



**WINNETKA PARK DISTRICT  
COMMITTEE OF THE WHOLE  
Thursday, May 9, 2019  
Community Room, 540 Hibbard Road  
5:30 p.m.**

**AGENDA**

1. Roll Call
2. Changes to the Agenda
3. Communications
4. Unfinished Business
  - a. Winnetka Waterfront 2030 – Lakefront Master Plan
    - i. Coastal Consulting for Lloyd Beach Breakwater System\*
    - ii. Bluff Restoration Design/Construction Documents, Lakota Group\*
5. New Business
  - a. Policy Manual Chapters 8-13 Review\*
  - b. Outgoing Board Member John Thomas Resolution Presentation\*
  - c. Outgoing Board Member Ian Larkin Resolution Presentation\*
6. Matters of the Director
7. Board Liaison Reports
8. Staff Updates
9. Adjournment

\*Items included in packet

*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 a.m. to 5:00 p.m., or by email to [jshea@winpark.org](mailto: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:** May 9, 2019  
**To:** Board of Commissioners  
**Subject:** Coastal Consulting for Lloyd Beach Breakwater System  
**From:** Costa Kutulas, Superintendent of Parks  
John Shea, Superintendent of Recreation  
**Through:** John Muno, Executive Director

#### Summary:

As we move forward with the plan implementation for Lloyd Breakwater system staff has reengaged with Shabica & Associates, Inc. to revise their proposal from the original contract. This proposal moves beyond the original work per contract dated May 21, 2018 and encompasses the entire breakwater system versus just the south end.

The scope of services includes a review of coastal design, project engineering, permit drawings, permit application, and final design and engineering for construction drawings as well as construction documents.

Due to the changing dynamic of Lake Michigan and rising water levels there is a need to review and re-conduct the bathometric and topographic surveys to ensure that the proposed plan will not need to be modified to meet the Park District's needs.

In the previous contract we have completed sixty percent (\$44,200) of the work and will be combining the remaining scope of work from the previous contract into this proposal. The outstanding services included project engineering, permit drawings, permit application, and final design and engineering for construction drawings as well as construction documents.

The cost to implement this work as identified in the April 18, 2019 proposal from Shabica & Associates, Inc. with a do not exceed amount of \$294,000 which is 7% of the current estimated cost for construction (\$4,157,000). This total includes the engineering services required to move forward with the project as permitted. Those services are to be completed by a coastal engineer and make up \$110,000 of the \$294,000 proposal for Shabica & Associates. At this time staff does not recommend to include construction observation with an estimated cost of \$257,850 (derived from current land based cost estimates for construction of \$4,157,000). Once the bid process is complete, and staff identifies the potential need for construction observation staff will reengage the Park Board with a recommendation at that time.

#### Recommendation:

With the goal to complete this project as discussed with the Park Board, staff's recommendation to the Park Board is to approve, the proposal from Shabica and Associates, Inc. of Northfield, Illinois dated April 18, 2019 for a not to exceed amount of \$294,000.

**END**



## Shabica & Associates, Inc.

WE BUILD BEACHES

Winnetka Park District  
Mr. John Shea, Superintendent of Recreation  
540 Hibbard Road  
Winnetka, Illinois 60093

***This proposal replaces the signed proposal for the south breakwater and seawall development at Lloyd authorized May 21, 2018. Work completed has been credited toward this proposal as shown below:***

Dear Mr. Shea:

April 18, 2019

We are pleased to submit this proposal for coastal consulting at Lloyd Park beach in Winnetka. Shabica & Associates (SA) can provide services for design, coastal engineering, submittal of state and federal permit applications, specifications, and construction observation for the work detailed below.

- SA will work with the Park District to help expand the boat basin per the coastal design approved at the March 21<sup>st</sup> Board meeting
- Design improvements will include a breakwater protected beach, better wave protection for the boat basin, a floating pier component (design and engineering by others), ramp access to the beach (ADA ramp specifications by others), steel seawall, railings, and replacement of the existing stormwater discharge (by the Village of Winnetka).

The overall goal is to create a more stable, user-friendly environment, while maintaining a high level of stormwave protection for this lakefront property. This project consists of 5 Phases, as follows:

1. **Coastal Design.** SA will examine background information including bathymetric and topographic survey, existing shore protection, coastal geology, wave analysis, previously completed engineering reports, prototypes, and air photos necessary to design a concept plan for permit. Includes meeting with the neighbors, if necessary, and Park District Staff to review potential beach options or conflicts prior to submitting permit applications. Estimate 6 weeks to complete.  
**SA Fee: \$48,000**
2. **Project Engineering and Project Permit Drawings.** SA will conduct necessary coastal engineering (civil engineering by Redbarn) required for the permit application, including preparation of a coastal engineering report. A stamped SE/SC Plan will be prepared as part of this phase. SA will prepare bid sheet and distribute to marine and land based contractors for 2020 construction costs. Contractor bids for the work including an updated timetable for construction will be prepared as part of this phase.  
**SA Fee: \$112,000 (\$50,000 is allocated to Redbarn Design and Engineering)**
3. **State and Federal Permit Application.** SA will prepare permit applications to the U.S. Army Corps of Engineers, Illinois Department of Natural Resources, Illinois Environmental Protection Agency, State Historic Preservation Office, North Cook County Soil & Water Conservation District, Metropolitan Water Reclamation District, and U.S. Fish and Wildlife Service; all necessary correspondence; and three meetings with neighbors, community representatives and/or regulators. Any additional meetings required will be billed at an hourly rate.

The state and federal permit process is a lengthy process during which time regulators review the project to assure that there will be negligible impact, if any, to the environment and coastal systems. The state and federal agencies also protect and regulate all activity that occurs on the bed of Lake Michigan, which is

owned by the people of the State of Illinois. The regulators conduct a review of proposed projects and may send out a public notice to adjacent neighbors, concerned citizens and other agencies. In our experience, each passing year can bring more regulatory requirements throughout the permit review process. If, during the permit approval process, regulators require a larger scope of work than is currently mandated, SA will request authorization from you and bill at an hourly rate. SA will be in regular contact with the regulators throughout the permit process to help assure that the permit application continues to move through the process in a timely manner. The state and federal permit process can typically take from 8 to 18 months. SA will provide a monthly update to the Board and board meeting attendance as necessary.

**SA Fee: \$56,000**

- 4. **Final Design, Engineering for Construction.** Upon permit approval from the state and federal regulators, SA will make all modifications for construction applying coastal engineering techniques to prepare construction drawings and specifications to be bid to qualified contractors. Includes the necessary engineering and shop drawings required for the fabrication and installation of the boat basin extension, ramps, floating piers, railings, and seawall. Includes meetings to review the bid document, review of the bids received, and input in contractor selection.

**SA Pending Final Scope of Work Not To Exceed: \$18,000**

**Redbarn Design and Engineering Pending Final Scope of Work Not to Exceed: \$60K**

- 5. **Construction Observation.** SA personnel will be onsite during construction to assure that work is completed in accordance with the approved permits and bid specifications. SA will track project scheduling, budgets, and field engineering as necessary. As required by the IDNR, SA will coordinate the pre- and post-construction hydrographic surveys (see below).

**SA Pending Final Scope of Work: \$15,000 for the first \$100,000 of construction cost, then 5% thereafter.**

**Redbarn Design and Engineering Pending Final Scope of Work Not to Exceed: \$40,000**

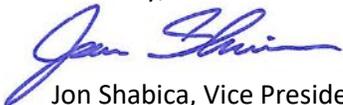
**Additional fees to be paid directly by client:**

- All permit application fees to regulatory agencies (see attached 2019 Fee Schedule)
- Wetland mitigation bank credits, if necessary, for projects impacting over 0.10 acres of Lake Michigan
- In-lake soil borings, if required, to be identified during Phase 1 preliminary design and engineering. Estimated fee \$15,000
- Water quality testing, if required, for the MWRD permit application
- Pre- and post-construction survey work, as required by the IDNR

Due to the potential need for additional communications, meetings or input during the beach permitting process, SA will review the requests with the Park District to help determine what steps, if any, are necessary to meet the needs of the Park District. Neighbor stakeholder meetings and communications not directly related to the construction of the breakwater system at Lloyd will be contracted separately by SA.

