed in other funds) are covered by program revenues
Parks/Playgrounds	Community Organization Use of Facilities	Dance	Day Camps	Children’s Circle Day Care
Shelters/Washrooms	Concessions	Arts – Drama	ELC (Preschool)	
Community Athletic Fields/Courts	Active Adults	Fine Arts/Ceramics	Kids Club (Before and After School Care)	
Glencoe Beach and Boating	Athletic Affiliates Use of Fields and Courts	Martial Arts	Days Off Programs	
Watts Ice Center	Teen Programs/Events	Travel Basketball		
Kids Concert Series	Special Events	Contractual Programs (Sports/Camp/Youth/E.C.)		
Fourth of July	Open Gym	Lighted Field Rentals		
Special Events	General Adult Programs	Birthday Parties		
		Facility Rentals		
		Fitness Programs		
		Early Childhood Enrichments		
		Youth Enrichments		
		Youth Athletics		

Differences Between “Extra Public” and “Private” Programs

	Children Circle – Full Day Care/Preschool	ELC - Preschool	Day Camp	Kids Club (Before and After School Care)
Staffing (not including Program Managers/Supervisors)	5 Full-Time and Part-Time staff	Part Time Staff Only	Seasonal Part-time Staff	Part-Time Staff
Health Insurance and other Benefits	Yes for Full-Time Some Part-Time receive IMRF benefits.	No Limited Part-Time receive IMRF benefits.	No	No
IMRF (Illinois Municipal Retirement Fund)	Yes for Full-Time Some Part-Time receive IMRF benefits.	Limited Part-Time receive IMRF benefits.	No	No
Duration of Program	12 months (only closed 2 weeks a year)	9 months	2.5 months	9 months
Budgeted Difference	Budget indicates <u>all</u> Direct <u>and</u> Indirect Expenses (in other funds) are covered by program revenues.	Budget includes all Direct expenses and 30% + net to cover indirect expenses.	Budget includes all Direct expenses and 30% + net to cover indirect expenses.	Budget includes all Direct expenses and 30% + net to cover indirect expenses.

IV. Agenda Item C

Review Policy on Communications: Electronic Devices Policy for Board Members

Glencoe Park District

January 3, 2017

Personnel and Policy Committee Meeting



To: Board of Commissioners

Date: 10-21-16

From: Lisa Sheppard, Executive Director

SUBJECT: Update to Board Policy Manual – Use of Electronic Devices by Park Board Members

On October 18, the Personnel and Policy Committee discussed and agreed to the contents of this policy, and recommended its approval at the November 15 Regular Board Meeting.

Use of Electronic Devices by Park Board Members

We were notified by our legal counsel regarding a recent court ruling that text messages between members of a public body sent or received during a Board meeting were releasable under FOIA. The court made it clear that its ruling was not restricted to text messages sent or received on government-owned devices, but would also apply to messages on privately owned cell phones.

Our attorneys made a few recommendations to their governmental clients:

- Public officials would avoid sending electronic communications relating to public business to another member of the same body during meetings of the public body.
- Members of public bodies should avoid sending electronic message relating to public business to a quorum of the same body, at any time.
- Public bodies should consider adopting policies on the use of electronic devices by public officials.

Attached is the excerpt of the Board Policy manual with the update policy.

Excerpt from Board Policy Manual approved June 2009...

Glencoe Park District
Communications: Electronic Devices Policy for Board Members

Revisions Approved by the Board of Park Commissioners: June 16, 2009

Proposed Revision (Not Approved): November 15, 2016

3.14 Communications

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 that is sent from or received by a district-provided device may be subject to release under the Illinois Freedom of Information act, regardless of the circumstances of the communication.
- 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.
- D. Generally, Commissioners shall not use e-mail to conduct Park District business. E-mail communication to, by, and between Park Commissioners is permitted on a limited basis for non-substantive matters such as:

- Agenda item suggestions;
- Reminders regarding meeting times, dates, and places;
- Board Meeting agenda or public record information concerning agenda items; or
- Responses to questions posed by the community, administration or staff, subject to this policy's first section.

E-mail sent between and among Commissioners regarding such non-substantive matters shall be copied to the Park District Administrative Assistant. There is no expectation of privacy for any messages sent or received by e-mail.

Procedure for E-mail 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 e-mail, attachments or other electronic methods. All e-mail 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 e-mail to the entire Board, they must send it to the Executive Director and cc'd to the Administrative Assistant, and request the e-mail 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 e-mail records. The records shall be maintained for a time period that is established by the State of Illinois.

