



# Grandwood Park Park District

## Board Policy Manual

**Grandwood Park Park District**  
Board Policy Manual

TABLE OF CONTENTS

Mission and Goal Statement ..... 7

**1.00 Board Policy**

1.01 Forward ..... 8

1.02 Purpose ..... 8

- A. By-Laws and Legal Authority of the Park District
- B. Legal Authority of this Policy Manual
- C. Separability
- D. Defining Policies and Procedures

1.03 Board Membership ..... 9

- A. Number of Commissioners
- B. Term of Office
- C. Qualification
- D. Nomination
- E. Election
- F. Attendance
- G. Vacancy
- H. Inauguration of Board Members
- I. Commissioner Privileges

1.04 Ethics and Conduct ..... 12

- A. Ethics Act
- B. Legal Authority
- C. Representation
- D. Code of Conduct
- E. Gift Ban Law
- F. Prohibition of Political Activities
- G. Board Values
- H. Communication
- I. Contact with the Media
- J. E-mail Communications Policy
- K. Use of Electronic Devices by Park Board Members

1.05 Powers and Duties of the Board ..... 21

- A. Policies
- B. Budget
- C. Tax Levy
- D. Evaluations, Goals, and Objectives
- E. Official Actions

1.06 Officers of the Board ..... 22

**Grandwood Park Park District**  
Board Policy Manual

- A. President
- B. Vice President

1.07 Appointed Personnel of the Board .....22

- A. Secretary
- B. Treasurer
- C. Attorney
- D. Park District Manager

1.08 Committees of the Board .....25

- A. Special Committees
- B. Open Meetings
- C. Meeting Places

1.09 Board Meetings .....26

- A. Open Meetings Act
- B. Annual Meeting
- C. Regular Meetings
- D. Special Meetings
- E. Place of Meeting
- F. Public Meetings
- G. Schedule and Notice of Meetings
- H. Quorum
- I. Remote Attendance at Meetings
- J. Agenda
- K. Citizen Participation (Public Comment Policy)
- L. Discussion
- M. Voting
- N. Minutes of Meetings
- O. Rule of Order

1.10 Board Procedures .....29

- A. Meetings Procedure
- B. Voice Vote vs. Roll Call Vote
- C. When to Abstain from Voting
- D. How to Make a Motion or Second

**2.00 Administrative Policy**

2.01 Forward .....31

2.02 Purpose .....31

2.03 Administrative Office .....31

2.04 Official Records .....31

2.05 Structure of Authority .....31

**Grandwood Park Park District**  
Board Policy Manual

2.06 Park and Facility Use .....32  
     A. Philosophy  
     B. Condition

2.07 Control of Parks .....32

2.08 Use of Grandwood Park Park District Facilities/Parks .....33

2.09 Naming of Parks .....33

2.10 Purchasing Policy.....33  
     A. Managing Maintenance/Project Items under \$30,000  
     B. Managing Maintenance/Project Items over \$30,000  
     C. Exceptions  
     D. Economy of Resources

2.11 Disposal of Fixed Assets.....36

2.12 Acceptance of Gifts.....36

2.13 Employment of Certified and Professionally Trained Staff .....36

**3.00 Employees with Chronic Infectious Diseases**

3.01 Statement of Purpose .....37

3.02 Administration of the Policy .....37

**4.00 Participants with Chronic Infectious Diseases**

4.01 Statement of Purpose .....38

4.02 Administration of the Policy .....38

**5.00 Non-Discrimination Policy**

5.01 Statement of Purpose .....39

5.02 Administration of the Policy .....39

5.03 Accessibility Study and Compliance .....39

**6.00 Sexual Harassment Prohibition Policy**

6.01 Statement of Purpose .....40

6.02 Administration of Policy .....40

**7.00 Smoke/Tobacco Free Environment**

**Grandwood Park Park District**  
**Board Policy Manual**

7.01 Statement of Purpose .....41

7.02 Administration of the Policy .....41

**8.00 Environmental Policy**

8.01 Statement of Purpose .....42

8.02 Administration of the Policy .....42

**9.00 Comprehensive Revenue Policy**

9.01 Statement of Purpose .....43

9.02 Administration of the Policy .....43

9.03 Resident/Non-Resident Fees .....43

**10.00 Abused and Neglected Child Reporting**

10.01 Statement of Purpose .....44

10.02 Administration of the Policy .....44

**11.00 Investment Policy**

11.01 Statement of Purpose .....45

11.02 Administration of the Policy .....45

11.03 Investment Objectives.....46

11.04 Designation of Depository/Change in Designated Depository/Notification of Sureties .....47

11.05 Authorized Investments .....47

11.06 Selection of Investment Instrument .....49

11.07 Safekeeping and Collateral .....49

11.08 Application of Investment Income.....50

11.09 Reporting Requirements .....51

**12.00 Capital Asset Policy**

12.01 Valuation.....52

**Grandwood Park Park District**  
**Board Policy Manual**

12.02 Capital Asset Classes .....52

12.03 Useful Life .....52

12.04 Procedure for Additions & Disposals of Assets .....53

12.05 Depreciation .....53

**13.00 Recreation Planning, Development and Evaluation Policy**

13.01 Statement of Purpose .....54

13.02 Program Evaluations .....54

**14.00 Community/Affiliate Group/Intergovernmental Agreement Policy**

14.01 Statement of Purpose .....55

14.02 Administration of the Policy .....55

**15.00 Municipal Bond Rating Policy .....56**

**16.00 Bill Payment Policy .....57**

**17.00 Identity Protection Policy**

17.01 Statement of Purpose .....58

17.02 Administration of the Policy .....58

Appendix A: Organizational Chart .....59

Appendix B: Board Structure, Responsibilities and Assignments.....60

Appendix C: Travel Reimbursement Policy .....63

Appendix D: Sexual Harassment Prohibition Policy .....68

Revision/Approval Log .....72

**Grandwood Park Park District**  
**Board Policy Manual**

**MISSION**

*The Grandwood Park Park District is committed to enriching the quality of life for the community by providing the best facilities and recreational activities possible to residents of all ages, through the efforts of staff, the involvement of area residents, the Grandwood Park Civic Association (GPCA), and generosity of businesses, and the cooperation of governmental and private agencies to maintain, conserve, and protect natural resources for the benefit of our present and future citizens.*

**GOAL**

*To meet the needs and expectations of the community regarding the Grandwood Park Park District, and to provide the best park/community environment possible, within our means and abilities.*

**1.00 Board Policy**

**1.01 Forward**

The Grandwood Park Park District, hereinafter the “District,” is a separate unit of municipal government, established in 1965, governed by a Board of five elected commissioners, hereinafter the “Board”, who serve

**Grandwood Park Park District**  
Board Policy Manual

without pay. It is the purpose of the District to effectively and economically provide recreational programs, facilities, and open space for the residents of the District which are designed to provide wholesome, constructive, and enjoyable leisure time experiences that benefit the individual, the family, and the community. The Board acts as the legislative and policy making body of the District in the operation, control, improvement, and planning of its parks, recreation programs, facilities, personnel and fiscal operations.

**1.02 Purpose**

The Grandwood Park Park District Board of Commissioners recognizes the need for a manual that contains Board policies and administrative procedures that facilitate the operation of the District on a day-to-day basis. The Board has reviewed and approved this manual and will in the future periodically review and revise the policies contained in this manual as it deems appropriate.

**A. By-Laws and Legal Authority of the Park District**

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

**B. Legal Authority of this Policy Manual**

The authority of the Manual is Section 1205/8-1(d) of The Park District Code, which states as follows: “(d) To pass all necessary ordinances, rules and regulations for the proper management and conduct of business of the board and district and to establish by ordinance all needful rules and regulations for the government and protection of parks, boulevards and driveways and other property under its jurisdiction, and to effect the objects for which such districts are formed.”

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

**C. Separability**

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

**D. Defining Policies and Procedures**

1. Policy - A policy is any plan or course of action reflecting the mission to be achieved and officially approved by the Grandwood Park Park District. Policies provide guidelines for the operation of the District and gives direction to the Board and staff in the discharge of their duties.

A policy must be approved by the Board and recorded in writing.



**Grandwood Park Park District**  
Board Policy Manual

2. Procedure – A procedure is any plan or course of action formulated, developed and implemented by the District to facilitate day-to-day operations within the respective policy guidelines. Procedures guide the staff in providing safe, efficient and enjoyable recreational experiences for the public by detailing the specific course of action to be taken within the general framework of the policy.

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

### **1.03 Board Membership**

#### **A. Number of Commissioners**

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

#### **B. Term of Office**

Commissioners shall be elected to serve a term of four (4) years. Terms are designed to expire on a staggered system. Commissioners shall serve until their successors are duly elected and qualified.

#### **C. Qualification**

No person shall be eligible to serve as park commissioner unless that person is a qualified elector of the park district and has resided therein at least one year prior to election or appointment.

A person is not eligible to serve as park commissioner if that person is in arrears in the payment of a tax or other indebtedness due to the park district or has been convicted in any court located in the United States of any infamous crime, bribery, perjury, or other felony.

#### **D. Nomination**

A candidate for the office of commissioner must file a nominating petition with the Secretary of the District signed by qualified voters of the District, equal in number to not fewer than 2% of the number who voted at the last preceding election for commissioners in the District but in no case by fewer than 25 voters. Illinois Park District Code 70ILCS, hereinafter the “Code”.

The Secretary of the District shall make available nominating petition forms and the required number of signatures to any prospective candidate for the office of commissioner and shall publicize the first and last day for filing such nominating petitions well in advance of those dates.

#### **E. Election**

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

**Grandwood Park Park District**  
Board Policy Manual

**F. Attendance**

While it may not be possible for every Commissioner to attend every Board meeting, a recurrent pattern of missing meetings is not fair to the other Board members or to the taxpayers. Thus, the Board may declare the office of any Commissioner vacant if that Commissioner fails or neglects to attend any regular and special meetings of the Board for a period of three consecutive months or six regular or special meetings of the Board in any twelve-month period. The appointed Secretary of the Board is responsible for tracking attendance.

**G. Vacancy**

1. Declaring a Vacancy

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

2. Method of Filling Vacancies

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

3. Prospective Candidate Information Packet

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

**H. Inauguration of Board Members**

1. Newly Elected or Re-elected Commissioners

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

2. Appointed Commissioners

**Grandwood Park Park District**  
Board Policy Manual

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

3. Board Member Orientation

Newly elected or re-elected Commissioners will be provided with a Board Member Orientation Manual. The orientation should be conducted as soon as possible after inauguration. The manual will include, at a minimum, a board policy manual, annual budget, phone lists and organizational chart. Newly elected and re-elected Commissioners will provide evidence of receipt of the orientation manual through written confirmation.

**I. Commissioner Privileges**

1. Compensation

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

2. Conferences and Seminars

Opportunities to attend and participate in professional conferences, conventions, workshops, seminars, and technical meetings shall be provided at District expense under the parameters set forth in the Travel Reimbursement Policy Ordinance #16-1214002. See Appendix C.

3. Professional Associations

The District shall establish membership in the Illinois Association of Park Districts, or any other professional association approved by the Board.

4. Community Relations Activities

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

5. Use of District Vehicles and Equipment

District vehicles, equipment, tools, and supplies are to be used for District business only and shall not be used for private or unauthorized purposes. Park district owned property must be kept on park district premises at all times. All persons driving District vehicles are required to pass a road check prior to their driving a vehicle.

6. Indemnification

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

**Grandwood Park Park District**  
Board Policy Manual

**1.04 Ethics and Conduct**

**A. Ethics Act**

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

**B. Legal Authority**

The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, act or speak for the Board, individually incur debt on behalf of the park district, including professional or legal fees unless specifically authorized to do so by official Board action.

**C. Representation**

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

**D. Code of Conduct**

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

1. When outside of board meetings, avoid making individual pronouncements and public conjectures about agency matters not yet decided by the board.
2. Represent all the people of the community while avoiding partisanship based on special interests.
3. Engage in no self-dealing or the conduct of any private business of personal services between any board member and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
4. Recuse himself or herself from discussing or voting on an issue about which he or she has an unavoidable conflict of interest.
5. Not promise in advance of a meeting how he or she will vote on any issue, reserving judgment until all facts have been presented.
6. Not use his or her position to obtain employment for him or herself, for family members or close associates. (Should a member desire employment in the Park District, he or she must first resign.)

