



**WINNETKA PARK DISTRICT
ADMINISTRATION COMMITTEE MEETING
THURSDAY, APRIL 14, 2016
Community Room
540 Hibbard Road
5:30 P.M.**

AGENDA

1. Call to Order/Roll Call
2. Unfinished Business
3. New Business
 - a. Policy Manual Draft Review - Chapter 5
4. Adjournment

Committee Members

Gerri Kahnweiler, Chair
Ian Larkin
John Peterson
Robert Smith, Staff

Persons with disabilities requiring reasonable accommodations to participate in meetings should contact John Shea, the Park District's ADA Compliance Coordinator, at the Park District's Administrative Office by mail at 540 Hibbard Rd, Winnetka, IL, by phone at 847-501-2040, Monday - Friday from 8:30 am to 5:00 pm, or by email to jshea@winpark.org at least 48 hours prior to the meeting. Requests for a qualified interpreter require five (5) working days advance notice.

Winnetka Park District

Board Summary

Date: April 7, 2016

To: Administration Committee
Board of Commissioners

Subject: Revision and Review of Park District Policies Chapter 5.

From: Robert Smith, Executive Director

Summary:

As part of the overall update and review of our policy manual, please find attached Chapter 5 for your review. This is a working draft and is open to refinement and edit by the Administration Committee. This section has been reviewed by Steve Adams of Robbins Schwartz for legal editing. Please review and submit any comments and edits to me so a second draft can be compiled. Any section within the document, or any subject you feel needs to be included, can be discussed at the Committee meeting scheduled for April 14.

Recommendation:

None. Review, comment, edit and proof of the Administration Committee.

END

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 5**

GENERAL MATTERS OF ADMINISTRATION

- 5.01 District-wide Comprehensive/Strategic Plan**
- 5.02 Park Master Plan**
- 5.03 Records, Ordinances, and Resolutions**
- 5.04 Advisory Boards**
- 5.05 Manuals of Operation**
- 5.06 Naming and Renaming of Park Sites**
- 5.07 Sale of Real Estate and Excess Property/Equipment**
- 5.08 Easement Requests**
- 5.09 Signs and Postings**
- 5.10 Advertising and Partnerships**
- 5.11 Social Media**
- 5.12 Fencing of Park Sites**
- 5.13 Zoning of Land**
- 5.14 Application for Grants**
- 5.15 Tree Memorials and Plant Donations**
- 5.16 Lighting of Park Areas and Facilities**
- 5.17 Loan of Equipment**
- 5.18 Personnel Policies**
- 5.19 Consultants**
- 5.20 Complaints**
- 5.21 Northern Suburban Special Recreation Association**
- 5.22 Inclusion**
- 5.23 Donation Policy**
- 5.24 Procedure for Succession during the Executive Director's Absence**
- 5.25 Americans with Disabilities Act (ADA) Compliance**
- 5.26 Recreation Program, Facilities and Services Statistics Procedure**
- 5.27 Environmental Policy**
- 5.28 Scholarship/Financial Assistance**

5.00 GENERAL MATTERS OF ADMINISTRATION

The Board of Commissioners recognizes the need for various documents containing the Park District's policies and administrative procedures, which facilitate Park District operations on a day-to-day basis.

Definitions

Policy Manual

Establishes the rules and regulations of the Winnetka Park District, its organization, Park Board procedures and practices, fiscal policies, general administrative matters, and policies relating to land acquisition and development, programs and facilities.

Administrative Procedure

Directly guides the staff in day-to-day operations. The Executive Director of the Park District shall have the responsibility of specifying administrative procedures to be included in the Policy Manual. These procedures must be consistent with the policies approved and adopted by the Park Board.

Department/Operations Manuals

Guidelines for Park District staff to meet the policies as set forth by the Park Board. Procedures are developed by department heads and must be approved by the Executive Director of the Park District. A complete listing of the Operations Manuals is set forth in Section 5.05 below, which is subject to change as changes in the Park District's operations and activities may necessitate.

Distribution

The Policy Manual, Administrative Procedures, and any Departmental Operations Manuals will be distributed to fulltime employees as applicable to their responsibilities, upon employment. Distribution to part time/seasonal and volunteer staff may be done at the time of orientation and/or staff training. Policy Manuals should be redistributed as any changes or updates occur. Department heads will be responsible for distribution and employee acknowledgement forms.

5.01 DISTRICT-WIDE COMPREHENSIVE/STRATEGIC PLAN

The need for advance planning is a basic tool to promote orderly growth and objective decision making and is an essential element in all governmental administration. The Park District should ensure that its future decisions are predicated upon well-conceived alternatives and reviewed in regard to all the parameters of its sphere of responsibility.

Just as one would not begin to erect a building without well-defined plans that will govern size, cost, and physical appearance, a Park District should insist upon having its services defined by a document that examines land acquisition, development, facilities, personnel, budget capabilities, and other factors essential to orderly growth.