IV. Agenda Item D

Discussion on Policies on Transgender Issues

Glencoe Park District

January 3, 2017

Personnel and Policy Committee Meeting



To: Board of Commissioners

Date: 12-20-16

From: Lisa Sheppard, Executive Director

SUBJECT: Transgender Policies

The attached policies address inclusivity of personnel, park patrons, and program participants based on gender identity. This new policy was written by Ancel Glink, in cooperation with staff. It ensures an environment that is safe and free from discrimination.

Staff is recommending approval of the attached Transgender Policies.

Glencoe Park District
Transgender Issues Policy for Staff
Proposed Revision (Not Approved): January 3, 2017

Discrimination Prohibited

Glencoe Park District's policy on transgender is designed to create a safe, inclusive working environment in which staff can be honest and open about who they are. It will act as a guideline; each situation that occurs will need to be evaluated on a case-by-case basis. It is the Glencoe Park District's policy to treat all of its employees with dignity and respect and to provide a workplace that is free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other non-merit factors. All District employees are expected to conduct themselves in the workplace in such a manner that is consistent with their obligation to maintain a work environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals, but rather to assist in understanding this policy and the obligations of staff. These terms may or may not be used by transgender individuals to describe themselves.

- “Gender Identity” or “Affirmed Gender” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual’s internal sense of being male or female or something else. It is not based on physical anatomy. The Glencoe Park District understands that gender identity is a very personal matter that should be respected by all fellow employees and supervisors.
- “Assigned Gender” refers to the gender assigned to a child at birth based on physical anatomy.
- “Gender Marker” The “male” (“M”) or “female” (“F”) on your birth certificate, ID, or passport is called a “gender marker”.
- “Transgender” describes people whose gender identity is different from their gender assigned at birth.
- “Transgender Man” is a term used to describe an individual who currently identifies as a man.
- “Transgender Woman” is a term used to describe an individual who currently identifies as a woman.
- “Gender nonconforming” describes people whose gender expression differs from stereotypical societal expectations related to gender.
- “Gender expression” refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior, or mannerisms.
- “Transition” is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing one’s name, dressing, and grooming differently. Transitioning may also include such

medical and legal aspects as taking hormones, having surgery, or changing identity documents to reflect one's gender identity.

Transitioning Employee Responsibilities

Any employee planning a transition should notify the employer at least sixty (60) days prior to the planned transition so that the employer can prepare a transition plan and address the necessary logistics of the transition. Employees may speak with their direct supervisor, human resource manager, or upper level administrative staff. Remember, the employer may not be educated about what an employee may need during the transition time. The employee should be prepared to educate the employer to the best of their ability.

The District recommends creating a Transition Plan as part of the transition process. This can assist the employer to create the necessary support system and plan for how the transition will occur. A Transition Plan should essentially be a detailed timeline. Items to include are transitioning milestones, dates such as legal name change, when appearances will change and when the use of gender-specific facilities will change. Consider all the people in Glencoe Park District who will need to be engaged in the transition. Be sure to allow time for education and engagement of staff. Consider possible challenges such as lag time with payroll, insurance paperwork, etc.

Co-Worker Responsibilities

Be open, honest, and supportive. If a co-worker is divulging information confidentially, be sure to keep the information confidential. Feel free to ask questions and allow the co-worker to educate you, but only do so if the co-worker expresses a willingness or desire to speak about the transition or gender identification. Employees shall not question other employees about suspected gender identity issues. Employees should use the appropriate male or female pronouns and the appropriate name in all official and unofficial communications. Employees must also be aware of Glencoe Park District's anti-harassment and discrimination policies. Co-workers must remember that discrimination based upon gender identity or expression is prohibited by Glencoe Park District. This prohibition applies not only to discrimination, but also to harassment based upon an individual's gender identity or expression, as part of the prohibition based on gender. Failure to adhere to Glencoe Park District's non-discrimination policy may result in disciplinary action up to and including dismissal. If a co-worker is uncomfortable, Glencoe Park District can assist them in learning more about the transition process or transgender issues in general.

Park District Responsibilities

Glencoe Park District will remain supportive of a transitioning employee and his/her needs. Glencoe Park District enforces its non-discrimination policies uniformly.

Glencoe Park District, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming, and transitioning employee issues. Conversations will be kept confidential from anyone who is not directly involved with the issues.