Please sign a copy of this letter and return it to us with a check for \$10,000 as your authorization to proceed. All further fees will be invoiced on a monthly basis, based on work completed. This proposal is good through May 31, 2019. If you have any questions, please feel free to contact us.

Sincerely,



Jon Shabica, Vice President

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_



## Shabica & Associates, Inc.

WE BUILD BEACHES

### FEE SCHEDULE (2019)

Charges for engineering and technical personnel will be made for time spent in the field, in consultation, in preparation of reports, and in travel to and from the job.

Technical Classifications	Rate
Field Technician	\$ 48/hr.
Support Staff	\$ 58/hr.
Draftsman CAD	\$ 71/hr.
Field Supervisor	\$ 95/hr.
Geologist	\$ 140/hr.
Engineer, PE	\$ 165/hr.
Vice Principal	\$ 175/hr.
Managing Director	\$ 185/hr.
Principal	\$ 265/hr.

### Permitting Fees (subject to change), to be paid by client, including but not limited to:

- USACE permit fee: \$10
- IDNR permit fee: \$500 - \$5,000 pending type of permit
- IEPA permit fee, if required: 1% of construction cost (as permitted) with a minimum of \$350 and a maximum of \$10,000
- Municipal and County permit fees vary based on location and type of work. Fees are based on a percentage of construction cost or a flat fee.

## Winnetka Park District

### Board Summary

**Date:** May 9, 2019  
**To:** Board of Commissioners  
**Subject:** Bluff Restoration Design/Construction Documents, Lakota Group  
**From:** Costa Kutulas, Superintendent of Parks  
John Shea, Superintendent of Recreation  
**Through:** John Muno, Executive Director

#### Summary:

The next step in the Bluff Restoration Planning is to complete design drawings and construction documents for the work proposed at the April 26<sup>th</sup> Park Board Meeting. As previously discussed this work was budgeted as part of the 2019 budget presentation.

This work includes the following projects:

- Bluff Restoration & Enhancement at all five project sites (Tower, Lloyd, Maple, Elder & Centennial)
- Tower Road Pedestrian Staircase & Viewing Platform
- Tower Road Entry Plaza Improvements (condensed version of what was presented)
- Lloyd Park Retaining Wall Repairs
- Maple Street Park Gabion Wall Repair

As part of Lakota's proposal staff has requested that this work be sequenced with our phasing approach to be able to include future work as its identified in our timeline. Staff will be providing the proposal at the May 9<sup>th</sup> Committee Meeting and will be able to review the information with the board at that time.

#### Recommendation:

At this time no action is required.

**END**

**Winnetka Park District  
BOARD SUMMARY**

**Date:** May 9, 2019  
**Subject:** Policy Manual Review: Chapters 8-13  
**From:** Mary Cherveney, Administrative Services Manager  
**Through:** John Muno, Executive Director

**SUMMARY**

The Winnetka Park District completed an extensive review/board adoption of the District's policy manual in 2016, with future plans calling for a re-visit every three years. This will be accomplished throughout 2019 in sections.

Chapters 8-13 are enclosed for Board review. Items in red are recommended staff changes. These changes occur on:

- Chapter 8: all pages
- Chapter 9: pages 1, 3-5
- Chapter 10: all pages
- Chapter 11: pages 1, 4-5
- Chapter 12: all pages
- Chapter 13: all pages

Throughout all chapters, there were changes to the **scholarships** section to clarify were to submit scholarship applications and the **participant/visitor behavior policy** to address expected visitor behavior and consequences.

In section 10: Platform Tennis Operations, **purpose and philosophy** were readdressed.

In section 13: Beach and Boat Launch, **swimming beach rules and regulations** and **Lloyd beach rules and regulations** were updated to reflect actual practice and wording at the sites.

**STAFF RECOMMENDATION**

Staff recommendations that these chapters be presented for a 1<sup>st</sup> reading at the June 20 Board meeting and a 2<sup>nd</sup> reading/adoption at the July 27 Board meeting (two reading are required for adoption of policy).

**END**

**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 8**

**RECREATION**

**8.01 Purpose and Philosophy of Recreation Programming**

**8.02 Participation in a Recreation Program**

**8.03 Inclusion**

**8.04 Priority of Registration**

**8.05 Participant/Visitor Behavior Policy**

**8.06 Fees and Charges**

**8.07 Scholarships**

**8.08 Affiliate Groups**

**8.09 Community Based Organizations**

**8.10 Cooperative Programming**

**8.11 Volunteers**

**8.12 Outside Contractors**

**8.13 Community and Participation Input**

**8.14 Refunds**

## **8.00 RECREATION**

### **8.01 PURPOSE AND PHILOSOPHY OF RECREATION PROGRAMMING**

The Mission Statement of the Winnetka Park District states:

“The Winnetka Park District’s mission is to provide a balance of quality recreation and leisure opportunities, while protecting assets, natural resources and open space for the benefit of present and future generations”.

The philosophy of the Recreation Department is consistent with that of the mission statement of the Winnetka Park District.

The **Park** District recognizes that recreation is a broad concept and entails the provision of recreation programs in many forms. The **Park** District will provide programs in park facilities that encourage self-directed recreation and use for individuals and groups through structured activity. The Recreation Department shall provide trained, qualified leadership to plan and direct recreation activities. Of primary concern will be the provision of a diversified quality driven set of recreation programs and activities for individuals as a means to enrich their recreation pursuits.

The **Park** District's recreation programs will:

- A. Provide comparable and appropriate program opportunities through parks, beaches and facilities.
- B. Offer diversified program activities throughout the year that serve all ages and individual interests when possible.
- C. Provide a reasonable balance between indoor and outdoor activities.
- D. Provide for varying levels of skill and ability.
- E. Encourage individuals and groups to initiate and participate in self-directed activities.
- F. Provide opportunities for participants to share in the planning and implementation of activities.
- G. Afford opportunities for instructional as well as competitive activities.
- H. Recognize that the Park District is not the only agency responsible for the provision of leisure activities and work cooperatively to coordinate recreation program activities through other private and public agencies, clubs, and organizations.
- I. Be sensitive to changing conditions, interests, and needs of the people.
- J. Promote skills and activities which individuals implement at home.
- K. Provide a means by which residents can indicate their recreation desires and submit suggestions regarding new program opportunities.
- L. Provide opportunities for the evaluation of recreation programs and facilities by leadership and participants.
- M. Provide residents with appropriate staff and facility contacts.

## **8.02 PARTICIPATION IN A RECREATION PROGRAM**

Participation in activities sponsored by the Park District shall be open to all individuals in line with various age, sex, or registration limit criteria as may be established for particular programs. Non-residents may be charged a higher rate than the resident rate.

The **Park** District shall comply with the Americans with Disabilities Act (ADA) and provide equal opportunities to persons with disabilities. The Park District invites adults and children with disabilities to register and participate in programs and will make reasonable accommodations for those individuals.

The **Park** District shall attempt to provide recreation program opportunities based on the public's desires and interests as interpreted by the **Park** District's staff and Park Board, provided that finances and facilities are available and that the activity is consistent with the **Park** District's Mission.

## **8.03 INCLUSION**

All programs and activities are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapter and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

## **8.04 PRIORITY OF REGISTRATION**

Once the seasonal brochure is sent to all the households within the Winnetka Park District, a grace period of **2 1 weeks** will be given to residents as a priority for registration. After this grace period, registration will be open to all nonresidents.