**Grandwood Park Park District**  
Board Policy Manual

7. Make decisions involving the welfare of the agency based on study and evidence, recognizing that personal feelings, opinions and other such factors are not conducive to sound decision-making; and understand that respecting the opinions of fellow board members is vital.
8. Accept the principle of board unity by supporting majority decisions of the board.
9. Respect the board’s commitment to work with the Park District Manager by:
  - a. requesting desired information about the agency’s programs directly from him or her.
  - b. referring to his or her suggestions for new policies.
  - c. seeking his or her professional advice.
  - d. refraining from acting on any complaint until after the Park District Manager has had an opportunity to investigate fully and report to the board, and.
  - e. wholeheartedly supporting board-approved actions of the Park District Manager and his or her staff.
10. Recognize that the individual board member has no more authority over agency policies or operations and shall speak or act for the board only when specifically authorized to do so by action of the board.
11. Understand and respect the separation of board responsibilities and functions from those of the Park District Manager and staff. The board’s responsibility is to ensure that the agency is well managed – not to manage the agency.
12. Consider unethical and thus avoid “secret” sessions of the board held without the presence of the Park District Manager.
13. Respect the confidentiality appropriate to issues of a sensitive nature.
14. Commit to regular attendance at board meetings and be properly prepared for Board deliberation.
15. Understand and follow all provisions of the Illinois Open Meetings Act, as well as any other applicable statutes that govern the conduct of elected officials.
16. Participate in community activities.
17. Participate in board development opportunities.
18. Develop productive relationships with other elected officials at the state, local and national levels.
19. Be available and responsive to residents by interpreting the needs of citizens to the agency and by interpreting the actions of the agency to citizens without favor of any particular geographic area or interest group.

**Grandwood Park Park District**  
Board Policy Manual

20. Keep the best interests of the agency in mind by considering him- or herself a “Trustee” of the agency and doing his or her best to ensure that it is well maintained, financially secure, growing, and always operating in the best interests of those the agency serves.
21. Respect, listen and communicate with fellow board members.
22. Make a committed effort to continuing education and to be well informed about issues and trends that could affect the agency.
23. Evaluate the Park District Manager annually.

**E. Gift Ban Law**

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

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

**Grandwood Park Park District**  
Board Policy Manual

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

**F. Prohibition of Political Activities**

- 1. Illinois law restricts the use of governmental funds and facilities for political purposes. It applies to units of local government and school districts. The law defines “officer” as an elected or appointed official whether the official is compensated or not. “Employee” is defined as full time, part time or contractual. The law states:
  - a. No officer or employee shall perform any ***prohibited political activity*** during the time they are being compensated by the Park District. (work time)
  - b. No officer or employee can use any property or resource of the Park District for any prohibited political activity.
  - c. No officer or employee can require any other officer or employee of the District to perform any prohibited political activity as part of that person’s work duties, as a condition of employment, or during paid time off (such as vacation, holidays, etc.)

**Grandwood Park District**  
Board Policy Manual

- d. No officer or employee can be made to participate in prohibited political activity by being promised additional compensation, salary adjustment, bonus, comp time off, continued employment, etc. No one can be rewarded with additional compensation for participating in a prohibited political activity. Compensated “Compensated time” does not include vacation, personal or compensatory time off. (Meaning employees are allowed to participate in these “prohibited political activities” during their vacation, personal time, etc.)
2. A prohibited political activity is:
- a. Preparing for, organizing or participating in a political meeting, rally, demonstration etc.
  - b. Soliciting contributions including selling, distributing or receiving payment for political fundraiser tickets, meetings, etc.
  - c. Soliciting, planning solicitation, or preparing any document regarding anything of value intended as a campaign contribution.
  - d. Planning, conducting, or participating in a public opinion poll in connection with a campaign for office, a political organization or for/against any referendum question.
  - e. Surveying potential or actual voters in an election to determine probable vote outcomes.
  - f. Assisting at the polls on Election Day on behalf of any political candidate, organization or referendum question.
  - g. Soliciting votes on behalf of a candidate, organization, or referendum question or helping to get voters to the polls.
  - h. Initiating for circulation, preparing, circulating or filing a petition on behalf of a candidate, organization or referendum question.
  - i. Making contributions on behalf of any candidate for elective office.
  - j. Distributing, preparing or mailing campaign literature, making signs, etc. for a candidate for elective office or regarding a referendum question.
  - k. Campaigning for office or for or against any referendum question.
  - l. Managing or working on a campaign.
  - m. Serving as a delegate to a political party convention.
  - n. Participating in a recount or challenge to the outcome of any election.

**G. Board Values**



**Grandwood Park Park District**  
Board Policy Manual

The Grandwood Park Park District Board of Commissioners is committed to providing leadership for the agency in a functional, cohesive, and productive manner. To attain this, the Board has set the following values:

1. Mutual Respect

The Board shall strive to work together as a team recognizing individual differences. We seek cooperation and consensus building between board members and staff. We value the opinions of others.

2. Open and honest communication

We strive for open, honest, direct communications with ongoing active listening between board members, staff, and community members. Communication will be clear, tactful, and timely. Individual differences are accepted, and all subjects are open for discussion.

3. Integrity

The Board shall maintain trust and respect for each other, the staff, and the community by being accountable, responsible, and keeping commitments.

4. Empowerment

As a team, we believe that we are responsible for our success and let people do their jobs. We will continually foster a work environment built around trust, accountability, follow-through, dignity, self-confidence, and sound decision-making.

5. Vision/goal/strategy

The Board shall manage the District and provide leadership based on long term vision created as a team through strategic initiatives and the goals and strategies associated with them. The Board's responsibility to ensure that the agency is well managed – not to manage the agency.

6. Proactive vs. Reactive

The Board shall take necessary measures to assure that they are being proactive rather than reactive. Make decisions based on the best information available.

7. Professionalism

The Board shall always portray a positive image of the Park District while representing the Park District as well as dealing with staff and the community.

8. Non-partisanship

**Grandwood Park Park District**  
Board Policy Manual

The Board shall represent all people of the community while avoiding partisanship based on special interests. Accept the principle of Board unity by supporting majority decisions of the Board.

9. Motivated and Positive

The Board strives to build self-esteem for fellow Board members as well as staff members by communicating positively. The Board will support each other and the staff to grow and change for the betterment of the Park District and the community.

10. Enjoy being a Board member

Have fun leading the District forward and take pride in the accomplishments.

**H. Communication**

Grandwood Park Park District board and staff work as a team and will cooperate in every possible way in carrying out the various services provided by the District.

Good communications between the Board and Park District Manager are the keys to a successful operation. In addition to the monthly board packet, the Park District Manager shall keep Commissioners advised of Park District developments, programs and problems that will be helpful in the Board's formulation of policies. Commissioners should have needed and accurate information about various Park District activities and problems so that they will know about these matters as they develop, and will be able to discuss them, if approached by our residents. All Commissioners should be fully and equally informed, therefore any information provided as a response to one Commissioner's request shall be made available to all Commissioners.

Any request for action should be discussed by the Park Board before any changes can be implemented.

**I. Contact with the Media**

As a commissioner, you may be contacted by the news media for your comments. If unfamiliar with the issue, a commissioner may wish to call the reporter back so that he or she can be prepared with facts. The commissioner is encouraged to consult with the Park District Manager prior to responding to the media on unfamiliar issues. A commissioner does not have the ability to speak as an independent citizen on any community issue, related or non-related to the Park District.

**J. E-mail Communications Policy**

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

Generally, Commissioners shall not use e-mail to conduct Park District business. E-mail communication to, by and between Park Commissioners is permitted on a limited basis for non-substantive matters such as:

**Grandwood Park Park District**  
Board Policy Manual

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

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

Procedure for E-mail Communications:

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

1. The electronic "chat rooms" are inherently detrimental to the open meetings process and therefore the Board will not utilize "chat rooms" to conduct Park District business or deliberations.
2. "Bulletin boards" or other similar formats, which permit the development of "discussion threads" among Board members, also will not be utilized; however, Board members may read the comments of others who are not Board members as they see fit.
3. A Board member may send e-mail items to all other Board members with items of passing interest provided that no response is requested or required. Such e-mails should clearly state that no response should be made. It is required that a copy of any such e-mails be sent to the Park District Manager for storage.
4. A Board member may send e-mail items to all other Board members regarding scheduling issues. Board members may reply to the sender provided only that their response is limited to the subject of the original message and does not cross over to items of substance.
5. Commissioners may correspond between themselves if such correspondence would not constitute a violation of the Open Meetings Act. Commissioners may share information if there is no intent to conduct public business.

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

6. Any item of business for a Board agenda shall be directed to the Park District Manager so that it may be included in the Board's agenda. Action items shall be prepared and distributed by the Park District prior to the board meeting for review.

The Park District Manager shall store official e-mail records. The records shall be maintained for a time period that is established by the State of Illinois.

## **K. Use of Electronic Devices by Park Board Members Policy**

1. Member of the Park Board are prohibited from using any electronic device (including cell phones) for any personal use during a Park Board meeting, except in the case of an emergency. In addition, cell phones should be set on “silent” or “vibrate” so they are not a distraction during the meeting.
2. Members of the Park Board are prohibited from using any electronic device (including cell phones) for any personal use during a Park Board meeting, except in the case of an emergency. In addition, cell phones should be set on “silent” or “vibrate” so they are not a distraction during the meeting.
3. Members of the Park Board are prohibited from sending electronic messages, including emails, text messages, chat and instant messages, communications via social networking sites, and other electronic communications that relate to the discussion of public business, defined to include communications about business or community interest as opposed to private affairs, whether from a District-provided device or a privately-owned device, in the following circumstances:
  - a. To any one or more members of the Park Board during a meeting of the Park Board
  - b. To a majority of a quorum of the members of the Park Board at any time.
4. Park Board members should be aware that any electronic communication relating to the discussion of public business that is sent from or received by a District-provided device may be subject to release under the Illinois Freedom of Information Act, regardless of the circumstances of the communication.
5. Electronic communications sent in violation of the Policy may be subject to release under the Illinois Freedom of Information Act and could subject the violator to an enforcement action that might result in criminal penalties under the Illinois Open Meetings Act.

### **1.05 Powers and Duties of the Board**

The general corporate powers of the Board, as set forth in the Code, include but are not limited to the following responsibilities:

#### **A. Policies**

To study, develop and adopt policies that will satisfy the park and recreational needs of the community and to see that such policies are effectively administered.

#### **B. Budget**

To adopt an annual budget in order to provide the best possible facilities, programs, and services to the public and to establish and enforce controls for the expenditure of funds within the limitations of the budget.

**Grandwood Park Park District**  
Board Policy Manual

**C. Tax Levy**

To annually appropriate funds and levy taxes in order that the District's needs may be met.

**D. Evaluations, Goals and Objectives**

To appraise and evaluate the District's recreational programs and services, the physical conditions of the buildings and grounds, and the efficiency of the personnel; and to establish goals and objectives for recreational programs and services, land development, capital expenditures and operations.

**E. Official Actions**

The Board functions under the authority of the Illinois Park District Code, and within the framework of laws, court decisions, opinions of the Illinois Attorney General, and similar mandates from the state and national levels of government. Board members, collectively and individually, act as representatives of all residents of the District in maintaining and promoting the use of park and recreation activities. Through an evaluation of the available resources and the often conflicting needs and demands of all interested parties and groups, Board members seek to move toward decisions and actions which best serve the recreational needs of the community as a whole.

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

In the discharge of their duties, Board members act as a Board and not as individuals. The individual Board members have no more authority over park and recreation policies or personnel than any other citizen. He/she has no legal or moral right to speak for the Board unless specifically authorized to do so by action of the Board. It is improper, ill-advised and unethical for individual Board members to make public pronouncements and/or conjectures about Board matters either not yet decided by official Board action or decided in a properly called Executive Session of the Board.

**1.06 Officers of the Board**

The Board shall elect a President and Vice President from their members at the annual meeting of the Board. The term of office shall be one year, or until their successors are elected, and shall become effective immediately following their election at the annual meeting. (70 ILCS 1205/4-8).

