



MEETING AGENDA

**MEETING OF THE
PARKS AND RECREATION COMMISSION**
Tuesday, February 13, 2018
7:00 p.m.
Memorial Hall – Memorial Building
(Tentative and Subject to Change)

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENT**
- 3. APPROVAL OF MINUTES – January 16, 2018**
- 4. LIAISON REPORTS**
 - a) Gateway Special Recreation Association Report
- 5. MONTHLY REPORTS**
 - a) Recreation Staff Report- January 2018
- 6. OLD BUSINESS**
 - a) Park Benches
- 7. NEW BUSINESS**
 - a) Hinsdale Tennis Association- contract extension
 - b) Addendum to Donation Policy- Naming Rights
- 8. CORRESPONDENCE**
- 9. OTHER BUSINESS**
- 10. ADJOURNMENT**

Items listed on the agenda will be discussed and considered by the Commission. The Commission welcomes public comment on the agenda items during discussion. Items recommended for Board of Trustee approval at this meeting may be referred to the Board for further consideration at their next meeting.

The Village of Hinsdale is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact Darrell Langlois, ADA Coordinator, at 789-7014 or by TDD at 789-7022 promptly to allow the Village of Hinsdale to make reasonable accommodations for those persons.

Visit the Village's Web Site at www.villageofhinsdale.org

**VILLAGE OF HINSDALE
MEETING OF THE
PARKS AND RECREATION COMMISSION**

Tuesday, January 16, 2018
Memorial Building Board Room
7:00 PM



3.
DRAFT

Chairman Waverley called the meeting of the Parks and Recreation Commission to order at 7:01 p.m. at the Memorial Building Board Room.

Members Present: Chairman Waverley, Commissioners Boruff, Conboy, Keane and George

Members Absent: Commissioners Baker and Hester

Others Present: Kimberly Fornek, The Doings

Staff Present: Heather Bereckis, Superintendent of Parks and Recreation
Brad Bloom, Assistant Village Manager/ Director of Public Safety
Linda Copp, Administrative Assistant

Public Comment

None

Approval of Minutes

Commissioner Boruff moved approval of the December 12, 2017 Park and Recreation Commission meeting minutes with changes mentioned by Chairman Waverly. Commissioner George seconded and the motion passed unanimously.

Gateway Special Recreation Association Report

Ms. Bereckis gave the report. They are in need of staffing mainly in aids and recreation leaders. They are down about 7 staff members. They are regular part time hours including nights and weekends. Ms. Bereckis discussed the draft financial report for their audit. The final version will come out next month. Commissioner Boruff asked about the hefty surplus Ms. Bereckis stated that the surplus will be saved for big expenses like a vehicle or facility rentals.

Monthly Reports

Ms. Bereckis presented the staff report for December, 2017. KLM for November was slightly better with one additional event. Year to date is over by about \$880. January was the busiest it has been in the last seven years. Staff is working hard to market to smaller events like showers and social events. There have been more birthday parties and memorial services. Commissioner Boruff stated that there seems to be a number of last minute events to increase the rentals.

Ms. Bereckis stated that the Winter brochure went out and registration has started. Most sports programs will not start until the spring because of not being able to use the school gyms. New programs are youth pickle ball, archery, badminton and Jr firefighters. Ms. Bereckis commented on the Holiday Express and how popular the event is. Easter Egg hunt is the next special event and then the park cleanup day.

Fall fields are done and spring requests are coming in. There is a rugby group that wants to use KLM. Fields will open around April 1st. Ice rink is open and the warming house is staffed in the afternoons. Unsupervised hours will no longer be offered at the warming hut due to some vandalism. The rink will probably not be open this weekend due to warmer temperatures but

hopefully will refreeze. Commissioner George stated that some of our brochures should be brought to the warming hut.

Ms. Bereckis stated that platform tennis is doing well and expenses are down. There was some increase in memberships, primarily from non-residents. We will begin to hire pool staff this month. Chairman Waverly commented on the agreement with HPTA and they hope to have answers within the next few months. The two month extension will go to the board next week. Ms. Bereckis commented on the maintenance schedule that John Finnell provided and how public services monitor the ice. Commissioner Conboy asked about the maintenance of the ice. Ms. Bereckis explained the process but when there is snow, the rink will close because public services will all be plowing the streets.

Old Business

- 1) **Park Benches** – Ms. Bereckis commented on the bench that would be the closest to the current one and some other options. She commented on some of the benches that would not need to be replaced. The \$30,000 budgeted would be a starting point for the budget. She stated that she wanted suggestions for the open park space. Commissioner Keane suggested that the Commission only look at the ones that do not need a concrete pad. The Commission agreed that was a good idea. Commissioner Conboy asked about the longevity of the non-metal benches. Ms. Bereckis stated that the wooden benches would have the shortest longevity.

Ms. Bereckis asked for the Commission to help with deciding the benches that are needed or can be removed. Commissioners George and Boruff volunteered. Chairman Waverly asked the Commission if they have an idea which style they preferred. Commissioner Conboy shared that he liked the metal benches throughout but that would need a concrete pad. Ms. Bereckis will find out if the option is available for the footings. The Commission commented on their choices.

- 2) **Super Pass Update** – Ms. Bereckis commented on the proposal to Clarendon Hills. They are okay with the 50/50 split but want to stay with 100 passes for this year and will revisit that for next year because they feel the pool is getting too crowded. Clarendon Hills will try to sell more Hinsdale pool passes. Commissioner Boruff stated that we should suggest having a total of 200 and if they don't sell 100, we get what they don't sell after a certain date.

New Business

- 1) **Bench Donation** – Greg & Tora Ellis
This donation is for the train station to replace an existing bench. It is in honor of their friend that rode the train with Greg daily. It would be near Casa Margarita on the south platform. The Commission unanimously approved the request.
- 2) **Park Bench Sponsorship** – Craig Bradley
This would be a donation for a plaque on a current bench at Eleanor's Park. It would be in remembrance of his pets. The Commissioners unanimously approved the request.
- 3) **Park Donation** – Adam Linn
This donation is a request for a flagpole at Peirce in memorial of Brooks Tonn. Little League would be paying for the installation and it still needs to be cleared by the family members. Ms. Bereckis stated that the Village has one style of flag poles and staff would determine the type of plaque. If the family approves, Little League will work with the Village for the verbiage for the plaque.

Mr. Linn is also requesting to name the west field after Brooks. There is currently no written policy and staff recommends that a policy be written for consistency. Historically, the village board has denied changing the name of any parks. Ms. Bereckis read some criteria from other towns for use on naming rights. The Commission discussed the naming of the field. Ms. Bereckis suggested having the policy in place first before a decision is made on naming of the field. Commissioner Boruff asked if there is a distinction of naming a field within a park rather than renaming of the park. Ms. Bereckis shared criteria from other towns regarding naming of fields.

Commissioner Conboy stated that the policies need to be consistent and provide perimeters. Ms. Bereckis stated that there is only one style of flagpoles in the village and the only negotiation is what is on the memorial plaque. The Commission agreed to the concept of the standard flagpole and they use the standard plaque. The Commission wants a policy in place before naming of the field. All Commission members agreed.

Correspondence

None

Other Business

None

Adjournment

The next meeting will be February 13. Since there was no further business to come before the Commission, Commissioner Boruff moved to adjourn. Commissioner Conboy seconded and the motion passed unanimously. The meeting of the Parks and Recreation Commission was declared adjourned at 8:13 pm.

Respectfully submitted,

Linda Copp, Administrative Assistant

49.

Gateway Special Recreation Association

Board Meeting

Thursday, January 11, 2018

3:00 PM

Oakbrook Family Recreation Center

1450 Forest Gate Road

Oakbrook, IL 60523

- I. CALL TO ORDER
- II. OPEN FORUM
- III. BOARD MEMBER COMMENTS
- IV. COMMUNICATIONS
- V. OMNIBUS AGENDA
 - All items on the Omnibus Agenda are considered to be routine in nature by the Gateway Board and will be enacted in one motion. There will not be separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Omnibus Agenda and considered separately.
 - A. Approval of the December, 2017 Regular Meeting Minutes
 - B. Approval of January, 2018 Check Register
 - C. Approval of January, 2018 Treasurer's Report
- VI. REPORTS
 - A. RGA Monthly Report
- VII. OLD BUSINESS
 - A. Articles of Agreement – Signature Pages
 - B. Audit 2016/2017
- VIII. NEW BUSINESS
 - A. 2018 Certificates of Coverage
 - B. Elmhurst Park District SRA Grant for FY 2011 through FY 2018
- IX. OPEN FORUM
- X. ADJOURNMENT

Items listed on the agenda will be discussed and considered by the Board. The Board welcomes public comment on the agenda items during discussion

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GATEWAY SPECIAL RECREATION ASSOCIATION

BOARD OF DIRECTOR'S MEETING

December 14, 2017

- I. **Call to Order:** Treasurer Scott Nadeau called the Gateway Special Recreation Association Board of Director's Meeting to order at 3:00pm on December 14, 2017 at the Oakbrook Family Recreation Center, 1450 Forest Gate Road in Oakbrook, Illinois. A Quorum was present.

Roll Call: Board Members present: Jim Pacanowski, Burr Ridge; Sharon Peterson, Countryside; Erica Brady, Elmhurst; Karen Spandikow, Oakbrook; Matt Russian, Pleasant Dale; John Fenske, Willowbrook; Scott Nadeau, York Center

Absent: Heather Bereckis, Hinsdale; Patti Purpura, Westchester

Ray Graham Staff: Ryan Massengill

Visitors: None

- II. **Open Forum:** None

- III. **Board Member Comments:** None

- IV. **Communications:** None

- V. **Omnibus Agenda:** Treasurer Nadeau noted a financial reporting procedure that has been taking place for quite a long time in which a monthly fee for the checking account appears on its own line item in the Treasurer's Ledger but not on the monthly Treasurer's Statement. The fee has been there the entire time; the total has just been incorporated with the interest earned on the account. Treasurer Nadeau would like to make the reports clearer so he will be adding the monthly banking fee to Account # 550-Miscellaneous Expense on the Treasurer's Statement moving forward. Brief discussion ensued regarding possibility of switching banks to one that wouldn't charge monthly fees and/or asking current bank to drop fees.

A motion was made by Matt Russian, Pleasant Dale to approve the Omnibus Agenda and seconded by Karen Spandikow, Oak Brook.

- A. Approval of November, 2017 Regular Meeting Minutes
- B. Approval of December, 2017 Check Register
- C. Approval of December, 2017 Treasurer's Report

On a voice vote, the motion passed unanimously

VI. Reports:

RGA Monthly Report-Superintendent Massengill reviewed her report noting that over the last year, they have offered an increased number of programs. Moving forward, they would like to refocus on the quality of programs and increasing participation numbers and not as much on the number of new programs offered. The brochure just went out for Winter/Spring so registrations are starting to accumulate. Jillian Schneider will be moving on to a new position with Special Olympics so there is an open Recreation Coordinator position along with 3 Recreation Leaders and 4 Recreation Aides. There was a vehicle issue with #171 regarding power steering/wheel alignment. Vehicle 170 headed to the shop today for an issue with the heating. Brochures will be delivered to member agencies by next week. Separate winter and spring registration options were offered this year due to the few individuals that missed it last year. The website is updated with the new brochure. Superintendent Massengill would like to discuss with Mark MacLean the statistics regarding online registration numbers. Jillian's open position will be posted on the IPRA Job Openings website and there are a few internal candidates who have expressed interest in the position. 4 teams of Gator basketball (54 athletes) are playing this year and the possibility exists that they may all head down to the state tournament so we may revisit the fundraising options.

VII. Old Business:

- A. Articles of Agreement-Indemnification- York Center turned in their signature page so all member agencies have all paperwork turned in at this point.
- B. Audit 2016-17- A draft of the audit report was emailed to all board members yesterday. In order to give all members an adequate amount of time to review, approval of the audit will be on the agenda for January. John Fenske mentioned the formatting issue on page 1 and best estimate is that it will be rectified in the final draft.

VIII. New Business:

- A. Nothing heard but it was mentioned that Elmhurst may be bringing a request to use Special Recreation funds to the meeting in January.

- IX. Open Forum:** Matt Russian asked if it was worthwhile for all board members to contact their local bank to check on costs, fees, minimum balance, etc. to see if we can get a better deal and report back next month. Treasurer Nadeau will be sending out an email with the specific banking information that is being requested.

- X. Adjournment:** Jim Pacanowski, Burr Ridge; made a motion to adjourn the meeting, seconded by Sharon Peterson, Countryside. Motion passed on a voice vote. Meeting adjourned at 3:23pm.



**Gateway SRA Board Meeting
January 11, 2018
RGA Report**

**Winter 2017/2018 Comparison
As of 1/10/2018**

2017

District	Registered Participants
Burr Ridge	5
Countryside	1
Elmhurst	41
Hinsdale	21
Oak Brook	6
Pleasant Dale	5
Willowbrook	2
Westchester	3
York	1
Non-resident	4
Total:	89

2018

District	Registered Participants
Burr Ridge	5
Countryside	1
Elmhurst	45
Hinsdale	17
Oak Brook	2
Pleasant Dale	2
Willowbrook	2
Westchester	4
York	1
Non-resident	6
Total:	85

Full Programs as of 1/10/2018

- Norther Area Social Club
- Saturday Split – Winter Session

Gateway Staff Update as of 1/10/18

We currently have the following positions open:

- 1 Recreation Coordinator – Day Camp Director and Special Events
- 3 Recreation Leaders
- 4 Recreation Aids

Gateway Vehicles Update as of 1/10/18

Vehicle	Mileage	Maintenance
192	84,617	None
171	130,819	Oxygen Sensory replacement
170	53,957	N/A
283	15,925	Safety Check

Scholarships Status as of 1/11/2017

- Burr Ridge = \$100 (1)
- Elmhurst = \$300 (2)
- Westchester = \$200 (1)

Summer Day Camp Scholarships

After this past summer camp season a few parents had inquired about the dollar amount for scholarships and if there was a potential to receive more. 1 – 4 week session for camp is currently \$600 for residents. I would like to know how board members would feel about potentially raising the scholarship amounts for summer day camp or at least have a discussion about current offerings.

Summer 2018 Programs & Brochure

Now that our winter programs are underway, we will begin planning and organizing for the summer 2018 program and camp brochure. Right now, I am tentatively anticipating a distribution time of early April with a registration deadline of 5/25/2018 for summer programs. To get a jump start on our planning process, if you know ahead of time of community events that you would like to put into the upcoming brochure, please feel free to start sending me the information now.

Fall Program Highlights

This fall we ran a total of 44 programs.

14 – Weekly Programs

5 – Special Olympic Programs

13 – Social Clubs

10 – Special Events

1 – Winter Break Camp

1 – Weekend Overnight Adventure

Fall 2017 Special Events

This fall, we ran a total of 12 special events.

Oktoberfest

For the 2nd year in a row Gateway SRA held an Oktoberfest event. We ordered German style food from our preferred catering company, Corky's, and celebrated with root beer, games and music. This dance was held at Burr Ridge Recreation Center. We had 19 people sign up for this special event plus our Northern and Southern social groups totaling out to 45 participants.

Meal and a Movie

This program is a Gateway SRA favorite. It always fills up quickly and usually also has a wait list. We had 15 attend this program that includes 2 dates. The group saw The LEGO Ninjago Movie and Thor Ragnaroh. Everyone enjoyed all the movies.

Fright Fest at Six Flags Great America

This is an annual program that we have run over the years. We had 8 people sign up this year and they had a great time. The group arrived around open and stayed just short of closing.

Monster Mash

The Monster Mash is our annual Halloween dance and costume party. We had a total of 45 participants. This dance was held at Westchester's Mayfair Banquet Hall. The event included dancing, snacks and a costume contest. The staff at Mayfair are always very accommodating and helpful. The location and rooms are perfect as well.

Bears and Buffalo Wings

For this program, we split the groups between 2 Buffalo Wild Wings locations: one in Elmhurst and one in Willowbrook. This year, we had 10 sign up for the Willowbrook location and 11 sign up for the Elmhurst location. The groups watched the Bears play the New Orleans Saints and ate wings or burgers (our participants preferred option ☺). Each group had a great time watching the games and the staff at Buffalo Wild Wings are always very kind.

Turkey Trot

The Turkey Trot is Gateway SRA's annual Thanksgiving dance. We ordered a Thanksgiving feast from Corky's and pies from Jewel. We ate and danced and celebrated all that we were thankful for. We had a total of 42 participants.

Shop til You Drop

This program is Gateway SRA's annual holiday shopping event. This is another program that usually fills up fast. This year we took 15 people to Woodfield mall to go shopping and had lunch at Rainforest Café provided by us. All the participants came with a list of things to buy for their family members and money. Each participant was able to get everything on their lists this year!

Chicago Blackhawks Game

Last year was the first Gateway SRA took a group to the Blackhawks game and it was a hit. Over the summer, we entered into the group ticket lottery that the Blackhawks run and were able to secure 35 tickets to a Sunday game vs. the New Jersey Devils. The game even had a game day give away! Each participant and staff that attended received a Blackhawks water bottle! We will continue to enter into the lottery for tickets to run this program as it was definitely a fan favorite!

Ugly Sweater Party

This holiday season Gateway SRA decided to change things up a bit and try an Ugly Sweater party since that seems to be all the fashion right now and it was a huge success. The participants and team members really got into it this year and had some great "ugly" sweaters. We had a total of 46 participants for this event. The evening was full of dancing, snacks and an ugly sweater contest.

Stay-Cation

This season we were able to take a group downtown Chicago for a "stay-cation" in the city. We were able to take 6 participants for a weekend away visiting all the sites that Chicago has to offer. The group took public transportation to the various museums, restaurants, and shopping on the Magnificent Mile. This is definitely a weekend getaway Gateway SRA will be doing in the future.

Camp Snowflake

This year, Camp Snowflake was run out of Oak Brook Park District. Their Studio C room was perfect for our group. It is very convenient and fun having access to the pool and gym as well. We were very grateful to have the space. We had a total of 7 campers sign up this year. Gateway SRA

ran a 2 week camp with 7 campers in each week. The camp was held Wednesday – Friday, December 27-29 and Wednesday – Friday, January 3 – 5. We went to the pool each day of camp and tried to go to the gym each day as well. On Thursdays, we went on field trips in the mornings. The first field trip was a trip to Suburbanite Bowl for an afternoon of fun. Our second field trip was to the Sci-Tech Museum. The campers loved the exhibits and all the things that were put out for everyone to play with but given the holidays, the museum was very busy when we went. All the campers had a great time and families were asking about our Spring Break camp and other youth programs. ☺

GATEWAY SPECIAL RECREATION ASSOCIATION BOARD

MEMORANDUM

DATE: January 11, 2018
TO: Gateway Board
FROM: Cindy Szkolka, Elmhurst Park District
RE: Intergovernmental Agreement between Elmhurst Park District and Gateway Special Recreation Association concerning grant of SRA Funds for FY '18 through '11

On November 5, 1997 the Gateway Special Recreation Association Board approved an intergovernmental agreement between the Elmhurst Park and Gateway that enabled the Elmhurst Park District to utilize tax dollars from its Special Recreation Fund to make Elmhurst Park District facilities more accessible to people with disabilities/participants of special recreation programs using such facilities, add and implement programs for individuals with special needs, and ensure transportation and inclusion needs are met.