## **8.05 PARTICIPANT/**VISITOR** BEHAVIOR POLICY**

All participants/**visitors** are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make **children's** programs, **special events and facilities** safe and enjoyable for all participants/**visitors**. Additional rules may be developed for specific programs/**facilities** as deemed necessary by staff.

The Park District insists that all participants/**visitors** comply with a basic behavior code. All participants/**visitors** shall:

- Show respect to all participants, **visitors**, staff, and volunteers. Participants/**visitors** should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, **other visitors** or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

## **Program Participants**

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

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

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
  - A verbal warning.
  - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
  - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
  - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
3. Appeals by the participant and/or participant's parent/guardian should be directed to the Superintendent of Recreation.

## **Visitors**

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.

- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Superintendent of Recreation.

**Police Notification**

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

**8.06 FEES AND CHARGES**

All fees associated within the Recreation Department will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

**8.07 SCHOLARSHIPS**

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the ~~main~~ Winnetka Park District’s Administrative Office at 540 Hibbard Rd., Winnetka, IL. 50093, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

**8.08 AFFILIATE GROUPS**

The groups in this category are those with which the Park District has a working relationship. Each agency or group aids the other in providing quality services to the community. In this category, groups are self-sustaining within both their organizational structure and their financial needs. Affiliate groups are billed directly for the costs of time and material provided by the Park District.

Groups with which the Park District is currently affiliated are:

AYSO Soccer	Kenilworth/Winnetka Baseball Association
Winnetka Public Schools**	<del>Northern Suburban Special Recreation Association</del>
<del>Junior Northshore</del> Trevians Youth Football	<del>Winnetka Parks Foundation</del>
Winnetka Hockey Club	

~~\*\*Winnetka Public School District and the Winnetka Park District have signed an Intergovernmental Agreement (IGA).~~

These activities offered are to:

- Provide satisfactory, enjoyable leisure-time activities for the public.
- Be consistent when providing recreation opportunities to the public with the Winnetka Park District brand of service.
- Serve in the best interest of the entire public.

- D. Contribute to participants’ physical development and wellbeing. Determine proper safeguards for the physical, as well as the psychological needs of participants.
- E. Encourage the development of desirable traits such as sportsmanship, fair play, and team work as by-products of each member's program.
- F. Create a spirit of unity within the public.
- G. Form workshops to train the volunteers in areas that are common to all the members.
- H. Provide for spectators' needs and determine how spectators can benefit the organization.
- I. All affiliates must comply with the Park District’s American with Disabilities (ADA) protocol.

**8.09 COMMUNITY BASED ORGANIZATIONS**

The Park District maintains a working relationship with several community-based organizations to provide recreation opportunities and avoid direct duplication.

Groups with which the Park District currently has a working relationship:

Winnetka-Northfield Chamber of Commerce	Winnetka Youth Organization
Winnetka-Northfield Library	North Shore Country Day School
Alliance for Early Childhood	Rotary Club of Winnetka-Northfield
New Trier High School	<b>Winnetka Parks Foundation</b>
<b>Northern Suburban Special Recreation Association</b>	

**8.10 COOPERATIVE PROGRAMMING**

The Park District may from time to time conduct programs cooperatively with nearby park and school districts. When running a program with other park districts, the two may share: space, staff, publicity, and other items to conduct the program.

**8.11 VOLUNTEERS**

Volunteers are an important component in the success of the Recreation Department. Volunteers are involved in many areas and are utilized in many capacities including: coaches, assistant coaches, advisory board members, special event planners, parade marshals, and special event workers, to name a few. All volunteers are subject to a background check, prior to placement.

**8.12 OUTSIDE CONTRACTORS**

The Recreation Department will make use of outside contractors to run programs, when appropriate. The Park District agreement with outside contractors is as follows:

- A. For indoor and outdoor programs, the contractor receives 70% of the fees and the Park District receives 30% of the fees.

- B. Each contractor must comply with all regulations of the Park District’s Certificate of Insurance requirements and must have a signed Independent Contractor Agreement on file once a year.

### 8.13 PUBLIC AND PARTICIPATION INPUT

The Park District relies upon and encourages public input in order to conduct, restructure, and improve programs. Several methods will be used to achieve public input.

- A. Caucus Questionnaire: Each year the Winnetka Caucus questionnaire is distributed to the community. A section of the questionnaire is devoted to the Park District and may include questions specific to the Recreation, Parks or Facilities Departments.
- B. Focus Groups: When necessary, focus groups will be formed to discuss specific areas or topics of general interest.
- C. Advisory Boards: May be created on an as needed basis to discuss general and specific issues relative to facilities/programs.
- D. End of Season/Conclusion of Program Evaluations: At the end of each ~~beach~~-season and the conclusion of every program, participants are asked to complete an evaluation of their experience with the program or beach season. Evaluations are sent to each participant via email and have two (2) weeks to complete each evaluation.

### 8.14 REFUNDS

Membership and program refund requests are considered pursuant to the Recreation Program procedure manual, and upon request at the registration desk and approval of the Superintendent of Recreation.

END

#### Tracking

Review and Update:	June 1, 2016
Recreation Committee:	June 9, 2016
Board First Reading:	June 23, 2016
Board Second Reading & Adoption:	July 28, 2016
Review Due:	May 2019

Notes: Red highlights are staff’s recommendations for update in 2019.

**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 9**

**INDOOR/OUTDOOR TENNIS**

- 9.01 Purpose of Outdoor Tennis Courts**
- 9.02 Purpose for Indoor Courts**
- 9.03 Priority for Use of Revenue**
- 9.04 Fees and Charges**
- 9.05 Determination of Program Mix on an Annual Basis**
- 9.06 Outside Professional Policy**
- 9.07 Scholarships**
- 9.08 Inclusion**
- 9.09 Participant/Visitor Behavior Policy**
- 9.10 Refunds**

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## **9.00 INDOOR/OUTDOOR TENNIS**

### **9.01 PURPOSE OF OUTDOOR TENNIS COURTS**

The purpose of providing twelve (12) outdoor tennis facilities is to provide the needed quantity of courts, without losing the quality of a valid recreational activity. Outdoor tennis courts further allow participation by the public in an outdoor setting.

#### **Comprehensive Service**

It is Park District policy to provide a high quality outdoor tennis facility, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, personal beliefs or economic status.

### **9.02 PURPOSE FOR INDOOR COURTS**

The District provides eight (8) indoor, high quality courts. Use policies are designed to provide service to members to ensure fair, equitable, and maximum use of the courts.

### **9.03 PRIORITY FOR USE OF REVENUE**

All revenue produced by the A.C. Nielsen tennis facilities is credited to, and all related expenses are charged to an Enterprise Fund. Revenue must be sufficient to pay all operation maintenance, depreciation and replacement costs, with a financial goal of improving fund balance/cash reserves from year to year.

### **9.04 FEES AND CHARGES**

All rates associated with the use of the District's tennis courts will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

### **9.05 DETERMINATION OF PROGRAM ON AN ANNUAL BASIS**

Program determination is based on a review by the Tennis Manager. Reviews will take place with past records of programs which have fostered a high degree of interest and attendance and which are then continued and/or expanded. New programs are developed as needed to replace unsuccessful programs and/or to accommodate the interests of participants and age groups.

### **9.06 OUTSIDE PROFESSIONAL POLICY**

Teaching lessons or giving any instruction by an individual who charges a fee or who earns income from lessons at any District tennis facility is prohibited unless prior written consent is received from the facility manager.