Personnel Documentation

All employees should be in the payroll system with their assigned gender and legal name. Once an employee has proof of changing their gender marker in the Social Security Administration records it may be changed in payroll. Health insurance records should also include the assigned gender until a medical provider approves the affirmed gender to be used. However, preferred names can be used for nametags, phone lists, and other internal documents. Glencoe Park District will make every effort to recognize a transgender employee's preferred name.

Names/Pronouns

It is respectful and consistent with the law to address employees by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name under which the person is employed. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and may lead to disciplinary action up to and including dismissal.

Restroom/Locker Room Accessibility

Once a transitioning employee begins living and working full-time in the gender that reflects the employee's gender identity and presentation, the employee may choose to use the restrooms and (if provided to other employees) locker rooms that correspond to the employee'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 employees. The objection of co-workers to a transgender or non-conforming gender employee using the same restroom or locker room facility shall not be the basis for denying the transgender or non-conforming gender employee use of that facility. Rather, Glencoe Park District may designate a different restroom or locker room facility for the objecting co-worker if available and reasonable.

Dress Code

Transgender and non-conforming gender individuals are entitled to dress as their affirmed gender within the Glencoe Park District dress code. A transitioning employee's attire should remain professional and in conformance with required Glencoe Park District dress code standards. Dress codes shall be applied to all employees equally.

Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in Glencoe Park District's Harassment Policy.

Glencoe Park District
Transgender Issues Policy for Patrons
Proposed Revision (Not Approved): January 3, 2017

Discrimination Prohibited

Glencoe Park District's policy on transgender is designed to create a safe, inclusive environment in which community members, visitors, and participants can be honest and open about who they are and feel comfortable using our facilities, participating in our programs, and attending Park District events. This policy will act as a guideline; each situation that occurs will need to be evaluated on a case by case basis. It is Glencoe Park District's policy to treat everyone with dignity and respect and to provide facilities, services, programs, and events that are free of discrimination whether that discrimination is based upon race, color, religion, gender (including pregnancy, gender identity, gender expression, gender change, gender orientation, gender stereotyping, or transgender status), national origin, disability, parental status, political affiliation, genetic information, marital status, membership in an employee organization, age, reprisal, or other unlawful factors. The Park District offers programs, services, facilities, and events consistent with its obligation to maintain an environment that is free of discrimination, including discrimination that is based upon gender identity or perceived gender non-conformity.

The following definitions are not provided to label individuals but rather to assist in understanding this policy and the obligations of District. These terms may or may not be used by transgender individuals to describe themselves.

- “Gender Identity” or “Affirmed Gender” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Gender identity is also defined as an individual’s internal sense of being male or female or something else. It is not based on physical anatomy. Glencoe Park District understands that gender identity is a very personal matter that should be respected by all fellow employees and supervisors.
- “Assigned Gender” refers to the gender assigned to a child at birth based on physical anatomy.
- “Gender Marker” The “male” (“M”) or “female” (“F”) on your birth certificate, ID, or passport is called a “gender marker”.
- “Transgender” describes people whose gender identity is different from their gender assigned at birth.
- “Transgender Man” is a term used to describe an individual who currently identifies as a man.
- “Transgender Woman” is a term used to describe an individual who currently identifies as a woman.
- “Gender nonconforming” describes people whose gender expression differs from stereotypical societal expectations related to gender.
- “Gender expression” refers to the way a person expresses gender identity to others, such as clothing, hairstyles, activities, voice or body characteristics, behavior, or mannerisms.
- “Transition” is the time when a person begins to live as the gender with which they identify instead of the gender that they were assigned at birth. This may include changing

one's name, dressing and grooming differently. Transitioning may also include such medical and legal aspects as taking hormones, having surgery, or changing identity documents to reflect one's gender identity.

Restroom/Locker Room Accessibility

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.

Participation in Park District Programs

Individuals are encouraged to contact the Executive Director prior to registration or participation in District programs to ensure a smooth and respectful process or with any questions regarding participation or registration.

1. Registration in Programs or for Events

Individuals are encouraged to register for programs and events in the name and gender by which they live.

2. Participation and Registration in Gendered Programs or Events

Generally, individuals are entitled to participate in gender specific programs and events consistent with their gender identity. This may be reviewed on a case-by-case basis when a question of competitive advantage exists, or when sports organizations and associations in which the Park District participates have specific policies or concerns related to gender and competitive advantage. In those cases, additional information may be sought from the registrant (or parent or guardian if registrant is a minor) to fully evaluate the situation.