The expenditure of the funds by means of a direct contribution or "grant" from Gateway SRA to the Elmhurst Park District met the requirements of state statute. Participants throughout the Gateway community and all people with disabilities have received real benefits from the expenditure of these funds. Also, this agreement is done at no cost to Gateway because it is strictly a paper transaction and continues in perpetuity until either agency decides to terminate the agreement. I have included a copy of the original memo and agreement approved by Gateway in 1997 for your review.

On behalf of the Elmhurst Park District, I am requesting approval of a special project grant, per terms of the agreement, in the amounts indicated on the attached spreadsheet. The spreadsheet includes the proposed figures for '18 along with the figures that the Board approved last year for '17 (with year-to-date figures) and the actuals for '16 through 2011.

If you have questions concerning this matter, please call me at 993-8910, see you Thursday.

ELMHURST PARK DISTRICT
SRA Grant

FY 2011 - Actuals		Budget	Actual
Salaries and Wages		\$177,172	\$172,916
Contractual Services		\$29,929	\$44,913
Supplies		\$280	\$381
Accessability Improvements		\$421,000	\$421,000
Total Expenses		\$628,381	\$639,210

FY 2012 - Actuals		Budget	Actual
Salaries and Wages		\$178,435	\$187,147
Contractual Services		\$33,110	\$27,117
Supplies		\$355	\$321
Accessability Improvements		\$200,000	\$199,136
Total Expenses		\$411,900	\$413,721

FY 2013 - Actuals		Budget	Actual
Salaries and Wages		\$179,138	\$213,980
Contractual Services		\$31,835	\$20,135
Supplies		\$150	\$170
Accessability Improvements		\$189,000	\$189,007
Total Expenses		\$400,123	\$423,292

FY 2014 - Actuals		Budget	Actual
Salaries and Wages		\$186,125	\$183,294
Contractual Services		\$31,474	\$25,065
Supplies		\$300	\$324
Accessability Improvements		\$14,000	\$4,237
Total Expenses		\$231,899	\$212,920

FY 2015 - Actuals		Budget	Actual
Salaries and Wages		\$191,765	\$191,186
Contractual Services		\$30,236	\$26,615
Supplies		\$300	\$300
Accessability Improvements		\$200,000	\$197,500
Total Expenses		\$422,301	\$415,601

FY 2016 - Actuals		Budget	Actual
Salaries and Wages		\$214,461	\$208,515
Contractual Services		\$40,785	\$28,828
Supplies		\$300	\$375
Accessability Improvements		\$386,000	\$386,000
Total Expenses		\$641,546	\$623,718

FY 2017 - Approved		Budget	Actual - YTD
Salaries and Wages		\$229,219	\$199,892
Contractual Services		\$31,196	\$23,126
Supplies		\$300	\$345
Accessability Improvements		\$260,000	\$243,659
Total Expenses		\$520,715	\$467,022

FY 2018 - Proposed		Budget	Actual
Salaries and Wages		\$231,191	\$0
Contractual Services		\$29,413	\$0
Supplies		\$350	\$0
Accessability Improvements		\$200,000	\$0
Total Expenses		\$460,954	\$0

TO: Gateway Board of Trustees
FR: Jim Rogers, Elmhurst Park District
DA: November 5, 1997

RE: **Intergovernmental Agreement between Elmhurst Park District and Gateway
Special Recreation Association concerning grant of SRA Funds**

STATEMENT OF ISSUE

The Elmhurst Park District would like to update its existing agreement with Gateway SRA concerning a grant for use of SRA funds.

INVESTIGATION AND ANALYSIS

At a recent Gateway Board Meeting, the Board approved a grant from Gateway to the Elmhurst Park District, after the Elmhurst Park District increased its contribution to Gateway, so that Elmhurst can utilize tax dollars from its Special Recreation Fund to make Elmhurst Park District facilities more accessible to people with disabilities/participants of special recreation programs using such facilities, add and implement programs for individuals with special needs, and ensure transportation and inclusion needs are met.

This grant was able to be made because of an agreement between Gateway and the Elmhurst Park District. However, the agreement was only in effect for one year. As a result, I have developed, and the Elmhurst Park Board has approved, a new agreement which contains the same content as the original agreement, but continues in perpetuity until either agency decides to terminate the agreement.

The expenditure of the funds by means of a direct contribution or "grant" from Gateway SRA to the Elmhurst Park District would meet the requirements of state statute. Participants throughout the Gateway community and all people with disabilities will receive real benefits from the expenditure of these funds. Also, as I explained at our earlier Board meeting, this agreement will be done at no cost to Gateway because it is strictly a paper transaction.

If you have any further questions, please feel free to call me.

REQUEST

I am requesting that the Gateway Board of Trustees approve the attached intergovernmental agreement between the Elmhurst Park District and Gateway SRA.

cc: Richard Grodsky, Executive Director - Elmhurst Park District

INTERGOVERNMENTAL AGREEMENT

This Agreement is made as of this 20th day of October, 1997, by and between the Gateway Special Recreation Association, a joint intergovernmental association established and operating under Section 8-10b of the Park District Code of the State of Illinois ("Gateway SRA"), and the Elmhurst Park District, a park district established and operating under the Park District Code of the State of Illinois ("Park District"). Gateway SRA and Park District are hereinafter sometimes jointly referred to as the "Parties".

RECITALS

1. Elmhurst Park District is a member agency of Gateway SRA.
2. Park District desires to improve certain of its properties and facilities in order to make them more accessible to the person with disabilities and, particularly, to participants in Gateway SRA programs, thereby permitting greater usage of these properties and facilities, adding and implementing programs for individuals with special needs, ensuring additional transportation needs are met and adding inclusion aids by such persons.
3. Each year, the Park District will provide Gateway SRA with a written listing of the Accessibility Improvements as well as a statement of the probable costs to make the Accessibility Improvements and fund all overhead costs that have a direct impact on the provision of services for people with disabilities. Park District has requested Gateway SRA to increase Park District's allocation of the expense of providing programs to Gateway SRA participants, under the Articles, by an amount equal to the probable cost of making the Accessibility Improvements and funding all overhead costs that have a direct impact on the provision of services for people with disabilities, provided that Gateway SRA authorizes the making of a grant to the Park District in the amount of such increased allocation for the purpose of making the Accessibility Improvements and funding all overhead costs that have a direct impact on the provision of services for people with disabilities.
4. The Board of Directors of Gateway SRA has determined that the making of Accessibility improvements and funding all overhead costs that have a direct impact on the provision of services for people with disabilities will benefit all Gateway SRA participants.
5. The Board of Park Commissioners of the Park District and the Board of Directors of Gateway SRA each have, by duly adopted resolution, approved this Agreement and authorized its execution.

NOW, THEREFORE, in consideration of the mutual promises herein contained and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, each of the Parties agrees as follows:

1. The Park District's allocation of the expense of providing programs to Gateway SRA participants shall be increased by an amount equal to the cost of making the Accessibility improvements and funding all overhead costs that have a direct impact on the provision of services for people with disabilities effective for each fiscal year, provided that payment is received by July 1. If payment is not received by that date, the increase shall be rescinded automatically, without the necessity of any further action by the Parties and this Agreement shall be deemed null and void and of no further force and effect.
2. Upon and subject to Gateway SRA's receipt of the Increased Allocation Amount in accordance with paragraph 1, above, Gateway SRA shall make a special project grant ("Grant") to the Park District in the Increased Allocation Amount. The Grant shall be subject to the following terms and conditions:
 - a. The Grant funds may only be used to fund the cost to Park District of making the Accessibility Improvements and funding all overhead costs that have a direct impact on the provision of services for people with disabilities.
 - b. The Accessibility Improvements and all overhead costs that have a direct impact on the provision of services for people with disabilities shall be made and expended substantially in accordance with the written list provided to Gateway.
 - c. Upon completion of the Accessibility Improvements and all overhead costs that have a direct impact on the provision of services for people with disabilities, the Park District will provide Gateway SRA with (i) a financial report in a form reasonably satisfactory to Gateway SRA indicating the uses of the Grant funds by general category of expenditure, and (ii) report of the Accessibility Improvements additions benefiting Gateway SRA participants.
 - d. In the event there are any Grant funds remaining unused after Accessibility Improvements and all overhead costs that have a direct impact on the provision of services for people with disabilities in any given fiscal year, the Park District shall retain same in its Special Recreation Fund and shall use such funds solely for the purposes authorized by applicable law.
 - e. Park District shall keep the Accessibility Improvements and all overhead costs that have a direct impact on the provision of services for people with disabilities and the Grant funds free and clear of any lien, claim or encumbrance of any contractor, material man or other third party.

f. Park District shall make the Accessibility improvements and all overhead costs that have a direct impact on the provision of services for people with disabilities available for use by all Gateway SRA participants on an equal basis.

g. Park District agrees to indemnify and hold harmless Gateway SRA, its directors, officers and employees and each of its member agencies and the members of their respective governing boards and their respective officers and employees against and from any and all third party claims, demands, liabilities, costs or expenses (including without limitation court costs and attorney's fees) which any of them may sustain, incur or be required to pay relating to the Accessibility Improvements and associated services. Park District shall require all contractors involved with the Accessibility Improvements and associated services to maintain adequate comprehensive general liability insurance covering liabilities which may be incurred during the course of such work, which insurance policies shall name as additional insured Gateway SRA, its directors, officers and employees and each of its member agencies and the members of their respective governing boards, officers and employees.

3. The term of this Agreement shall begin on October 20, 1997 and continue in perpetuity until either Party chooses to terminate the Agreement per paragraph 4.

4. This Agreement may be canceled by either Party by serving the other Party with written notice of such termination at least sixty (60) days prior to November 1 of the chosen year.

5. This Agreement represents the entire agreement between the Parties with respect to the subject matter hereof. It may only be amended by a written agreement executed by both of the Parties and dated subsequent to the date of this Agreement.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by its duly authorized officers, as of the year and date first above written.

Elmhurst Park District

By:

President

Gateway Special Recreation Association

By:

President

Attest:

Richard B. B. B.
Secretary

Attest:

Kuson & Wilson
Secretary

**GATEWAY SRA
CHECK REGISTRY
Date**

Check #	Issued to	Description	Amount	Total
1957	Ray Graham	3rd Quarter	\$ 111,575.00	\$ 111,575.00
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Totals				\$ 111,575.00

Bank Accounts Reconciled as of	
General Checking Account	\$ 113,493.08
Money Market Account	\$ 48,026.73
Totals	\$ 161,519.81
Check Registry	\$ 111,575.00
Outstanding check Total	\$ -
Balance after Check Registry	\$ 49,944.81

GATEWAY SRA 2017-208
MONTHLY TREASURER'S STATEMENT

DATE		January			
REVENUES		CURRENT	YEAR TO	VARIANCE	
ACCT. #	DESCRIPTION	MONTH	DATE	BUDGET	TO BUDGE
110	Interest	\$ 151.15	\$ 917.33	\$ 625.00	\$ (292.33)
120	Member Contributions	\$ -	\$ 262,178.92	\$ 526,939.81	\$ 264,760.89
<u>130</u>	<u>Misc. Revenues</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Revenues		\$ 151.15	\$ 263,096.25	\$ 527,564.81	\$ 264,468.56
EXPENSES		CURRENT	YEAR TO	VARIANCE	
ACCT. #	DESCRIPTION	MONTH	DATE	BUDGET	TO BUDGE
500	Audit Services	\$ -	\$ 3,800.00	\$ 3,800.00	\$ -
510	Day Camp Transportation	\$ -	\$ 5,132.28	\$ 5,500.00	\$ 367.72
520	Financial Assistance	\$ -	\$ 2,441.00	\$ 4,000.00	\$ 1,559.00
530	Legal Fees	\$ -	\$ 222.00	\$ 1,500.00	\$ 1,278.00
540	Insurance	\$ -	\$ 2,104.00	\$ 2,310.00	\$ 206.00
550	Misc. Expenses	\$ -	\$ 74.39	\$ 250.00	\$ 175.61
560	One on One Aids	\$ -	\$ 5,587.01	\$ 10,712.00	\$ 5,124.99
570	Program Supplies	\$ -	\$ 2,633.85	\$ 1,000.00	\$ (1,633.85)
580	Web/IT	\$ -	\$ 135.00	\$ 2,000.00	\$ 1,865.00
590	Service Contract	\$ 111,575.00	\$ 340,329.00	\$ 457,507.00	\$ 117,178.00
600	Vehicle Fuel	\$ -	\$ 1,956.43	\$ 8,750.00	\$ 6,793.57
610	Vehicle Repairs	\$ -	\$ 2,448.59	\$ 11,000.00	\$ 8,551.41
<u>620</u>	<u>Transportation Fund</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,207.00</u>	<u>\$ 11,207.00</u>
Total Expense		\$ 111,575.00	\$ 366,863.55	\$ 519,536.00	\$ 152,672.45

% OF
BUDGET

147%

50%

0%

50%

% OF
BUDGET

100%

93%

61%

15%

91%

30%

52%

263%

7%

74%

22%

22%

0%

71%



5a.

MEMORANDUM

DATE: February 13, 2018

TO: Chairman Waverley and Members of the Parks & Recreation Commission

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: January Staff Report

The following is a summary of activities completed by the Parks & Recreation Department during the month of January.

Katherine Legge Memorial Lodge

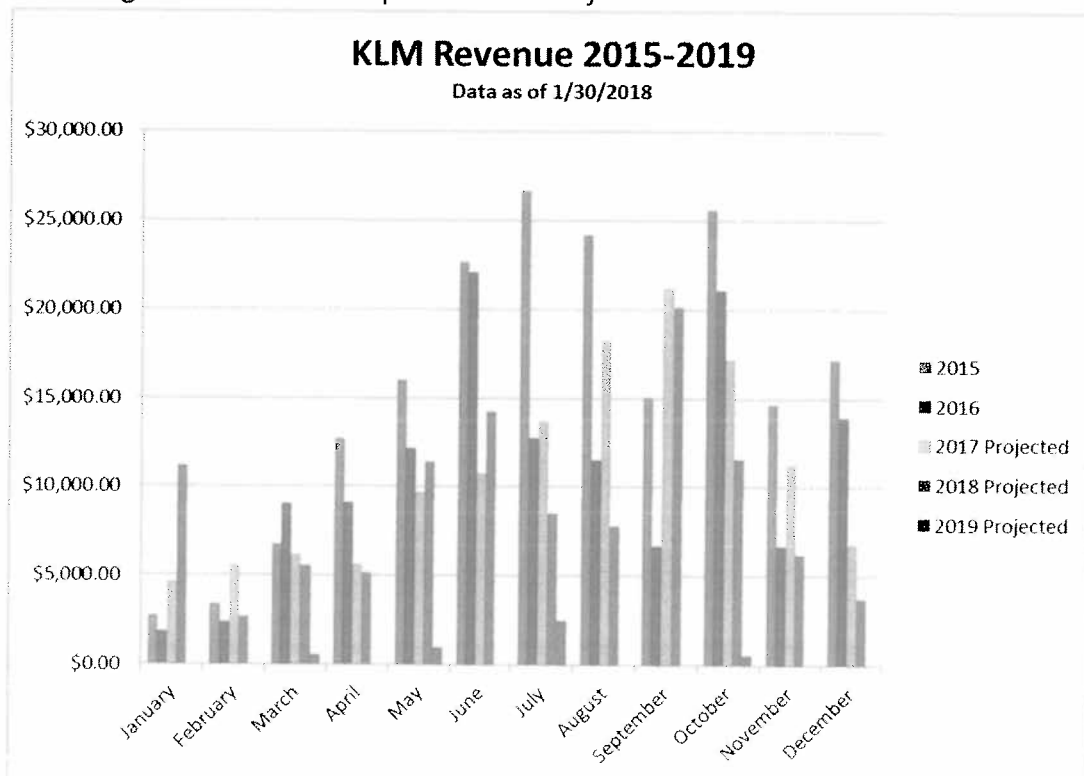
Preliminary gross rental and catering revenue for the fiscal year to-date is \$116,415. Rental revenue for the eighth month of the 2017/18 fiscal year is \$7,050. In December, there were seven events held at the Lodge, which is two less than the prior year. Expenses for December are down 48% (\$14,906) over the prior year; this is primarily due to fewer events being held and staffing. Expenses for the year through December are down 9% (\$9,902).