- A. Requests to use the District’s tennis facilities by non-staff professionals is discouraged and in general will not be approved due to the conflicting nature with Park District programs and instruction.
- B. No individual may conduct a camp, clinic, or similar group activity at any District tennis facility without a permit from the Park District.
- C. No peddler, vendor, or any other person involved in an endeavor for profit shall engage in the commercial sale or distribution of goods on Park District property without a permit, including without limitation the giving of instruction for a fee.
- D. Any non-staff professional using the tennis facility must have written permission of the facility manager and pay all appropriate fees for the use of that facility. If granted permission, non-staff professionals must provide a current certificate of liability insurance to the facility manager naming the Park District as additionally insured.
- E. Any non-staff professional using a tennis facility without consent will be subject to the following:
  - 1. **First Warning:** Verbal warning and asked to follow the policy as stated in Section 9.06. Person will be provided the written policy.
  - 2. **Second Warning:** Subject to a fine of not less than \$50 and no more than \$250.

## 9.07 SCHOLARSHIPS

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the **main Winnetka Park District’s** Administrative Office at 540 Hibbard Rd., **Winnetka, IL. 50093**, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

## 9.08 INCLUSION

All programs and activities at the Tennis Facility are open and available to participants with disabilities. These services are provided in conjunction with the Park District’s partner agency, Northern Suburban Special Recreation Association. Refer to Chapter and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

## 9.09 PARTICIPANT/**VISITOR** BEHAVIOR POLICY

All participants/**visitors** are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make **children’s**-programs, **special events and facilities**

safe and enjoyable for all participants/**visitors**. Additional rules may be developed for specific programs/**facilities** as deemed necessary by staff.

The Park District insists that all participants/**visitors** comply with a basic behavior code. All participants/**visitors** shall:

- Show respect to all participants, **visitors**, staff, and volunteers. Participants/**visitors** should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, **other visitors** or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

### **Program Participants**

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

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

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
  - A verbal warning.
  - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
  - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
  - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
3. Appeals by the participant and/or participant's parent/guardian should be directed to the Facility Manager.

## Visitors

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Facility Manager

## Police Notification

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

## 9.10 REFUNDS.

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request at the registration desk and approval of the Facility Manager.

END

## Tracking

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**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 10**

**PLATFORM TENNIS OPERATIONS**

**10.01 Purpose and Philosophy of Operations**

**10.02 Priority for Use of Revenue**

**10.03 Fees and Charges**

**10.04 Agreement with the Winnetka Platform Tennis Club**

**10.05 Outside Professional Policy**

**10.06 Scholarships**

**10.07 Inclusion**

**10.08 Participant/Visitor Behavior Policy**

**10.09 Refunds**

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## **10.00 PLATFORM TENNIS OPERATIONS**

### **10.01 PURPOSE AND PHILOSOPHY OF OPERATIONS**

The purpose of platform tennis operations is to provide a wholesome and meaningful recreational experience to residents and patrons of the Winnetka Park District. ~~to work in partnership with the Winnetka Platform Tennis Club (WPTC) in planning the use of the District's platform tennis courts; and to provide a positive environment in which people may have the opportunity to learn skills for current and future enjoyment.~~

- A. Programs will be structured to provide opportunities for both recreation and competitive events, weighted to the level of participation. As a general policy, programs will be financed by the participants, contributing to the overall financial strength of the Platform Tennis Facility.
- B. User groups will provide programming in certain areas. These groups presently include the Winnetka Platform Tennis Club (WPTC), North Shore Country Day School (NCDCS), Chicago Platform Tennis Tournaments Charities, Inc. (CPTTC). Management of the Platform Tennis Facility will make every attempt to work cooperatively with such groups to improve the quality of programs offered.

#### **Comprehensive Service**

It is Park District policy to provide a high quality platform tennis facility, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, personal beliefs or economic status.

### **10.02 PRIORITY FOR USE OF REVENUE**

All revenue produced by the platform tennis operation is credited to, and all related expenses are charged to an Enterprise Fund. Revenue must be sufficient to pay all operation maintenance, depreciation and replacement costs, with a financial goal of improving fund balance/cash reserves from year to year.

### **10.03 FEES AND CHARGES**

All rates associated with the use of the District's platform tennis courts will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

### **10.04 AGREEMENT WITH THE WINNETKA PLATFORM TENNIS CLUB**

With designated affiliate groups such as WPTC, a formal written agreement will be reviewed ~~annually~~ regularly with approval by the Park Board.

## 10.05 OUTSIDE PROFESSIONAL STAFF POLICY

- A. Teaching lessons or giving any instruction by an individual who charges a fee or who earns income from lessons at any District platform tennis court facility is prohibited unless prior written consent is received from the facility manager.
- B. No individual may conduct a camp, clinic, or similar group activity at a District platform tennis court facility without a permit from the Park District.
- C. No peddler, vendor, or another person involved in an endeavor for profit shall engage in the commercial sale or distribution of goods on Park District property without a permit, including without limitation the giving of instruction for a fee.
- D. Any non-staff professional must provide a current certificate of liability insurance to the facility manager naming the Park District as additionally insured.
- E. Any non-staff professional using the District platform tennis court facility must have written approval of the facility manager and pay all appropriate fees for the use of that facility.
- F. Any professional teaching a private lesson on the courts will be charged a fee of \$10.00 per lesson.
- G. Any non-staff professional using a District platform tennis court facility without consent will be subject to the following:
  - 1. **First Warning:** Verbal warning and asked to follow the policy as in this Section 10.05. Person will be provided the written policy.
  - 2. **Second Warning:** Subject to a fine of not less than \$50 and not more than \$250.

## 10.06 SCHOLARSHIPS

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the ~~main~~ **Winnetka Park District's** Administrative Office at 540 Hibbard Rd., **Winnetka, IL. 50093**, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

## 10.07 INCLUSION

All programs and activities at the platform tennis facility are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapters and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

## 10.08 PARTICIPANT/**VISITOR** BEHAVIOR POLICY

All participants/**visitors** are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make ~~children's~~ programs, **special events and facilities** safe and enjoyable for all participants/**visitors**. Additional rules may be developed for specific programs/**facilities** as deemed necessary by staff.

The Park District insists that all participants/**visitors** comply with a basic behavior code. All participants/**visitors** shall:

- Show respect to all participants, **visitors**, staff, and volunteers. Participants/**visitors** should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, **other visitors** or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

### **Program Participants**

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

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

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
  - A verbal warning.
  - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
  - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
  - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
3. Appeals by the participant and/or participant's parent/guardian should be directed to the Facility Manager.

### **Visitors**

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Facility Manager.

### **Police Notification**

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

### **10.09 REFUNDS.**

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request of the registration desk and approval of the Facility Manager.

END

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**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 11**

**WINNETKA PARK DISTRICT GOLF COURSE**

**11.01 Purpose of 18 Hole and Par 3 Operations**

**11.02 Priority for Use of Revenue**

**11.03 Fees and Charges**

**11.04 Concession/Vending Operations**

**11.05 Outside Professional Policy**

**11.06 Scholarships**

**11.07 Inclusion**

**11.08 Participant/Visitor Behavior Policy**

**11.09 Refunds**

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## **11.00 WINNETKA PARK DISTRICT GOLF COURSE**

### **11.01 PURPOSE OF 18-HOLE AND PAR-3 OPERATIONS**

The Winnetka Park District offers two golf courses to challenge golfers' abilities and provide for recreation pleasure. The 18-Hole Course (Par 71) is a beautiful 6,452-yard championship course with irrigated fairways, greens and tees. The Par-3, an attractive 1,225-yard, nine-hole course, is designed to test the best golfer's short game and provide interesting play for players of all levels of ability.

It is the purpose of the golf operation to provide a high quality facility and related programs through which individual patrons and affiliate groups can have a wholesome and satisfying leisure time experience.