Names/Pronouns

Individuals are entitled to be addressed by a name and pronoun that corresponds to their affirmed gender. This name does not need to be the name consistent with an individual's government issued identification. Intentional or persistent refusal to respect an individual's gender identity through the use of names and pronouns not correlated with the affirmed gender is a violation of this policy and will not be tolerated.

District Responsibility

The District remains supportive of all individuals to live consistent with their gender identity. The District enforces its non-discrimination policies uniformly.

The District, its managers and supervisors are prepared to listen and be open-minded to transgender, non-conforming, and transitioning issues of all individuals who enjoy Park District

services. Conversations will be kept confidential from anyone who is not directly involved with the issues. Individuals are encouraged to contact the Executive Director with any questions or concerns about these issues.

Discrimination/Harassment

Complaints received regarding discrimination and/or harassment involving transgender or non-conforming gender individuals will be handled in the same manner as any other discrimination or harassment complaints. Procedure details are described in the Glencoe Park District's Harassment Policy.

4810-9753-4779, v. 1

IV. Agenda Item E

Discussion on updated Park District Law: Park Commissioner Land Sale Act

Glencoe Park District

January 3, 2017

Personnel and Policy Committee Meeting



To: Board of Commissioners

Date: 12-15-16

From: Lisa Sheppard, Executive Director

Cc: Carol Mensinger, Director of Finance/HR

SUBJECT: Illinois Park District Law on Sale, Lease, or Conveyance of Park District Property

In 2003, the Board passed Resolution #636 in regards to the sale of Park District property. In 2015, the Illinois State Legislature updated the law, in particular defining the sale of Unneeded Land Under Three Acres.

Attached is the 2003 resolution and an excerpt from the Illinois Park District Law Handbook which outlines the law.

Staff recommends updating our Policy to include the updated law for sale, lease, or conveyance of park district property.

**GLENCOE PARK DISTRICT
RESOLUTION #636**

**A RESOLUTION CALLING FOR THE PARK BOARD OF THE
GLENCOE PARK DISTRICT TO CONDUCT
AN ADVISORY REFERENDUM PRIOR TO THE SALE OF PARK LAND**

WHEREAS, pursuant to Illinois law, the Glencoe Park District ("Park District") holds its land in trust for the use and enjoyment of all citizens of the State of Illinois; and

WHEREAS, the Board of Park Commissioners ("Park Board") of the Park District believes that all park land within the Park District has value and that a balanced park system includes parks of various sizes, locations and uses; and

WHEREAS, Section 10-7 of the Park District code, 70 ILCS 1205/10-7, and the Park Commissioners Land Sale Act, 70 ILCS 1235/0.01 *et seq.*, grant the Park District the authority to sell park land under certain specified terms and conditions; and

WHEREAS, the Park Board finds it in the best interest of the Park District to conduct an advisory referendum prior to selling any park land.

NOW THEREFORE, IT IS HEREBY RESOLVED, by the Board of Park Commissioners (the "Board") of the Glencoe Park District as follows:

Section 1. The Park Board finds that all of the recitals contained in the preamble to this Resolution are true and correct and does hereby incorporate them into this Resolution by this reference.

Section 2. The Park Board shall conduct an advisory referendum prior to selling any park land.

Section 3. The Resolution shall be in full force and effect from and after its adoption as provided by law.

Adopted this 17th day of June 2003, by roll call vote:

AYES: Vile, Holstein, Riback, Weinberg

NAYS: None

ABSENT: Reichblum

ATTEST:

Jack A. Weinberg, President
Board of Park Commissioners
Glencoe Park District

Rodney A. Aiken, Secretary
Board of Park Commissioners
Glencoe Park District

STATE OF ILLINOIS)

SS.

COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Rodney A. Aiken, 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:

A RESOLUTION CALLING FOR THE PARK BOARD OF THE GLENCOE PARK DISTRICT TO CONDUCT AN ADVISORY REFERENDUM PRIOR TO THE SALE OF PARK LAND.

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Glencoe Park District, held at Glencoe, Illinois, in said District at 8 p.m. on the 17th day of June, 2003 AD.

I FURTHER CERTIFY that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution 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 Park District at Glencoe, Illinois this 17th day of June 2003.

RODNEY A. AIKEN, Secretary
Board of Park Commissioners
Glencoe Park District

(SEAL)

3. Sale to a Non-Governmental Entity

a) *Sale to a Non-Profit Illinois Corporation.* Under the Park District Code, park districts that serve territory within a municipality having more than 40,000 inhabitants and within a country having more than 260,000 inhabitants and bordering on the Mississippi River may sell real estate it owns or holds to any not-for-profit Illinois corporation upon the condition that the corporation uses the property for public park or recreation programs for youth. The park district has the right to re-entry if this condition is breached. If the corporation stops using the property for these purposes, the property shall revert back to ownership of the park district.