REVENUES	December		YTD		Change Over the Prior year	2017-18 Annual Budget	FY 17-18 % of budget	2016-17 Annual Budget	FY 16-17 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
KLM Lodge Rental	\$13,457	\$7,050	\$112,942	\$104,915	(\$8,027)	\$160,000	66%	\$180,000	63%
Caterer's Licenses	\$500	\$0	\$9,500	\$11,500	\$2,000	\$11,000	105%	\$15,000	63%
Total Revenues	\$13,957	\$7,050	\$122,442	\$116,415	(\$6,027)	\$171,000	68%	\$195,000	63%
EXPENSES	December		YTD		Change Over the Prior year	2017-18 Annual Budget	FY 17-18 % of budget	2016-17 Annual Budget	FY 16-17 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
Total Expenses	\$30,551	\$15,645	\$109,776	\$99,874	(\$9,902)	\$197,651	51%	\$212,741	52%
Net	(\$16,594)	(\$8,595)	\$12,666	\$16,541	\$3,875				

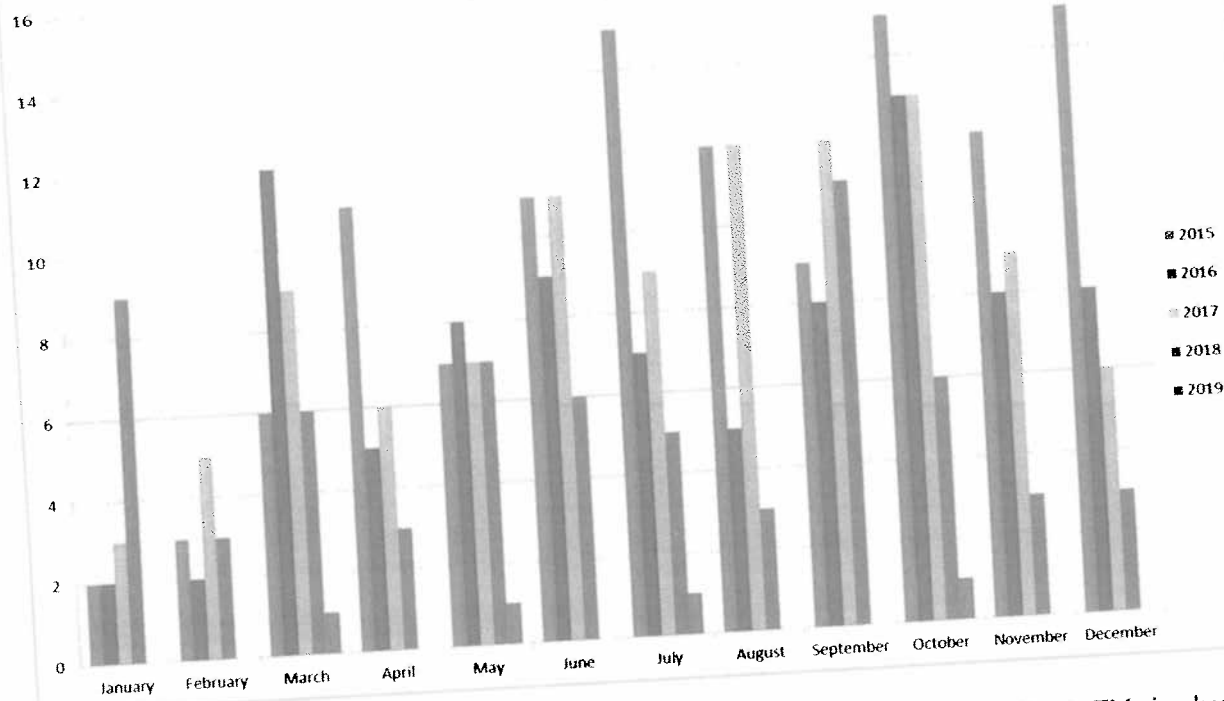
MEMORANDUM

KLM Gross Monthly Revenues							
Month	2011/12 FY	2012/13 FY	2013/14 FY	2014/15 FY	2015/16 FY	2016/17 FY	2017/18 FY
May	\$ 8,561	\$ 8,801	\$ 16,796	\$ 13,745	\$ 16,000	\$ 12,200	\$ 9,600
June	\$ 11,156	\$ 10,745	\$ 26,818	\$ 17,450	\$ 22,770	\$ 22,845	\$ 12,595
July	\$ 13,559	\$ 9,786	\$ 18,650	\$ 12,909	\$ 27,475	\$ 12,550	\$ 13,950
August	\$ 17,759	\$ 18,880	\$ 19,579	\$ 25,350	\$ 24,775	\$ 11,500	\$ 18,130
September	\$ 14,823	\$ 14,498	\$ 12,137	\$ 24,510	\$ 15,250	\$ 12,645	\$ 15,560
October	\$ 16,347	\$ 15,589	\$ 14,825	\$ 23,985	\$ 25,580	\$ 21,045	\$ 16,780
November	\$ 8,256	\$ 11,612	\$ 8,580	\$ 14,724	\$ 14,825	\$ 6,700	\$ 11,250
December	\$ 8,853	\$ 10,265	\$ 13,366	\$ 17,290	\$ 17,200	\$ 13,457	\$ 7,050
January	\$ 1,302	\$ 4,489	\$ 250	\$ 8,450	\$ 2,850	\$ 4,624	\$ 9,550
February	\$ 2,301	\$ 6,981	\$ 7,575	\$ 3,120	\$ 2,400	\$ 4,550	
March	\$ 2,506	\$ 7,669	\$ 4,245	\$ 6,725	\$ 8,945	\$ 5,944	
April	\$ 2,384	\$ 4,365	\$ 3,600	\$ 12,695	\$ 9,125	\$ 4,300	
total	\$ 107,807	\$ 123,680	\$ 146,421	\$ 180,953	\$ 187,195	\$ 132,360	\$ 114,465

The graph below shows the past three years of lodge revenue and the upcoming year's projection. Future predictions are based on the average revenue from the event type. Also included below are charts indicating the number of reservations and reservation type by month. Typically, events are booked 6-18 months in advance of the rentals; however, if there are vacancies, staff will accept reservations within 5 days of an event. These tracking devices will be updated monthly.



KLM Reservations 2015-2019
Data as of 1/30/2018



Staff is currently working on the approved marketing plan for the 2017/18 FY, including the addition of Search Engine Optimization (SEO) and progressive marketing through The Knot. Details on this were presented at the August Parks & Recreation Commission meeting and were reevaluated at the December Parks & Recreation (P&R) Meeting. Daily leads are being received from the upgraded Knot.com advertising and lodge staff is tracking the conversion rate from leads to bookings. Staff will be presenting the six month conversion report from theKnot.com and the analytics report from Linchpin (SEO Company) at the March P&R Commission Meeting.

Upcoming Brochure & Activities

Brochure & Programming

Winter/Spring Brochure planning has been completed, with the delivery for residents having taken place on December 4th. Registration for Winter/Spring programs began on December 11th. Winter programs began the week of January 8th. New programs for this brochure include youth pickleball, archery, badminton, meditation, and Junior Firefighters. Summer brochure planning is now underway, with an expected delivery date of March 19th.



MEMORANDUM

Special Events

Staff is currently in the planning phase for upcoming special events. The next event is the Easter Egg Hunt on March 31st, followed by Park Cleanup Day on April 20th. The Egg Hunt event is held in collaboration with The Community House in Robbins Park. Park Cleanup Day is sponsored by Trader Joes and will be held at various parks around Hinsdale.

Field & Park Updates

Fields/Parks

Staff has begun booking spring 2018 Field space. Public Service staff will begin preparing fields with aeration, seeding, and striping in early March or as the weather permits. Fields will open April 1st, weather permitting.

The Burns Field Ice Rink is operational. Weather conditions have permitted for approximately 20 days of skating, as of January 31st. Staff will keep the rink up as long as possible, with a final take down date of March 15th. Due to vandalism, weekday unsupervised hours at the warming house were cancelled, but supervised weekend hours will continue from 10am-6pm. Staff will be monitoring the ice, bathrooms, and fire places as well as offering hot chocolate.

Platform Tennis

Memberships

Preliminary gross revenue for the 2017/18 fiscal year through the eighth month is \$71,513. General expenses, minus capital projects, through December are down 11% (\$2,916) over the prior year; this is a result of the work done early in the season to the electrical system in preparation for the capital walkway improvements. Overall net revenue, minus capital, is \$46,758 which is 49% (\$17,765) higher than the same period of the prior year. A breakdown of membership revenue through January 29th is included below.

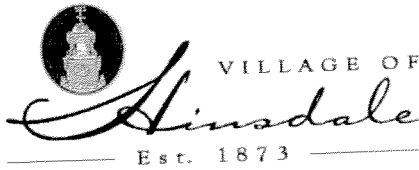
MEMORANDUM

REVENUES	December		YTD		Change Over the Prior year	2017-18 Annual Budget	FY 17-18 % of budget	2016-17 Annual Budget	FY 16-17 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
Membership Passes/Lessons/Fobs	\$8,900	\$4,736	\$56,664	\$71,513	(\$14,849)	\$65,000	110%	\$65,000	87%
EXPENSES	December		YTD		Change Over the Prior year	2017-18 Annual Budget	FY 17-18 % of budget	2016-17 Annual Budget	FY 15-16 % of budget
	Prior Year	Current Year	Prior Year	Current Year					
General Expenses	\$3,377	\$6,645	\$27,671	\$24,755	\$2,916	\$40,080	62%	\$40,080	69%
Capital Expenses	\$95,285	\$0	\$95,285	\$0	\$95,285	\$0	#DIV/0!	\$123,500	77%
Total Expenses	\$98,662	\$6,645	\$122,956	\$24,755	\$98,201	\$40,080	62%	\$163,580	75%
Net	(\$89,762)	(\$1,909)	(\$66,292)	\$46,758	(\$113,050)				

Renewal letters were sent out to past members in mid- August. Pricing for the 2017/18 season will remain the same, with a \$50 late fee added to all memberships bought after November 1st. This was approved by the Village Board at its March 7, 2017 meeting. Below is a chart indicating current year-to-date membership revenue in comparison to the same period of the previous year.

Platform Tennis Membership Summary

Platform Tennis Membership Summary												
Memberships as of 1/29/18	2016					2017						
	New Members	Renewal Members	Total Members	Revenue YTD	2017 Fees	New Members	Renewal Members	Total Members	Change of over Prior Year	Revenue YTD	Change over Prior Yr.	% of Change Over Prior Year
	8	50	58	\$11,600	\$200	10	53	63	5	\$12,600	\$1,000	9%
Resident Individual	2	24	26	\$6,500	\$250	5	20	25	-1	\$6,250	-\$250	-4%
Resident Family	5	50	55	\$0	\$0	14	52	66	11	\$0	\$0	0%
Resident Secondary												
Resident Total	15	124	139	\$18,100		29	125	154	15	\$18,850	\$750	4%
Non-Resident Individual	16	95	111	\$33,300	\$300	16	96	112	1	\$33,600	\$300	1%
Non-Resident Family	1	18	19	\$7,125	\$375	3	21	24	5	\$9,000	\$1,875	26%
Non-Resident Secondary	4	57	61	\$0	\$0	18	46	64	3	\$0	\$0	0%
Non-Resident Total	21	170	191	\$40,425		37	163	200	9	\$42,600	\$2,175	5%
Total Lifetime Members	N/A	255	255	\$0		0	227	227	-21	\$0	\$0	0%
Res League Players 10 Visit	N/A			\$0	\$100	3	0	3		\$300	\$300	
NR League Players 10 Visit	N/A			\$0	\$150	2	0	2		\$300	\$300	
10 Visit Total				\$0				5		\$600	\$600	
Total Memberships/ Revenue	36	549	585	\$58,525		71	515	586	1	\$62,050	\$3,525	6%



6A.

MEMORANDUM

DATE: February 13, 2018

TO: Chairman Waverley & Members of the Parks & Recreation Commission

FROM: Heather Bereckis, Superintendent of Parks & Recreation

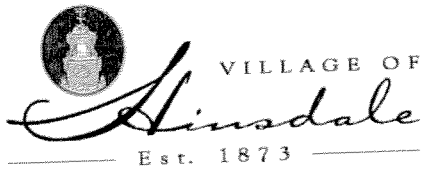
RE: Park Benches

As a result of the completed Park Surveys discussed at the September 12, 2017 meeting of the Parks & Recreation Commission, and the subsequent discussions on bench styles at the October 10th, December 12th, and January 16th meetings, staff is providing a plan to replace the existing inconsistent park benches. The following plan was developed during a meeting with Commissioners George and Boruff. During this meeting a number of factors were discussed including, necessity, quantity, location, and method of installation.

It was determined that the current black, metal bench will be used consistently throughout the parks, though some locations will have the backless option. Photos of both benches are attached. Commissioners and staff were able to relocate all but three benches from open park spaces, limiting the amount of concrete that will need to be poured in fields, with the majority being adjacent to a sidewalk. Maps of each park with new bench locations are attached.

Additionally, a number of existing benches are no longer needed. Of the existing 35 open-park space benches, five were deemed unnecessary reducing the total number of benches to be replaced to 30. This will allow for approximately half of the benches to be replaced with the 2018/19 FY capital funds and the remaining to be replaced over the next two-three years with the general operating budget. Funds for the concrete pads will also be built into each years operating budget.

Finally, a prioritization of parks was established. Parks were placed higher on the replacement list based on usage and visibility to the community. The current list for replacement is as follows



MEMORANDUM

1. Highland Park (2 benches)
2. Memorial Grounds (2 benches)
3. Burns Field (7 benches)
4. Robbins Park (5 benches)
5. KLM Park (4 benches)
6. Dietz Park (3 benches)
7. Brook Park (2 benches)
8. Stough Park (2 benches)
9. Peirce Park (1 bench)

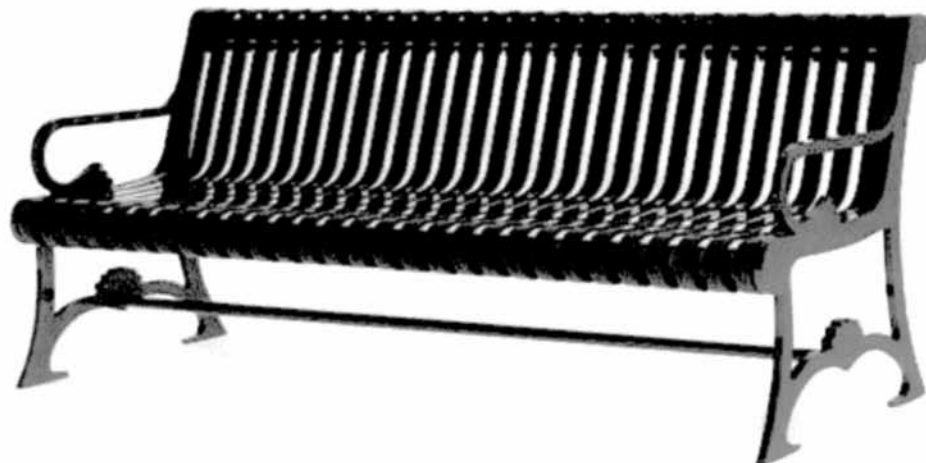
Staff is asking the Commission to evaluate and approve the aforementioned plan. Should it be approved, replacement of benches will begin after May 1, 2018.



Your Outdoor Superstore

1-800-323-5664

M-F 8:00am - 4:30pm CT



Model LB-72

Matching Products

32 Gallon
Breckenridge Series
Outdoor Trash CanLemars Series
Ribbed Steel
Backless Bench

Decorative & Durable Bench

This classic Lemars Series ribbed park bench was designed for beauty and built for durability. It's made of solid heavy-duty 1" thick steel plate legs and 1-1/2" wide steel ribs.

The highly durable powder-coated finish will protect even in the harshest climates. The bench is portable, but can be mounted to a surface by using its pre-drilled mounting holes. Ships fully assembled.

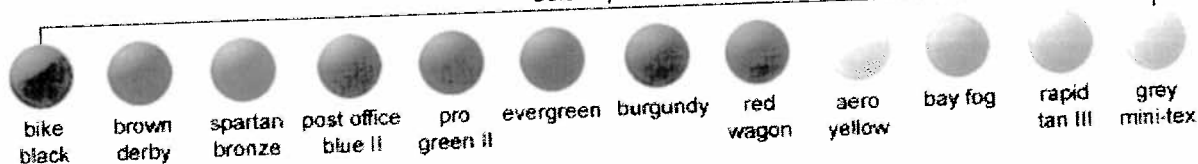
Continuous weld seams penetrate the metal and ensure a weld that is virtually inseparable and rust deterrent. Protected with 7-15 mils of polyurethane powder-coating in your choice of colors shown.

Dimensions

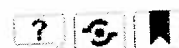
LB-48 - 48"L x 27-1/2"W x 31-3/4"H

LB-72 - 72"L x 27-1/2"W x 31-3/4"H

Color Options



▼ Item Specific Details Available on Linked Model Numbers Below



G+

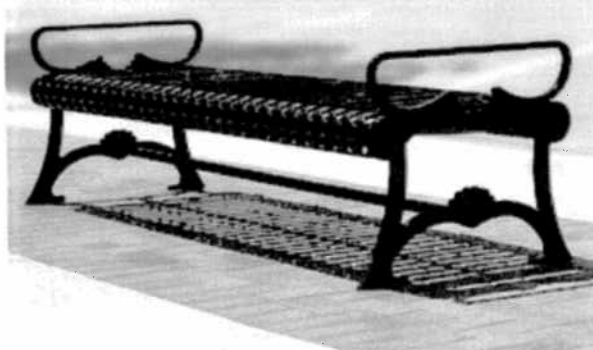
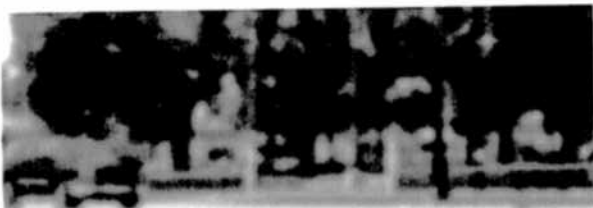
LB-48	4' Bench	Choose Color	▼	(240 lbs)	\$1,209.00
LB-72	6' Bench	Choose Color	▼	(300 lbs)	\$1,624.00



Your Outdoor Superstore

1-800-323-5664

M-F 8:00am - 4:30pm CT



Model LB72WOB

Dimensions

LB48WOB - 48"L x 27.5"W x 16.8"H

LB60WOB - 60"L x 27.5"W x 16.8"H

LB72WOB - 72"L x 27.5"W x 16.8"H

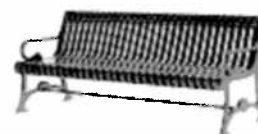
Matching Lemars Series Stylish Backless Bench

This classic Lemars Series outdoor backless bench looks perfect along the sidewalks allowing users to sit facing either direction. Solid heavy-duty 1" thick steel plate legs and 1-1/2" wide steel ribs.

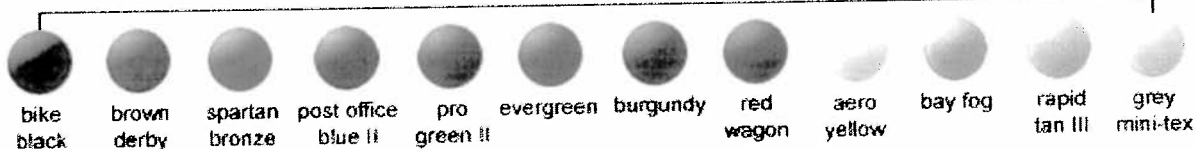
Continuous weld seams penetrate the metal and ensure a weld that is virtually inseparable and rust deterrent. Protected with 7-15 mils of polyurethane powder-coating in your choice of colors shown.

This bench is portable, but can be mounted to a flat surface by using the .5" Dia. pre-drilled mounting holes. Ships fully assembled.