The Board and staff shall work together in updating a District-wide strategic plan every three (3) to five (5) years in an effort to stay abreast of the progressive and dynamic

community it serves. The demographics of a community can and do change because of outside influences, such as social values, recreation interests, transportation, and the economy. These influences will affect those who live within a community and need to be considered when planning strategically.

5.02 PARK MASTER PLAN

Each parcel of land controlled by the Winnetka Park District and designated as land for recreational purposes is intended to be used by the public. The type of use may vary from a highly developed parcel requiring intensive maintenance to one which is undeveloped and more passive in intended use.

Before committing to the development of a park site, the Park Board will create and employ a master plan that will govern its orderly development and will protect and preserve desirable qualities of the resource base.

The master plan will consist of a schematic drawing which shows the spatial arrangements of various components of the plan such as buildings, playground areas, ballfields, floral display areas, etc. Planting, grading, site layout and lighting plans, as well as construction details, are to be implemented after the master plan has been adopted.

The procedures for adopting a park master plan are as follows:

- A. The Executive Director gathers input from the community, neighborhood, and staff.
- B. The preliminary draft with cost estimates is reviewed by Park District staff, and revisions are made.
- C. The preliminary draft with cost estimates is reviewed by the Board of Park, and revisions are made.
- D. A public meeting to discuss the cost estimates is held for public input and necessary revisions are made.
- E. The final draft with cost estimates is presented to the Park Board for final action.

5.03 RECORDS, ORDINANCES, AND RESOLUTIONS

All ordinances, resolutions, and records of the Park District shall be kept, in written, typed or electronic form and put on file by the Secretary of the Park District. Ordinances and resolutions shall be numbered and filed chronologically.

5.04 ADVISORY BOARDS

It shall be the policy of the Board of Park of the Winnetka Park District to promote dialogue and direct communication between the citizens of the Park District and the Park Board and staff. This process is encouraged and stimulated in many ways, including

through duly appointed Advisory Boards. Any Advisory Boards established by the Park Board shall include no less than one, but no more than two Park Commissioners. All Advisory Boards shall comply with all requirements and rules of the Illinois Open Meetings Act.

Advisory Boards provide a well-defined forum for open and honest debate about a variety of issues directly concerning the delivery of parks and recreation services and facilities within the community of Winnetka. The Board of Park and staff may in their discretion, use Advisory Boards as sounding boards and to promote the introduction of topics of research and study, upon the approval of the Board of Park.

5.05 OPERATION MANUALS

The business of administering a multi-faceted park and recreation agency requires a wide range of individuals, both full and part-time, to handle the day-to-day operations. To ensure continuity to all day-to-day operations and their management, manuals of operation for facilities and programs significant in scope have been created.

The Executive Director is responsible for creating, or causing to be created, manuals of operation for the following:

Personnel Policies	Recreation Procedures Manual
Policy & Procedure Manual	Beach Manual
Golf Manual	Sailing Procedures
Indoor and Outdoor Tennis	Boat Launch Procedures
Athletics Manual	Field Maintenance Procedures
Coaches Manual	Day Camp Manual
Ice Procedures Manual	Parks Manual
Americans with Disability Act Transition Plan	

Any other manuals as designated by the Park Board and/or recommended by the Executive Director.

Said manuals will be kept current as operating procedures vary over time. It shall be the duty of the administrative staff to determine that all such manuals are in agreement with the basic policies and regulations of the Park Board.

5.06 NAMING AND RENAMING OF PARK SITES

It is the responsibility of the Park Board to select names for new parks, beaches, fields, buildings, or facilities, or when appropriate, to change the name(s) of existing parks, beaches, fields, buildings, or facilities of the District (hereinafter referred to as Parks) that have not been dedicated. This policy statement is intended to define the method of naming or renaming of Parks and to outline the conditions governing the selection of names.

Statement of Intent

1. The Winnetka Park District's parks, park amenities, and facilities are generally a limited public forum to be used primarily for recreational activities intended to promote healthy pursuits.
2. The District is a local government entity, created by State authority, and as such does not promote any political party, candidate, agenda, or viewpoint, or endorse or promote any religious group or viewpoint.

Terms of the Policy

1. The Winnetka Park District reserves the right to refuse any naming partnership of any form if it would be inconsistent with the mission and values of the District and the community.
2. Naming rights partnership will not be accepted from any organization, business, agency or individual whose mission or goal is in conflict with the District's mission statement, vision or philosophy.
3. The District will not support or endorse any political party, candidate, agenda or viewpoint, or endorse or promote any religious group or viewpoint. Therefore, the District will not accept donations or naming rights which are associated with any political party, candidate, agenda, or viewpoint of any kind, or with any religious group or viewpoint.
4. Among the values of the District are the promotion of good health, fitness, and the wellness of families. Therefore, the District will not accept donations or a naming rights partnership which is associated with the purchase or use of alcohol or tobacco products.