Prior to the sale of the property, the park board must hold a public meeting to consider the proposed sale. Notice of the meeting must be published at least three times (the first and last publication being not less than 10 days apart) in a newspaper of general circulation within the district [70 ILCS 1205/10-7(c)]. (Source: P. A. 91-423, eff. 8-6-99; 91-918, eff. 7-7-00; 92-401, eff. 1-1-02)

b) *Substitute Property Conveyances.* Any district owning any real estate is authorized to convey the property to a non-governmental entity in exchange for other real property of substantially equal or greater value as determined by two appraisals. The substitute property must also be of substantially the same or greater suitability for park purposes without additional cost to the district. Prior to such exchange with a non-governmental entity, the board must hold a public meeting in order to consider the proposed conveyance. Notice of the meeting must be published at least three times (the first and last publication being a minimum of 10 days apart) in a newspaper of general circulation within the district. If there is no such newspaper, then notice shall be posted in at least three public places in the district. The notice will not become effective until 10 days after the publication or posting [70 ILCS 1205/10-7(b)]. (Source: P. A. 91-423, eff. 8-6-99; 91-918, eff. 7-7-00; 92-401, eff. 1-1-02)

c) *Conveyance of Land No Longer Needed or Useful.* Property may be conveyed without the restriction on recreational use or the provision of substitute property through a procedure outlined in the Park District Code. The board must, by a four-fifths vote, adopt a resolution describing the property and declaring that the land is no longer needed or useful for park purposes and that it intends to sell the land. After the resolution has been adopted, it must be published at least three times (the first and last publication being a minimum of 10 days apart) in a newspaper published and of general circulation within the district. If there is no such newspaper, the resolution must be posted in at least three places in the district. The resolution will not become effective until 10 days after the publication or posting [70 ILCS 1205/10-7(a)]. (Source: P. A. 91-423, eff. 8-6-99; 91-918, eff. 7-7-00; 92-401, eff. 1-1-02)

After completion of the publication, the board shall certify the question to the proper election officials, who will conduct a referendum on the issue. The property may not be sold unless a majority of the district's referendum electors approve the sale [70 ILCS 1205/10-7(b); 70 ILCS 1205/10-7(c)]. (Source: P. A. 91-423, eff. 8-6-99; 91-918, eff. 7-7-00; 92-401, eff. 1-1-02)

If a majority of the voters favors selling the property, the board must conduct a public auction to sell the property. Before selling the property, however, the board must provide notice of the sale in a newspaper of general circulation for two successive weeks, once each week. The first notice must be published at least 15 days prior to the scheduled sale date. If there is no such newspaper, notice must be posted in ten places in the district. The notice must specify the date, time and terms of the sale. The board must sell the property to the highest responsible bidder at the auction. The purchaser must pay at least one-third of the purchase price in cash at the time of the sale and must pay the balance in two equal payments: the first such payment within six months and the second within 12 months of the date of the sale [70 ILCS 1205/10-7(d)]. (Source: P. A. 91-423, eff. 8-6-99; 91-918, eff. 7-7-00; 92-401, eff. 1-1-02)

In the event that no bids are received, the board may, without another referendum, advertise the property at any time within 12 months of the first scheduled sale date. The board reserves the right to reject any or all bids and continue to advertise the property until it is sold. If, however, the property is not sold within 12 months of the first scheduled sale date, the property may not be sold until a new resolution is adopted and a new referendum is conducted [70 ILCS 1205/10-7(d)]. (Source: P. A. 91-423, eff. 8-6-99; 91-918, eff. 7-7-00; 92-401, eff. 1-1-02)

4. Sale of Unneeded Land Under Three Acres

The Park Commissioners Land Sale Act authorizes park districts to sell any land it owns that is not larger than three acres and is no longer needed or useful. After the district determines that it would like to sell such a parcel, it must apply by a petition in writing to the circuit court of the county in which the parcel is situated for approval to sell the property. The district must provide notice of the court hearing by publication in the newspaper in the county at least 10 days before the day of the hearing on the merits of the district's petition. After the hearing, the court may direct the sale of the property [70 ILCS 1235/1]. (Source: P. A. 99-53, eff. 7-16-15)