Matching Products

32 Gallon
Breckenridge Series
Outdoor Trash CanLemars Series
Ribbed Steel
Park Bench

Color Options



▼ Item Specific Details Available on Linked Model Numbers Below



G+

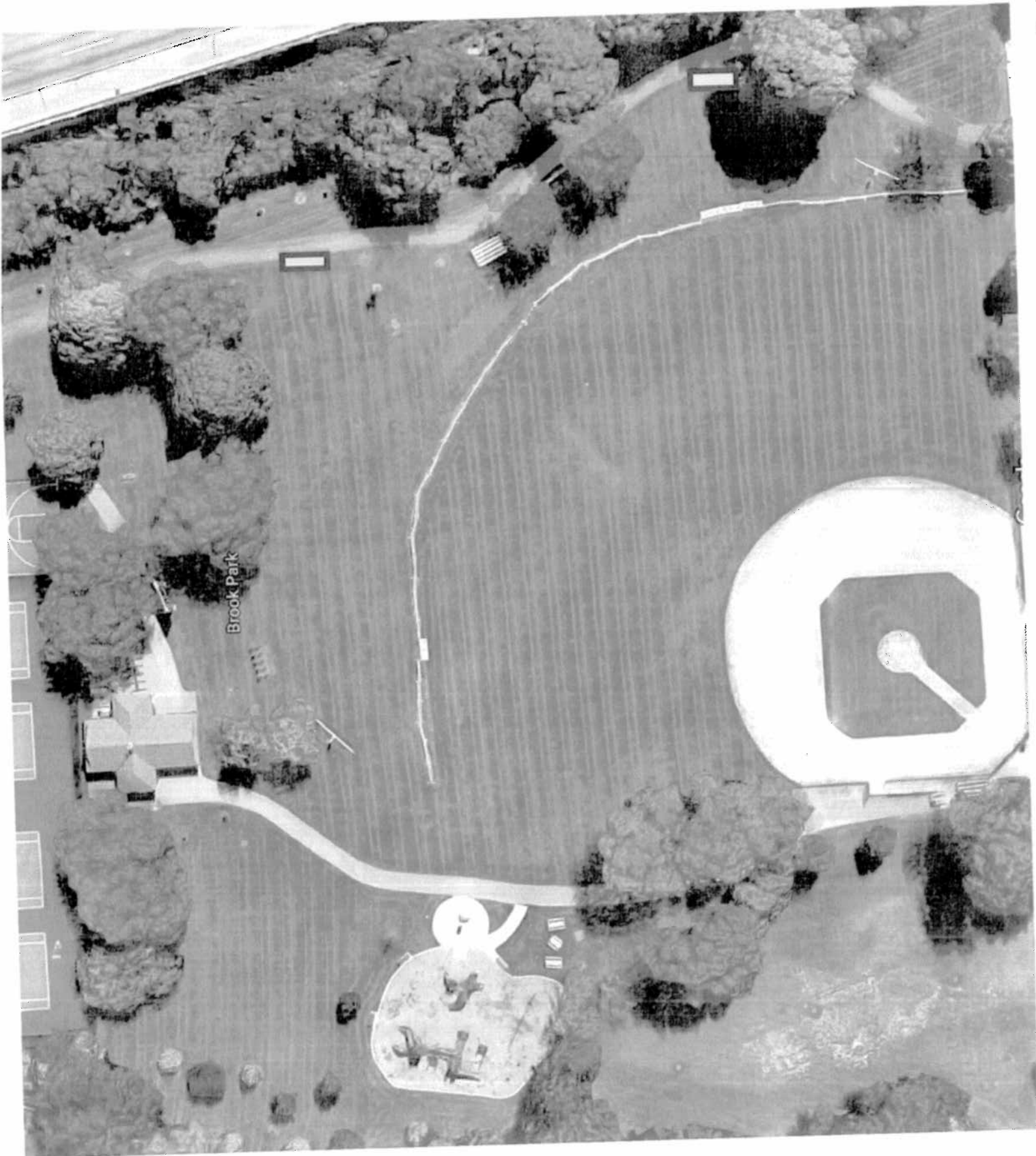
LB48WOB	4' Bench	Choose Color	▼	(180 lbs)	\$898.00
LB60WOB	5' Bench	Choose Color	▼	(210 lbs)	\$1,323.00
LB72WOB	6' Bench	Choose Color	▼	(240 lbs)	\$1,543.00

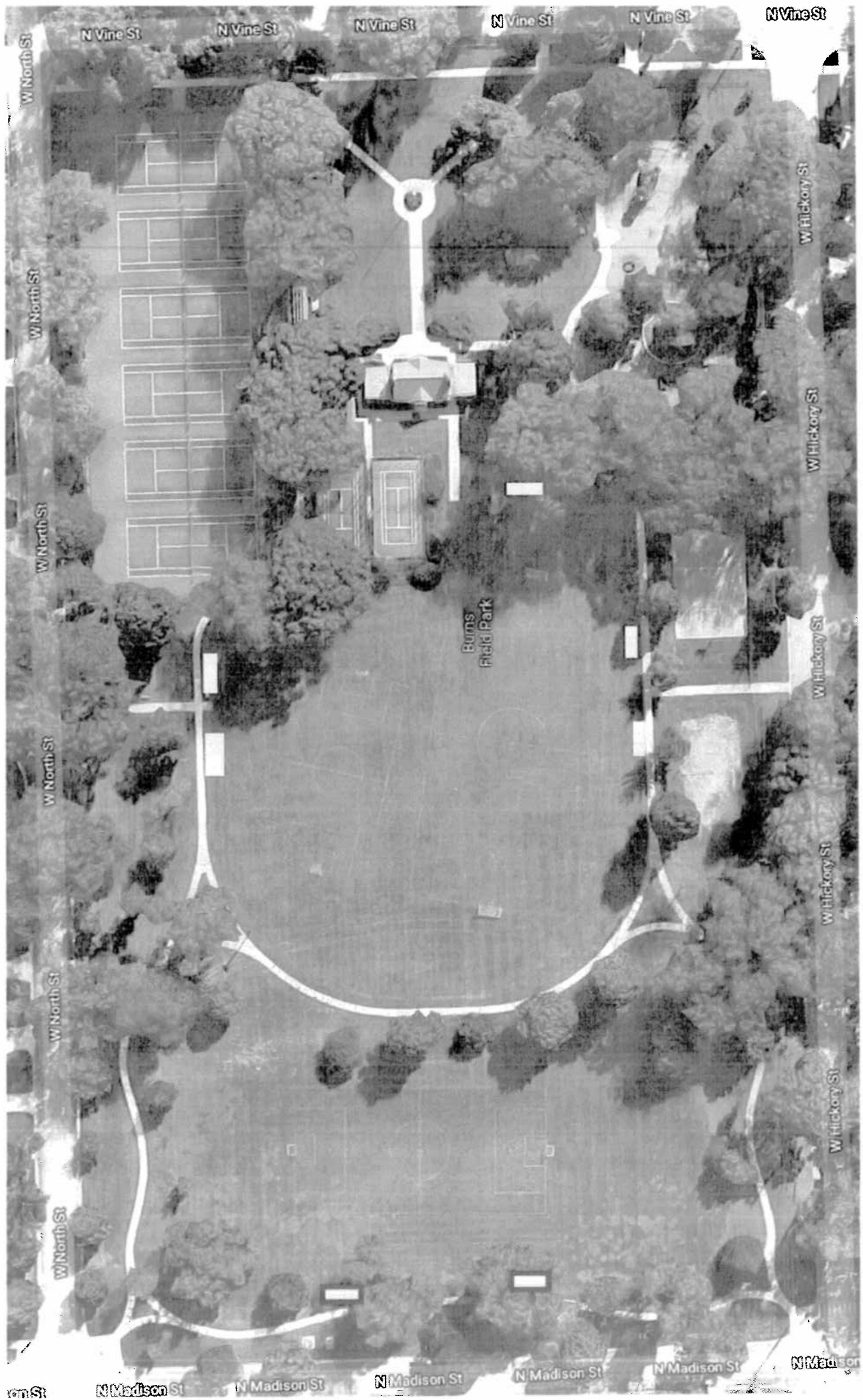
(Prices F.O.B. Origin)

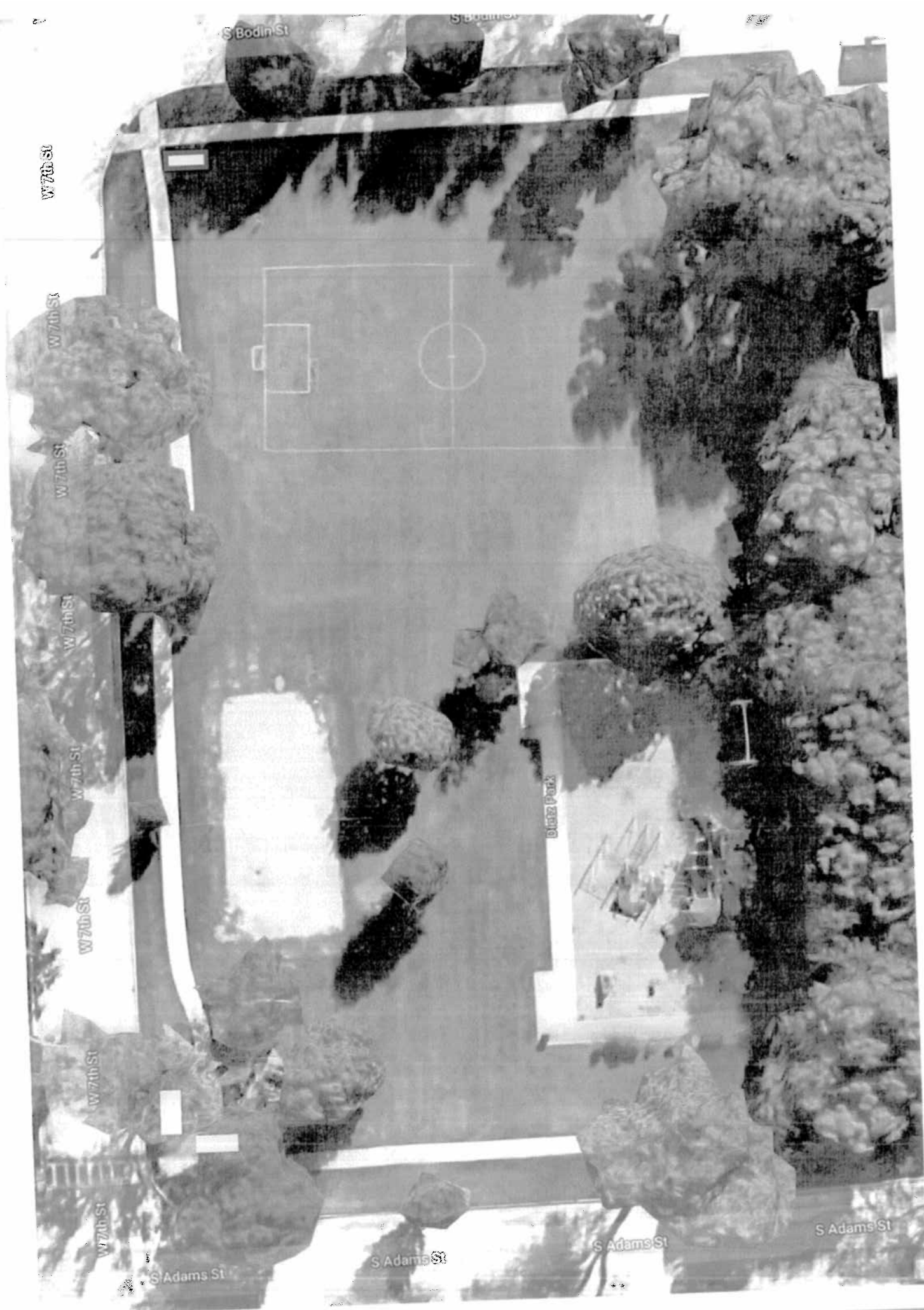
Bulk Inquiry

Add to Cart

Related Products







S Bodin St

S Bodin St

W 7th St

W 7th St

W 7th St

W 7th St

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W 7th St

W 7th St

W 7th St

S Adams St

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S Adams St

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Dodge Park



N County Line Rd

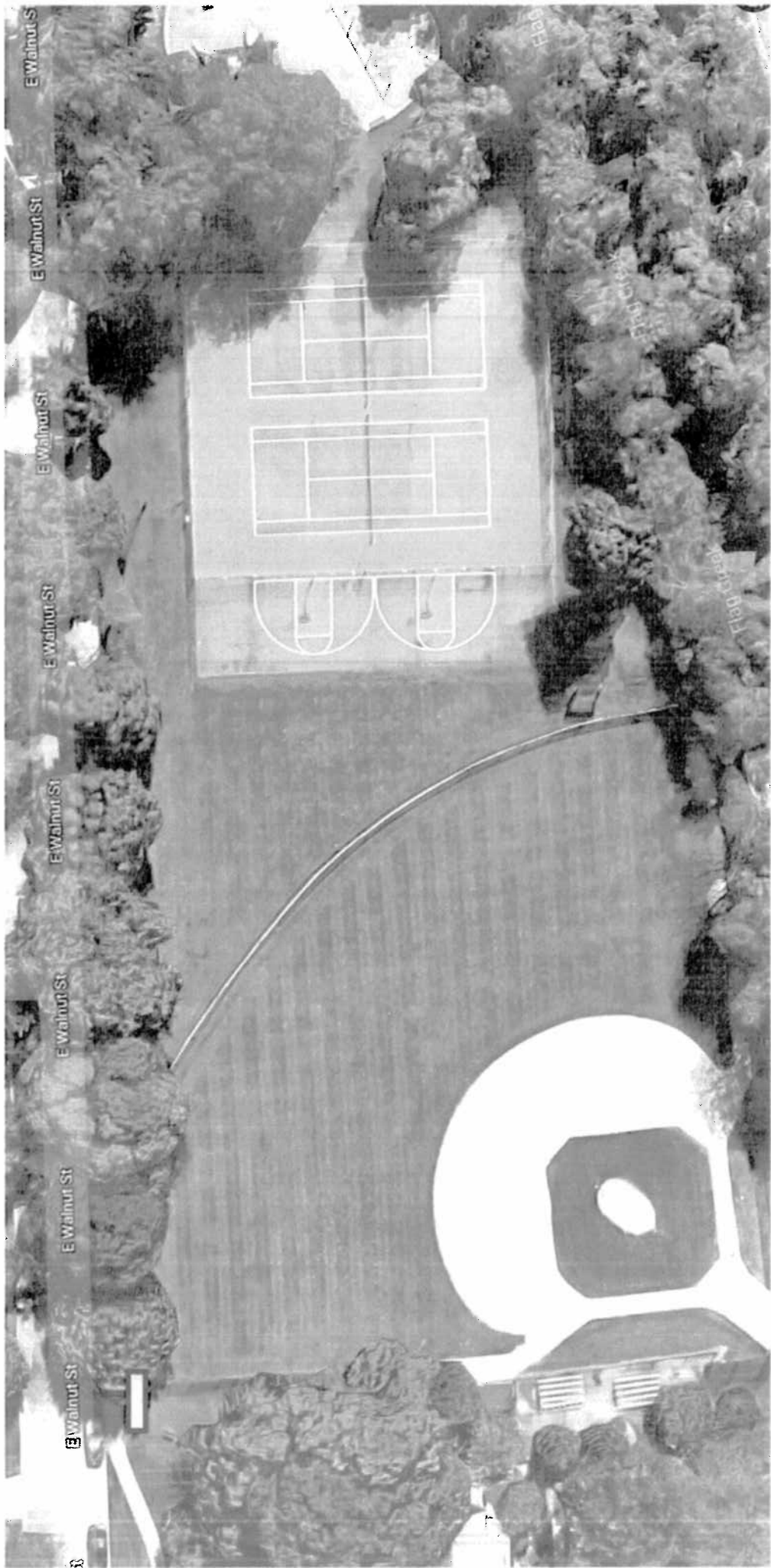
Highlands

Highlands

Google













7a.

MEMORANDUM

DATE: February 13, 2018

TO: Chairman Waverley and Members of the Parks & Recreation Commission

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: Hinsdale Tennis Association License Agreement

The Village has had a license agreement with Hinsdale Tennis Association (HTA) for the past ten years which allowed them to utilize Village courts for their instructional tennis program; courts utilized for the program are at Burns Field and Robbins Park. Each agreement has been for a period of one year. Prior to 2014, the agreement has been for a flat rate with an increase assessed annually. Starting in 2014, HTA's lesson program was brought under the operation of the department. Registration was handled through the Village. Marketing of the program increased through print ads and social media posts. Program revenue was split 80% to the vendor and 20% to the Village which is the standard used for the Village's recreation contractual programs, no lease agreement is needed for the lesson program.

In addition to the lesson program, since 2014 the Village has issued a lease agreement to HTA that allowed utilization of Village courts for the instruction of the competitive level players. The terms of the 2017 agreement were that the Village receives a flat rate of \$1,900 for the summer season. The lessons taught in this area are for private and small groups for the highly competitive tennis players that do not fit into the group lesson model. Provided below is a summary of all 2017 tennis lesson revenue.

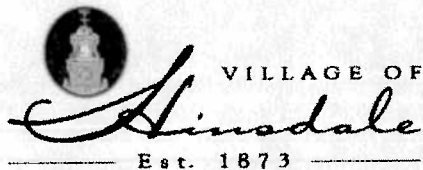
2017 HTA REVENUE

Group Lesson Revenue	\$5,960.00
Less 80% Payment to HTA	\$4,768.00
20% Revenue to Village	\$1,192.00
Fee Paid to Village for 2017 License Agreement	\$1,900.00
Total Revenue from HTA programs	\$3,092.00
2016 Payment from HTA	\$2,860.00
Difference over the prior year	\$232.00

Staff has worked with HTA to modify to the 2018 group lesson program with a goal of increasing enrollment and revenue. During the summer, participants were surveyed and overall the feedback was positive; with some asking for slightly longer sessions and more experienced instructors. Staff has made several changes for 2018 which include modifying the number of weeks and class times as to not compete with other programs, changing program descriptions and pricing, and coordinating two free tennis clinics to garner interest in youth tennis.

Recommendation

2018 will be the fifth year that HTA's group lessons will be under the Department's operation. Staff is recommending a one year lease agreement, with one year option to renew, be issued to



MEMORANDUM

HTA to utilize Village courts for competitive lessons. Enrollment in the competitive lessons can vary, and given that HTA handles the registration and coordinates the competitive programs, staff recommends that a lease agreement be issued in the amount of \$1,900. This is the same rate as the prior season, which was increased by 15% from 2016. The previous increase was based on the enrollment and revenue numbers provided by HTA at the end of each season; 2016 saw a significant increase in competitive lessons, warranting an increase in rate. However 2017 saw a decrease in registrations, prompting staff recommendation not to increase the fee for 2018. Provided below is summary of past lease agreements and revenues. A copy of the license agreement is attached.

HTA Tennis Lesson Revenue Summary

Year	Terms	Lesson Revenue
2008	10% payment of Gross Revenue from HTA	\$6,205
2009	10% payment of Gross Revenue from HTA	\$5,324
2010	Flat Rate per Lease Agreement with HTA	\$7,500
2011	Flat Rate per Lease Agreement with HTA	\$7,500
2012	Flat Rate per Lease Agreement with HTA	\$7,500
2013	Flat Rate per Lease Agreement with HTA	\$7,500
2014	80/20 split lesson revenue with HTA; Village reimbursed vendor	\$5,774
	Flat lease agreement with HTA for competitive lessons	\$1,500
2015	80/20 split lesson revenue with HTA; Village reimbursed vendor	\$3,977
	Flat lease agreement with HTA for competitive lessons	\$1,575
2016	80/20 split lesson revenue with HTA; Village reimbursed vendor	\$1,210
	Flat lease agreement with HTA for competitive lessons	\$1,650
2017	80/20 split lesson revenue with HTA; Village reimbursed vendor	\$1,192
	Flat lease agreement with HTA for competitive lessons	\$1,900
2018	80/20 split lesson revenue with HTA; Village reimbursed vendor	80/20 split
	Flat lease agreement with HTA for competitive lessons	\$1,900

Staff will continue to monitor the program enrollment and evaluate at the end of the season.

**LICENSE AGREEMENT BETWEEN THE HINSDALE TENNIS ASSOCIATIONS
AND THE VILLAGE OF HINSDALE**

THIS LICENSE AGREEMENT is entered into this _____ day of _____ 2018, between the Hinsdale Tennis Association (hereinafter referred to as the "HTA") and the Village of Hinsdale, DuPage County and Cook County, Illinois (hereinafter referred to as the "Village").