Procedures for Naming Rights

1. The Park Board authorizes the Executive Director, or assigned agent of the Park District to handle preliminary discussions and negotiations with potential naming rights partners when deemed appropriate.
2. Any and all agreements shall be in writing signed by representatives empowered to enter into binding agreements for their respective parties.
3. Length of naming rights partnership will be a part of the negotiation process and may not necessarily be in perpetuity.
4. The Park Board has final authority to determine if the naming rights partnership is appropriate for a park or facility and whether such an agreement shall be accepted.
5. The Park Board shall not consider the content of the speech, message or viewpoint, or any assumptions or predictions as to the public response to the proposed naming, or to the plaque, tag, logo or sign that is associated with it, except that the speech, message or viewpoint must meet the terms of this policy.
6. After considering the terms of this Policy, the Park Board of Commissioners may accept or deny any name only in a manner consistent with this policy.
7. If the naming rights partnership is approved, written notice shall be provided to the partner along with a naming rights agreement which shall be consistent with the terms of the policy and signed by authorized agents of both parties.
8. If the naming rights are refused, written notification shall be provided to the potential partner, together with reasons for refusal, which reasons shall be consistent with the terms of the policy.

9. Any naming right approved by the Winnetka Park District shall be subject to the review process and current ordinances of the Village of Winnetka.
10. All partner financial commitments will be received and accounted for through the Winnetka Parks Foundation Legacy program.

5.07 SALE OF REAL ESTATE AND DISPOSAL OF PROPERTY/EQUIPMENT NO LONGER NEEDED

The Board Park may, from time to time, decide to sell, lease or liquidate certain assets that it has accumulated, including real estate, buildings, equipment, and other tangible items.

In regards to real estate, the Illinois Park Code sets forth specific limitations and procedures governing the sale or lease of real estate and shall be strictly adhered to in all instances.

In regards to personal property, the staff may recommend the sale or liquidation of certain pieces of equipment or other personal property when such property is no longer needed and the sale or liquidation of the same is determined to be in the best interest of Park District. If the Park Board determines that the property is no longer necessary, useful to or for the best interest of the Park District, the Park Board may adopt by a three-fifths vote, an ordinance authorizing the conveyance or sale of the personal property in any manner that the Park Board may designate with or without advertising the sale.

5.08 EASEMENT REQUESTS

Due to the number and size of park sites the Park District owns, it is not uncommon to receive requests for easements. The following policies shall govern the granting of easement requests:

- A. The easement request does not interfere with existing or intended development plans of the park site in question.
- B. The requested easement does not place undue use restrictions on the park site during the construction phase or once the ground is repaired and is available for public use.
- C. The requested easement does not violate the terms of any grant of funds from the state, federal government or any other source of funds or is otherwise in violation of any agreement, deed or other recorded document.
- D. Easement grantee is expected to restore fully, at their expense, all landscape items such as trees, shrubs, sod, and other items, as required to restore the landscape to its original condition or better condition, as determined by the Park District.

- E.** If possible, the granting of an easement should serve the interests of the Park District as well as those of the grantee. The Park District shall review each request and determine if the grantee can provide some improvement for the benefit of the residents of the District.
- F.** The Park District should make every attempt to require the grantee to stipulate that it will relocate its easement area if at some later date the easement interferes with a proposed development of the District.
- G.** The Board Park shall determine if and when the grantee shall be required to pay consideration for a requested easement and in such instances, the amount of the consideration to be paid.

The following guidelines should be used for the grant or denial of easement requests, according to the classification of the grantee.

- A. Homeowner** - Frequently homeowners seek temporary access easements for construction or improvements to their property. The decision of granting said request shall be at the discretion of the administrative staff. A security deposit or bond may be required in addition to a written statement from the homeowner that all damages to park property will be fully paid by said owner.
- B. Private Contractor** – When a temporary easement is requested, the "homeowner" procedure will apply. If a permanent easement is requested, said request will be decided upon by the Board of Park Commissioners.
- C. Utility Companies** – When a temporary easement is requested, the "homeowner" procedure shall apply. If a permanent easement is requested, said request will be decided upon by the Board of Park Commissioners.
- D. Governmental Bodies** – When a temporary easement is requested, the "homeowner" procedure shall apply. If a permanent easement is requested, said request will be decided upon by the Board of Park Commissioners.

5.09 SIGNS AND POSTINGS

No person shall paste, glue, tack, or otherwise post any sign, advertisement or inscription whatsoever, in or on any park property without first obtaining a written permit from the Executive Director. Any sign, posting or advertisement related to discriminatory, religious, political, or referendum issue in form of message, symbol, campaign or similar solicitation is strictly prohibited.

5.10 ADVERTISING AND PARTNERSHIPS

It is the policy of the Winnetka Park District to consider opportunities for local, regional and national groups, product or company paid advertising/partnerships involving Park District marketing/communication materials, park/facility amenities and programming.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Paid advertising/partnerships will not compete with or duplicate Park District programs and services.
2. Paid advertising/partnerships must be aesthetically and socially acceptable as determined by the Executive Director or delegated alternate.
3. Authorized paid advertising/partnerships will not promote the purchase or use of alcohol or tobacco products by minors, or the use of illegal drugs; nor will advertising for alcohol, tobacco products or illegal drugs be placed in proximity to or at events geared for minor children or young adults.
4. Political campaign advertisements or signs are prohibited.
5. Unauthorized advertising on Park District materials or settings without Park District approval should be immediately removed and properly recycled or disposed, and may be subject to applicable Park District fines or penalties.
6. On-site advertising for activities not provided by the Park District, or through an affiliate group, will not be allowed to be placed on park amenities or grounds with the following exception:

Advertising for group rental activities taking place in a specific park may be allowed to advertise that event/activity at the specific park site no more than seven (7) days in advance of the event, unless otherwise authorized by the Executive Director. All posted materials must be removed within 24 hours after the conclusion of the event. In no case shall outside advertising materials conflict with Park District advertising materials and must comply with Park District standards.