**A. President**

The President shall be executive officer of the Board. The duties of the President shall include, but not be limited to, presiding at all meetings when present, to sign all contracts and other papers authorized by the Board, to see that all ordinances of the Board are enforced and that all orders of the Board are faithfully executed and to exercise general supervision of all officers and employees and over the business and property of the District, subject to the direction of the Board. (Code, 70 ILCS 1205/4-9).

**B. Vice President**

**Grandwood Park Park District**  
Board Policy Manual

In the case of the death, resignation, absence from the Grandwood Park Park District, or other disability of the President, the powers, and duties of the office of President, until his/her successor shall be chosen, or until the disability shall be removed, shall devolve on the Vice-President. The Vice-President shall have such other duties as may be imposed on him/her by ordinance or by law.

## **1.07 Appointed Personnel of the Board**

The Board shall appoint a Secretary, a Treasurer, an Attorney, and a Park District Manager, prescribe their duties and establish the term of appointment. The Secretary and Treasurer need not be Board members, in which case the Board may fix their compensation. The Board may appoint an assistant secretary and an assistant treasurer. If the secretary or treasurer is unable to perform the duties of their respective offices, then the assistant secretary or assistant treasurer shall perform the duties of that office, respectively, as prescribed by the Board. The assistant secretary and assistant treasurer need not be members of the board. (Code, 70 ILCS 1205/4-8).

### **A. Secretary**

The Secretary shall keep the corporate seal and all books and records pertaining to their office, shall attest and affix the corporate seal to all instruments requiring such action when authorized by ordinance or vote of the Board. The Secretary shall give notice of and attend all meetings of the Board and keep a full and true record of the Board proceedings, including all ordinances passed, supervising elections and referenda within the District, and performing such other duties as usually pertain to his/her office, as are required by law, or as may be delegated to him by the Board.

### **B. Treasurer**

1. The Board shall appoint a Treasurer, who does not have to be a member of the Board. The Treasurer shall receive and safely keep all money belonging to the District, depositing, in the name of the District, all money belonging to the District and received by the Treasurer in the bank or banks approved and designated by the Board. The Treasurer is responsible for investment decisions and activities pursuant to the investment policies approved by the Board. The Treasurer shall disburse the same only upon the authority of the Board, together with properly executed warrants.
2. The Treasurer shall make such reports to the Board of all receipts and disbursements, submitting to the Board, during the first quarter of the fiscal year, a detailed statement showing all receipts and disbursements during the preceding year. Acting under the supervision of the Board, the Treasurer shall have charge of the District's bookkeeping and system of accounts. The Treasurer shall furnish to any Board Member or officer, information on any matter relating to this office, requested by same, including copies of records of receipts and disbursements, statements of account, audits and other records of the District under their control or supervision.

### **C. Attorney**

**Grandwood Park District**  
**Board Policy Manual**

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

**D. Park District Manager**

1. The Park District Manager shall be the chief administrative officer of and professional advisor to the District. The Park District Manager shall supervise the administration of the District, including:
  - a. Develop, interpret, and promote the leisure philosophies of the District;
  - b. Implement Board decisions and policies;
  - c. Communicate with all Board members on matters of importance;
  - d. Prepare agenda and supportive written reports and studies for regular and special Board meetings;
  - e. Recommend and implement administrative improvements and efficiency measures;
  - f. Develop agency goals and objectives annual report and monitor monthly;
  - g. Analyze and handle crisis situations, delegating authority as necessary;
  - h. Review and recommend changes in the District's Policy and Procedure Manual and the District's Personnel Policies;
  - i. Develop strategy to prepare and implement projects and programs; and
  - j. Approve new leisure programs.
2. The Park District Manager shall supervise public relations activities of the District, including:
  - a. Demonstrate an understanding of local social, service, and political entities;
  - b. Coordinate and direct all information released in the name of the District;
  - c. Serve as the spokesperson for the District at public meetings;
  - d. Maintain positive press relations;
  - e. Respond to citizen complaints and inquiries within five working days of receipt;
  - g. Serve as liaison to Citizen Advisory Committees;

**Grandwood Park Park District**  
Board Policy Manual

- h. Develop positive relationships and interchange ideas with other park districts; and
  - i. Maintain a continuing cooperative relationship with various civic, school and municipal boards and administrators within the community.
2. The Park District Manager shall supervise the financial planning and management of the District, including:
- a. Coordinate the annual budget preparation;
  - b. Recommend the philosophy and guidelines for the annual tax levy;
  - c. Monitor the monthly Budget Comparison Report and to recommend alterations to the budget when necessary;
  - d. Submit special reports on financial status of facilities and programs;
  - e. Recommend cost containment procedures aimed at maximizing available resources;
  - f. Annually update any multi-year capital improvement plan;
  - g. Determine priorities of capital items;
  - h. Set fees for District programs and facilities; and
  - i. Enter into contracts not exceeding \$25,000.
4. The Park District Manager shall supervise the management of personnel, including:
- a. Work with the District’s attorney on matters requiring legal review and interpretation;
  - b. Facilitate annual written performance appraisals for each employee
5. Exercise such power to purchase and enter into contracts as provided in the Ordinance Code, and;
6. Such other duties and responsibilities as required by law or ordinance and be subject to such other rules and regulations as the Board may from time to time prescribe.

The Park District Manager may delegate his/her authority but he/she shall nevertheless be responsible to the Board. The Board shall perform an annual written evaluation of the Park District Manager or more often as may be deemed necessary.

## **1.08 Committees of the Board**

### **A. Special Committees**

- 1. Board Committees



**Grandwood Park Park District**  
Board Policy Manual

The President of the Board may, from time to time, appoint, by and with the consent of the Board, special Board committees as the need arises.

2. Citizen Advisory Committees

The President of the Board may, from time to time, appoint, by and with the consent of the Board, special committees from District residents for the purpose of studying specific problems of the District, and affording help and assistance in the District's major undertakings.

3. Volunteer Committees

The Board may appoint volunteers to chair programs and events as needed.

4. Open Meetings

All official meetings of the committees duly appointed by the Board are subject to the rules and regulations set forth in the Open Meetings Act (5 ILCS 120/2 et.seq.) and shall be scheduled, conducted, and recorded accordingly.

5. Meeting Places

All Committees are permitted the use of District facilities with waived rental fees for their meetings, pending availability.

## **1.09 Board Meetings**

### **A. Open Meetings Act**

All official meetings of the Board are subject to the rules and regulations set forth in the Open Meetings Act (5 ILCS 120/2 et seq.) and shall be scheduled, conducted, and recorded accordingly. It is illegal for a quorum (3 members) to gather to discuss District business without public notice at least 48 hours in advance of the meeting.

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

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

### **B. Annual Meeting**

The annual meeting of the Board shall be held on the second Wednesday of May, each year at 6:30 p.m. This shall be the first meeting of the new fiscal year and an organizational meeting of the Board where

**Grandwood Park Park District**  
Board Policy Manual

the new commissioners shall be inaugurated, the President and Vice President shall be elected, and the Secretary and Treasurer shall be appointed. The Board will review and approve the meeting calendar for the new fiscal year. Other business may be transacted at this meeting.

**C. Regular Meetings**

The regular meetings of the Board shall be held on the second Wednesday, each month of the year at the hour of 6:30 p.m., unless another day or time shall be specified. An agenda shall be continuously posted at least forty-eight (48) hours before each regular meeting or as otherwise required by state law. Any regular meeting falling on a legal holiday shall be held on the next following secular day at the same hour and place. The Board may, from time to time, change the day/date of a meeting.

**D. Special Meetings**

Special meetings of the Board may be called by the President on his own motion or on request of two or more Board members. Notice of any such special meetings shall be given as required by the Open Meetings Act (5 ILCS 120/2 et seq.).

**E. Place of Meeting**

All Board meetings shall be held at the Grandwood Park Park District Community Center, 36630 N. Hutchins Rd., Gurnee, IL. However, the Board may, from time to time, change the place of any such meeting.

**F. Public Meetings**

1. Open Meetings

All meetings of the Board shall be open meetings and shall be held in accordance with the Open Meetings Act (5 ILCS 120/2 et seq.)

2. Closed Meetings (Executive Session)

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

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

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

2. Emergency Meetings

**Grandwood Park Park District**  
Board Policy Manual

In the case of a bona fide emergency, a meeting may be called with less than 48 hours advance notice in accordance with the Open Meetings Act (5 ILCS 120/2 et seq.). The meeting may be called by any board member. If a bona fide emergency exists, the board must provide notice to its members and the press through written, telephone or personal notice and to the public through posting as much notice as is permitted by the nature of the emergency.

**G. Schedule and Notice of Meetings**

The schedule and public notice of all regular, rescheduled, or reconvened Board meetings for each calendar year shall be made available in accordance with the Open Meetings Act (5 ILCS 120/2 et seq.).

**H. Quorum**

A majority of the members of the Board shall constitute a quorum for each Board meeting and for the transaction of business. The Park Board is comprised of five members; therefore a quorum is three members.

**I. Remote Attendance at Meetings**

A board member may attend an open or closed meeting from a remote location if the member meets the following conditions and a majority of a quorum of the Park Board votes to approve the remote attendance:

1. The member must notify the recording secretary at least 48 hours prior to the meeting unless advance notice is impractical:
2. The member must meet one of three reasons as to why he is unable to physically attend the meeting:
  - a. because of personal illness or disability.
  - b. due to employment purposes or the business of the Grandwood Park Park District.
  - c. because of a family or other emergency.
3. A quorum of the Board must be physically present.

**J. Agenda**

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

**K. Citizen Participation**

**Grandwood Park District**  
**Board Policy Manual**

The Park Board of Commissioners welcomes public comments during open session meetings held by the Board. The Board has adopted the following policy for public comment sessions during a meeting to ensure efficient and effective dialog with the attending members of the public and the Park Board of Commissioners.

The following rules shall govern speakers who address the Board:

1. Those who wish to speak must sign in on the attendance sheet provided at the entrance to the meeting room and provide their name and address.
2. All comments are to be addressed to the Board President
3. Individuals addressing the Board must be recognized by the President, and will be given 3 minutes to speak. The presiding officer may extend time if deemed necessary.
4. The Board is not required to allow every person who wishes to address the Board to do so, so long as the Board finds that representative comments have been presented for each side of an issue subject to debate. Any person who is not allowed to make remarks during public comment shall be permitted to submit a written comment to the Board secretary either before or after the time for public comment.
5. No public comment shall be heard on any matter that may be subject to discussion in a closed/Executive Session in accordance with the Open Meetings Act.
6. The Board is not to respond to any public comment, except to thank the individual for their comments. Individual Board members are free to engage the individual for a discussion after the meeting.

Issues regarding possible action by the Board on an item brought up in Public Comment, and not set forth on the agenda, may be added to a future agenda, giving 48 hours notice to the public per Open Meetings Act.

The Board is prohibited from considering any item that is not directly related to Board business (i.e. guns, immigration, etc.)

7. Public comments become part of the public record of the Board meeting.

**L. Discussion**

All discussion before the Board shall be with the entire Board and in a voice audible throughout the meeting room. The President shall limit the discussion to matters pending before the Board and may suggest time limitations on discussion.

**M. Voting**

**Grandwood Park Park District**  
**Board Policy Manual**

A majority of the quorum present at each Board meeting shall be required for the passage of all motions.

**N. Minutes of Meetings**

The Secretary of the District shall keep written minutes of all Board meetings as specified by the Open Meetings Act (5 ILCS 120/2.06 et seq.). The Secretary will do her best to deliver the unofficial minutes of the preceding Board meeting to the Board members the Friday before the next Board meeting. The unofficial minutes of the Board meetings held in the preceding month shall be approved by the Board at the regular scheduled monthly meeting and signed by the President of the Board and the Secretary after any required corrections are made. Approved minutes of all Board meetings shall be made available to the public as specified by the Open Meetings Act (5 ILCS 120/2.06 et seq.) and the Freedom of Information Act (Illinois Compiled Statutes, (1 ILCS 140/1 et seq.).

**O. Rules of Order**

Robert’s Rules of Order shall govern in all questions of procedure not herein otherwise provided.