RECITALS

WHEREAS, it has been determined by the corporate authorities of the Village to permit the HTA to have a license to use the Village's tennis courts during the summer months (June-September) of the year 2018 for a competitive tennis instruction program under the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the terms and conditions contained herein and other good and valuable consideration, the parties hereto agree as follows:

- 1. RECITAL.** The above recital is substantive and is incorporated herein by reference as though fully set forth.
- 2. PROGRAM AND FACILITIES.** The HTA shall use the Village's Parks and Recreation Department's tennis courts ("Facilities") to operate competitive tennis instruction program ("Program") for courses to take place during the summer months of the year 2018 from May through September. The Village shall solely be responsible to maintain the Facilities for the Program. The Village reserves the right to assign specific Facilities to be used for the Program, including times and dates for the use of the Facilities.
- 3. HTA'S RESPONSIBILITIES.** The HTA shall not, without the prior written consent of the Village, make any alterations, improvements, or additions to the Facilities, nor shall the HTA cause any damage to the Village's Facilities.
- 4. PAYMENT TO THE VILLAGE.** The HTA shall pay the Village for use of the Village's Facilities for the Program by remitting to the Village a fee of \$1,900 made in two installments

collected by HTA from participants for participation in the competitive lesson program. The first installment is due July 1, 2018 and the second installment is due October 1st, 2018. The HTA shall be responsible to collect all fees and shall be responsible for the registration of all competitive lesson program participants. Group and instructional lessons are coordinated through and fees processed through the Parks and Recreation Department. After the completion of the season, HTA will provide the Village with documentation on competitive participant registration and enrollment revenues for the 2018 season by January 10, 2019.

5. COACHES, INSTRUCTORS, ASSISTANTS AND DIRECTORS. All coaches, instructors, assistants and directors for the Program shall be employees and/or independent contractors of the HTA and shall not be considered employees or independent contractors of the Village. The HTA shall be responsible for the hiring, training, assignment, discipline and dismissal of all coaches, instructors, assistants and directors for the Program. The HTA shall solely be responsible for their benefits, wage and disability payments, pension and workers' compensation claims, damage to or destruction of equipment and clothing and medical expenses.

6. AMENDMENTS AND MODIFICATIONS. This Agreement may be modified or amended from time-to-time by the authorized representatives of the Village and the authorized representatives of the HTA, provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representatives of the Village and the authorized representatives of the HTA.

7. INDEMNITY/HOLD HARMLESS PROVISION To the fullest extent permitted by law, HTA hereby agrees to defend, indemnify and hold harmless the Village, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anywise accrue against the Village, its officials, agents and employees, arising in whole or in part or in consequence of the performance of this work by the HTA, its employees, or subcontractors, or which may in anywise result therefore,

except that arising out of the sole legal cause of the Village, its agents or employees, HTA shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village, its officials, agents and employees, in any such action, HTA shall, at its own expense, satisfy and discharge the same. HTA expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village, its officials, agents and employees as herein provided.

8. COVENANT NOT TO SUE. The HTA forever releases and discharges the Village, its directors, officials, agents or employees from all claims, demands, damages, actions or causes of action which may arise out of the HTA's use of the Village's Facilities for the Program. The HTA covenants not to sue or otherwise bring any action in law or equity against the Village, its directors, officials, agents or employees for any claims, loss, damage, expense, debt or liability of any nature whatsoever which the HTA, its employees, and/or agents may sustain as a result of the use of the Village's Facilities.

9. INSURANCE. At its own expense, the HTA shall name the Village as an additional insured on any and all of its existing general and excess liability insurance policies. The HTA shall maintain during the duration of this Agreement a general liability insurance policy with a general aggregate limit of at least one million dollars (\$1,000,000.00). The Village shall remain an additional insured under said policies during the entire term of this Agreement. The HTA shall provide the Village with a copy of said policies naming the Village as an additional insured within fifteen (15) days after execution of this Agreement. During the term of this Agreement, the HTA shall keep in full force and effect workers' compensation insurance with a reputable, state registered insurance company with policy limits to cover statutory liability.

10. DURATION OF THIS AGREEMENT. This Agreement shall remain in full force and effect after execution by the parties, as set forth above, and shall expire on December 31, 2018.

11. TERMINATION. This Agreement may be terminated at any time by either party upon thirty (30) days written notice of the effective date of said termination from the terminating party. Notice of termination shall be governed by the provisions of paragraph 12 below. The HTA shall not be entitled to reimbursement of any fees remitted to the Village if this Agreement is terminated by the HTA after the Program has commenced pursuant to paragraph 2 above.

12. NOTICE. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, or personal service to the persons and addresses indicated below or to such addresses and persons as either party hereto shall notify the other party of in writing pursuant to the provision of this paragraph.

To the Village:

Kathleen A. Gargano, Village Manager

Village of Hinsdale

19 East Chicago Ave

Hinsdale, IL 60521-3489

To the HTA:

Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

13. GOVERNING LAW. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

14. NON-ASSIGNMENT. This Agreement shall not be assigned by either party without the written consent of the other party.

15. BINDING AUTHORITY. The individuals executing this Agreement on behalf of the HTA and the Village represent that they have the legal power, right and actual authority to bind their respective parties to the terms and conditions of the Agreement.

16. EFFECTIVE DATE. The effective date of this Agreement as reflected above shall be the date that the Village Clerk of the Village attests the signature of the Village Manager.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the day and year first written above.

VILLAGE OF HINSDALE

THE HINSDALE TENNIS ASSOCIATION

By: Kathleen Gargano
Its: Village Manager

By: Tom Lockhart
Its: President

ATTEST

ATTEST

By: Christine Bruton
Its: Village Clerk

By:
Its:



76.

MEMORANDUM

DATE: February 13, 2018

TO: Chairman Waverley and Members of the Parks & Recreation Commission

FROM: Heather Bereckis, Superintendent of Parks & Recreation

RE: Addendum to Donation Policy: Naming Rights for Public Facilities and Structures

In January 2018, staff received a proposal from the Hinsdale Little League for a request to name a ball field after a former Hinsdale resident who played there. Upon discussion, the Commission determined that there were no specific guidelines related to naming public facilities or structures, and limited past precedent. The Commission recommended establishing an addendum to the current Donation Policy outlining naming rights guidelines, before approving any requests of this nature.

Attached, multiple sample policies are provided for the Commission's review. Locally the Village of Willowbrook and Lincolnwood have recently established Naming Rights Policies. Also included are those of Morton Grove, Winnetka, Rockford, Champaign, Springfield, Bloomington, and Hampshire Park Districts, as well as Rock Island, Mahomet, Charleston, and Portland Parks & Recreation Departments.

Criteria for consideration in developing these guidelines include but are not limited to residency and longevity of residency, contribution to the community (philanthropic or monetary), support for the Village's mission and vision, precedent, and community support. For reference, the current Donation Policy is also attached.

MINUTES OF THE REGULAR MEETING OF THE MUNICIPAL SERVICES
COMMITTEE OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY,
SEPTEMBER 11, 2017 AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN
THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Michael Mistele called the meeting to order at 5:35 PM.

2. ROLL CALL

Those present at roll call were Chairman Michael Mistele, Trustee Paul Oggerino, and Village Administrator Tim Halik. Absent: None.

3. APPROVAL OF MINUTES

- a) After review of the draft minutes from the August 14, 2017 regular meeting of the Municipal Services Committee, Chairman Michael Mistele made a motion to approve the minutes as presented. Trustee Paul Oggerino seconded the motion. Motion Carried

4. DISCUSSION – Willowbrook Parks – Corporate Naming, Advertising, and Sponsorship Policy

Administrator Halik reminded the Committee that at the August 14, 2017 regular meeting of the Parks & Recreation Commission, the issue of park naming rights, corporate advertising, and sponsorship was discussed. To recap, Halik advised that a local retailer has offered to donate a sum of money to the Village parks department in return for the ability to sponsor a park amenity, in this case, the new water splash pad currently under construction at Willow Pond Park, in their business name. The Municipal Services Committee considered this matter at their last meeting, but expressed some concerns about the scope of such a program and whether it was appropriate to allow park amenities to be sponsored by local businesses, primarily if such amenities would then be named after those businesses, such as the ACME splash pad. After some discussion, the Committee ultimately authorized staff to draft a policy for further consideration. Halik advised that staff drafted the attached policy using language particularly from two model policies already in place in Oak Park, IL, the Park District of Oak Park, and the Montgomery County Department of Parks, Maryland. Halik shared that those two jurisdictions have implemented similar policies that contained desirable language. As discussed at the last Committee meeting, the draft policy contains the following components:

- Public input derived from Park Commission meetings
- Naming rights open to local businesses
- Specific terms to be set
- The donation to parks should be substantial
- No resulting entitlement
- Includes park amenities or park events only (Not entire parks)

In part, the policy includes the ability for defined entities to name a park asset in return for providing substantial financial or material in-kind support for parks. Park naming must ultimately be approved by the Village Board after receiving a recommendation from the

Park Commission. In addition, written agreements may be made to allow corporate advertising, sponsorship and naming rights for park events, or sponsorship and advertising of park assets in return for providing substantial financial or material in-kind support for parks. These would be approved by the Village Administrator after consultation with the Mayor. Halik advised the Committee that the policy was sent to Attorney Bastian, but he has not yet reviewed it. Chairman Mistele inquired about Park Commission input. Halik responded that the intent would be that the discussions that occur with the park commissioners would be at a public meeting and included on that meeting's posted agenda. Therefore, anyone could attend and speak on that topic. Trustee Oggerino offered that if large park signage is a concern, a centrally located plaque could be installed in the park to recognize, perhaps, gold, silver, and platinum level donors. Each level could correspond to a donation amount. Chairman Mistele thought that was a good idea if we decide to pursue this concept, stating that he would be concerned that such a policy will open Pandora's box, so to speak. In conclusion, the Committee agreed that once the Village Attorney completes his review of the policy, it should be brought to the Village Board to obtain their feedback.

5. REPORT – Municipal Services Department

- a. Administrator Halik reviewed the monthly permit activity report for the month of August 2017. Halik advised that the Village received about \$65,000 in permit revenue for the month. Halik advised that for the first four months of the 2017/18 fiscal year, the department has brought in a total of 79% of the budgeted revenue.
- b. Administrator Halik shared the water system pumpage report for July 2017. The report indicates that the Village pumped 34,333,000 gallons of water in the month. The total amount of water pumped so far in the 2017/18 fiscal year is about 3.8% below the amount of water pumped in the same time period of the previous year. However, we are still on track to meet the 350,000,000 pumpage projection for the year.
- c. Administrator Halik shared the August 2017 scavenger report, and advised that the report was for informational purposes only.
- d. Administrator Halik shared the August 2017 Clarke Mosquito Abatement Program Report, and advised that the report was for informational purposes only.

6. VISITOR'S BUSINESS

(None)


7. COMMUNICATIONS

Administrator Halik advised that the fall brush collection program is tentatively scheduled to occur October 9th through the 13th and that the same contractor has submitted the lowest proposal, so far.

8. ADJOURNMENT

Motion to adjourn was made by Trustee Oggerino and seconded by Chairman Mistele. The meeting was adjourned at 6:10 PM.

(Minutes transcribed by: Tim Halik, 10/26/17)

	Village of Lincolnwood Policy Park Land, Building, Facility and Park Amenity Naming	Effective Date: 1994 Revision Dates: 1999, 2012, 2016
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Purpose:

To establish a systematic and consistent approach for the official naming or renaming of park land, buildings, facilities and park amenities.

It is the objective of the Village of Lincolnwood:

1. To ensure that park land, buildings, park amenities and facilities are easily identified and located.
2. To ensure that names of park land, buildings, facilities and amenities will engender a strong public image and have public support.
3. To ensure that the names of park land, buildings, park amenities and facilities will stand the test of time and will be in the best interest of the residents of Lincolnwood.

Definitions:

Park Land: mini parks, neighborhood parks, community parks and bikeways

Buildings: Structures owned and operated by the Village for the purpose of recreation such as the Lincolnwood Community Center

Facilities: Recreation areas that encompass outdoor and indoor space that have a unique identify such as Proesel Park Family Aquatic Center

Park Amenities: Features within park land, buildings of facilities including, but not limited to, athletic fields, skating facilities, disc golf course, rooms, playgrounds, slides,

Types of Naming Rights:

1. Honorary – While only allowed for park amenities and not parks, buildings or facilities, park amenities may be named to honor a resident, person or group who has met the established
Criteria set forth in this policy. A lease or memorandum of understanding may be put in place to establish or define the terms of the naming.
2. Philanthropic/Donation – Naming park land, buildings, facilities or park amenities to honor or recognize a significant financial contribution to the Village. This may come in monetary form or a product or equipment donation. Naming may be done to recognize the donor, a group or a third party. All philanthropic/donation naming must be done in conjunction with the Village's Donation Policy. A lease or memorandum of understanding may be put in place to define the terms of the donation.
3. Sponsorship – Naming park land, buildings, facilities or park amenities may be considered upon the execution of a mutually-beneficial business arrangement with an external entity. Sponsorships are governed by the Advertising and Sponsorship Policy.

Policy:

It is the responsibility of the Park Board to recommend to the Village Board names for park land, buildings, facilities and park amenities, or when appropriate, to change the existing name of park land, buildings, facilities and park amenities of the Village. Naming shall be done only after a discussion has been held on the selection of the name, and an open process allowing for public input is held.

It is the policy of the Village of Lincolnwood to reserve the right to name or rename park land, buildings, facilities and park amenities in a manner that best serves the interest of the community and ensures a worthy and enduring legacy for the Village's parks and recreation system. Naming will be done in a manner that will stand the test of time and will be meaningful for future generations of people residing in Lincolnwood.

- A. Park land, Buildings, Facilities and Park Amenities may be named after streets, neighborhoods, subdivisions, natural assets, topography, purpose of the park land, building, facility or amenity, geographical locations, events, or concepts (e.g. Peace, Unity, Diversity).
- B. Park land, Buildings, and Facilities may not be named after individuals, except in the case of famous historical figures (e.g. former presidents)
- C. Park Amenities may be named after individuals. (See Criteria Below)
- D. The Park Board may solicit public input on park land, building, facility and park amenity names through public meetings or other means.
- E. The Park Board may hold public contests for the naming of park land, buildings, facilities and park amenities. Such contests shall also be subject to the policies outlined above and are advisory, and are not binding.
- F. Renaming of existing park land, buildings, facilities and park amenities is discouraged, except to rename park land, buildings, facilities and park amenities that are named after an individual whose character is or was such that continued use of the individual's name for park land, buildings and facilities is not in the best interest of the Village.
- G. Park land, buildings facilities and park amenities will be named only after discussion by the Park Board and then a waiting period of not less than sixty days. A majority vote is required of the Park Board to name park land, buildings, facilities and park amenities or to change the name of park land, buildings, facilities or park amenities of the Village.
- H. All naming must be consistent with the mission and vision of the Lincolnwood Parks and Recreation Department.
- I. The Park Board reserves the right to reject any and all naming proposals for any reason.

- J. The naming of park land, buildings, facilities and park amenities shall stand on its own merit and will not be precedent setting.

Naming of Park Amenities after Individuals

- A. Park Amenities may be named after individuals, but only if the established criteria have been met.
- a. The individual must have lived in Lincolnwood for a minimum of 5 years
 - b. The individual has contributed substantial services in the expansion and growth of the Village or were closely associated with a significant community event or brought honor to the Village through meritorious achievement at the national or international level.
 - c. If the individual is living, written consent must be given to allow the naming. If the individual is deceased, permission must be granted in writing by the closest relative.
 - d. The individual must be in support of the Parks and Recreation Department's mission and vision.



Memorandum

To: Board of Park Commissioners
From: Jeffrey Wait, Executive Director
Date: May 4, 2016
Regarding: Naming Rights Policy

Issue:

The Morton Grove Park District does not have a formal policy relating to naming or renaming of public property. The purpose of such a policy is to provide a framework for the Board of Park Commissioners to use in determining the naming or renaming of the Park District's parks or recreational facilities. Additionally, it provides guidance to those that have an interest in naming or renaming public property.

Discussion:

The naming or renaming of parks and recreational facilities is complex and sometimes emotionally charged. Assigning a name is a powerful and permanent identity for a public place or facility and often requires significant resources in terms of changing names on signs, maps, and literature. In addition, excessive changing of park or facility names can be a source of confusion to the public.

This policy establishes categories for naming or renaming that will guide the Board to best serve the interests of the District, as well as ensure a worthy and enduring legacy for the District's parks and recreation system. Additionally, this policy establishes procedures to those seeking to name or rename a public place.

The attached policy has been reviewed by legal counsel.

Park Board Action:

For the Board of Park Commissioners to approve the attached Naming Rights Policy.



Morton Grove Park District Naming Rights Policy

PURPOSE

The naming or renaming of parks and recreational facilities is complex and sometimes emotionally evocative. Assigning a name is a powerful and permanent identity for a public place and/or facility and often requires significant resources in terms of changing names on signs, maps, and literature. In addition, excessive changing of park or facility names can be the source of confusion to the public.

The purpose of this policy is to provide guidance to those that have an interest in the naming and or renaming of the Park District's parks and/or recreational facilities.

POLICY

It is the policy of Morton Grove Park District to reserve the naming or renaming of parks and recreational facilities for circumstances that will best serve the interests of the District, as well as ensure a worthy and enduring legacy for the District's parks and recreation system. Morton Grove Park District supports consideration of naming requests within the following categories.

Historic Events, People, and Places

The history of a major event, place or person may play an important role in the naming or renaming of a park as communities often wish to preserve and honor the history of a neighborhood, the District, the Village, its founders, other historical figures, its Native American heritage, local landmarks, prominent geographical locations, as well as natural and geological features through the naming of parks or recreational facilities.

Outstanding Individuals

The District has benefited from the contributions made by many outstanding individuals. This category is designed to acknowledge the ***sustained*** contribution that has been made by such individuals to the District and the development and management of the District's parks and recreation system.

Major Gifts

Morton Grove Park District has benefited from the generosity of some of its residents, businesses, and foundations. On occasion, the significance of such donations may warrant consideration of requests from either the donor or another party to acknowledge such a gift by naming.

DEFINITIONS

Naming: the permanent or temporary name assigned by the Morton Grove Park District Board of Park Commissioners via a Resolution to a given park or recreational facility.

Parks: all traditionally designed parks, gardens, natural open spaces, and specialized parks under the stewardship of the Morton Grove Park District.

Recreational facilities: major structures such as community centers, aquatic facilities, pavilions, courts, sports fields, fountains or other man-made structures located within lands under the stewardship of Morton Grove Park District.

Donations: a donation of property, goods or funds generally with no expectation of return.

PROCEDURE

General Principles

In considering proposals for the naming or renaming of a park or recreational facility, the following will be taken into account prior to approval by the Morton Grove Park District's Board of Park Commissioners.