The mission of the Winnetka Golf Club is to offer a challenging, well-manicured park district golf course that provide affordable, time efficient, golf. Customer service and satisfaction have been targeted as high priorities to ensure return patronage to the facility. In addition, the Club will:

- Provide an enjoyable environment for the game of golf for players of all levels.
- Provide innovative and effective golf instructions
- Support the future of golf with a quality junior golf program.

#### **Effective Management**

Sound management practices shall be applied in the golf operation to ensure efficiency and cost effectiveness resulting in a sustainable business operation.

#### **Comprehensive Service**

It is Park District policy to provide a high quality golf facility, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disabilities, military status, and unfavorable discharge from military service, personal beliefs or economic status.

#### **Community Involvement**

The Park District desires to develop optimum use of the golf courses through the involvement of affiliate groups, organizations, and individuals in a cooperative effort to maximize all resources available, and strengthen community involvement in the use of the golf course.

### **11.02 PRIORITY FOR USE OF REVENUE**

All revenue produced by the golf operation is credited to, and all related expenses are charged to an Enterprise Fund. Revenue must be sufficient to pay all operation maintenance, depreciation and replacement costs, with a financial goal of improving fund balance/cash reserves from year to year.

### 11.03 FEES AND CHARGES

All rates associated with the use of the District's golf course operations will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

### 11.04 CONCESSION/VENDING OPERATIONS

The Concessions will be licensed to an outside contractor, in accordance with a written contractual agreement approved by the Park Board.

### 11.05 OUTSIDE PROFESSIONAL POLICY

Teaching lessons or giving any instruction by an individual who charges a fee or who earns income from lessons at any part of the District golf facility is prohibited **unless** prior written consent is received from the facility manager.

- A. Requests to use the District's golf facilities by non-staff professionals is discouraged and in general will not be approved due to the conflicting nature with Winnetka Park District programs and instruction.
- B. No individual may conduct a camp, clinic, or similar group activity at any District golf facility without a permit from the Winnetka Park District.
- C. No peddler, vendor, or any other person involved in an endeavor for profit shall engage in the commercial sale or distribution of goods on Winnetka Park District property without a permit, including without limitation the giving of instruction for a fee.
- D. Any non-staff professional using the golf facility must have written permission of the facility manager and pay all appropriate fees for the use of that facility. If granted permission, non-staff professionals must provide a current certificate of liability insurance to the facility manager naming the Winnetka Park District as additionally insured.
- E. Any non-staff professional using any part of the golf facility without consent will be subject to the following:
  - 1. **First Warning:** Verbal warning and asked to follow the policy as stated in Section 11.05. Person will be provided the written policy.
  - 2. **Second Warning:** Subject to a fine of not less than \$50 and no more than \$250.

### 11.06 SCHOLARSHIPS

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to

the ~~main~~ **Winnetka Park District's** Administrative Office at 540 Hibbard Rd., **Winnetka, IL. 50093**, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

### **11.07 INCLUSION**

All programs and activities at the golf facility are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapters and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

### **11.08 PARTICIPANT/**VISITOR** BEHAVIOR POLICY**

All participants/**visitors** are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make ~~children's~~ programs, **special events and facilities** safe and enjoyable for all participants/**visitors**. Additional rules may be developed for specific programs/**facilities** as deemed necessary by staff.

The Park District insists that all participants/**visitors** comply with a basic behavior code. All participants/**visitors** shall:

- Show respect to all participants, **visitors**, staff, and volunteers. Participants/**visitors** should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, **other visitors** or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

#### **Program Participants**

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

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

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
  - A verbal warning.
  - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.

- A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
  - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
  3. Appeals by the participant and/or participant's parent/guardian should be directed to the Facility Manager.

### **Visitors**

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Facility Manager.

### **Police Notification**

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

## **11.09 REFUNDS**

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request of the registration desk and approval of the Facility Manager.

END

Tracking

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**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 12**

**WINNETKA PARK DISTRICT ICE ARENA**

- 12.01 Purpose and Philosophy of Operations**
- 12.02 Determination of Program Mix on an Annual Basis**
- 12.03 Priority for Use of Revenue**
- 12.04 Fees and Charges**
- 12.05 Scholarships**
- 12.06 Inclusion**
- 12.07 Concession/Vending Operations**
- 12.08 Outside Professional Policy**
- 12.09 Participant/Visitor Behavior Policy**
- 12.10 Refunds**

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## **12.00 WINNETKA PARK DISTRICT ICE ARENA**

### **12.01 PURPOSE AND PHILOSOPHY OF OPERATIONS**

The purpose of the Winnetka Ice Arena is to provide ice skating programs and activities for residents and non-residents of the Park District.

- A. Programs will be structured to provide opportunities for both recreation and competitive events, weighted to the level of participation. As a general policy, it is expected that all programs will be financed by the participants, with all programs contributing to the overall financial strength of the Ice Arena.
- B. User groups will provide programming in certain areas. These groups presently include the Winnetka Hockey Club (WHC), New Trier Hockey Club, and Skokie Valley Skating Club. Management of the Ice Arena will make every attempt to work cooperatively with such groups to improve the quality of programs offered at the Ice Arena.
- C. With designated affiliate groups such as WHC, a formal written agreement will be reviewed **annually regularly** with approval by the Park Board.

#### **Comprehensive Service**

It is Park District policy to provide a high quality ice arena, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, personal beliefs or economic status.

### **12.02 DETERMINATION OF PROGRAM MIX ON AN ANNUAL BASIS**

- A. It is the goal of the Winnetka Park District to offer a well-rounded skating program to meet the recreational needs of the community.
- B. A well-rounded program will offer activities and programs based on participation. Participation and ice availability indicate how much ice time will be allocated to a particular program.
- C. All proposed changes to the structure of the Ice Arena will be reviewed by the Park Board before such changes are implemented.

### **12.03 PRIORITY FOR USE OF REVENUES**

All revenue produced by the Ice Arena is credited to, and all related expenses are charged to an Enterprise Fund. Revenue must be sufficient to pay all operation maintenance, depreciation and replacement costs, with a financial goal of improving fund balance/cash reserves from year to year.

## **12.04 FEES AND CHARGES**

All rates associated with the use of the District's Ice Arena operations will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

## **12.05 SCHOLARSHIPS**

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the ~~main~~ **Winnetka Park District's** Administrative Office at 540 Hibbard Rd., **Winnetka, IL. 50093**, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

## **12.06 INCLUSION**

All programs and activities at the Ice Arena are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapters and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

## **12.07 CONCESSION/VENDING OPERATIONS**

The Concession will be licensed to an outside contractor, in accordance with a written contractual agreement approved by the Park Board.

## **12.08 OUTSIDE PROFESSIONAL POLICY**

- A. Teaching lessons or giving any instruction by an individual who charges a fee or who earns income from lessons at the Ice Arena is prohibited **unless** prior written consent is received from the facility manager.
- B. At the Ice Arena, the request to have non-staff professionals give instruction is discouraged and in general will not be approved due to the conflicting nature with Winnetka Park District programs and instruction.
- C. No individual may conduct a camp, clinic, or similar group activity at the Ice Arena without approval from the Facility Manager from the Winnetka Park District.
- D. No peddler, vendor, or another person involved in an endeavor for profit shall engage in the commercial sale or distribution of goods on Winnetka Park District property without a permit, including without limitation the giving of instruction for a fee.
- E. Any non-staff professional using the Ice Arena must have written approval of the facility manager and pay all appropriate fees for the use of Ice Arena. Non-staff professionals who are granted permission must provide a; WPD independent service

provider agreement and a current certificate of liability insurance to the facility manager naming the Winnetka Park District as additionally insured.

F. Any non-staff professional using the Ice Arena without consent will be subject to the following:

1. **First Warning:** Verbal warning and asked to follow the policy as stated in this Section 12.08. Person will be provided the written policy.

2. **Second Warning:** Subject to a fine of not less than \$50 and not more than \$250.