**1.10 Board Procedures**

**A. Meeting Procedures**

1. If you would like an item placed on the agenda for discussion, contact the Park District District Manager.
2. To provide sufficient advance notice to the public, while the board can consider any matter not specifically set forth in its agenda at a regular meeting, it cannot act upon that matter.
3. Items discussed in executive session sometimes are voted upon after returning to open session. Under the Open Meetings Act, those items should be listed on the agenda after executive session in order to take action upon them. (*4th Dist. Illinois Appellate Court decision*)

**B. Voice vote vs. roll call vote**

Roll Call vote is used –

1. Clarify any vote,
2. To go into executive session,
3. To approve a consent agenda,
4. To approve any expenditure of funds or creation of liabilities,
5. And to pass any ordinance.

**C. When to abstain from voting**

**Grandwood Park Park District**  
Board Policy Manual

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

**D. When and how to make a motion or second**

A motion is a proposal that the assembly takes certain action or expresses itself as holding certain views. A member makes a motion by obtaining the floor and stating, “I move that...”.

Seconding motions – A second allows the motion to be discussed and voted on. A member seconds a motion by stating, “second” after the motion has been made.

**2.00 Administrative Policy**

**2.01 Forward**

The Grandwood Park Park District is a municipal corporation duly organized on October 5, 1965, under an Act of the General Assembly of the State of Illinois, governed by a Board of five elected commissioners who serve without pay. The mission of the Park District is to be “committed to enriching the quality of life for the community by providing the best facilities and recreational activities possible to residents of all ages, through the efforts of staff, the involvement of area residents, the Grandwood Park Civic Association (GPCA), the generosity of businesses, and the cooperation of governmental and private agencies to maintain, conserve and protect natural resources for the benefit of our present and future citizens”. It is the goal of the District to meet the needs and expectations of the community regarding the Grandwood Park Park District, and to provide the best park/community environment possible within our means and abilities.

**2.02 Purpose**

This administrative policy manual is intended to describe the existing policies of the District as they apply to the administrative management of the District. The Board has reviewed and approved this manual and will periodically review and revise the policies contained in this manual as it deems appropriate.

**2.03 Administrative Office**

The administrative and principal business office of the District is located at the Grandwood Park Park District Community Center, 36630 N. Hutchins Rd., Gurnee, IL 60031.

**2.04 Official Records**

**Grandwood Park Park District**  
Board Policy Manual

District public records as defined by the Park District Code (70 ILCS 1205 et. seq.), the Local Records Act (50 ILCS 205/1 et seq.), the Freedom of Information Act (1 ILCS 140/1 et seq.), and the Open Meetings Act (5 ILCS 120 et seq.) shall be made available for inspection and copying accordance with the rules and regulations of the above stated laws.

## **2.05 Structure of Authority**

The structure of authority reflects the Park District’s mission statement and methods of operation. Please refer to Appendix A for the Organizational Chart.

## **2.06 Park and Facility Use**

### **A. Philosophy**

The District is ever mindful that the public parks and facilities of the community are held in trust by the District for the use and enjoyment of the general public and this use and enjoyment is a valuable right. The First and Fourteenth Amendments to the United States Constitution guarantees to individuals and groups the inalienable right of public assembly and expression and, historically, public parks and facilities have been a forum for such expression; and an orderly assembly, properly administered, is in accord with the rights of the general public and those of District residents. For these reasons, the District intends to make the parks and facilities available for various uses.

### **B. Conditions**

So that the philosophy stated above shall be clearly understood, the use of District parks and facilities shall be restricted by certain conditions including but not limited to:

1. The District shall not delegate to any group or individual its duty of administering the parks and facilities.
2. Permission to use a park or facility shall be granted only when the function can be reasonably accommodated by the District and where such use will not unduly interfere with the rights of the general public, the general public enjoyment of the park or facility, the previously scheduled use for District programs or for other approved use and will not present a clear and present danger to the health and safety of the community.
3. No function shall be undertaken or conducted in a District park or facility by any group without a written application being filed and approved, in accordance with the Ordinances of the District and any other unit of local government having jurisdiction.

Any contract issued may contain reasonable terms and conditions that will protect District property and assure orderly and proper use of the park or facility.

**Grandwood Park Park District**  
Board Policy Manual

Any contract issued may be revoked for misrepresentation in the application, or for violations of the terms and conditions of the permit; the ordinances, rules and regulations of the District; or the laws of the State of Illinois.

The issuing of a contract shall not be construed as an endorsement by the District or the Board of the subject matters discussed, the opinions expressed, or the group sponsoring the function.

**2.07 Control of Parks**

The Board shall have the authority to establish by ordinance all needful rules and regulations for the government and protection of parks and other property under its jurisdiction (70 ILCS 1205/8-1(d) et seq.) and to prescribe such fines and penalties for the violation of ordinances as it shall deem proper not exceeding \$750 for any one offense (70 ILCS 1205/8-1(e) et seq.). Exercising this authority, the Board has adopted, and may from time to time, amend District Ordinances.

**2.08 Use of Grandwood Park Park District Facilities/Parks**

The Grandwood Park Park District provides entertainment to the community through various special events and programs. Park District events will have first priority for use of a facility. The Grandwood Park Civic Association will have second priority. No event shall produce noise levels that interfere with or detract from the general enjoyment of the general public in the surrounding area.

**2.09 Naming of Parks**

It is the responsibility of the Board to select names for new parks, buildings, and facilities (“park property”), or when appropriate, to change the existing name(s) of park property of the District.

The following criteria shall prevail in the naming or renaming of parks:

1. No park shall be renamed unless the Board casts a unanimous ballot in favor of the re-naming of the park.
2. The selected name for a new or re-named park shall require a majority vote of the Board.
3. No park shall be renamed that has already been dedicated to an individual.
4. The individual for whom the park is being named must have given 20 years of service to the District as a volunteer, Board Member, Village Official or Park District employee.

**2.10 Purchasing Policy**

**A. Managing Maintenance / Project Items under \$30,000**

1. Process for getting items on the maintenance or project list
  - a. Managing Commissioner of associated responsible area has the ability to put an item on the maintenance or project list and is responsible for reporting to the board monthly and stay within established budgets.



**Grandwood Park Park District**  
Board Policy Manual

- b. Managing Commissioner responsible for completion of Work Initiation checklist for each maintenance or project item that is over \$500.
    - c. Managing Commissioner is limited to spending up to 25% of the operating budget they are responsible for in a month.
  2. Process for getting High level Estimates  

Managing Commissioner is responsible for applying due diligence to the task by identifying the proper scope of the item and researching detailed cost estimates.
  3. Process for getting a detailed estimate
    - a. Between \$1,000 - \$5,000 should have (a minimum of) two phone quotes.
    - b. Over \$5,000 should have (at least) two written estimates.
  4. Process for prioritizing items on either maintenance or project list
    - a. Annual budget, prioritization for capital. The board will determine the capital spending budget in the annual planning meeting. Capital projects to be included in the annual budget will be identified, prioritized, and voted upon by the board. The annual list of approved capital projects may be reprioritized, without a board vote provided it does not impact the overall budget. Changes in project scope or budget exceeding 5% and/or additions of capital projects to the annual list must be voted on by the board and obtain a majority vote.
    - b. Maintenance is the responsibility of the Managing Commissioner for that area. Maintenance projects must be identified, estimated and completed within the approved maintenance budget for each area of the park district. Projects exceeding the budget must be planned for as part of the capital budget.
  5. Process for changing priorities and defining impact to other work in the queue
    - a. Managing Commissioner of responsible area has the ability to change priorities for maintenance work.
  6. Process for identifying resources to do the work - Managing Commissioner is responsible for identifying resources to do work – and reporting to the board
    - a. GPPD Staff doing the work
      - Staff to report to the Managing Commissioner responsible for the project.
      - Identify how the work is integrated into their schedule.
    - b. Commissioners doing the work.

**Grandwood Park Park District**  
Board Policy Manual

- c. Volunteers – we need to make sure they have proper liability coverage or waivers required (includes volunteers for GPCA when using park district property).
  - d. Contractors
7. Process for tracking work – Managing Commissioner Responsibility
- Tracking Budgets to planned costs
  - Progress to plan or expectations
  - Overages to Budget require Board Approval
8. Process for Managing Commissioners to report monthly status
- a. Key Accomplishments for the month (Work completed)
  - b. Activities Planned for Upcoming month (Planned work)
  - c. Issues and or Risks

**B. Managing Maintenance / Project Items over \$30,000**

1. Purchases with an anticipated cost of \$30,000 or more shall be made by competitive bids in compliance with Article 8 of the Park District Code. Notice of bids shall be published in a local newspaper at least ten (10) days prior to the bid opening. A bid tabulation shall be submitted to the Board of Commissioners with a recommendation of award. The Board shall award all contracts for \$30,000 or more.

**C. Exceptions:**

1. Competitive sealed bids are not required for contracts involving:
- a. The services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
  - b. The printing of finance committee reports and department reports;
  - c. The printing or engraving of bonds, tax warrants and other evidence of indebtedness;
  - d. Utility services, such as water, light, heat, telephone or telegraph;
  - e. The use, purchase, delivery, movement or installation of data processing equipment, software;
  - f. Telecommunications and interconnect equipment, software or services;
  - g. Duplicating machines and supplies;
  - h. Goods or services procured from another governmental agency;

**Grandwood Park Park District**  
**Board Policy Manual**

- i. Equipment previously owned by some entity other than the district itself;
- j. The purchase of magazines, books, periodicals, pamphlets and reports;
- k. Emergency acquisition of services or personal property, provided such expenditures are approved by three-fourths of the members of the board; and
- l. Any other service or product otherwise exempted by statute.

**D. Economy of Resources**

The District understands the benefit of the economy of resources and purchasing through the participation in cooperative purchasing. Cooperative purchasing should be pursued whenever pricing and the desired product/service is most economical. Cooperative purchasing programs on the local, regional, state and national level should be identified when appropriate related purchasing is required. The District will seek to identify vendors of environmentally friendly products within the cooperative purchasing programs it participates in.

**2.11 Disposal of Fixed Assets**

The Board of Park Commissioners may, from time to time, decide to liquidate certain assets, which it has accumulated including land, buildings, equipment and other tangible items.

Illinois Compiled Statutes carefully set forth the powers and procedures governing the sale or lease of real estate and shall be strictly adhered to in all instances.

The staff may recommend the sale or liquidation of certain pieces of equipment when it is determined that this is in the best interest of the Park District. For the purpose of disposal of equipment, resale value shall be determined by an appropriately knowledgeable employee with the method of determination and/or value realized subject to approval of the Board.

Proceeds, in the form of certified checks or cash (which must be accompanied by a receipt) from the salvage of any materials, equipment or supplies, are to be forwarded to the Treasurer. The funds will be deposited into the same fund that originally purchased the liquidated items or, if more appropriate, to the fund that had been responsible for the upkeep, maintenance and/or usage of the item.

The liquidation, sale or disposal of any item, regardless of value, shall be reported to the Treasurer for inclusion in audit reporting procedures and updating of the Fixed Asset System.

**2.12 Acceptance of Gifts**

The Grandwood Park Park District encourages individuals and entities desiring to make financial contributions to benefit the District programs, activities, parks, and facilities, to do so through donations, gifts or bequests. Any form of financial contributions must be made directly to the Grandwood Park Park District and the acceptance is based on the approval from the Board of Park Commissioners.

## **2.13 Employment of Certified and Professionally Trained Staff**

The District recognizes the value of professional training and certifications. Certifications from national and state level organizations relevant to positions in the district are highly desirable. The District, in its recruitment and selection of candidates, prefers applicants to possess the appropriate certifications for relevant positions. The District, in its effort to retain certified employees, will make every effort to contribute towards the maintaining of desired certifications of staff through continuing education opportunities.

## **3.00 Employees with Chronic Infectious Diseases**

### **3.01 Statement of Purpose**

Employees with identified chronic infectious diseases shall be permitted to retain their positions whenever, through reasonable accommodation, their employment does not constitute a direct threat to the health or safety of themselves or others and the employee is able to satisfactorily perform the essential functions of this job. Such employees shall remain subject to the District employment policies and procedures; including, but not limited to; sick leave, physical exams, temporary and permanent disability and termination.

### **3.02 Administration of the Policy**

Employment decisions will be made in accordance with applicable law and in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case. The determination of an employee's continued employment status will be made in accordance with procedures implemented by the District. Employees with chronic infectious disease shall maintain all rights, privileges and service provided by law and the policies and procedures of the District.