7. The Executive Director or delegate will determine the appropriate fees for advertising within approved Park District policies.
8. The Executive Director or delegate is responsible for approving all advertising/partnerships in or on Park District materials and settings. Any rejection of advertising outside the specific limitations of this policy by the Executive Director may be appealed to the Board for final consideration.

5.11 SOCIAL MEDIA

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. The Winnetka Park District (the “District”) has

crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, MySpace and mobile devices.

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with clients, parents, members, donors, media, and other District constituents apply online as in the real world. Employees are liable for anything they post to social media sites.

POLICIES FOR ALL SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES

Protect confidential and proprietary information:

Do not post confidential or proprietary information about the District, its residents, nonresidents, officers or employees. Adhere to all applicable District privacy and confidentiality policies. Employees who share confidential information will be subject to disciplinary action, up to and including termination.

Respect copyright and fair use:

When posting, be mindful of the copyright and intellectual property rights of others and of the District.

Use of District name or logo on personal social media sites:

If the District's name, official logo or any other District images or iconography are posted on personal social media sites, be aware of the image of the District that is portrayed. No photos posted on personal social media sites that include the District logo, District attire or other District likenesses shall include matters inappropriate or in conflict with the District's personnel policy or its mission to provide family-friendly recreational opportunities, including but not limited to, photos that include alcoholic beverages, drugs or drug paraphernalia, sexually suggestive behavior, or unlawful behavior of any kind.

Use of District name or logo on personal social media sites for endorsements:

The District's name or logo shall not be used on personal social media sites to promote a product, cause, political party or candidate.

Use of photographs of District program participants on personal social media sites: No photographs taken of District program participants shall be posted on personal social media sites. Participants are entitled to their own privacy as to such images, and the District will post photographs of participants on the official District web site only with the consent of the participant or his/her parent or guardian.

Respect the District's time and property:

District computers and time on the job are reserved for District-related business as approved by supervisors.

Coexisting with District participants:

District employees, seasonal staff and volunteers shall refrain from any proactive one-on-one communications with District customers (including children and teens) on social networking sites. They may accept invitations to profiles, groups, and events, but may not initiate any type of communication with customers (including children and teens). Responses to customer or teen or child-initiated communications should be limited to District-related business and matters. Public one-on-one communications (i.e. posting a comment to a wall) are discouraged at all times.

Discussions of inappropriate behavior:

District employees, seasonal staff and volunteers agree not to use a social networking profile, group page, blog, or other Internet medium to discuss behavior that is prohibited by the District's personnel policy or its mission to provide family-friendly recreational opportunities, including, but not limited to, alcohol or drug use, sexual behavior, and unlawful behavior of any kind.

Terms of service:

Obey the Terms of Service of any social media platform employed.

BEST PRACTICES**Consideration prior to posting:**

Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the District. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the Communication/Marketing Manager.

Strive for accuracy:

Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the District in any capacity. (See "District Social Media" below.).

Be respectful:

Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the District and its institutional voice.

Remember your audience:

Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective sponsors, current sponsors, residents, nonresidents, current employers, Board members, colleagues, and peers. Consider this before publishing to ensure that any post will not alienate, harm, or provoke any of these groups.

On personal sites:

Identify your views clearly as your own. If you identify yourself as a District employee or staff member online, it should be clear that the views expressed are not necessarily those of the institution.

DISTRICT SOCIAL MEDIA SITES**Purpose of District Social Media Sites:**

The District will utilize social media to increase the District's presence on the web, and to develop a conversational platform with our constituents that is both informational and promotional.

Content and Monitoring:

The Communication/Marketing Manager is responsible for the overall monitoring all District Social Media pages. Departments or employees that would like to contribute content or create a new social media promotion must seek approval and work with the Communication/Marketing Manager.

Approval:

The Executive Director must approve all social media sites, promotions and communications that embody the District public voice.

FOIA Requests:

Constituents submitting FOIA requests via social media sites must be instructed to submit their request to the appropriate FOIA officer.

Acknowledge who you are:

If you are representing the District when posting on a social media platform, acknowledge this.

Link back to the District: www.winpark.org is the only official website of the District.

Whenever possible, link back to the District web site or the various direct websites to District facilities. Ideally, posts should be very brief; redirecting a visitor to content that resides within the District's web environment.

Protect the District's voice:

Posts on social media sites should protect the District's institutional voice by remaining professional in tone and in good taste. No individual department or program of the District

should construe its social media site as representing the District as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post.