When naming a new park or recreational facility, the proposed name will:

- Engender a strong positive image.
- Be appropriate having regard to the park or recreational facility's location.
- Have historical, cultural or social significance for future generations.
- Commemorate places, people or events that are of continued importance to the District, Village, region, state, or nation.
- Have symbolic value that transcends ordinary meaning or use as well as enhances the character and identity of the park or recreational facility.
- Have broad public support.
- Shall not result in the undue commercialization of the park or recreational facility if it accompanies a corporate gift.
- Any donation shall be entirely of a voluntary and charitable nature and shall not be made at the request of, or because of the application of any code, fee, ordinance, or regulation of, the Morton Grove Park District.

Renaming a park or recreational facility

Names that have become widely accepted by the community will not be changed unless there are **compelling reasons** and **strong public sentiment** from the broader community for doing so. Historical or commonly used place names will be preserved wherever possible.

Naming/renaming parks or recreational facilities for Outstanding Individuals

Naming or renaming a park or recreational facility for an outstanding individual is encouraged only for those who have been deceased for at least three years (this provision can be waived at

the Board's directive). That person's significance and good reputation must be recognized within the District, Village, State or Nation's history.

In considering the naming/renaming of a park or recreational facility after a deceased person, priority will be given to those who made a sustained and lasting contribution to

- Morton Grove's parks and recreation system
- The State of Illinois
- The Nation

Naming/renaming for Historic Events, People, and Places

When a park or recreational facility is associated with or located near events, people, and places of historic, cultural or social significance, consideration will be given to naming that park or recreational facility after such. In considering proposals, the relationship of the event, person or place to the park or recreational facility must be demonstrated through research and documentation.

Naming for Major Donations

From time to time, a significant donation may be made to the District that will add considerable value to the park and recreation system. On such occasions, recognition of this donation by naming a new park or recreation facility in honor of or at the request of the donor will be considered.

As a guideline, the threshold for considering the naming of a park or recreational facility will include one or more of the following:

- Land for the majority of the park was deeded to the District by the donor.
- Contribution by the donor of a minimum of 50% of the capital construction costs associated with developing the park or recreational facility.
- A contribution by a donor to allow for a significant cost reduction in upgrading/expanding an existing facility within a park.
- Provision of a minimum 20-year endowment by the donor for the continued maintenance and/or programming of the park or recreational facility.

Donors seeking naming rights for major donations with respect to an individual will be encouraged to follow the principles that apply to naming a park for an outstanding person. Exceptions to this will be considered on their own merits. If a donor wishes to name a park or facility after any living person other than the donor, the individual whose name is proposed to appear on the park or facility must submit to the Park District written authorization for the use of his or her name. The Board of Park Commissioners reserves the right to rename any park or recreational facility if the person or organization for whom it is named turns out to be disreputable or subsequently acts in a disreputable way. Corporate logos, insignias, brands or direct advertising text shall not be used in park naming text/signage. Corporate logos will be considered on a case by case basis in facility naming text/signage.

Other Considerations

To minimize confusion, parks will not be subdivided for the purpose of naming unless there are readily identifiable physical divisions such as roads or waterways. However, naming of specific major recreational facilities within parks will be permitted. Under these circumstances such names should be different from the park name to avoid user confusion. Example: Smith Family Field at Barber Park.

All signs that indicate the name of a park or recreational park or facility shall comply with the Morton Grove Park District's graphic and design standards and any applicable sections of the Village of Morton Grove.

Specialized naming signage will not be permitted for parks and facilities. Facility signage within parks shall be consistent in design and appearance. All costs associated with purchasing and installation of the sign shall be the responsibility of the requestor.

Naming Text

As Morton Grove Park District operates a large and diverse park system, it is important that the naming text assists in communicating the type of development and use. Therefore, the following terms will be applied as part of the naming process:

- ***"Park"*** applies to all parks that have been or will be developed primarily for recreational purposes. Such parks usually involve a high degree of landscape and recreational facility development.
- ***"Nature Park"*** applies to all parks where the primary purpose is the conservation of the natural environment. Such parks generally will have little or no development.
- ***"Field"*** applies to all parks where the primary purpose is for team outdoor sports activities. Such facilities typically have a high frequency of programmed team activities.

Requests for naming or renaming of parks or recreational facilities

All requests for the naming or renaming of a park or recreational facility shall be made in writing to the Morton Grove Park District Executive Director. A written request is not required if the naming process is specifically defined and part of a development/fundraising campaign from the department.

Requests should contain the following minimum information (no more than 5 pages, typed):

- The proposed name.
- Specific reasons for the proposed name and how it adheres to at least one of the three categories (Historic Events, People, and Places; Outstanding Individuals; Major Gifts).
- Written documentation indicating broad based community support for the proposed name. (eg. petition, newspaper articles)
- Description/map showing location and boundaries of the park.
- If proposing to name a facility within a park, include a description/map showing the location of the facility.

- If proposing to rename a park or facility, include justification for changing an established name.
- If proposing to name a park or facility after an outstanding person, include documentation of that person's significance and good reputation as recognized by the District, Village, State or Nation.
- Amount of funding available to offset costs of a renaming (if applicable). This could include signage or tangible media reprinting costs.

Additionally, petitioner must supply a petition signed by no fewer than 1,000 residents of the Morton Grove.

Terms/Expiration of Naming Rights

The duration of the naming rights will be evaluated on a case by case basis. In some scenarios, a term expiration may be established. Example: Scoreboard naming rights may expire at the end of the working life of the scoreboard. Field naming rights when utilized by the department for field improvements may have a similar expiration term.

Assessing and approving naming/renaming requests

Upon receipt of a naming request by Morton Grove Park District, the Board of Park Commissioners will be presented with the request for consideration.

The Board of Commissioners shall:

- Review the proposed request for its adherence to the policies of the Morton Grove Park District.
- Ensure that supporting information has been authenticated, particularly when an individual's name is proposed.
- Take into consideration any public comments associated with the request.

**WINNETKA PARK DISTRICT
POLICY MANUAL
CHAPTER 5**

GENERAL MATTERS OF ADMINISTRATION

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

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

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

5.05 OPERATION MANUALS

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

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

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

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

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

5.06 NAMING AND RENAMING OF PARK SITES

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

Statement of Intent

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

Terms of the Policy

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

Procedures for Naming Rights

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

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

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

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

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

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

5.08 EASEMENT REQUESTS

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

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

Rockford Park District Policy re: Naming of Parks

The Board of Commissioners has the final legal authority and responsibility for naming and/or changing the name of parks, buildings, facilities, structures, or roadways within the District. The Board will exercise this authority using the following Policy Guidelines.

1. Any board member, citizen, or group of citizens may submit a proposed name for a park, building, facility, structure, or roadway within a park at any time. Such proposals will be in written form setting forth the proposed name and the justification for the proposal. The proposal will be submitted to the Board President or to the Executive Director. The Board of Commissioners will act on the proposal at least one month in advance of the date of dedication.
2. Policy Guidelines: The following criteria will be considered when selecting a name:
 - A. Any person, living or deceased, who has made a significant contribution in support of the mission of the Rockford Park District, the state or national park system, conservation of natural resources, or the recreation profession;
 - B. Any organization which has contributed significantly to improving the quality of life for the citizens of the Rockford Park District, the state or national park system, conservation of natural resources, or the recreation profession;
 - C. No park and recreation facility or property can be named after any public official currently holding office or any person currently employed by the Rockford Park District;
 - D. The proposed name for any park, building, facility, structure, or roadway must be approved by the person whose name is proposed, or, if the person is deceased, the person's remaining immediate family members;
 - E. A park or recreation facility or program may be named in recognition of a donation or sponsorship with board approval.

- Locations and design of signage to be approved and made a part of any contract.
- Sponsor shall make known any provisions that may be a conflict of interest for the sponsor.

4. Ineligible names are those names that would duplicate the name of another park, building, facility, structure, or roadway within the Rockford Park District; names that endorse or advocate religion or specific religious beliefs, have obscene connotations, or demean or attempt to intimidate any group based on the group's race, ethnicity, age, gender, disability, or sexual orientation.

5. Selection: Once a proposal has been received, the Board will discuss and vote upon the merits of the proposed name. If approved by a majority vote of the Board, the staff will take appropriate action in keeping with the desires of those making the proposal, the person or organization being recognized, and in keeping with Park District guidelines.

6. Exceptions: Exceptions to this policy may be approved by the Board of Commissioners upon finding new and/or extraordinary circumstances that in the judgment of the Board warrants such action. Any exception shall be approved by a majority vote of the Board of Commissioners.

CHAMPAIGN PARK DISTRICT

Naming of Parks and Facilities Policy

The Board of Commissioners shall select names for new parks, buildings, facilities, athletic fields, or when appropriate change the name(s) of existing parks, buildings, or athletic fields of the District

I. Qualifying Names

- Geographic location of a facility
- Outstanding feature
- Adjoining subdivision
- Individual, group or historical event
- Contribution for acquisition/development
- Exceptional service in the Park District's interest

II. Naming Park and Recreation Facilities

The following guidelines will be used when naming a park or recreation facility:

1. A permanent name shall be assigned as soon as possible.
2. Duplication of other places or facility names in the District shall not be considered.
3. Recommendations for a name may come from neighborhood organizations in the same locality as the park or facility. Recommendations from other concerned citizens and special interest groups will also be considered. If no citizen recommendations are made or no consensus obtained, the Champaign Park District staff will initiate naming recommendations which may include a park naming contest.
4. Prominent geographic features or local reference points (i.e., hill, stream, lake, notable tree, street, community or neighborhood) shall be considered for a potential name.
5. Consideration for naming a park or facility in honor of an individual shall only be given if one of the following criteria has been met:
 - a. For an individual (excluding state and nationally significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park, facility or to the Park District overall. The suggested name may be accompanied by a biographical sketch, which shall provide evidence of contributions to the park, facility, or to the Park District overall.
 - b. Major contribution must have been made to the District or Park District Foundation.
 - c. Substantial donation to the District for park and recreational purposes wherein the donor stipulates a name as being consideration for the donation.
 - d. Outstanding community leader who has made significant civic contributions to the community and has given highly productive support to the Park District.
6. An existing name of a park and/or facility, particularly one of local or national importance or outstanding feature, shall not be changed unless there are extraordinary circumstances of local or national interest.

III. Renaming


1. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
2. Only those parks and facilities named for location or subdivision shall be considered for renaming. Parks named by deed restrictions shall not be considered for renaming.
3. Parks and facilities named after individuals shall never be changed unless it is found that the individual's personal character is or was such that the continued use of the name for a park or facility would not be in the best interest of the community.
4. In order for a park or a facility to be considered for renaming one of the following must occur:
 - The recommended name must qualify according to Section II. Naming Park and Recreation Facilities,
 - Be accompanied by a petition from the particular park or facility users, and
 - Be a directive of the Board of Commissioners.

IV. Other Naming Alternatives

1. Parks and facilities that are donated to the District can be named by deed restrictions or contractual agreement by the donor. The naming and acceptance of land is subject to the guidelines set forth in this policy and by the Board of Commissioners.
2. A facility within a park, i.e., playground, picnic shelter, athletic field, etc. may be named separately from the park or facility location.

Approved by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners
Revised by Board of Commissioners

September 10, 1997
August 2001
November 9, 2005
July 12, 2006
August 24, 2011



Newton H. Dodds, President



Bobbie Herakovich, Executive Director

Champaign County Forest Preserve District Naming Policy

I. Purpose and Administration

The Champaign County Forest Preserve District is the steward of land in Champaign County, Illinois. The man made and natural environments found at each site are diverse and possess unique significance. From time to time it is necessary and appropriate to officially designate names for sites and/or facilities in order to:

- Identify and distinguish one site and/or facility from another
- Facilitate collection and coalition of information and data
- Provide direction and information to users
- Recognize historical or environmental significance

The purpose of this policy is to provide guidelines and criteria for determining and assigning specific names to sites and/or facilities owned, leased or managed by the District. By delegation from the District's Board of Commissioners, the Executive Director shall be responsible for administration of this policy.

Proposals may be submitted at any time to the Executive Director for consideration. The Executive Director may seek input from the District's Citizen Advisory Committee prior to bringing the matter to the Board of Commissioners.

In the case of re-naming a facility or site, the Board of Commissioners may decide to publicize a proposed change prior to approval.

Proposals will be presented to and reviewed by the District's Facilities Committee before being presented to the Board of Commissioners for approval.

II. Naming of Properties and Facilities

The District will name sites and /or facilities in the following manner:

A. Sites

A specific site or an assemblage of sites may be named:

- For a significant natural, geographic, or cultural resource located or found historically on the property.
- For historical events that occurred on or in the vicinity of the site.
- In honor of an individual of historic significance who had a connection or influence regarding the property.
- Using a traditional, local or previous name commonly associated with the property prior to District ownership, lease or management.
- In recognition of:
 - A contribution or donation to the District equal to or greater than 50 percent of the monetary cost of acquiring the specific site(s).
 - A land sale/purchase transaction by which the District acquires the site(s) at less than the fair market value thereof as determined by the District.
 - A significant and specific non-monetary contribution to the District.

All sites so named by the District will include and be known by the phrase Forest Preserve, Trail, Greenway etc. (e.g., Homer Lake Forest Preserve)

B. Facilities

Facilities include use or access areas, buildings or site amenities that are a specific, distinguishable portion of a site such as structures, trails, roads, bodies of water, or distinguishable portions of a preserve or body of water. These facilities shall be named:

- For specific natural, geographic, cultural, or for a historic feature, event, or individual.
- For a prior or historic settlement or town on or near the subject area.
- In celebration of a special or significant event
- To honor an individual or family name in recognition of:
 - A contribution or donation to the District equal to or greater than 50 percent of the monetary cost of acquiring or constructing the specific facility.
 - A sale/purchase transaction by which the District acquires the facility at less than the fair market value thereof as determined by the District.
 - A significant and specific non-monetary contribution to the District.

All facilities so named by the District will include and be known by the phrase Forest Preserve, Trail, Greenway etc. (e.g., Mabery Gelvin Botanical Garden)

III. Renaming of Properties and Facilities

Renaming of sites and/or facilities shall be avoided. Any consideration to rename existing sites and/or facilities shall require a vote of at least 4 of the 5 members of the Board of Commissioners for approval after consideration of reasons for the change as well as cost estimates for updating associated materials (signage, brochures, maps etc).

IV. Purchase of Naming Rights

The purchase of naming rights by a company or other entity for a particular facility is possible. The term of such designation should be negotiated. Monetary consideration for such naming rights shall be negotiated by a knowledgeable third party consultant and require approval by a vote of at least 4 of the 5 Commissioners.

Springfield Park District
Guidelines of Naming Parks and Facilities
February 13, 2007

The Springfield Park District Board of Trustees shall select names for new parks, buildings, athletic fields, roads/pathways, and other amenities or, when appropriate, change the name of existing parks, buildings, or athletic fields of the District in accordance with these guidelines or as otherwise determined by the Board of Trustees.

I. Qualifying Names:

- Geographic location of a facility;
- Outstanding feature
- Adjoining subdivision
- Individual, group, or historical event
- Contribution for acquisition/development
- Exceptional services in the Park District's interest

II. Guidelines for Naming:

1. Parks & Facilities that are donated to the District can be named by deed restrictions or contractual agreement by the donor provided approval by the Park Board of Trustees.
2. Duplication of other places or facility names in the District shall not be considered.
3. Prominent geographic features or local reference points (ie hills, stream, lake, notable tree, street) shall be considered for a potential name.
4. Recommendations for a name may come from neighborhood organizations in the same locality as the park or facility. Recommendation from other concerned citizens and special interest groups will also be considered. If no citizen recommendations are made or no consensus obtained, the Springfield Park District may initiate a contest to name a park or facility.
5. Consideration may be give to naming parks & facilities of former Park Board Trustees or Parks Foundation board members that have demonstrated unquestionably outstanding leadership, time and/or donation.
6. Recommendations will be considered for naming parks and facilities of former employees that have displayed an unusual professional leadership, or valor beyond the call of expected duty. Recommendations must include biographical sketch.

7. Consideration for naming a park or facility in honor of an individual shall only be given if one of the following criteria are met:

- a. For an individual (excluding state and nationally significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park, facility or to the Park District overall. The suggested name must be accompanied by a biographical sketch (including criminal background investigation) which shall provide evidence of contributions to the park, facility, or to the Park District overall.
- b. Major financial or in-kind contribution must have been made to the District or Park District Foundation.
- c. Substantial donation to the District for park and recreation purposes wherein the donor stipulates a name as being consideration for the donation.
- d. Outstanding community leader who has made significant civic contributions to the community and has given highly productive support to the Park District.

III. Guidelines of Renaming:

1. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
2. Parks & Facilities named after individuals shall never be changed, unless it is found that the individual's personal character is or was such that the continued use of the name for a park or facility would not be in the best interest of the community.

IV. Other Naming Alternatives:

The Park District Board of Trustees is the exclusive body to permit the naming of parks and facilities. The Park District Board of Trustees is free to modify, change or invalidate these guidelines as they see fit from time to time to best serve the needs of the community with regard to naming parks and facilities.

**Bloomington Parks and Recreation
Policy on
NAMING (RENAMING) PARKS AND FACILITIES**

- 1.0 Statement of Purpose. The parks and facilities of the City of Bloomington are important parts of community life and the selection of names for these recreation areas, if any, is a matter of considerable public interest. The following statements shall govern the naming or renaming of parks and facilities when the city council determines it appropriate that a specific park or facility be designated by a name.
- 2.0 Community and Neighborhood Parks as Defined in the Comprehensive Park and Recreation Plan, November 1997.
- 2.1 The following criteria in the order listed in sections 2.11 through 2.14 shall be given priority over each succeeding paragraph in the naming and renaming of community and neighborhood parks:
 - 2.11 Park features such as topography, natural assets, the purpose of the park or activities to be held in the park (i.e. Prairie Vista).
 - 2.12 Names of areas, such as the neighborhood in which a park is located or after schools when park is adjacent (i.e. Northpointe, Pepperidge).
 - 2.13 Major street names surrounding the park site (i.e. White Oak, Clearwater).
 - 2.14 Former Presidents of the United States or significant historical events (i.e. Lincoln Leisure Center, Marie Litta).
- 2.2 The additional criteria set forth in 2.21 and 2.22 below may also be used in the naming or renaming of neighborhood parks only.
 - 2.21 Donations to the City wherein the donor's name or that of a third party is used.
 - 2.22 Names of former City Council members, Mayors, City Officials or citizens who have contributed substantial services in the expansion and growth of the Parks and Recreation Department or who were closely associated with a significant community event.