The District shall respect the right to privacy of any employee who has a chronic infectious disease. Subject to applicable law, the employee's medical condition shall be disclosed only to the extent necessary to avoid a health or safety threat to the employee and others. The number of personnel aware of the employee's condition will be kept at the minimum needed to assure proper care of the employee and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "direct need to know" will be provided with the appropriate information and will be made aware of confidentiality requirements.

## **4.00 Participants with Chronic Infectious Diseases**

### **4.01 Statement of Purpose**

Participants with identified chronic infectious diseases may attend District programs whenever, though reasonable accommodation, their attendance does not constitute a direct threat to the health or safety of themselves or others.

### **4.02 Administration of the Policy**

Decisions will be made in accordance with applicable law and in conjunction with current, available public health department guidelines concerning the particular disease in question. Individual cases will not be prejudged; rather, decisions will be made based upon the facts of the particular case.

The determination of whether a Participant with a chronic infectious disease may attend District programs shall be made in accordance with procedures implemented by the District. Participants with chronic infectious disease shall maintain all rights, privileges and service provided by law and the policies and procedures of the District.

The District shall respect the right to privacy of any Participant who has a chronic infectious disease. Subject to applicable law, the Participant's medical condition shall be disclosed only to the extent necessary to avoid a health or safety threat to the Participant and others. The number of personnel aware of the Participant's condition will be kept at the minimum needed to assure proper care of the Participant and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have "direct need to know" will be provided with the appropriate information and will be made aware of confidentiality requirements.

## **5.00 Non-Discrimination Policy**

### **5.01 Statement of Purpose**

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990, and went into effect January 26, 1992. The Americans with Disabilities Act was designed to avoid unreasonable discrimination in the provision of public services and benefits against persons with disabilities.

The Act is divided into five major areas, including employment, government services (Title II), public transportation, business and telephone service.

### **5.02 Administration of the Policy**

The District services, programs, and activities are subject to all applicable laws regarding non-discrimination including the Americans with Disabilities Act (ADA).

The District will make reasonable accommodations to facilitate an individual's participation in programs and activities.

The District requests that when an individual requires special accommodation to participate in a program or service provided by the District, the individual is urged to call the Park District prior to the activity. Any necessary accommodation can then be discussed with a staff member.

Any other requests or comments regarding the Americans with Disabilities Act, in relationship to the District, can be referred to the Park District Manager located at the Administrative office on Hutchins Rd.

### **5.03 Accessibility Study and Compliance**

The District will periodically perform a self-evaluation of its accessibility for programs, services and facilities. The evaluation will be performed at a maximum every five years or when a District Master Plan is adopted, whichever comes first. Evaluations may also be performed upon request from local or federal governments, the District's Safety Committee and the District's liability insurance company. The evaluation may include staff and community involvement, an ADA Compliance Officer named by the District, a review of job descriptions and an implementation plan.

## **6.00 Sexual Harassment Prohibition Policy**

### **6.01 Statement of Purpose**

The Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including sexual harassment. Therefore, the Park District expects that all relationships among persons in the workplace, including relationships with members of the public, will be business-like and free of bias, prejudice and harassment.

### **6.02 Administration of the Policy**

The Park District will not tolerate sexual harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, sexual identity or orientation, civil union partnership, or any other form of sex discrimination or harassment will not be tolerated.

Any employee who engages in practices or conduct constituting sexual harassment shall be subject to disciplinary action, up to and including discharge. Any Park District official (including an elected or appointed official) who engages in practices or conduct constituting sexual harassment shall be subject to appropriate remedial action, up to and including removal from office.

**Please see Appendix D for complete policy.**

## **7.00 Smoke/Tobacco Free Environment**

**Grandwood Park Park District**  
**Board Policy Manual**

**7.01 Statement of Purpose**

The District realizes that the issue of smoking and/or tobacco use within the workplace and public facilities has been of growing national concern. The District believes smoking/tobacco use in the proximity of youth and adults engaging in or watching recreational activities whether indoors or outside on District owned or operated facilities is detrimental to their health and can be offensive to those at such locations.

Therefore, In the best interest of employees, program participants, guests and visitors of the District, and to create a healthy environment in which to work and recreate, smoking and/or tobacco use of any kind will not be allowed on any District property or any District vehicle.

The District also reserves the right to enact more restrictive ordinances when in accordance with local, state, or federal law.

**7.02 Administration of the Policy**

The Smoke Free Illinois law, effective January 1, 2008, also prohibits smoking within 15 feet of any park district facility entrance.



## **8.00 Environmental Policy**

### **8.01 Statement of Purpose**

It is the intent of the District to encourage its residents, employees, and members of the Board to set a high standard of leadership and competency in the promotion of sound environmental practices and lifestyles. The District feels it has an obligation to set an example and assume a leadership role in development and use of procedures, practices, and environmental applications that promote a healthy environment.

### **8.02 Administration of the Policy**

The District will achieve their environmental goals through the following practices:

- A. Purchase and use of environmentally safe and sensitive products:
- B. Purchase products for use in facility and park operations which minimize negative environmental impacts, taking into consideration the effects of product production, use, storage and disposal.
- C. Wise use and protection of air, water, soil, and wildlife:
- D. Actively seek and implement ways to conserve and protect water and soil, enhance air quality, limit the production and release of damaging pollutants, and protect wildlife.
- E. Wise use of energy resources:
- F. Actively seek and implement ways to conserve energy resources and investigate methods of applying energy technologies.
- G. Reduction and handling of waste:
- H. Reduce waste production, reuse, and recycle materials from facility and park operations, and handle hazardous and all other wastes according to lawful and safe procedures.
- I. Open space planning and preservation:
- J. Protect and restore indigenous natural communities such as grasslands, woodlands, and wetlands and promote the reclamation, acquisition, preservation and management of other open space areas, including green ways and trails.
- L. Environmental education and interpretation:
- M. Provide education and interpretation opportunities for staff and the public which increase appreciation for the natural world and promote environmentally conscious lifestyles, emphasizing selective consumption and low-impact resource use.

## **9.00 Comprehensive Revenue Policy**

### **9.01 Statement of Purpose**

The District understands the need to establish fees and charges for certain recreation programs and services. The charging of fees is intended to promote a greater interest and appreciation by participants as they share a portion of the cost of programs and receive a well-structured, disciplined program.

### **9.02 Administration of the Policy**

The district acknowledges that the majority of recreation services should be self-sustaining and preferably contribute to the indirect costs of the program. The district also acknowledges that the contribution towards indirect costs may affect the affordability of fees charged for a program and may not always be applicable. In addition, activities and programs that serve a large majority of taxpayers (i.e. special and holiday events), may be offered free to the public as long as funds remain available.

### **9.03 Resident/Non-Resident Fees**

The District understands that area residents provide tax revenue assistance towards the entire operational costs of the park district and is invaluable to the provision of quality parks and recreation programming. Therefore, citizens not providing tax revenue to the district may be charged higher fees for programs and/or facilities. These non-resident fees will typically be set higher than the resident fee but may change to provide necessary economic support towards all program fee classifications. Some exceptions to the higher fee are trips, senior programming, select special events, and some programs taught at a commercial/private facility. When a program is conducted at a school district facility and the non-resident resides in that school district, the resident rate will apply.

Residency shall be determined as the home and/or living address. Individuals who own residential property, but do not reside in that house shall receive resident rates by showing a tax bill with his/her name on it.

Business owners within the Grandwood Park Park District are eligible to receive the same program benefits as residents of the district. In order to qualify, a business owner (and immediate family) must register using the business address and provide either a copy of the real estate tax bill if they own the property or the building lease agreement. Additional documentation may be required as proof if the above items do not clarify the ownership.

## **10.00 Abused and Neglected Child Reporting**

### **10.01 Statement of Purpose**

The District will maintain a policy and procedure covering the requirements of the Abused and Neglected Child Care Reporting Act (325 ILCS 5/4, Ch. 23).

### **10.02 Administration of Policy**

As the District serves a number of children in its programs and services, it is mandated to comply with the Abused and Neglected Child Care Reporting Act. The act requires staff that have reasonable cause to believe a child may have been abused or neglected shall immediately report or cause a report to be made to the Department of Children and Family Services. Under no circumstances should any person in charge of any or all part of the District exercise any control, restraint or modification or other change in the report or the forwarding of such report to the Department.

The phone number to report abuse or neglect in Illinois is 1-800- 25-ABUSE, or 1-800-252-2873.

## **11.00 Investment Policy**

### **11.01 Statement of Purpose**

This investment policy (“Policy”) represents the formal effort of the Grandwood Park Park District (“District”) Board of Park Commissioners (“Park Board”) to develop, implement and monitor guidelines for the prudent investment and management of the District’s funds. Investments will be made with discretionary care and prudence under circumstances then prevailing, giving due regard to applicable law, the safety of capital as well as the probable income to be derived. The deposit and investment of all District funds not needed for immediate disbursement will be governed by this policy. In accordance with Illinois law all District funds not needed for immediate disbursement will be deposited within two (2) working days of collection at prevailing rates or better.

### **11.02 Administration of Policy**

The Treasurer is designated as the investment officer of the District. The Treasurer is responsible for investment decisions and activities, in consultation with the Park Board. The Park Board is responsible for monitoring compliance with this Policy and revising and updating the Policy as appropriate. The Treasurer shall immediately report material changes in credit risk or market price to the Park Board so that appropriate action can be taken to control adverse developments. The Treasurer will also advise the Park Board if and when in his judgment revisions in this policy are necessary or desirable.

The Treasurer shall make investments using the “prudent person” standard, which states that investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the possible income to be derived.

The Treasurer, with the advice and assistance of the Director, shall establish written procedures for the operation of the District’s investment program, consistent with this investment policy. Such procedures shall include specific delegation of authority to persons responsible for or assisting with investment transactions and reporting. The Treasurer shall establish a system of controls to regulate and monitor the activities of these persons.

The Treasurer shall be responsible for the obtainment, maintenance and periodic review for compliance with this policy, of all agreements (e.g. depository agreements, wire transfer agreements, safekeeping agreements, custody agreements) necessary or desirable to fulfill the investment responsibilities and requirements of this policy. He will be assisted in this regard by the Director and/or District legal counsel, if and as necessary or appropriate.

The Treasurer shall not be held personally responsible for a specific security’s credit risk or market price changes, provided that the Treasurer has complied with applicable laws and this policy and has exercised diligence and good faith.

Neither the Treasurer, any other financial officer nor person acting in a similar capacity for the District or any park commissioner may:

**Grandwood Park District**  
**Board Policy Manual**

- A. have any interest, directly or indirectly, in any investments in which the District invests its funds; or
- B. have any interest; directly or indirectly, in the sellers, sponsors or managers of those investments; or
- C. receive, in any manner, compensation of any kind from any investments in which the District invests its funds.

The foregoing restrictions shall not preclude a contract of deposit of monies, loans, or other financial services by the District with a local bank or local savings and loan association, regardless of whether the Treasurer, other financial officer or one or more park commissioners is/are interested in the bank or savings and loan association as a director, an officer, employee or holder of less than 7 ½% of the total ownership interest. The interested member or members of the Park Board must publicly state the nature and extent of their interest during deliberations concerning the proposed award of such a contract, but shall not participate in any further deliberations concerning the proposed award. The interested member or members shall not vote on such a proposed award. Any member or members abstaining from participation in deliberating and voting under this provision may nevertheless be considered present for purposes of establishing a quorum. Award of such a contract will require approval by a majority vote of those park commissioners then holding office. Consideration and award of any such contract in which a park commissioner is interested may only be made at a regularly scheduled meeting of the Park Board.

### **11.03 Investment Objectives**

The Park Board recognizes its responsibility as custodians of public funds. Investments shall be based on statutory constraints, prevailing market conditions and the District’s authorized needs. Investment activities will be governed by the following specific objectives:

- A. **Safety of Principal** – Every investment should be made with safety as the primary and overriding concern. Each investment transaction should ensure that loss of capital, whether from credit or market risk, is avoided. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. Diversification is required, as appropriate, so that potential losses on individual securities and/or financial institutions do not exceed the income generated from the remainder of the portfolio.
- B. **Liquidity** – Maturity and marketability aspects of investments should tie in directly with the anticipated cash flow needs of the District.
- C. **Rate of Return** – The highest rate of return on investments should be sought consistent with the safety of principal, the cash flow characteristics of the portfolio and legal restrictions for return on investment.
- D. **Public Trust** – The District’s commissioners and officers should avoid any investment transaction or practice which in appearance or fact might impair public confidence in its stewardship of District funds. This policy is designed to prevent losses of funds due to fraud, employee errors, and misrepresentation by third parties or imprudent action by park district employees.