5.12 FENCING OF PARK SITES

As park sites are developed, the Board of Park Commissioners shall make determinations on the placement of active use areas and traffic patterns taking into account the safety and protection of adjoining property owners, among other factors.

The Board may determine that perimeter barrier fencing is necessary and should be installed at the time of initial development. After initial development, or due to a petition or request by the adjoining property owner(s) that a fence be installed, the Board may elect to install a fence under the following conditions:

- A.** If the Park Board determines that a fence will benefit primarily the property owner requesting the fence and only secondarily park users, the Park Board will consider allowing a fence to be built to the District's specifications, and the Park District will pay from zero (0) to fifty (50) percent of the cost.
- B.** If the Park Board determines that a fence will benefit primarily park users and only secondarily the adjoining property owner requesting the fence, the Park Board will consider allowing a fence to be built to the District's specifications, and the Park District will pay from fifty (50) to one hundred (100) percent of the cost.
- C.** The Park District believes all park sites should be as open as possible. Permanent fencing of ball diamond outfields will not be allowed, unless the field has a single user group and the fencing can be made permanent. Special requests for temporary fencing will be considered, and the Executive Director will make the final decision on each request.
- D.** No private fencing is permitted on Park District owned property. Repair, maintenance, upkeep and replacement cost of any fence or barrier material such as landscaping located on private property adjoining Park District property shall be the responsibility of the private property owner.

5.13 ZONING OF LAND

Zoning of land within a community is a legislative function of the Village of Winnetka. Obtaining, preserving, and developing open space for active and passive leisure use is primarily the responsibility of the Park District.

The development and maintenance of urban form are direct responsibilities of the Village. The Park District should share in the development and overall aesthetic approach to urban form by collaborating with the Village and by setting forth a Master Plan of Land Acquisition and Development.

Collaborative planning should provide a communication link between both units of government, and, if necessary with other local taxing entities or civic organizations. Such a link will help produce a well-integrated land use plan which can be used to balance residential, commercial, industrial and governmental needs.

It shall be the policy of the Winnetka Park District to reserve judgment on matters of zoning that do not immediately affect particular park sites. The Park Board may wish to take a public position on zoning or contemplated changes in zoning that are immediately adjacent to, within reasonable proximity, or that may affect a park site or a Park District facility. The Park District reserves its rights to compel the abatement of zoning ordinance violations under the Illinois Municipal Code when such violation(s) impact its parks, programs, or operations.

5.14 APPLICATIONS FOR GRANTS

It shall be the policy of the Park Board to approve the submittal of all applications for grants from local, regional, state, or federal agencies prior to submission of same by the Park District. The staff will be charged with the responsibility to inform the Park Board of the nature and type of grant, the project to be submitted, as well as the ramifications of, or the stipulations attached to, said grant by the administering agency or organization.

The Board shall review the proposal or application and, approve a motion or resolution allowing an application to be submitted.

5.15 TREE MEMORIALS AND PLANT DONATIONS

The Park District maintains over 250 acres of park land and recreational space within its boundaries. Numerous mature trees beautify Winnetka parks. A significant number of trees are lost annually to disease, lightning, wind damage, and old age. For those reasons the District has developed a tree planting program to replace lost trees.

The Winnetka Park District and Winnetka Parks Foundation encourage residents to donate funds for tree plantings. Donations can be made as a gift or as a memorial. The Park District will keep a master list of trees acceptable for donation detailing the variety, size and cost. This information is available from the Superintendent of Parks and will be updated when appropriate.

Staff will work with any potential donor to determine which variety of tree is most desirable for the location at which the tree will be planted. The final determination as to the exact location of a donated tree will be left up to the Superintendent of Parks (or the Golf Course Superintendent if the donation is for the golf course). The Park District reserves the right to relocate or permanently remove any donated tree, or similar donated site amenity, if future site changes are undertaken. A donation of any tree or, any other site amenity, shall not bestow any property right to the donor.

As a general rule, the Park District will only plant donated material that is at least 3 inches in diameter or 12 feet in height. All donated trees will be guaranteed by the Park District for two years. No expressed or implied warranty of replacement is made beyond

said time frame. The Park District will encourage native species and specify material that is adaptable to the location that is being considered.

The Park District does not encourage the donation of plant material from private residences. In the event that a resident wishes to donate material, the Superintendent of Parks will inspect the potential donation and determine if it is acceptable and usable by the Park District.

The Park District will acknowledge donations made. When a tree is donated for the general park system, recognition will be made by installing an engraved paver brick on the Walk of Contributors at Station Park. When a tree is donated to the golf course, a plaque will be placed on the tree donated, if the individual pays the extra cost of the plaque.

5.16 LIGHTING OF PARK AREAS AND FACILITIES

Periodically, the Park Board and/or staff will receive requests for the installation of lighting to help reduce vandalism or to prolong use of park facilities. In addition to requests from citizens, park lighting in general is a routine improvement which often is included when park sites are being developed, renovated or otherwise modified.