- 3.0 Special Conditions. The following special conditions shall prevail in the naming or renaming of parks:
 - 3.1 A formal written request must be received by the City Council. A councilman member may also submit a written request to his/her fellow councilman. The request must specify the proposed name and rationale in support of the request.
 - 3.2 A minimum of 60-days shall transpire from the Council's initial discussion of a request to name (or rename) until a formal vote may be taken.
 - 3.3 A 2/3 affirmative vote of the Council is required to name or rename a park.
 - 3.4 No park shall be name by reason of a donation to the City, unless:
 - 3.41 The donation is of land for the park site or cash, services, or personal property donated equals the market value of the park site for which the name is proposed.
 - 3.42 The proposed name to be used receives the consent of the person to be honored, if living, or if deceased, consent of the closest living family member(s).
- 3.5 When a park is named (or renamed) by reason of a donation, the term (length) of the naming (or renaming) shall be mutually agreed to by the prospective donor and the City Council at the time the naming request is discussed.
- 3.6 A park may be named after a former Mayor, Councilmen, City Official only after the individual has been retired from office for a minimum of five (5) years. The waiting period may be waived if the individual is being honored posthumously.
- 3.7 The Council may conduct a public contest for the naming of parks. Such contest shall be conducted in accordance with these policies.
- 4.0 Facilities. Facilities (or portions thereof) and/or amenities within parks may be named or renamed in accordance with Section 3 above.



Hampshire Township Park District
390 South Ave.
Hampshire, IL 60140
847-683-2690

NAMING OF PARKS POLICY

The purpose of the "Naming of Parks Policy" is to provide consistent direction for naming park property and improvements within the Hampshire Township Park District. This policy and its criteria establish guidelines for evaluating naming requests, and final acceptance or denial of a naming request is under the ultimate responsibility of the Board of Commissioners, and may be based on guidelines not included within this policy. A list of features eligible for naming may be obtained from the office during normal business hours.

Any citizen, group, city official, or staff may request or recommend a name for a park, building, structure, feature or thoroughfare within designated park property. The proposed name is to be submitted in writing on an application form, with a letter of recommendation/support for the naming request from three individuals, to Executive Director or the President of the Board of Commissioners. All applications will be considered at the next regularly scheduled meeting of the Board of Commissioners. The individual or group making the recommendation shall be prepared to fully substantiate the details in the application at the Board meeting. Upon Board approval and recommendation, a dedication will take place within 90 days of approval, or in the case of a new park, within 90 days of completion of park construction.

The following criteria will be used when considering the selection of park-related names:

1. Any person living or deceased, who has made a significant contribution in support of the Hampshire Township Park District, the state or national park system, conservation of natural resources or in the recreation profession.
2. Any organization that contributed significantly toward improving the quality of life for the residents of the Hampshire Township Park District, state or national park, conservation of natural resources or the recreation profession.
3. The proposed name for any park building, structure, feature or thoroughfare within a park must be authorized by a sworn statement from the person whose name is being proposed, or if the person is deceased, the person's immediate surviving family members. Organizations wishing to present a proposed name for any park building, structure or thoroughfare must submit a sworn statement signed by the current President and Secretary of said organization.

4. No park or recreation facility or property can be named after any public official currently holding office or person currently employed by the Hampshire Township Park District.
5. Names that would duplicate the name of another park, building or structure, feature, or thoroughfare within the Hampshire Township Park District will not be considered. Also, names that advocate or endorse religion, religious beliefs, possess obscene connotations, or demean or attempt to intimidate any individual or group based on race, ethnicity, age, gender, disability, or sexual orientation within the Hampshire Township Park District will not be considered.
6. Names other than individuals and organizations may be considered when submitting a proposed name for a park, park building, structure, feature, or thoroughfare within a park. Examples of other name categories may include historical, geographical, thematic, an ideal or type of usage (i.e. Teacher's Park, Hometown Heroes Park, Centenarian's Park).
7. The Board and staff will review and discuss the naming of park submittals during their regular monthly meeting. For all naming requests and applications, the quality and quantity of the material provided within the application, letters of recommendation and other supporting materials in relation to items 1 – 6 listed above will greatly aid the Board in making a decision; a sample application with supporting documentation has been attached to this policy. Upon consideration, the Board will seek a majority vote in favor or in not in favor of naming a park, facility, structure, feature or thoroughfare. The Board may direct/suggest staff to seek public input for the naming of parks, buildings, structures, features or thoroughfares within park property, particularly within the neighborhood in which the park is located, or to conduct public contests to choose a name. Exceptions to this policy may be considered upon recommendations by the Board.
8. Renaming: The intent of naming is for permanent recognition. It is recommended that efforts to change a name be subject to the most critical examination so as to not diminish the original justification for the name or discount the value of the prior contributors. Parks that have been named by deed restriction or purchase agreement shall not be considered for renaming.



HAMPSHIRE
Township
Park District

Parks Naming Application
Hampshire Township Park District
390 South Ave.
Hampshire, IL 60140
847-683-2690

Person completing application _____

On behalf of (person or organization) _____

Address of person completing application _____

Home phone number _____ Work _____ Cell _____

Suggested name _____

Park, location, facility to be considered for naming _____

Please explain why this name should be considered (please use back of application to attach additional sheets if necessary). _____

Please list the names of three individuals submitting letters of recommendation for the naming request, and attach all three letters to this sheet _____

If naming after a person, please verify that the person or his immediate family have been contacted: Person

Contacted _____ Phone Number _____

Date Contacted _____ By Whom _____

OFFICE USE

Date Received _____ Staff Initials _____

Request Verified by Staff _____

Schedule for Board Review Date _____ Action _____

Dedication _____ Name on Signage _____

Location of Park, Facility, Building, Thoroughfare _____

Report to the Rock Island Park and Recreation Board

Subject: Park Naming Guidelines

Adopted by the Rock Island Park Board on May 19, 2009.

The Park and Recreation Board identified the following types of parks and facility naming options:

Parks and Facilities named for **Marketing Purpose**.

Parks and Facilities named for **Location** or **Historical Purpose**

Parks and Facilities named as a result of a **Donation**

Parks and Facilities named as a result of **Community Service**

The Naming of Parks and Facilities are to be guided by the following stipulations:

Marketing:

Naming of revenue generating facilities that cover 50 % or more of their operating costs should be named for marketing purposes or because of personal donation of at least one quarter to half of the value of the facility. The reason is that the name should provide marketing potential for future sales and a sense of place. Names for revenue facilities should be short, easy to remember and suggest a theme or mind set.

Historical or Location:

Facilities that are already are named for a historical or location reason should not be changed. (Exception would be a significant change of the current use suggesting it become a market related name.) These parks generally do not have revenue that reaches 50% of the operational expense.

Donation:

Donation of at least 50% of the land or the purchase of a park would enable the park or facility to be named for the donor. (The donor may request that it not be named for them, and the board still has the right to deny the donation or the name.

Community Service:

The honoree must have served at least 15 to 20 years in a leadership position with significant impact on the park or facility. The park or facility should provide a significant asset to the community by providing several options for recreational endeavors or enjoyment. The honoree would be required to have direct ties to the facility such as spearheading the development of a park. The facility may also contain individual facilities or features that may carry the name of a separate donor. An example might be the "Royal Neighbors Softball Field" at Mel McKay Park.

Mahomet Parks and Recreation Naming Rights Policy

PURPOSE

The naming or renaming of parks and recreational facilities is complex and sometimes emotionally evocative. Assigning a name is a powerful and permanent identity for a public place and/or facility and often requires significant resources in terms of changing names on signs, maps, and literature. In addition, excessive changing of park or facility names can be the source of confusion to the public. The purpose of this policy is to provide guidance to those that have an interest in the naming and or renaming of the Village's parks and/or recreational facilities.

POLICY

It is the policy of Mahomet Parks and Recreation to reserve the naming or renaming of parks and recreational facilities for circumstances that will best serve the interests of the Village, as well as ensure a worthy and enduring legacy for the Village's parks and recreation system.

Mahomet Parks and Recreation supports consideration of naming requests within the following categories.

Historic Events, People, and Places

The history of a major event, place or person may play an important role in the naming or renaming of a park as communities often wish to preserve and honor the history of a neighborhood, the Village, its founders, other historical figures, its Native American heritage, local landmarks, prominent geographical locations, as well as natural and geological features through the naming of parks or recreational facilities.

Outstanding Individuals

The Village has benefited from the contributions made by many outstanding individuals. This category is designed to acknowledge the sustained contribution that has been made by such individuals to the Village and the development and management of the Village's parks and recreation system.

Major Gifts

Mahomet Parks and Recreation Department has benefited from the generosity of some of its residents, businesses, and foundations. On occasion, the significance of such donations may warrant consideration of requests from either the donor or another party to acknowledge such a gift by naming.

DEFINITIONS

Naming: the permanent or temporary name assigned by the Village of Mahomet Board of Trustees via a Resolution to a given park or recreational facility.

Parks: all traditionally designed parks, gardens, natural open spaces, and specialized parks under the stewardship of the Mahomet Parks and Recreation Department.

Recreational facilities: major structures such as community centers, aquatic facilities, pavilions, tennis courts, sports fields, and fountains located within lands under the stewardship of Mahomet Parks and Recreation.

Donations: a donation of property, goods or funds generally with no expectation of return.

Mahomet Parks and Recreation Naming Rights Policy

PROCEDURE

General Principles

In considering proposals for the naming or renaming of a park or recreational facility, the following will be taken into account prior to approval by the Village of Mahomet Board of Trustees.

When naming a new park or recreational facility, the proposed name will:

- Engender a strong positive image.
- Be appropriate having regard to the park or recreational facility's location.
- Have historical, cultural or social significance for future generations.
- Commemorate places, people or events that are of continued importance to the Village, region, state, or nation.
- Have symbolic value that transcends ordinary meaning or use as well as enhances the character and identity of the park or recreational facility.
- Have broad public support.
- Shall not result in the undue commercialization of the park or recreational facility if it accompanies a corporate gift
- Any donation shall be entirely of a voluntary and charitable nature and shall not be made at the request of, or because of the application of any code, fee, ordinance, or regulation of, the Village of Mahomet.

Renaming a park or recreational facility

Names that have become widely accepted by the community will not be changed unless there are compelling reasons and strong public sentiment from the broader community for doing so. Historical or commonly used place names will be preserved wherever possible.

Naming/renaming parks or recreational facilities for Outstanding Individuals

Naming or renaming a park or recreational facility for an outstanding individual is encouraged only for those who have been deceased for at least three years (this provision can be waived at the Board's directive). That person's significance and good reputation must be recognized within the Village, State or Nation's history.

In considering the naming/renaming of a park or recreational facility after a deceased person, priority will be given to those who made a sustained and lasting contribution to

- Mahomet's parks and recreation system
- The State of Illinois
- The Nation

Naming/renaming for Historic Events, People, and Places

When a park or recreational facility is associated with or located near events, people, and places of historic, cultural or social significance, consideration will be given to naming that park or recreational facility after such. In considering proposals, the relationship of the event, person or place to the park or recreational facility must be demonstrated through research and documentation.

Mahomet Parks and Recreation Naming Rights Policy

Naming for Major Donations

From time to time, a significant donation may be made to the Village that will add considerable value to the Village park and recreation system. On such occasions, recognition of this donation by naming a new park or recreation facility in honor of or at the request of the donor will be considered.

As a guideline, the threshold for considering the naming of a park or recreational facility will include one or more of the following:

- Land for the majority of the park was deeded to the Village by the donor.
- Contribution by the donor of a minimum of 50% of the capital construction costs associated with developing the park or recreational facility.
- A contribution by a donor to allow for a significant cost reduction in upgrading/expanding an existing facility within a park.
- Provision of a minimum 20-year endowment by the donor for the continued maintenance and/or programming of the park or recreational facility.

Donors seeking naming rights for major donations with respect to an individual will be encouraged to follow the principles that apply to naming a park for an outstanding person. Exceptions to this will be considered on their own merits. The Board of Trustees reserves the right to rename any park or recreational facility if the person or organization for whom it is named turns out to be disreputable or subsequently acts in a disreputable way. Corporate logos, insignias, brands or direct advertising text shall not be used in park naming text/signage. Corporate logos will be considered on a case by case basis in facility naming text/signage.

Other Considerations

To minimize confusion, parks will not be subdivided for the purpose of naming unless there are readily identifiable physical divisions such as roads or waterways. However, naming of specific major recreational facilities within parks will be permitted. Under these circumstances such names should be different from the park name to avoid user confusion. Example: Mahomet Family Pizza Field at Barber Park.

All signs that indicate the name of a park or recreational park or facility shall comply with the Village of Mahomet's graphic and design standards and any applicable sections of the Village of Mahomet Code. Specialized naming signage will not be permitted for parks and facilities. Facility signage within parks shall be consistent in design and appearance. All costs associated with purchasing and installation of the sign shall be the responsibility of the requestor.

Naming Text

As Mahomet Parks and Recreation operates a large and diverse park system, it is important that the naming text assists in communicating the type of development and use. Therefore, the following terms will be applied as part of the naming process:

- ***"Park"*** applies to all parks that have been or will be developed primarily for recreational purposes. Such parks usually involve a high degree of landscape and recreational facility development.
- ***"Nature Park"*** applies to all parks where the primary purpose is the conservation of the natural environment. Such parks generally will have little or no development.
- ***"Field"*** applies to all parks where the primary purpose is for team outdoor sports activities. Such facilities typically have a high frequency of programmed team activities.

Mahomet Parks and Recreation Naming Rights Policy

Requests for naming or renaming of parks or recreational facilities

All requests for the naming or renaming of a park or recreational facility shall be made in writing to the Mahomet Parks and Recreation Director. A written request is not required if the naming process is specifically defined and part of a development/fundraising campaign from the department.

Requests should contain the following minimum information (no more than 5 pages, typed):

- The proposed name.
- Specific reasons for the proposed name and how it adheres to at least one of the three categories (Historic Events, People, and Places; Outstanding Individuals; Major Gifts).
- Written documentation indicating broad based community support for the proposed name. (eg. Petition, newspaper articles)
- Description/map showing location and boundaries of the park.
- If proposing to name a facility within a park, include a description/map showing the location of the facility.
 - If proposing to rename a park or facility, include justification for changing an established name.
 - If proposing to name a park or facility after an outstanding person, include documentation of that person's significance and good reputation as recognized by the Village, State or Nation.
 - Amount of funding available to offset costs of a renaming (if applicable). This could include signage or tangible media reprinting costs.

Terms/Expiration of Naming Rights

The duration of the naming rights will be evaluated on a case by case basis. In some scenarios, a term expiration may be established. Example: Scoreboard naming rights may expire at the end of the working life of the scoreboard. Field naming rights when utilized by the department for field improvements may have a similar expiration term.

Assessing and approving naming/renaming requests

Upon receipt of a naming request by Mahomet Parks and Recreation, the Village Board of Trustees will be presenting with the request for consideration.

The Village Board of Trustees shall:

- Review the proposed request for its adherence to the policies of the Village of Mahomet Board of Trustees.
- Ensure that supporting information has been authenticated, particularly when an individual's name is proposed.
- Take into consideration any public comments associated with the request.

Naming of Park and Recreation Facilities

City of Charleston

The naming (memorializing) of city parks and recreational facilities shall be administered by the Charleston Parks and Recreation Advisory Board. The Charleston City Council shall formally approve all recommendations by the Parks and Recreation Advisory Board.

Guidelines for naming for City Parks and Recreational facilities:

1. A City park or recreational facility may be named for an individual or a designated third party when the land for the park or recreational facility is donated or significant funds are donated for the park or facility for which the name is proposed.
2. A City park or recreational facility may be named to honor a person who has made a major contribution to the community, nation or world. The honorary person(s) cannot hold public office on the Charleston City Council and/or Parks and Recreation Advisory Board at the time the request is submitted for review.
3. A City park or recreation facility can be named for areas, such as a neighborhood or subdivision where it is located.



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

POLICY NAME: Naming of Parks, Recreational Facilities, Regional trails and Natural Areas

Policy Category: Information/Communication

Date Reviewed:

Date Adopted:

Contact Person: Elizabeth Kennedy-Wong
Position: Community Engagement Manager

Authorized By:
Position:

Introduction

"The name we give to something shapes our attitude toward it." Katherine Paterson, novelist

The act of naming is significant and meaningful. A name can invoke powerful emotions, create images and help to recall history. The naming of a park, regional trail, facility or natural area is intended to be a permanent act, and therefore should be approached in a thoughtful manner. The name of a park, regional trail, natural area or facility should take into consideration the past, present and future history of the land, its use and our relationship to it.

This policy provides Portland Parks & Recreation a systematic and consistent approach to naming our assets. This policy addresses unnamed parks, recreational facilities, regional trails and natural areas.

Policy Statement

Portland Parks & Recreation strives to identify names for parks, recreational facilities, regional trails and natural areas that best reflect the significance of a feature and the community it serves, while also ensuring a worthy and enduring legacy for the City of Portland's parks and recreation system.

An ad hoc committee appointed by the Director will review naming suggestions for Portland Parks & Recreation assets. The committee will consider names based on identified criteria and in consideration of public comment. The name of parks, recreational facilities, regional trails and natural areas must be appropriate to its location and be a name that remains relevant as the community grows and changes.

Definitions

Naming: the permanent attribution assigned to a park, recreational facility, regional trail or natural area

Park: open space owned or managed by The City of Portland for recreational and/or natural resource values. This includes all traditionally designed parks, gardens, and specialized parks under the stewardship of Portland Parks & Recreation.

Recreational facilities: major structures such as community centers, swimming pools, stadiums, and fountains located within lands under the stewardship of Portland Parks & Recreation.

Facility: any building or structure that is located on property owned or managed by Portland Parks & Recreation.

Natural Areas: Land with limited development (generally trails), primarily acquired and managed for its natural resource and environmental value.

Regional Trails: Regional trails connect Portland to adjacent communities or to regionally significant natural features such as rivers and streams. Typically, paths in parks or contained within a natural area are considered local access trails, not regional trails. The definition is based on length and purpose, rather than on width or material.

Major Donations: a donation of property, goods or cash generally with no expectation of return. If the gift is contingent upon a special request, it is made subject to a "condition."

Sponsorships: Financial or in-kind support from an individual or corporation for a specific service, program, facility, park, or event in return for certain benefits.

Guiding Principles

Portland Parks & Recreation actively names parks, recreational facilities, regional trails and natural areas.

- Amenities within these larger structures may be named in accordance with the Sponsorship Policy.
- Memorials most often take the shape of plaques placed on or in proximity to features (eg. Benches, drinking fountains) and are regulated by the Memorial Policy.

In recognition of the unique history of the native community and the recent Portland City Council affirmation of Portland's policy to honor and respect tribal communities, the native community will be engaged in naming assets.

Historic Events, People, and Places

History plays an important role in the naming of a park, recreational facility, regional trail and natural area. Historical context can inform a name by honoring the city, its founders, Native American heritage, local landmarks, prominent geographical locations, and natural and geological features.

Outstanding Individuals

The City has benefited, through its evolution, from the contributions made by many outstanding individuals. Honoring these individuals through naming can remind the public of our past, inspire great actions and motivate us to become better stewards. Individuals honored through naming should have contributed significantly to the betterment of the environment, humanity and/or the City of Portland.

Major Gifts

The City of Portland and Portland Parks & Recreation sometimes benefit from the significant generosity of residents, businesses, and foundations. On occasion, the significance of such donations may warrant the acknowledgement of such a gift by naming.