### **11.04 Designation of Depository/Change in Designated Depository/Notification of Sureties**

**Grandwood Park Park District**  
Board Policy Manual

Designations of depositories shall be made by the Park Board, with the advice of and in consultation with the Treasurer. The Treasurer and each park commissioner will be required to indicate any personal financial interest in any depository proposed for designation. Before receiving any deposit of District funds, the financial institution to be designated must provide the District with copies of the last two (2) sworn statements of resources and liabilities or condition filed with the financial institution's state or federal regulator. While acting as a District depository, a financial institution must continue to furnish the District with such statements within 45 days of the end of each quarter.

Any financial institution selected by the District as a depository shall provide normal banking services, including but not limited to, checking accounts, wire transfers, purchase and sale of U.S. Treasury securities and safekeeping services. The District will not maintain funds in any financial institution that is not a member of the Federal Deposit Insurance Corporation ("FDIC"), Banking Insurance Fund ("BIF") or Savings Association Insurance Fund ("SAIF") system. In addition the District will not maintain funds in any institution not willing or capable of posting required collateral for deposited funds in excess of FDIC, BIF, or SAIF insurable limits.

Fees for banking services will be mutually agreed to by an authorized representative of the depository and the Treasurer on an annual basis. Fees for services shall be substantiated by a monthly account analysis and shall be reimbursed by means of compensating balances.

Funds may not be transferred to a new depository until at least ten (10) days after the new depository is designated and the new depository has provided the District with the statements of resources and liabilities or condition as described above.

The Treasurer will notify its sureties of the change in designated depositories at least five (5) days before the actual transfer of funds.

### **11.05 Authorized Investments**

District investments shall be limited to the following investments so long as they are authorized by applicable State law, and such additional investments as shall hereinafter be authorized by the Park Board consistent with State law:

- A. United States Government guaranteed obligations such as bonds, notes, certificates of indebtedness, treasury bills or other securities which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
- B. United States Government direct obligations such as bonds, notes, debentures, or similar obligations of the United States of America or its agencies. For purposes of this provision, "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 as amended; (b) the federal home loan banks and the federal home loan mortgage corporation; and (c) any other agency created by Act of Congress.
- C. Interest bearing savings accounts, interest bearing certificates of deposit, or interest bearing time deposit accounts, or any other investments constituting direct obligations legally issued by banks, as defined by the Illinois Banking Act. Such investments may be made only in banks which are insured by the BIF (FDIC).

**Grandwood Park Park District**  
Board Policy Manual

- D. Savings and loan securities (such as shares or investment certificates) legally issued by savings banks or savings and loan associations incorporated under the laws of any state or the United States, provided that the shares or investment certificates are insured by SAIF (FDIC).
- E. Interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation or school district. The bonds must be registered in the name of the District or held under a custodial agreement at a bank. The bonds must be rated at the time of purchase within the four (4) highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
- F. Federal National Mortgage Associations (Fannie Mae) short-term discount obligations.
- G. Money market mutual funds (i.e. mutual funds which invest in securities maturing within 90 days of purchase) registered under the Investment Company Act of 1940 provided that the portfolio of any such money market mutual fund consists solely of United States Government-backed securities.
- H. Dividend-bearing share accounts, share certificate accounts or class of share accounts of any credit union chartered under federal or Illinois law, provided that its principal office is located in Illinois. All such accounts must be insured by applicable law.
- I. Funds managed, operated and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of District funds.
- J. Repurchase agreements of government securities as defined in the Government Securities Act of 1986 subject to the provisions of said Act and the regulations issued hereunder. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in Illinois.
- K. Illinois Park District Liquid Asset Fund Plus.
- L. Illinois Public Treasurer's Investment Pool
- M. Short-term obligations, i.e. commercial paper, maturing within 180 days of date of purchase of corporations organized in the United States with assets exceeding Five Hundred Million Dollars (\$500,000,000) provided that: (i) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two (2) standard rating services; and (ii) no more than 33% of the District's funds may be invested in such obligations at any time; and (iii) such purchases do not exceed 10% of the corporation's outstanding obligations.
- N. Deposits not collateralized or insured by an agency of the federal government or other approved share insurer shall not exceed:
  - 1. 75% of the capital stock and surplus of the bank.
  - 2. 75% of the net worth of the savings bank or savings and loan association.
  - 3. 50% of the unimpaired capital and surplus of the credit union.

**Grandwood Park Park District**  
Board Policy Manual

## **11.06 Selection of Investment Instrument**

The selections shall be based on the following procedures:

- A. Determine the needs of the District by evaluating the current portfolio and cash on hand and anticipated future receipts and expenses for the adequacy of meeting future cash needs.
- B. Develop a schedule to satisfy those needs with specific future dates.
- C. Review the various alternatives available to determine the investment with the highest yield that is consistent with applicable law and the needs, schedule of maturity and investment policy of the District considering the institution, amount, maturity date, yield and security.
- D. Select investment alternative meeting all requirements of this policy and applicable law, based on the following:
  - 1. If certificates of deposit or time deposits are to be used, the District will solicit telephone quotes from at least four (4) institutions qualified for designation in accordance with this policy and State law.

-OR-

- 2. Place such investments through a financial institution whenever comparable opportunities arrive, especially when the investment is protected by the institution through the provision of collateral as approved by the District.
- 3. The Illinois Public Treasurers Investment Pool (IPTIP) or the Illinois Park District Liquid Asset Fund Plus (IPDLAF+) may be used.

The selection of investments is dependent upon applicable law and the type of investment authorized by the Park Board. If a new type of investment not presently authorized by the Park Board is requested by the Treasurer, it will be necessary for the Treasurer to discuss the investment with the Park Board before any action is taken. The change in the investment policy will then be brought to the Park Board for approval.

## **11.07 Safekeeping and Collateral**

The Treasurer shall negotiate the security for all investments with the institution in which the District's funds are deposited or from which the investment is being purchased. The Treasurer shall determine the type and amount of collateral required in accordance with these policies and Illinois law.

The Treasurer will review on a monthly basis the ratio of the fair market value of collateral to the amount of the funds secured and shall request additional collateral when the ratio declines below the minimum required level.

The Treasurer may also require an institution to provide collateral which exceeds the minimum collateral requirements of this policy when, in the Treasurer's judgment, such additional collateral is desirable given his review of the financial condition or changes therein of the institution in/with which deposit or investment will be or has been made.



**Grandwood Park Park District**  
Board Policy Manual

Third party safekeeping is required for all collateral. To accomplish this, depending on the type of collateral, the collateral can be held at:

- A. A Federal Reserve Bank or its branch office; or
- B. at another custodial facility – generally in a trust department through book-entry at the Federal Reserve, unless physical securities are involved; or
- C. by an escrow agent of the pledging institution; or
- D. a financial institution on the Illinois State Treasurer’s approved list of safekeeping banks.

Safekeeping must be documented by an approved written agreement in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement. Each designated agent shall issue a safekeeping receipt to the District listing the specific instrument, rate, maturity date and other pertinent information.

All securities pledged as collateral must mature after the maturity date of the investments which they secure. The market value of the pledged securities must be at least 110% of the market value of the amount of funds which exceed the insured limits of the BIF or SAIF of the FDIC on the day of deposit/investment. Acceptable forms of collateral include the following:

- A. U.S. Government Securities
- B. Obligations of Federal Agencies or Instrumentalities
- C. Obligations of the State of Illinois
- D. General obligation bonds of county or municipal corporations of Illinois or any other political subdivision of Illinois which are rated “A” or better by Moody’s or Standard and Poor’s rating services.

**11.08 Application of Investment Income**

The Treasurer may combine money from more than one fund of the District for the purpose of investing such money. When funds are combined for investment purposes, the moneys combined for such purposes shall be accounted for separately in all respects and the earnings from such investment shall be separately and individually computed and recorded and credited to the fund for which the investment was acquired.

**11.09 Reporting Requirements**

The Treasurer shall provide a written report to the Park Board monthly at its regular meeting detailing outstanding investments by type, issuer, interest rate, maturity and cost by fund, earnings for the current period and year to date, and type, amount, and location of collateral. The report will also address overall portfolio performance, any compliance problems or deviations from this Investment Policy, and any material variations from cash flow projections affecting portfolio performance and the reasons therefore.

The Treasurer shall also provide a written annual report on the District’s investment program and activity within thirty (30) days following the close of the District’s fiscal year. The report will include a review of the year’s

**Grandwood Park Park District**  
**Board Policy Manual**

overall investment performance as well as a projection of what may be anticipated in the future. The Treasurer will provide all such information and related assistance to the Director for the purposes of preparation of the District's annual budget and appropriation ordinance and any working budget of the District.

This policy shall be reviewed by the staff and the Board at least every two (2) years to ensure its consistency with respect to the objectives of safety, liquidity, yield and its relevance to current laws and financial trends.

This policy shall be made available to the public at the Park District's office.

**Grandwood Park Park District**  
Board Policy Manual

## **12.00 Capital Asset Policy**

Assets that have a value of \$10,000 or more and have a useful life of five years or more should be capitalized in the year they are acquired. Improvements made to existing assets that increase the value of the assets should also be capitalized. Normal repairs that merely maintain the asset in its present condition should be recorded as expenditure and should not be capitalized. These assets are categorized as various classes such as Land, Buildings, Improvements other than buildings, and Equipment.

### **12.01 Valuation**

All assets reported as capital assets should be recorded at their historical cost. Cost, for this purpose, includes not only the purchase price or cost of construction, but also any other charges incurred “to place the asset in its intended location and condition for use.”

### **12.02 Capital Asset Classes**

Capital assets are classified into four major groups including land, buildings, improvements other than buildings, and machinery and equipment.

The “land” account includes all land purchased or otherwise acquired by the Park District. The land account should include not only the cost of land itself, but also the cost of preparing land for its intended use. Intent, for this purpose, should be judged as of the date of acquisition.

The “buildings” account includes the value of all buildings at purchase price or construction cost. The cost should include all charges applicable to the building, including brokers’ or architect’s fees and interest on borrowed money during construction.

The “improvements other than buildings” account is used for permanent (i.e., non-detachable) improvements that add value to land (e.g., fences, retaining walls). This account also is used for leasehold improvements (i.e., permanent improvements the Park District makes to property it is leasing under an agreement classified as an operating lease).

The “machinery and equipment” account consists of property that does not lose its identity when removed from its location and is not changed materially or expended in use. This property should be recorded at cost, including freight, installation and other charges incurred to place the asset in use.

Donated assets should be recorded at their estimated fair market value at the date of donation. This rule applies only to donations made from outside the financial reporting entity.

### **12.03 Useful Life**

The following is a listing of the different classes of assets and their standard useful lives.

<u><i>Class</i></u>	<u><i>Years</i></u>
GPPD BOARD POLICY MANUAL	JUNE 13, 2023
	PAGE 51 OF 71

**Grandwood Park Park District**  
Board Policy Manual

Land	no limit
Buildings	50
Improvements other than buildings	20
Machinery & Equipment	5

### **12.04 Procedure for Additions & Disposals of Assets**

The Accountant is responsible for keeping the capital asset records up to date.

A. Additions

Additions to the capital asset account group will be made on an annual basis. All assets recorded during the current fiscal year are defined as current year additions. These should include purchases of new as well as used assets, all donated assets and assets acquired through capitalized leases.

B. Disposals

All items sold, traded-in, scrapped, abandoned or in any way removed from service during the current fiscal reporting period are classified as disposals. If there are assets on the list that are no longer in service, they should be retired.

### **12.05 Depreciation**

Depreciation is used to reflect the economic loss in the value of an asset. Generally Accepted Accounting Principles (GAAP) requires that the method used to allocate the cost of a capital asset over its estimated useful life be as equitable as possible to the periods during which services are obtained from the use of the asset. In most cases, the straight line method of depreciation will be used for all assets.

## **13.00 Recreation Planning, Development and Evaluation Policy**

### **13.01 Statement of Purpose**

The Grandwood Park Park District will seek input from the community and participants in the planning, development and evaluation of recreation programs and services.