## 12.09 PARTICIPANT/**VISITOR** BEHAVIOR POLICY

All participants/**visitors** are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make ~~children's~~ programs, **special events and facilities** safe and enjoyable for all participants/**visitors**. Additional rules may be developed for specific programs/**facilities** as deemed necessary by staff.

The Park District insists that all participants/**visitors** comply with a basic behavior code. All participants/**visitors** shall:

- Show respect to all participants, **visitors**, staff, and volunteers. Participants/**visitors** should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, **other visitors** or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

### **Program Participants**

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

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

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:

- A verbal warning.
- A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.

- A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
  - Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
  3. Appeals by the participant and/or participant's parent/guardian should be directed to the Facility Manager.

### **Visitors**

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Facility Manager.

### **Police Notification**

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

### **12.10 REFUNDS**

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request of the registration desk and approval of the Facility Manager.

END

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**WINNETKA PARK DISTRICT  
POLICY MANUAL  
CHAPTER 13**

**BEACH AND BOAT LAUNCH**

**13.01 Purpose and Philosophy of Operations**

**13.02 Concession/Vendor Operations**

**13.03 Fees and Charges**

**13.04 Scholarships**

**13.05 Inclusion**

**13.06 Participant/Visitor Behavior Policy**

**13.07 Refunds**

**13.08 Swimming Beach Rules and Regulations**

**13.09 Tower Road Beach Parking Regulations**

**13.10 Lloyd Beach Rules and Regulations**

**13.11 Lloyd Beach Parking Regulations**

## **13.00 BEACH AND BOAT LAUNCH**

### **13.01 PURPOSES AND PHILOSOPHY OF OPERATION**

The waterfront areas of the Park District shall be operated to serve the recreation interests and needs of its patrons. Swimming, boating, picnicking, playgrounds, instructional classes, and special event programming shall be offered annually.

Every effort will be made by the **Park** District to maintain a safe and sanitary waterfront. The health and welfare of beach patrons shall be of highest priority.

#### **Comprehensive Service**

It is Park District policy to provide a high quality lakefront facility, related programs, and services which are comprehensive in scope and consistent for all individuals, regardless of race, color, religion, sex, sexual orientation, national origin, ancestry, age, marital status, physical or mental disability, military status, unfavorable discharge from military service, personal beliefs or economic status.

### **13.02 CONCESSION/VENDOR OPERATIONS**

Any concession or rental operation will be licensed to an outside contractor, in accordance with a written contractual agreement approved by the Park **Board District Staff**.

### **13.03 FEES AND CHARGES**

All rates associated with the use of the **Park** District's ~~beach and launch~~ lakefront operations will be established and reviewed by the Park Board annually. Refer to Chapter and Section 15.01 Fees and Charges policy.

- A. Any District resident or non-resident may use the beach providing that person has paid the established fee and does not violate any of the rules and regulations of the **Park** District.
- B. Children under the age of three (3) will not be charged admission.
- C. Service animals are welcomed on the beach, but must be identified with supporting documents.

### **13.04 SCHOLARSHIPS**

Partial scholarships, up to 90%, are available for participants who may require financial assistance in order to participate in Park District programs. Those applying for scholarships are encouraged to do so prior to the start of the program. All required paperwork must be completed, submitted to the ~~main~~ **Winnetka Park District's** Administrative Office at 540 Hibbard Rd., **Winnetka, IL. 50093**, and reviewed before any scholarships will be awarded. Please refer to Chapter and Section 5.29 Scholarship/Financial Assistance.

## 13.05 INCLUSION

All programs and activities at all ~~beaches and at the boat launch~~ lakefront facilities are open and available to participants with disabilities. These services are provided in conjunction with the Park District's partner agency, Northern Suburban Special Recreation Association. Refer to Chapter and Sections 5.22 Northern Suburban Special Recreation Association and 5.23 Inclusion of this Policy Manual.

## 13.06 PARTICIPANT/**VISITOR** BEHAVIOR POLICY

All participants/**visitors** are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make ~~children's~~ programs, **special events and facilities** safe and enjoyable for all participants/**visitors**. Additional rules may be developed for specific programs/**facilities** as deemed necessary by staff.

The Park District insists that all participants/**visitors** comply with a basic behavior code. All participants/**visitors** shall:

- Show respect to all participants, **visitors**, staff, and volunteers. Participants/**visitors** should follow program rules and take direction from staff.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other participants, **other visitors** or staff.
- Show respect for equipment, supplies, and facilities.
- Not possess any weapons.

### **Program Participants**

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

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

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
  - A verbal warning.
  - A supervised time-out from the program-The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made will be given to the full-time supervisor.
  - A suspension from the program for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; the length of

the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.

- Dismissal from the program or activity. If inappropriate behavior persists or the behavior completely disrupts a program, removal from the program or activity may be necessary. Once again, the Park District reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.
2. If a participant receives a time-out or a suspension, the supervisor of the program will contact the parent/guardian.
  3. Appeals by the participant and/or participant's parent/guardian should be directed to the Superintendent of Recreation.

### **Visitors**

The Park District reserves the right to remove a visitor from the program/facility who does not comply with the basic behavior code and/or whose behavior endangers his or her own safety or the safety of others.

If the visitor exhibits inappropriate actions, the following guidelines will be followed:

- A verbal warning.
- A suspension from the facility and/or Park District property for a designated time period. When determining the timeframes of suspension, staff will consider the severity of the actions; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
- Once again, the Park District reserves the right to dismiss a visitor whose behavior endangers his or her own safety or the safety of others.

Appeals should be directed to the Superintendent of Recreation.

### **Police Notification**

If a participant/visitor makes a direct threat of hurting himself or others.

If a participant/visitor becomes overly aggressive or violent.

If a participant/visitor is removed from a program and returns to the facility.

## **13.07 REFUNDS**

Membership and program refund requests are considered pursuant to the facility procedure manual, and upon request of the registration desk and approval of the Superintendent of Recreation.

## **13.08 SWIMMING BEACH RULES AND REGULATIONS**

The following regulations will be implemented by the Park District staff during hours of operations to insure that all beach users will be able to use Tower Road, Maple Street, and Elder Lane beaches

in harmony. At the time of purchase each season pass holder is asked to read the following regulations and signs a form that they are aware, understand and will follow all rules when they are at the beaches.

1. Hours of operation are 9am to 7pm.
2. No swimming when lifeguards are not present.
3. The beach and facility will be closed when water is unsafe.
4. Swimming is only allowed in designated swim areas.
5. Parents and/or guardians are responsible for supervising children.
6. Children nine and under must be accompanied by an adult.
7. No flotation devices allowed, except USCG approved life jackets.
8. Children who are not toilet trained must wear tight fitting plastic pants or swim diapers.
9. No scuba or snorkeling equipment allowed.
10. No roughhousing or horseplay allowed.
11. No throwing rocks or sand in the swimming areas.
12. No motorized vessels allowed.
13. No non-motorized vessels allowed at Tower Road and Maple Street Beaches.
14. Non-motorized vessels are only allowed on the north side of the pier at Elder Lane Beach.
15. Motorized or non-motorized vessels are only allowed at Lloyd Boat Launch.
16. No jumping off piers.
17. No fires, including grills, are allowed on the beach.
18. No glass containers allowed on the beach.
19. No alcohol allowed on the beach.
20. Smoking is not allowed at any Winnetka Park District facility.
21. Dogs are only allowed at Centennial Dog Beach. Ordinance #504 will be enforced.
22. Winnetka Park District parking sticker of Village of Winnetka vehicle registration sticker is required for the lower lot at Tower Road Beach.
23. The Village of Winnetka Police Department regularly patrols the beach enforces all Park District ordinances.
24. All other state and local health codes apply.