Procedures & Guidelines

Naming for Historic Events, People, and Places

When a park and/or recreational facility is associated with or located near events, people, and places of historic, cultural or social significance, consideration will be given to naming that park, recreational facility, regional trail and natural area after such events, people, and places. In considering such proposals, the relationship of the event, person or place to the park and or recreational facility must be demonstrated through research and documentation.

Naming for Outstanding Individuals

Naming a park and/or recreational facility for an outstanding individual is encouraged posthumously (at least 3 years since date of passing) and where that person's significance and good reputation have been accepted in the City's, State's and/or Nation's history.

When considering the naming of a park, recreational facility, regional trail and natural area after a person, consideration will be given when:

- The person was exceptionally dedicated or demonstrated excellence in service in ways that made a significant contribution to the land, community, Portland Parks & Recreation, the City of Portland, State of Oregon, or the United States.
- The person volunteered and gave extraordinary help or care to individuals, families, or groups, or support to the community.
- The person risked his or her life to save or protect others.

Naming for Major Donations

A significant donation made to the City that adds considerable value to the City of Portland parks and recreation system may be recognized through naming.

The threshold for considering the naming of a park, natural area, regional trail and/or recreational facility will include one or more of the following:

- Land for the majority of the site was deeded to the city.
- Contribution of a significant portion of the capital construction costs associated with developing the park/recreational facility.
- Creation of or contribution to an endowment for the continued maintenance and/or programming of the park/recreational facility. The contribution will provide resources to support the effort for a minimum of 20 years.

Donors seeking naming rights for major donations with respect to an individual will be asked to follow the principles that apply to naming a park for an outstanding person. Exceptions to this will be considered on their own merits.

Naming Conventions

Portland Parks & Recreation operates a large and diverse park system; the naming text helps the user understand the type of development and use. The following terms are applied as part of the naming process:

"Park" applies to all parks that have been or will be developed primarily for recreational purposes. Such parks usually involve a high degree of landscape and recreational facility development.

"Natural Area" applies to all parks where the primary purpose is the conservation of the natural environment. Such parks generally will have little or no development.

Other Considerations

- Portland Parks & Recreation reserves the right to determine which amenities fall under this policy - parks, recreational facilities, regional trails and natural areas; names should be consistent with our data management systems
- Trail segments will be labeled by staff with approval of the City Nature Manager, in a manner that supports the ability of users to navigate safely through the trail system
- Names that are currently in use will not be considered
- Names that are discriminatory or derogatory will not be considered
- We discourage the renaming of an existing asset
- All graphical representations within our parks system are subject to our design standards
- Portland Parks & Recreation reserves the right to rename a park, facility, regional trail or natural area if the name is later determined to be inappropriate, incorrect or offensive
- Naming parks and or recreational facilities with a company name is not permitted by way of City

Code; corporate logos, insignias, brands or direct advertising text shall not be used in park and/or recreational facility naming text

Naming Process

Any person, group, or organization may submit an application to name a park, facility, regional trail or natural area.

Requests should contain the following minimum information:

- Name of applicant
- Proposed name for asset
- Background support for proposed name
- Demonstrated community support for the proposed name
- Identify interested/impacted stakeholders (who will care about the name?)
- Description map showing location
- If proposing to name a facility within a park, include a description map showing the location of the facility
- If proposing to name a park or facility after an outstanding person, include documentation of that person's contribution to the City's, State's or Nation's history

Assessing and approving naming requests

Upon receipt of a naming request by Portland Parks & Recreation, the relevant neighborhood association(s) and community-based organizations will be advised and their comments on the proposal will be invited.

Proposals will be considered by a committee representing (but not limited to):

- The Director of Portland Parks and Recreation
- The Parks Commissioner
- The Oregon Historical Society
- The Portland Parks Board
- The Native Community Advisory Committee
- The local community, neighborhood association, or coalition

The Deputy Director will assign a staff person to assemble and support the committee.

This staff person will take notes and convene meetings. The Director of Portland Parks & Recreation will approve committee membership.

The committee will:

- Review proposals for adherence to the policies of Portland Parks & Recreation
- Ensure that supporting information has been authenticated, particularly when an individual's name is proposed
- Take into consideration the comments of stakeholders, elected officials and community members

Once the committee has identified a name, the recommendation will be presented to the Director of Parks & Recreation in writing by the supporting staff person. A recommendation from the committee must have either the full consensus of the committee or have a 2/3 majority vote in support of the name. The Parks Director may solicit feedback from the Parks Board and/or the public to gain additional information prior to making a decision.

Research

It is essential that any name, especially names referencing individuals and/or families be thoroughly researched. Some suggestions for learning more about the history of a name include:

- Historic Plat Maps and Sanborn Maps
- Oregonian Archives: Available through Multnomah County Library
- Google Search for online documents or references
- Library Search for documents or references (ask a research librarian for assistance)
- Oregon Historical Society: <http://www.ohs.org> research has some online information, some hard

copy information.

- US Census Archives
- National Archives: <http://www.archives.gov/index.html>
- PP&R Park History (online, hard copy)
- Area tribes and native community groups
- SHPO - State Historic Preservation Office
- Oregon Geographic Names Board - their purpose is to supervise the naming of geographic features within the state of Oregon and to make recommendations to the USBGN, which has final approval authority. The Board also serves in an advisory capacity to federal, State, and local government by reviewing administrative name proposals

Communicating naming decisions

The Deputy Director will be responsible for communicating the decision of the Director of Parks & Recreation.

Appeals

Any person whose proposal to name/rename a park and/or recreational facility is denied by the Director of Portland Parks & Recreation may appeal to City Council by petition through the City Auditor.

Related Policies, Procedures & Forms

Timeline

The naming process should be complete prior to the opening of a new park or facility.

Step One – Public notification of naming opportunity made by PP&R Public Involvement staff to neighborhood association, stakeholders, participants in design process. There should be a minimum deadline of 30 days after notification to submit application.

Deputy Director will assign a PP&R staff person to the naming process.

Step Two – Applications to name a park are completed and submitted to the Deputy Director of Portland Parks & Recreation.

Acknowledgement of receipt of applications is conveyed either electronically or by phone within one week of receipt of application.

Step Three – Staff will review submitted proposals for completeness and adherence to the guidelines.

Step Four - The committee will be recruited by the staff person and approved by the Director

Step Five - The committee to review naming proposals will be convened within three months application deadline (prior to dedication of the facility)

Step Six – The committee reviews proposals, conducts additional research and develops a written recommendation for the Director. Notes from Committee discussions will include reasons for and against submitted names. The amount of time required to complete this work will depend on the number of proposals, amount of research and complexity of the process.

Step Seven – Director reviews recommendations and;

- A. Accepts the committee recommendation, then
 - i. All proposers are notified of the outcome of the process
- B. Declines the committee recommendation, then
 - ii. The committee continues review of other submissions or;
 - iii. New solicitation of names

The Director will respond to the committee recommendation within two weeks of receiving the

recommendation. The public (including all who submitted names) will be notified of the final decision via email and the information will be posted online.

Interim Names

Portland Parks & Recreation regularly acquires land. Portland Parks & Recreation will assign the parcel a name on a temporary basis based on our data management systems.

In general:

- Parcels acquired contiguous to another that are intended to expand the site will be named for the original site
- New, free standing parcels acquired with the intention of future development as a park will be named based on the street infrastructure (eg. 52nd & Alberta property)
- Natural Area acquisitions will be named for prominent or significant geographic features

Renaming

The renaming of parks, facilities, regional trails and natural areas will be encouraged for exceptional cases. Name changes will be subject to a critical examination that includes the original justification for the name and honors the value of prior contributors.

Appendix

Additional Comments

draft

VILLAGE OF HINSDALE

Park and Recreation

Donation Policy

Purpose:

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donations for Village Parks, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, public art, monuments (**by exception only***), and other types of park accessories. This policy does not apply to buildings or land. The Village desires to encourage donations while managing aesthetic impacts and mitigating on-going maintenance costs.

The development of public facilities is expected to be the result of careful planning and quality construction. In addition, public facilities are expected to be maintained to a standard acceptable to the community. Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. This policy is also designed to provide guidelines for individuals or groups should they desire to decorate, landscape or adorn a donation, such as a tree, bench, or picnic table on Village owned property.

Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, decoration, and long term care of all donations made after the adoption of this policy.

GUIDELINES FOR EXISTING DONATIONS

Definition of an Existing Donation: For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.

Appearance and Aesthetics: Decoration, ornamentation, and adornment of donated park elements can interfere with routine maintenance and the appearance of the donated item if not cared for on a regular basis and installed properly. Nothing shall be hung or tied to trees. Because landscaping installed in and around picnic tables and benches can be trampled, landscaping shall not be done around site furniture. Decorations which may be allowed on a temporary basis for a limited time should not interfere with the use of nearby public space, nor represent a hazard to motorists, bicyclist or pedestrians. The donor shall remove any temporary decorations within a reasonable amount of time as they can weather, and become unattractive and detract from the image of the community.

STANDARDS FOR DONATIONS

Definitions of New Donations: New donations are those made after the adoption of this policy.

Definitions of Park Accessory: A fundamental, and/or essential item used in a park setting. Such as but not limited to park benches, bicycle racks, picnic tables, back stops, drinking fountains, flags, and other types of park accessories.

**Monuments, due to their potential size and stature, will be approved in rare instances only and will be subject to increased scrutiny.*

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

Definitions of Public Art & Monuments: Described as a painting, sculpture, photograph, etc., that is created to be beautiful or to express an important idea or feeling.

Acquisition or Purchase: The Village and the community have an interest in ensuring that park elements purchased and donated and installed be of high quality related to style, appearance, durability and ease of maintenance. The Village staff will purchase items to ensure the items meet the standards set forth and authorize the installation of all park elements.

Appearance and Aesthetics: The Village and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements should reflect the character of the park or facility. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

Maintenance: Donated park elements and/or their associated donation acknowledgement, become Village property at the time of purchase. Accordingly, the Village has the duty to maintain the donation only for the expected life cycle of the donation.

Repair: The community has an interest in ensuring that all park elements remain in good repair. In addition, the public has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials for donated park elements must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear.

Cost: The Village has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. A separate fee schedule will be maintained in which the Village details costs for donations, installation and maintenance. The Village also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources available for maintenance of other Village park facilities. Consequently the Village may assess, at the time of the donation, a charge sufficient to cover anticipated long-term maintenance of donated park elements during their expected life expectancy.

PROCEDURE FOR MAKING A DONATION

The Village's Parks and Recreation Department office will manage the care of all donations located on Village park property.

Park Benches and Picnic Tables: To donate a park bench or picnic table, donors can complete the Donation Program Application which outlines the fee structure. The amounts for these donations are adjusted periodically. A bench and picnic table donation will last ten (10) years.

Trees: Landscaping and plant selection for park facilities is critical to sustaining the environment in Hinsdale. Accordingly, the size and specie of tree or trees donated shall be limited to those determined by the Village's Tribute Tree program.

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

Park Accessories: To make a donation of other park amenities such as a playground, pavilion, gardens or fountain, donors can directly contact the Parks and Recreation Department. If a donation is within the park plan the Director of Parks & Recreation will have authorization to approve the donation.

To accept donation of a park element for a specific park facility, Staff will evaluate the park plan showing the available locations for park elements. If no plan exists then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the Village may accept the donation under certain conditions. Under this circumstance the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the Village, a facility may be determined to be fully developed and the opportunity for donations would not be available. If a donation is found to not be included in a park plan it would be considered a non-conforming park donation. The Director of Parks and Recreation may recommend that a non-conforming donation request be reviewed by the Parks and Recreation Commission under the same criteria for artwork and monument donations.

Monetary Donations: Monetary donations can be made by donors and earmarked for a project or specific use.

Artwork & Monuments: Donations of artwork and monuments will be evaluated and considered for a recommendation to the Village Board by the Parks & Recreation Commission. Donor to pay for all costs associated with the installation of the donation.

**CRITERIA FOR ACCEPTANCE FOR
PUBLIC ART, MONUMENTS & NONCONFORMING DONATIONS**

The Parks and Recreation Commission reviews the appropriateness of the subject as it relates to the site, the compatibility of the work of art within the landscape, the impact on a park and its use, aesthetic merit, as well as safety and maintenance issues. Applicants will bear the cost of all necessary permits, approvals, project management, design, installation and maintenance. The Commission will review requests two times per year as scheduled by the Chairman of the Commission.

Process

1. Donor is required to complete the application which must include a description, photo and/or drawing of the donation, estimated value and estimated life cycle. Village staff will determine the life cycle maintenance costs.
2. Applications will be reviewed by the Director of Parks & Recreation and forwarded to the Village Manager for review.
3. The completed application will be brought as a discussion item to a meeting of the Parks & Recreation Commission. The Commission will review the request based on the criteria outlined in the policy.
4. Action by the Parks and Recreation Commission: Following their review, the Commission will vote to approve or disapprove the donation; the recommendation will be forwarded to the

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

Board of Trustees for further discussion. The Commission shall specify the reason or reasons for their recommendation or decision and provide a summary to the Village Board. Approvals shall expressly set forth any limitations or conditions recommended or imposed. No member of the Commission shall participate in the vote of any matter in which that member has an interest as defined in the Hinsdale code of ethics.

5. Action by Board of Trustees: Upon receipt of the recommendation of the Parks and Recreation Commission, the next step is for the Board of Trustees to review the donation as a discussion item.

The Board of Trustees shall make a recommendation for approval of the application as submitted, or make modifications as they deem necessary, or shall disapprove the application. If the Village Board makes a recommendation for approval the donation request will be brought back to the Board of Trustees for a first reading for approval.

6. Upon final approval by the Board of Trustees, staff will collect the appropriate fees and oversee the installation of the Donation. Since this is a Village of Hinsdale Parks & Recreation policy, not a land use decision, there is no legal appeal associated with this policy. The Village Board's decision is final.

Criteria used to review Public Art Work, Monuments and Nonconforming Donations

APPROVAL CRITERIA

Approving or denying any gift, memorial or tribute is wholly within the discretion of Village of Hinsdale Board and no individual or organization has any right to make any improvement or place any items in public parks, regardless of whether they think their proposal meets the following approval criteria. Approval criteria focus on four general categories: appropriateness, aesthetics, maintenance and safety. All donations must comply with the Village code and building requirements.

Appropriateness:

Most effective outdoor public art is sited in spaces which bear a particular relevance to the subject of the piece. With commemorative monuments, historical associations between the subject or artist and a community are a traditional mechanism for the selection of an appropriate site. Consideration should also be given to the long-term impact of permanent monuments, and subjects should be of a stature able to weather time, changing attitudes etc. In no instance, should permanent monuments, which depict subjects that are trademarked or commercially licensed, be installed on public property.

Significance of event/person being memorialized or significance of a gift

- The memorial has timeless qualities and makes a statement of significance to future generations.
- The memorial represents a person or event deemed significant to Village of Hinsdale's history.

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

- The gift or memorial must be consistent with the mission of Village of Hinsdale Parks & Recreation.

Aesthetics

Though conditioned by a range of subjective considerations, aesthetic merit is the primary determinant in the acceptance of permanent works of art. Proposed monuments must show evidence of the artist's mastery of the medium in which he or she is working (stone carving, bronze casting, etc.). Works of inferior workmanship will not be approved. The Village Board ultimately decides upon aesthetic grounds.

Project Design

- Proposal must be in concurrence with the Park Master Plan. If a Park Master Plan does not exist, a Needs Assessment of the park's service area must be completed in order to determine the need for future park elements and circulation patterns.
- The quality, scale, and character of the memorial are at a level commensurate with the particular park setting.
- Reuse, rehabilitate or restore an existing park feature where appropriate.
- Meets the requirements of American with Disabilities Act (ADA) by providing accessibility to all park users.
- Enhances a park by adding elements that add to identity and ambiance.
- The proposal does not create any public safety or security issues.

Location/Siting

Donors may be asked to broaden their search for an appropriate location and consider other public or privately owned spaces which may provide a more suitable location.

- The proposed site offers opportunities for enhancement without diminishing a park's ability to offer undefined open space for quiet contemplation and/or spontaneous activities.
- The increased use of a park due to a gift or memorial is appropriate for the park's context and surrounding uses.
- The quality, scale, and character of the gift or memorial are at a level commensurate with the particular park setting. (Also to be considered during project design)
- There should be some specific geographic justification for the memorial being located in that spot.
- Alternative sites in rights-of-way, private property or other public property were considered and determined inappropriate.

Maintenance

Given the responsibility of preserving and maintaining donations, the Village cannot in good faith accept works of art which present an unreasonable maintenance burden. Works of art will not be accepted unless the donor or sponsor can provide a means of care which may be required through a Life Cycle Care fund.

Safety

Works of art should be safe to passersby, curious spectators (especially children), and the environment as a whole.

VILLAGE OF HINSDALE
**Park and Recreation
Donation Policy**

CONDITIONS OF DONATIONS

Installation: Installation of donated park elements, artwork and monuments, including the donor acknowledgement/memorial plaques, will be completed or overseen by Village personnel. The installation will be scheduled at a time and date as determined by Parks Maintenance staff so as not to unnecessarily interfere with routine park maintenance activities. Donor will pay the cost for the installation as determined by the Village.

Removal and/or Relocation: This section applies to both existing and new donations. The Village reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance or construction activities or at the end of their life cycle. The long term care and maintenance of donated park elements is important to both the donor and the Village.

Plaques/Acknowledgement: Donated items will include a plaque with a maximum of three lines and 25 characters per line. No corporate logos will be permitted. Text is subject to approval by Village staff.

Life Cycle Care Fund: The Village will determine the level of maintenance required for the donated park element, art work or monument. Based upon available budget funding and the type of care needed to reasonably maintain the donated park element, donors may be required to fund the cost of long-term maintenance through a contribution to the Life Cycle Fund. The establishment of the Life Cycle Care Fund ensures that the Village will care for the donated park element for the estimated life of the donation, or until such time the Village determines that the donated park element must be removed and/or relocated for unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy. It is in the Village's interest to exclude certain donations from this policy such as donations with short life spans. This policy shall not apply to land or building donations.

The Fund is established with the intent of providing a regular dedicated revenue source and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase, installation, and the estimated cost of maintenance sufficient based upon the expected life cycle for a donated item. The expected life cycle, routine maintenance and element costs are identified in a separate schedule at the time of donation. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations.

VILLAGE OF HINSDALE Park and Recreation Donation Policy

Donation Application for Art Work, Monuments and Non-conforming donations
<i>Application must include a summary to demonstrate how the proposed donation meets the application criteria established in the policy.</i>
Name of Donor:
Address of Donor:
Phone Number: Work: Home: Fax:
Email:
Description of Donation (if available provide a photo):
Proposed Location of Donation:
Requested Wording on Memorial Acknowledgement:
Value of Donation: \$

I have read the Donation Policy

Requested by: _____ Date: _____
Reviewed by: _____ Date: _____

Donation Cost Calculations	
Element Type:	
Value of Donation	\$
Cost of Plaque	\$
Life Cycle Term	Years (x)
Annual Life Cycle Cost (determined by Village staff)	\$
Life Cycle Cost	\$
Total Cost of Donated Element	\$ (

Board of Trustees Approval: _____ Date: _____