Utilization of the community newsletter, comment cards at community events, and the website will be used to reach out to the community for input.

### **13.02 Program Evaluations**

Evaluations or surveys will be administered to evaluate programs. All comments, suggestions, and ideas will be tabulated and given to the Board of Commissioners. Changes, suggestions or additions to programs may be determined from these evaluations.

## **14.00 Community/Affiliate Group/Intergovernmental Agreement Policy**

### **14.01 Statement of Purpose**

The Grandwood Park Park District (hereafter “Park District”) recognizes that certain organizations exist within the community whose purposes are to serve and enhance recreational opportunities for a specific purpose and group. These organizations are separate and independent from the Park District and provide for their own leadership, organizational and operational structure. Although the stated missions of the organizations may differ, public investment in public recreational facilities and programs creates a mutually beneficial environment in which to provide quality recreation for all the individuals served by the parties, as well as the general public.

The Park District recognizes that at times it is in the best interest of the community that the Park District work with outside organizations in coordinating, integrating and consolidating the planning and provision of recreational facilities and programs when basic functions are compatible and a public benefit may be derived. Through working relationships with outside organizations and joint efforts, each party can contribute to greater public service without relinquishing their separate identities or any of their individual responsibilities.

It is also in the best interest of the Grandwood Park community to cooperate in the usage of the parks and facilities operated by the Grandwood Park Park District or other Governmental Agencies. Pursuant to the provisions of Article VII, Section 10, of the Constitution of the State of Illinois of 1970, and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., the Grandwood Park Park District has the authority to associate and cooperate with governmental agencies within the community. When this occurs, an Intergovernmental Agreement between the two agencies will be drafted and approved by both governing boards.

### **14.02 Administration of the Policy**

To this end, the Park District is willing to establish a working relationship and cooperative agreement with Governmental Agencies, Community Groups, Affiliates and Sponsored Groups using the following means:

- Intergovernmental Agreements
- Cooperative Agreements with parent-run youth programs
- Program Sponsorship
- Affiliate Group Agreements

## **15.00 Municipal Bond Rating Policy**

It is the policy of the Board of Commissioners of Grandwood Park Park District to collaborate with its financial advisors to determine the need of obtaining a municipal bond rating. This determination will be made singularly as the need for bonds arises and will be made on an issue-by-issue basis. Consideration will be given to the amount of the bond, length of the bond, local financial institutions' willingness to purchase the bond un-rated at competitive rates, or any other material factors that would allow the Park Board to make the best fiscal determination on behalf of the public trust.

**Grandwood Park Park District**  
Board Policy Manual

**16.00 Bill Payment Policy**

It is the policy of the Grandwood Park Park District Board of Commissioners and staff to pay all of its bills in a timely manner according to the State of Illinois State Statutes. Park District staff will use all payment plans that would enable them to receive discounts or bonuses for prepayment of bills according to specific vendor guidelines, resulting in savings for the agency. The appropriate department head will review and send all bills to the Park District Manager for final approval. Bills will be processed monthly and paid within thirty (30) days of receipt unless held for nonperformance of services, contract, or any dispute over legitimacy of charges being billed.



## **17.00 Identity Protection Policy**

### **17.01 Statement of Purpose**

This policy is enacted in compliance with the Illinois Identity Protection Act, 5 ILCS 179/1 et seq. (the “Act”), which requires all local government agencies to draft and approve an identity-protection policy.

### **17.02 Administration of the Policy**

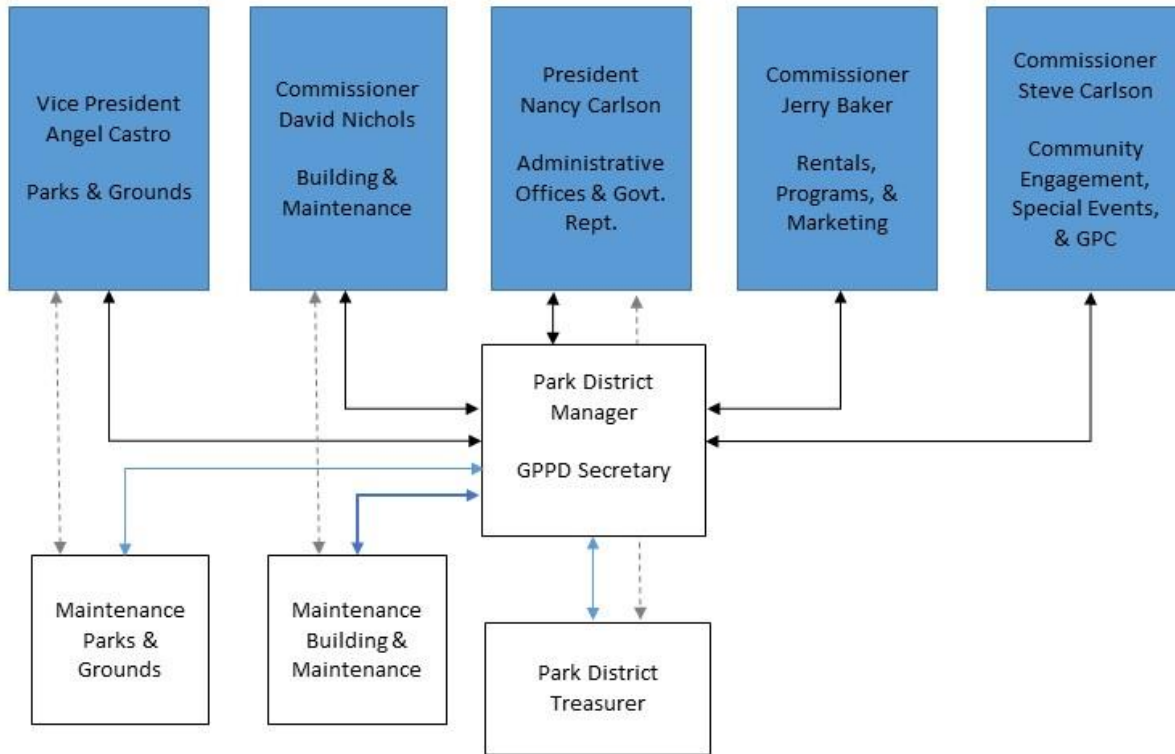
In conformance with the provisions of said Act:

1. All employees who have access to social security numbers in the course of performing their duties shall be required to attend training on the protection of confidentiality of social security numbers. The training will include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers may access such information or documents.
3. Any request for social security numbers from individuals shall be done in a manner that allows the social security number to be easily redacted if a document is required to be released as part of a public records request.
4. Any request for social security numbers from individuals shall include a statement of the purpose or purposes for which the social security number is being collected and used.
5. A written copy of this policy shall be filed with and maintained on file by the Board of Commissioners of the Grandwood Park Park District.
6. This policy shall be made available to any member of the public upon request.
7. Any amendment to this policy after its initial adoption shall be filed with the Board of Commissioners of the Grandwood Park Park District and a copy of the amended policy shall be made available to Grandwood Park Park District employees.

Violation of the provisions of this policy by employees of the Grandwood Park Park District shall be grounds for discipline up to and including dismissal.



## ORGANIZATIONAL CHART GRANDWOOD PARK PARK DISTRICT

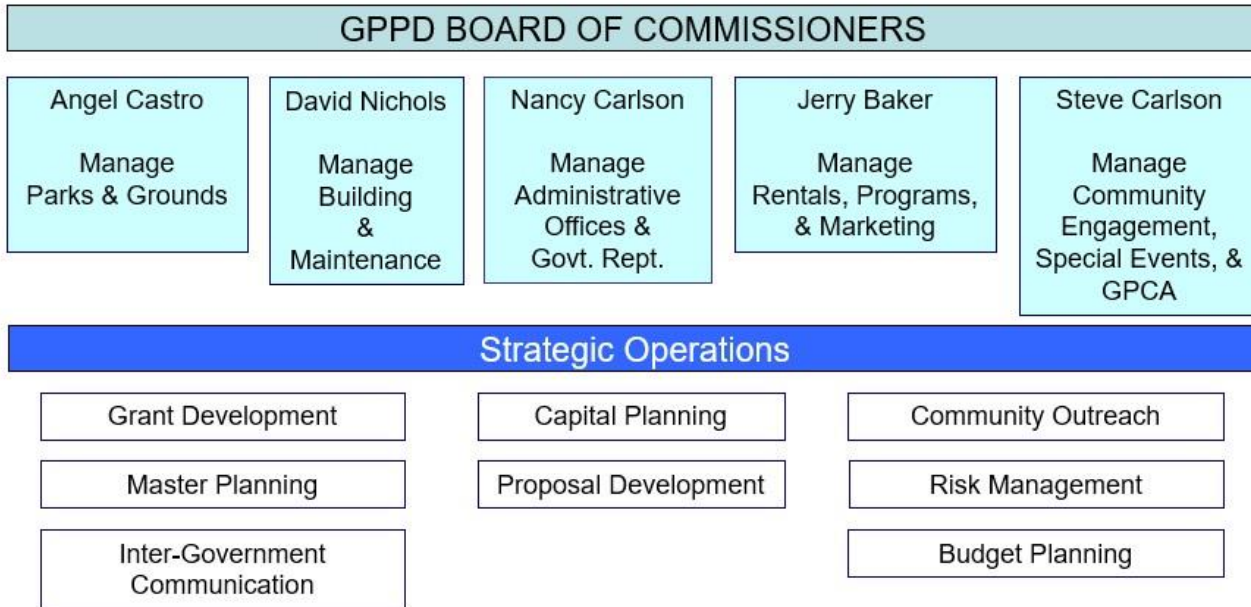


**Key**

- Solid Black Line = Commissioner interaction with GPPD Management
- Dotted Grey Line = Commissioner oversight Responsibility
- Solid Blue Line = GPPD Manager Responsibilities
- Dotted Blue Line = GPPD Manager Day-to-Day support

4/5/2023

# Strategic Operations



## Expectation/Definitions

In addition to the responsibilities outlined by the IAPD, all Commissioners will be expected to meet these expectations.

**Management Assignments:** All commissioners will oversee their assigned area of responsibility. They will work with Park District Manager on issue/problem resolution, developing monthly reports to the board, tracking to annual approved budgets and reporting overages, escalate issues and concerns to the board as required, and on any issues from government entities or residents related to the areas of responsibility.

They will have responsibility of strategic activities related to their assignment, including: researching grant opportunities, interacting with county or government entities to develop long range plans for their area of responsibility; identifying capital improvements and projects, developing recommended financial plans during budget planning process, as well as contributions to the master plans.

**Oversite of Contracts/Contractors:** Responsibility for oversight and direction of contract or contractor. Work with Park District Manager to ensure contractor meets all agreed upon responsibilities within expected timelines. Ensure any issues or related activities are identified, documented, and reported to the Park District Manager.

**Grandwood Park Park District**  
Board Policy Manual

Grandwood Park Park District

ORDINANCE NO. 16-1214002  
AN ORDINANCE ESTABLISHING A TRAVEL REIMBURSEMENT POLICY  
IN ACCORDANCE WITH  
THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT  
(PUBLIC ACT 099-0604)

**WHEREAS** the Grandwood Park Park District is a non-home rule unit of local government; and

**WHEREAS**, Public Act 099-0604 established the Local Government Travel Expense Control Act, which requires all non-home rule units of local government to adopt by resolution or ordinance a policy governing reimbursement of all travel, meal, and lodging expenses of officers and employees; and

**WHEREAS**, the Board of Commissioners finds it to be in the best it interest of the Grandwood Park Park District to adopt such a policy;

**NOW, THEREFORE BE IT ORDAINED**, by the Board of Commissioners of the Grandwood Park Park District that:

**Section 1.** The Board of Commissioners establishes the following policy governing reimbursement of all travel, meal, and lodging expenses:

**Policy Governing Reimbursement  
of Employee and Officer Travel, Meal, and Lodging Expenses**

**A. Purpose.**

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

**B. Definitions.**

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Grandwood Park Park District or by wards or charges of the Grandwood Park Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

**C. Authorized Types of Official Business.**

Travel, meal and lodging expenses shall be reimbursed for employees and officers of Grandwood Park Park District only for purposes of official business conducted on behalf of the Grandwood Park Park

**Grandwood Park District**  
**Board Policy Manual**

District, which includes but is not limited to off-site or out-of-town meetings related to official business and pre-approved seminars, conferences and other educational events related to the employee's or officer's official duties.