To minimize misunderstanding over lighting issues the following definitions are set forth:

- A. Accent Lighting** -The use of lighting equipment to complement architectural features or designs and increase user acceptability. Examples: garden lighting, facade lighting, and ornamental fixtures along a walkway which cast small islands of low-centered lights.
- B. Floodlighting** - Designed for the purpose of illuminating a broad area to uniform intensity. Examples: tennis court lighting, ballfield lighting, and the majority of building exteriors.
- C. Security Lighting** -The illumination of a specific area or object to facilitate the protection of life and property, or to contribute to users' sense of wellbeing. Examples: roadway lighting, building lighting, walkway lighting, and lighting for parking lots, etc. This type is sometimes referred to as "general".

To help determine the advisability and necessity of security lighting as requested by a citizen of the Park District, each request should be considered according to the following criteria:

- A.** Lighting will increase the usability of the affected facilities or programs, such as in the case of lighting tennis courts and basketball courts.
- B.** High intensity use areas should include security lighting to assist the park users as they come and go from these areas. Security lighting would be acceptable for such areas

as walkways leading to buildings, parking lots connected to high use facilities and roadways which introduce interior vehicular traffic in parks.

- C. The impact of lighting on neighbors immediately adjacent to the area to be lighted should be considered.

5.17 LOAN OF EQUIPMENT

Loaning and borrowing of equipment are common practice among units of local government such as Park Districts, Cities and Villages, and School Districts. The major reasons for borrowing and loaning equipment are:

- A. Agencies cannot afford the quantity of equipment that they need in each case, therefore, borrowing is a method of supplementing the supply.
- B. Breakdown or extended periods of repair or overhaul force borrowing or loaning.
- C. Periodically, emergencies arise when the existing supply of equipment is inadequate to handle the task, and therefore, supplemental equipment is necessary.

It shall be the policy of the Park District that when determined necessary the Administrative Staff will be empowered to both loan and/or borrow equipment to or from other units of local government. The Administrative Staff is similarly empowered to establish a fair and equitable rental rate on specialized pieces of equipment or to loan equipment without charge to the requesting agency, which in turn, will reciprocate at a later date. Rental of equipment from another governmental entity should be undertaken pursuant to an appropriate intergovernmental agreement setting forth rental terms and conditions, including indemnification and insurance provisions.

5.18 PERSONNEL POLICIES

All matters pertaining to personnel are set forth in the Winnetka Park District Personnel Policy Manual.

5.19 CONSULTANTS

The Park District on occasion will require the services of various consultants specializing in a certain field of study. Consultants have been employed to design buildings (Architects), prepare comprehensive master plans (Planners or Park and Recreation Specialists), prepare general land development plans (Landscape Architects), prepare soil analysis (Civil Engineers), prepare land and or building appraisals (Appraisers), legal consultants (Attorneys), and bond consultants (Financial Consultants and/or Attorneys), etc.

Unless the Park District has either a satisfactory relationship for services with an architect, engineer or surveyor, or an emergency exists, Illinois law requires the Park District to advertise for proposals for said professional services whenever such services are expected to cost \$25,000 or more. Once the Park District receives proposals for such services, the District must evaluate the proposals and select at least three responding

firms that are most qualified to provide the services for the specific project. The initial submittals may not include a fee proposal. The District must then rank each of the three firms selected based on their respective qualifications to provide the services only. Thereafter, the Park District shall seek to negotiate a contract with the most qualified firm/individual. Fees shall be determined in advance of engaging the consultant.

Additional information about consultants also should be gathered on firms or individuals before a decision to retain is made. When applicable, each consultant should be given a form entitled "consultant fact sheet" to complete, so that a more informed decision can be made by the Park District. The consultant fact sheet asks such questions as: major firm emphasis; type of firm, professions represented and number of professional personnel; major recreation and park services the firm provides; firm's areas of principal emphasis; and selected projects underway or completed in last five years.

5.20 COMPLAINTS

Patrons of Park District facilities and recreation programs often find situations not to their liking and feel a responsibility to convey their dissatisfaction to the Park District. Whether by phone call, written correspondence or face-to face conversation, the Park District should acknowledge the individual's concern and explain why the situation exists as it does, or how and when it will be improved.

Administrative staff members will be responsible for cataloging complaint calls, and said complaints will be summarized and circulated to the Executive Director and all Department Heads in a timely manner.

It is the responsibility of all full-time and part-time employees to work toward minimizing the number of valid complaints by improving the services the Park District offers. Complaints should be received and acknowledged in a positive atmosphere and attitude.

5.21 NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION

The Park District is a member agency of the Northern Suburban Special Recreation Association. The Park Board is required to appoint annually a commissioner, staff member, or Winnetka Park District resident to serve as the Park District's representative to the Northern Suburban Special Recreation Association Board of Executive Directors

5.22 INCLUSION POLICY

The Winnetka Park District is committed to inclusion and providing equal public recreation opportunities in the most integrated setting to individuals with disabilities, as defined under applicable law. Accordingly, we do not discriminate against eligible individuals with disabilities in regard to participation in public recreation opportunities. The Park District is committed to complying with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act (IHRA), and all other applicable local, state and federal laws in providing reasonable accommodation and shall review requests for accommodation on a case-by-case basis.