- ~~1. Hours of Operation are 9am to 7pm.~~
- ~~2. When lifeguards are not present, swimming is at your own risk.~~
- ~~3. Swimming is allowed only in the supervised swimming areas as posted at each beach.~~
- ~~4. Parents and guardians are responsible for the supervision of children.~~
- ~~5. Children 9 and under must be accompanied by an adult.~~
- ~~6. Coast Guard approved life jackets are allowed when the child is within arm's reach of their parent. All other floatation devices are not allowed.~~
- ~~7. No scuba or snorkeling equipment is allowed.~~
- ~~8. Children who are not toilet trained must wear tight fitting plastic pants or swim diapers.~~
- ~~9. Beach facilities will be closed whenever water is considered unsafe by Health Department or lifeguards.~~
- ~~10. There is no rough housing or horse play allowed. Lifeguards will enforce this rule to ensure the safety of others.~~
- ~~11. No throwing rocks or sand in the swimming areas.~~

- ~~12. No jumping off piers.~~
- ~~13. No fires, including grills, are allowed on the beach.~~
- ~~14. Glass containers are not allowed on the beach.~~
- ~~15. No alcohol is allowed on the beach.~~
- ~~16. Smoking is prohibited at all Winnetka Park District facilities.~~
- ~~17. Dogs are only allowed at Centennial Dog Beach. Village ordinance #504 will be enforced.~~
- ~~18. A Winnetka Park District parking sticker or Village of Winnetka vehicle registration sticker must be present to park in the lower lot at Tower Road Beach.~~
- ~~19. Motorized or non-motorized vessels are only allowed at Lloyd Boat Launch.~~
- ~~20. The Village of Winnetka Police Department maintains a regular patrol of the beach and enforces all Park District ordinances.~~
- ~~21. All other state and local health codes apply.~~

### **13.09 TOWER ROAD BEACH PARKING REGULATIONS**

Parking in the lower lot at Tower Road Beach is restricted to Village of Winnetka residents with the Village of Winnetka sticker present or beach pass holders with a Tower Road parking sticker from May 15-September 15. If a non-resident purchases a daily pass to the beach, they will not be granted access to park in the lower lot. If they do park in the lower lot, they will be ticketed and fined \$50 from the Winnetka Police Department.

When a family who lives in Winnetka purchases season passes, they do not receive a Tower Road parking sticker, since the Village ordinance indicates a vehicle with a Village of Winnetka sticker will be allowed to park in the lower lot.

Northfield/**Glencoe** residents who are members of the Winnetka Park District receive two (2) Tower Road parking stickers when they purchase a season pass. This will grant them access to park in the lower lot at Tower Road Beach. If a Northfield/**Glencoe** resident, who is a member of the Winnetka Park District, loses their parking sticker or asks for a third parking sticker, they can be purchased for \$5.00.

~~Non-residents who purchase a season pass will receive one (1) Tower Road parking sticker. This will grant them access to park in the lower lot at Tower Road Beach. They do not have the option to purchase a second Tower Road parking sticker. This includes if they lose their parking sticker. They are only granted one (1) Tower Road parking sticker at the time of purchase.~~

### **13.10 LLOYD BEACH RULES AND REGULATIONS**

The following regulations will be implemented by the Park District staff during hours of operations to insure that all beach users will be able to use Lloyd Beach in harmony. At the time of purchase each season pass holder is asked to read the following regulations and signs a form that they are aware, understand and will follow the rules when launching their vessel:

- 1. Lloyd Boat Launch is for boating and sailing activities only. No swimming allowed!
- 2. The launch is staffed Memorial Day through Labor Day from 8am to dusk.

3. Motorized boats in the launch must be attended at all times. Staff are not responsible for watching boats. The Winnetka Park District is not responsible for damages.
4. Motorized boats must have boat fenders on the port or starboard side and two boat lines when launching and docking.
5. In compliance with the Illinois Boat Registration and Safety Act Digest, the following age requirements exist. Disregarding rules will result in pass suspension or revocation.
6. No persons under the age of 10 may operate a motorized boat or personal watercraft.
7. Children 10 to 17 may operate a motorized boat if they are accompanied by an adult.
8. The only exception is children 12-17 who have a valid government-issued certificate.
9. To be on the beach or to utilize the launch, patrons must have a season pass, daily
10. pass or be accompanied by a season pass or rack holder.
11. Launch season passes are issued to the registered owner. Only the owner and their immediate family can launch the watercraft and must be present when it is in use.
12. When returning to the launch, existing boats have the right of away.
13. Refueling of personal watercrafts is not allowed on Winnetka Park District properties.
14. Personal watercraft hours are restricted to 9am to dusk every day.
15. All personal watercraft users must wear Coast Guard approved life jackets.
16. All personal watercraft and motorized boats must have a fire extinguisher present.
17. To launch a personal watercraft, patrons must have a season pass. Daily passes are not available for personal watercrafts. All other vessels may purchase a daily pass.
18. All paddleboarders must use a safety leash. Paddleboarders under 13 years old must wear a life jacket.
19. Buoys designate no-wake areas and access to and from the beach. If bouys are moved by wave action, watercrafts are expected to follow the normal locations of the buoys.
20. Any type of watercraft causing a wake inside the designated no-wake areas is subject to season pass suspension or revocation.
21. The north end of Lloyd Beach is used for non-motorized boats. Anchor and switching passengers is only allowed on the south end of the beach house.
22. As a courtesy to non-motorized users and rack space owners, all personal watercrafts shall operate 100 yards from the shore.
23. No boogie boards and inflatable floatation devices allowed.
24. No dogs allowed on the beach. Ordinance #504 will be enforced.
25. No fires, including grills, allowed on the beach.
26. No glass containers allowed on the beach.
27. No alcohol allowed on the beach.
28. For the safety of students, please be aware of the sailing/paddleboarding programs.
29. All vessels should observe the proper right of way and keep a significant distance.

- ~~1. Lloyd Beach is for the exclusive use of individuals participating in boating and sailing activities. No swimming is allowed.~~
- ~~2. Lloyd Beach is staffed Memorial Day through Labor Day.~~
- ~~3. Staff hours are 8:00am till Dusk.~~
- ~~4. Holidays rates will include Memorial Day Weekend, July 3<sup>rd</sup> and 4<sup>th</sup>, and Labor Day Weekend.~~

5. ~~Boats must be attended by owner/passenger at all times when in the launch. Staff members are not responsible for watching boats. The Park District is not responsible for any damages.~~
6. ~~Boats are required to have boat fenders present on the port or starboard side when launching and docking.~~
7. ~~Boats are required to have two (2) boat lines when launching and docking.~~
8. ~~Personal watercraft hours are restricted to 9:00a.m. to dusk seven (7) days a week.~~
9. ~~In compliance with the Illinois Boat Registration and Safety Act Digest, age of operations of personal watercrafts as well as power boats will be as follows:~~
  - a. ~~No persons under the age of 10 may operate a motorboat or PWC.~~
  - b. ~~Persons at least 10 years of age and less than 18 years of age may operate a motorboat only if:~~
    - i. ~~They are accompanied on the motorboat and under the direct control of a parent or guardian, or a person at least 18 years of age designated by a parent or guardian.~~
  - c. ~~Persons at least 12 years of age and less than 18 years of age may, however operate a motorboat or PWC if:~~
    - i. ~~They are in possession of a Boating Safety Certificate issued by the Department of Natural Resources Office, Division of Education, or a valid certificate issued by another state, a province of the Dominion of Canada, the U.S. Coast Guard Auxiliary or the U.S. Power Squadron.~~
10. ~~Individuals who do not follow the above age rules will be subject to having their pass suspended or revoked by the Park District.~~
11. ~~Due to limited space and control problems, each season pass holder may bring up to (4) four guests.~~
12. ~~Patrons on the beach must be accompanied by a season pass holder or a rack pass holder.~~
13. ~~The personal watercraft/motorized vessel season pass will be issued to the registered owner of the watercraft. Only the immediate family of the registered owner can launch the watercraft. The owner and/or the immediate family must be present during the time the watercraft is in use.~~
14. ~~When returning to the launch, existing boats have the right away.~~
15. ~~Refueling of personal watercrafts will not be allowed on Park District properties.~~
16. ~~All personal watercraft users must wear Coast Guard approved life jackets.~~
17. ~~All personal watercraft and motorized vessels must have a fire extinguisher present.~~
18. ~~All personal watercraft usage will be by season pass only. No daily fees will be available to launch.~~
19. ~~All paddle boarders are required to utilize a safety leash. Children under the age of 13 are required to wear a life jacket when using a paddle board.~~
20. ~~Owners of non-motorized and motorized vessels besides personal watercrafts are able to purchase daily fess for launching as well as a season pass.~~
21. ~~A season pass or daily fee is required for all non-motorized vessels.~~
22. ~~All season passes are non-refundable and non-transferable.~~
23. ~~Buoys will be installed in the lake to designate no-wake areas and access areas to and from the beach. If buoys should be moved by wave action Park District staff will~~