Northern Suburban Special Recreation Association (NSSRA)

As described above in Section 5.19, the Winnetka Park District is a partner agency of Northern Suburban Special Recreation Association (NSSRA). NSSRA's mission is to enrich the lives of people with disabilities in our partner communities through quality recreation services, including providing inclusion services to partner agencies. The Winnetka Park District and NSSRA will work together with patrons, participants, and their families to assess, address, and provide reasonable accommodation for partner agency programs, events, and activities. NSSRA also provides programming which is available to its partner agencies' patrons.

Eligibility

The Winnetka Park District and NSSRA will engage in an interactive process to identify reasonable accommodations for eligible individuals with a disability to enable such individuals to participate in any public recreation opportunity, program, activity, or event provided or sponsored by the Winnetka Park District.

Procedures

Requests for reasonable accommodation can be made directly to the Winnetka Park District Executive Director or Inclusion contact or through NSSRA. Patrons and families can learn more about NSSRA's programs and inclusion services by visiting NSSRA's website at: <http://www.nssra.org/inclusion> or <http://www.winpark.org>

Participant, Patron, and Family Cooperation

Inclusion cannot be successful without the complete cooperation of the participant, patron, and/or family. Patrons and families are expected to politely, proactively, and constructively communicate with the Winnetka Park District and NSSRA, and timely share important and updated information that is relevant to the inclusion process. When patrons or families provide inaccurate, outdated, or incomplete information to staff, the agencies' ability to adequately assess and address any situation is potentially compromised and participation may be delayed or temporarily suspended. Consequently, it is important to provide the Winnetka Park District and NSSRA with as much advance notice as possible of the need for any accommodation.

5.23 DONATION POLICY

The Park District encourages donations from individuals and/or community organizations. The Park District staff will work with potential donors to provide a list of options concerning capital items or projects that may be appropriate and of interest to the donor.

1. The appropriate standing Committee identified in Section 4.30 of this policy manual or, at times the Committee of the Whole will review all proposed donations for the general Park District system on a case by case basis. If the Committee determines that the proposed donation has merit, a recommendation will be made to the Park Board.
2. The Park Board may ask the various committees to develop a list of acceptable items that would be desirable to acquire through donations. If the committees

develop a list of desirable items, the staff will aggressively solicit donations to acquire the items.

3. If the committee reviewing the request recommends public recognition of a donation to the Park District, that committee will recommend the appropriate method and wording to be used. The party making the donation will be responsible for all costs related to public recognition of the donation.
4. The Park District, upon the acceptance of a donation, will assume responsibility for all routine maintenance and repair relating to the donation. In the event major repairs or replacement are required, the Park District will not assume responsibility unless so directed by the Park Board.
5. The appropriate Committee or, when necessary, the Committee of the Whole will recommend the final form of public recognition of a donation for the general park system. Final approval will be made by the full Park Board.

5.24 SUCCESSION DURING THE EXECUTIVE DIRECTOR'S ABSENCE

When the Executive Director is out of town or not available for any reason he or she shall appoint a department head to be in charge of the District.

5.25 AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Winnetka Park District is committed to compliance with the ADA, which prohibits discrimination in the provision of services, programs or facilities to individuals with disabilities. Questions, comments and concerns regarding the ADA should be brought to the attention of the District's ADA Coordinator. The ADA Coordinator for the Park District is the Superintendent of Recreation.

5.26 RECREATION, FACILITIES AND SERVICE STATISTICS PROCEDURE

The District requires the continued maintenance of an organized and historical index of program user participation, use needs assessment, and user quality opinions in order to further develop and continue to provide the highest quality recreation programs, facilities and services to the community. The Recreation Department and the Revenue Facilities will complete the following:

Daily Basis - Update computerized registration class status report and maintain information for review at the Park District Administrative Offices.

Monthly Basis - Compile and provide monthly financial reports reflecting program usage for all recreation and enterprise programming.

Seasonal Basis - Distribute, receive, review and analyze recreation program participant evaluations and maintain these records on file.

Assess recreation program registration opinion through random sample survey; review, analyze and report statistics to Superintendent of Recreation or Superintendent of Facilities and others as appropriate.

Compile, analyze and maintain seasonal recreation program registration statistics and report as necessary.

Annual Basis - As part of the annual fiscal year budget development, compile, analyze and report annual recreation program, facility and services use statistics to the Park Board and appropriate standing Committees as identified in Section 4.30 of this policy manual. All statistical information should be used in reviewing programs, facilities and services and for development of new areas.

5.27 ENVIRONMENTAL POLICY

Statement of philosophy

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

As a policy, the following environmental principles and practices which prescribe to our statement of philosophy, the Park District shall set a standard of leadership and competency in maintaining and improving the quality of the environment.