- ~~replace them as soon as possible and watercraft operators will still be expected to follow normal locations of the buoys.~~
- ~~24. Any type of watercraft causing a wake inside the designated no-wake areas are subject to having their season pass suspended and/or revoked.~~
  - ~~25. The north end of Lloyd Beach is used for non-motorized vessels only. Anchor and switching passengers is only allowed in front of beach house and the south end.~~
  - ~~26. As a courtesy to non-motorized users and rack-space owners, all personal watercrafts shall operate 100 yards from the shore and only beach/anchor their watercraft directly in front of the beach house and on the Southside of the beach.~~
  - ~~27. No boogie boards and inflatable floatation devices allowed.~~
  - ~~28. No dogs are permitted on Lloyd Beach at any time. Village ordinance #504 will be enforced.~~
  - ~~29. No fires, including grills, are allowed on the beach.~~
  - ~~30. Glass containers are not allowed on the beach.~~
  - ~~31. No alcohol is allowed on the beach.~~
  - ~~32. For the safety of the sailing students and personal watercraft users, all personal watercraft operators shall be aware of the District's Sailing Programs held at Lloyd Beach and will make every effort to stay removed from these classes. All PWC and Motorized Boat operators shall observe proper right of way.~~

### **13.11 LLOYD BEACH PARKING REGULATIONS**

Parking at Lloyd Beach is available to those who purchase a daily fee or who have purchased a season pass and display a Lloyd Boat Launch parking decal. If a daily fee is purchased the launch receipt must be present on the dash of the vehicle. If a Lloyd Beach parking pass or daily launch receipt is not present they will be ticketed and fined \$50 from the Winnetka Police Department.

Residents or non-resident families that purchase a Pier Launch, Beach Launch, PWC Launch, or Rack/Beach Storage season pass will receive two (2) Lloyd Beach parking stickers. Non-resident and resident pass holders can purchase a third or replacement parking pass for \$25.00. The maximum number of parking decals a season pass family can receive in one (1) year is three (3). After they have received a total amount of three (3) parking decals they will not be able to receive/be issued any additional parking decals.

#### **Weekend and Holiday Visitor/Guest Parking**

If a season pass holder invites a guest on their boat/vessel over the weekend, the guest will be charged a parking fee at the time of entrance. Fees for weekend and holiday parking are \$5.00 for residents and \$10.00 for non-residents.

#### **Weekend and Holiday Daily Fee Parking**

At the time of purchase daily fee launches will receive one (1) daily parking receipt for Lloyd Beach. If there are additional vehicles a parking fee will be issued. Fees for weekend and holiday parking are \$5.00 for residents and \$10.00 for non-residents.

END

Tracking

Review and Update:	June 1, 2016
Recreation Committee:	June 9, 2016
Board First Reading:	June 23, 2016
Board Second Reading & Adoption:	July 28, 2016
Review Due:	May 2019

**Notes:** Red line are staff recommended changes in 2019.

DRAFT

# Resolution



**BE IT RESOLVED** that the Board of Park Commissioners of the Winnetka Park District and all its citizens express to **JOHN THOMAS** their gratitude and appreciation for the invaluable service given as Park Board Commissioner and

**WHEREAS** from 2005-2009 and 2011-2019 he has been actively involved in all phases of the Park District operations, and policy setting and has contributed greatly to the Board of Commissioners, and

**WHEREAS** he served as Audit Committee Chairperson for much of his term in office, along with accounts payable oversight on behalf of the Park Board, and

**WHEREAS** during his tenure, he served at various times on the Audit, Recreation, Revenue Facilities, Parks & Beaches, Project Oversight and Finance & Administration Committees, and served as the Planning & Design and Winnetka Caucus liaison, and

**WHEREAS** he has made a significant contribution toward many park projects and initiatives including:

- 2011-16, 2017-22 Strategic Plan
- Executive Leadership Transitions
- New Parks Service Center
- Skokie Playfield Master Plan & Development
- Hubbard Woods Master Plan & Development
- Northfield Park Renovation
- Indian Hill Park Renovation
- Outdoor Refrigerated Ice
- Winnetka Waterfront 2030 Plan
- Dwyer Park Master Plan & Development

**WHEREAS** his great interest in the betterment of his community, historical knowledge base, and diligent work with the Board and staff will continue to inspire a higher level of volunteerism throughout the Park District, and

**NOW, THEREFORE, BE IT RESOLVED** that this sincere expression of appreciation and gratitude for his outstanding service be a matter of record of the Winnetka Park District.

Adopted this 9th day of May, 2019.

**AYES:** Commissioners Archambault, Claybrook, James, Larkin, Lussen, Peterson

**NAYS:** None

**By:** \_\_\_\_\_  
Mickey Archambault, President

**ATTEST:**

\_\_\_\_\_  
John C. Muno, Executive Director

# Resolution



**BE IT RESOLVED** that the Board of Park Commissioners of the Winnetka Park District and all its citizens express to **IAN LARKIN** their gratitude and appreciation for the invaluable service given as Park Board Commissioner and

**WHEREAS** for the past 8 years he has been actively involved in all phases of the Park District operations, and policy setting and has contributed greatly to the Board of Commissioners, and

**WHEREAS** he served as Park Board President, continuously from May 26, 2016-May 17, 2018, and

**WHEREAS** during his tenure, he also served at various times as Park Board Vice President, on the Finance, Administration, Audit, Parks & Beaches and Recreation Committees and served as the Lakefront Master Plan, Winnetka Parks Foundation, School District #36 and New Trier High School liaison, and

**WHEREAS** he has made a significant contribution toward many park projects and initiatives including:

- 2011-16, 2017-22 Strategic Plan
- Executive Leadership Transitions
- Skokie Playfield Master Plan & Development
- Hubbard Woods Master Plan & Development
- Northfield Park Renovation
- Indian Hill Park Renovation
- Outdoor Refrigerated Ice
- Winnetka Waterfront 2030 Plan
- Dwyer Park Master Plan & Development

**WHEREAS** his great leadership, levity, vision, diplomacy, and diligent work with the Board and staff will continue to inspire a higher level of leadership throughout the Park District, and

**NOW, THEREFORE, BE IT RESOLVED** that this sincere expression of appreciation and gratitude for his outstanding service be a matter of record of the Winnetka Park District.

Adopted this 9th day of May, 2019.

**AYES:** Commissioners Archambault, Claybrook, James, Lussen, Peterson, Thomas

**NAYS:** None

**By:** \_\_\_\_\_  
Mickey Archambault, President

**ATTEST:**

\_\_\_\_\_  
John C. Muno, Executive Director