Environmental principles

The Winnetka Park District will to the greatest extent practicable:

- A.** Promote the acquisition, protection and environmentally sensitive management of open space and natural habitat areas.
- B.** Protect, enhance and interpret the historic natural resource heritage exemplified by Winnetka's lakefront, ravines, bluffs, prairie remnants and woodlands.
- C.** Design, develop and maintain parks, facilities and natural areas in a manner that enhances and protects the environment through conservation of soil, water and energy; by minimizing the adverse impact on air and water quality; by reducing waste; and by utilizing utilities in the most efficient manner possible.
- D.** Encourage recycling practices that utilize renewable resources and minimize the use of non-renewable ones.
- E.** Practice integrated pest management which reduces the District's dependence on pesticides.

- F.** Abide by the federal and state Endangered Species Protection Acts in order to avoid adverse impacts on endangered or threatened species during park operations.
- G.** Function as a role model within the community by actively promoting public awareness and educational programs which encourage environmentally sensitive lifestyles.
- H.** Utilize to the highest extent possible native species in the replacement of trees and shrubs.

Environmental practices

- A.** The District shall develop relationships and agreements with public and private organizations and individuals in order to have open space and natural habitats preserved and/or managed. Some examples of these types of relationships are:
 - B.** Habitat preservation and restoration at Crow Island Woods, Dunbaugh Park, Bell Woods and all bluff and shoreline areas along Lake Michigan.
 - B.** Management and operation of public open space through agreements with the Village of Winnetka, School District #36, and cultural and historic committees, commissions and societies.
 - C.** The District will adequately plan and construct, using the latest available information, new and renovated open space areas and facilities. These projects will not negatively impact the environment and will conserve soil, water and energy resources and protect indoor and outdoor air quality.
 - D.** In accordance with the Illinois Smoke Free Act, smoking is prohibited in all Park District buildings, facilities, parks, beaches and District vehicles. Smoking is also prohibited within 15 feet of *any* entrance to a Park District building.
 - F.** The District recognizes the importance of both safe and attractive parks and open space and has established a balanced Integrated Pest Management Program. This program utilizes cultural methods that include:
 - 1. Select appropriate plant species and their proper location.
 - 2. Use of preventative maintenance procedures.
 - 3. Promote early detection of problems.
 - 4. Utilize, where possible, natural control methods.
 - 5. Minimize overall pesticide use.
 - 6. Test for better application methods.

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

Administration - The District will comply with the Federal Insecticide, Fungicide and Rodenticide Act and the Illinois Department of Agriculture regulations governing the use of pesticides. Compliance includes state certification of all employees involved with the implementation of this program.

Training - Staff will participate in training sessions sponsored by affiliated professional park organizations designed to improve the supervision, safe handling and application of pesticides.

Characteristics - Pesticides used by the District in the form of herbicides, insecticides or fungicides will be of the "General Use" and "Restricted Use" classification and shall be used in accordance of all applicable laws and manufactures direction.

Notification - Pesticide application notices will be posted 24 hours prior to the treatment and will remain up until 24 hours after completion of treatment. Posting will otherwise comply with Illinois EPA requirements for the application of pesticides.

Application - General use pesticides used by the District and registered with the Federal EPA will always be used according to specific label directions and procedures to ensure safe and effective application, storage and disposal.

Calibration - Equipment and application rates will be calibrated according to the manufacturer's recommendations so that minimal amounts of pesticides are applied.

G. The District is committed to reducing solid waste by utilizing renewable or reusable resources as well as minimizing its dependence on non-renewable ones. To achieve this goal the following objectives will be targeted:

1. Maximize aluminum collection at all indoor facilities and expand collection to all developed parks.
2. Increase paper collection by recycling newspapers and all office paper types at indoor facilities.
3. Continue recycling of trees as wood chips and firewood.
4. Compost all leaves, grass and other landscape materials.
5. Maximize used oil collection and recycling.
6. Incorporate glass recycling at all indoor facilities and developed parks.

7. Use recycled paper to the most feasible extent.
8. Use recycled products, such as, biodegradable bags, recycled paper, etc., in all feasible situations.
9. Minimize the use of Styrofoam or plastic.
10. Recycle batteries, antifreeze and Freon whenever feasible.
11. Comply with all other applicable Federal, state and local environmental regulations and guidelines.

5.28 SCHOLARSHIP/FINANCIAL ASSISTANCE

Purpose

The Winnetka Park District believes that everyone should have the opportunity to enjoy and participate in recreation opportunities. The Winnetka Park District will attempt to provide recreational opportunities for residents with financial hardships, through the provision of programs with reasonable fees as well as through delayed payment plans, reduction in program fees with subsidy from the Park District, and other financial assistance.

Qualifications

Applicants must reside within Winnetka Park District boundaries. Evidence of financial need must be demonstrated to qualify. Factors defining need may include family income or extenuating financial situations such as excessive medical bills, loss of employment, current participation in public aid, SSI, school lunch program or subsidized housing.

END

Tracking

Review and Update	April 2016
Administrative Committee:	April 14, 2016
Board First Reading:	
Board Second Reading & Adoption:	
Review Due:	March 2019