**D. Maximum Allowable Expenses.**

**Maximum Expenses Without Board/Council Approval** – Travel, meal, and lodging expenses incurred by any Commissioner or Employee in excess of \$3,000 must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

**Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least thirty (30) days in advance to avoid premium airfare pricing. Only coach or economy tickets will be paid or reimbursed. The traveler will pay for the difference between higher priced tickets and coach or economy tickets with his or her personal funds.

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

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

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

**Other Transportation** – The traveler should utilize hotel shuttle service or other shuttle services, if available. If none are offered, the use of the most economic transportation is encouraged.

**Hotel/Motel Accommodations** – The traveler will be reimbursed for a standard single room at locations convenient to the business activity. In the event of a change in plans or a cancellation, the traveler must cancel the hotel/motel reservation so as not to incur cancellation charges. Cancellation charges will not be reimbursed by the District unless approved by a vote of the Board of Commissioners.

**Grandwood Park Park District**  
Board Policy Manual

**Meals** Meal reimbursement is limited to the current U.S. General Services Administration (GSA) regulations in place at the time the expense is occurred.

Prior approval by the Board of Commissioners and submission of original receipts are required for per diem allowances. Meals provided by the conference or seminar should be deducted from the per diem allowance. Partial reimbursement may be made for departure and return days based on time. Meals during in-state travel that are not an overnight stay will be reimbursed for actual cost not to exceed the GSA regulations.

**Vacation in Conjunction with Business Travel** – In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, lodging and/or any other expenses must be clearly identified on the Travel, Meal, and Lodging Expense Report form and paid by the traveler.

**Accompanied Travel** – When a traveler is accompanied by others not on official business, any lodging, transportation, meals or other expenses above those incurred for the authorized traveler will not be reimbursed by the Grandwood Park Park District.

**Parking** – Parking fees at a hotel/motel will be reimbursed only with a receipt.

**E. Approval of Expenses.**

Travel, meal, and lodging expenses incurred by any employee in excess of \$3,000 must be previously approved in an open meeting by a majority roll-call vote of the Board of Commissioners.

Travel, meal, and lodging expenses incurred by any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

Travel, meals, and lodging expenses advanced as a per diem to any employee or any member of the Board of Commissioners must be approved by roll call vote at an open meeting of the Board of Commissioners prior to payment. Documentation of expenses must be provided in accordance with Sections C, D and F of this policy, and any excess from the per diem must be repaid.

**F. Documentation of Expenses.**

Before an expense for travel, meals, or lodging may be approved under Section E of this Policy, the following minimum documentation must first be submitted, in writing, to the Board of Commissioners on a Travel, Meal, and Lodging Expense form:

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

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

**Grandwood Park Park District**  
**Board Policy Manual**

The Grandwood Park Park District hereby adopts as its official standardized form for the submission of travel, meal, and lodging expenses the Travel, Meal, and Lodging Expense Report form attached hereto and incorporated herein as Exhibit A.

**G. Entertainment Expenses.**

No employee or officer shall be reimbursed for any entertainment expense, unless ancillary to the purpose of the program, event or other official business.

**Section 2.** The above “Whereas” recitals are incorporated into and made part of this Ordinance.

**Section 3.** All ordinances, resolutions, and regulations in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**Section 4.** This Ordinance is effective beginning January 1, 2017.

**GRANDWOOD PARK PARK DISTRICT**  
**CONFERENCE OR MEETING EXPENSE FORM**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

Meeting or Conference Attended: \_\_\_\_\_

**Grandwood Park Park District**  
Board Policy Manual

Location: \_\_\_\_\_ Dates of Conference or Meeting \_\_\_\_\_

This form is due to the business office within ten (10) working days of the conference conclusion.

RECEIPTS MUST BE ATTACHED FOR ANY ITEMS REQUESTING REIMBURSEMENT

Date	Travel*	Lodging	Breakfast	Lunch	Dinner	Misc.**	Total
Expense Totals							

\*Auto mileage at IRS rate or coach Airfare. Air transportation to be Arranged by Administration.  
\*\*Attach explanation

Total Expended \$ \_\_\_\_\_  
Less Amount Advanced (if any) - \$ \_\_\_\_\_

Meals: Breakfast \$10, Lunch \$15, Dinner \$35 maximum

-or  
Amount due Park District \$ \_\_\_\_\_

Submitted by \_\_\_\_\_

Approved by \_\_\_\_\_

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

Charge to Account # \_\_\_\_\_

Rev.9/02 P:\General Forms\expense form (new).doc

Appendix D: Sexual Harassment Prohibition Policy

## Sexual Harassment Prohibition Policy

### A. Introduction



**Grandwood Park Park District**  
Board Policy Manual

*The Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including sexual harassment. It is the responsibility of each and every employee, officer, official, park commissioner, agent Therefore, the Park District expects that all relationships among persons in the workplace, including relationships with members of the public, will be business-like and free of bias, prejudice and harassment., volunteer, and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from sexual harassment. The Park District will not tolerate sexual harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, sexual identity or orientation, civil union partnership, or any other form of sex discrimination or harassment will not be tolerated.*

*This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, civil union partnership, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment on the basis of race, religion, age, national origin, sex, sexual identity or orientation, civil union partnership, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against sexual harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.*

**B. Definition of Sexual Harassment**

**Sexual harassment** means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. For purposes of this definition, the phrase "working environment" is not limited to a physical location where an employee is assigned to perform his or her duties and does not require an employment relationship.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail, text messages or other workplace communications); and other physical, verbal or visual conduct of a sexual nature.

**Grandwood Park Park District**  
**Board Policy Manual**

Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related and/or Park District sponsored social events.

*Any employee who engages in practices or conduct constituting sexual harassment shall be subject to disciplinary action, up to and including discharge. Any Park District official (including an elected or appointed official) who engages in practices or conduct constituting sexual harassment shall be subject to appropriate remedial action, up to and including removal from office.*

**C. Retaliation Is Prohibited**

*The Park District prohibits retaliation against any individual who reports sexual harassment, participates in an investigation of such reports, or files a charge of sexual harassment. Retaliation against an individual for reporting sexual harassment, for participating in an investigation of a claim of sexual harassment, or for filing a charge of sexual harassment is a serious violation of this policy and, like sexual harassment itself, will result in disciplinary action, up to and including termination or removal from office against the retaliator.*

*Should you be subjected to retaliation for reporting sexual harassment, participating in the investigation of any such report, or for filing a charge of sexual harassment with the Illinois Department of Human Rights or any other federal, state, or local governmental agency with jurisdiction over such a charge, you have the right to file a charge with the Illinois Department of Human Rights at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, (312) 814-6200, or filing a civil action against the retaliator under the Illinois Whistleblower Act. You also may have recourse under the State Officials and Employees Ethics Act.*

**D. Reporting Procedure**

*The Park District strongly urges the reporting of all incidents of sexual harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be essential to the resolution of actual or perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.*

*The availability of this reporting procedure does not preclude individuals who believe they are being subjected to sexual harassment from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.*

*If you experience or witness sexual harassment, you should deal with the incident(s) as directly and firmly as possible by reporting the incident(s) to your immediate supervisor, your department head, and/or the Park District Manager. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the*

**Grandwood Park Park District**  
**Board Policy Manual**

*harassment be directed at you to make a complaint. Following are steps you can take in the reporting process:*

- **Direct Communication with the Offender:** If you experience or witness sexual harassment, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head or the Park District Manager. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to the Park District Manager. If the Park District Manager is the source of the problem, condones the problem, or ignores the problem, you should contact the President of the Board of Park Commissioners.
- **Report to Manager/President of the Board of Park Commissioners:** An employee may also report incidents of harassment or discrimination directly to the Park District Manager. The Park District Manager or her designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Park District Manager, or if the Park District Manager condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Park Commissioners. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.
- **You have the right at any time to contact the Illinois Department of Human Rights (IDHR)** at the address and/or telephone number listed above, about filing a formal complaint. Thereafter, depending upon the results of the IDHR's investigation and the time required to complete the investigation, the IDHR may file a complaint with the Illinois Human Rights Commission (HRC), located at 100 W. Randolph St., Ste. 5-100, (312) 814-6269, or you may have the right to file a complaint on your own behalf either in circuit court or directly with the HRC.

**E. Complaints Against Non-Employees and Third Parties**

*If you make a complaint alleging sexual harassment against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Park District Manager will investigate the incident(s) and determine the appropriate action, if any. The Park District will make reasonable efforts to protect you from further contact with such persons.*

**F. Responsibility of Supervisors and Witnesses**

**Grandwood Park Park District**  
Board Policy Manual

*Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Park District Manager, who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.*

**G. The Investigation**

*Any reported allegations of sexual harassment will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Park District serves notice that third parties, including attorneys for the Park District, may be used to investigate claims of sexual harassment.*

**H. False and Frivolous Complaints**

*Given the seriousness of the consequences for the accused, a false and frivolous charge of harassment is a major offense that can itself result in disciplinary action, up to and including discharge or, in the case of an officer, suspension or removal from an elected or appointed position. False and frivolous complaints are those accusations with respect to which the accuser is using a harassment complaint to accomplish an end other than stopping the harassment. The term does not refer to charges made in good faith that cannot be proved.*

**I. Responsive Action**

*Subject to legal guidelines, the Park District will make the initial determination as to whether sexual harassment has occurred based on a review of the facts and circumstances of each situation. Misconduct constituting sexual harassment or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment or demotion, temporary suspension without pay, termination, or, in the case of an officer, removal from an elected or appointed position, as the Park District believes appropriate under the circumstances.*

Adopted by Board of Commissioners December 13, 2017

**Revision / Approval Log**

<b>Section/Paragraph/ Item #</b>	<b>Description of Change</b>	<b>Date Approved</b>
GPPD BOARD POLICY MANUAL		JUNE 13, 2023 PAGE 68 OF 71

**Grandwood Park District  
Board Policy Manual**

	Original Board Policy Manual	9/12/2012
2.10	Added: Section 2.10 Purchasing Policy	11/13/2013
Appendix A & B	Added Commissioner Miller and changed titles for Commissioner Courser to Vice President	11/13/2013
1.03 Paragraph C	Added: 2 <sup>nd</sup> paragraph	
1.04 Paragraph K	Added: K. Use of Electronic Devices by Park Board Members	
Appendix A & B	Updated Organizational Chart, Strategic Operations Chart, and Board Structure, Responsibilities and Assignments	8/11/2016
1.03 Paragraph F	Added: Secretary tracks absences of commissioners	9/4/2016
Paragraph I Item #2	Added: Travel Reimbursement Policy	
Paragraph I Item #5	Remove item #5 – allowing commissioners free entrance to programs events, and free rentals of community center	
Paragraph I Item #6	Added: all park district property must be kept on park district premises at all times	
1.04	Changed Executive, Executive Director and Administrator to Park District Manager	12/14/2016
1.03 Paragraph B	Changed Term of office for commissioners from six years to four years	2/8/2017
1.05 Paragraph E	Changed Executive Director to Park District Manager	
1.07 1 <sup>st</sup> paragraph	Added: Assistant Treasurer and Assistant Secretary	

**Revision / Approval Log – page 2**

<b>Section/Paragraph/ Item #</b>	<b>Description of Change</b>	<b>Date Approved</b>
6.00 – 6.02	Added: Sexual Harassment Prohibition Policy	12/13/2017
1.09 Paragraph K	Added the updated Public Comment Policy information to Citizen Participation	1/10/2018

**Grandwood Park Park District**  
Board Policy Manual

Appendix B	Updated Strategic Operations Chart to reflect changes in organization	5/9/2018
Appendix A	Updated Organizational Chart – added E.A.T.	11/14/2018
Appendix B	Updated Strategic Operations Chart – added E.A.T.	11/14/2018
Appendix A	Updated Organizational Chart – corrected lines	1-21-2019
Appendix B	Updated Organizational Chart - corrected lines	1-21-2019
Appendix A & B	Removed Chris Gano & Bill Reil from charts	5-13-2019
Appendix A	Updated Organizational Chart – removed names of staff and added Lance Moffett to Buildings and added Cherie Pressley to Marketing	9-9-2020
Appendix B	Updated On-Going Operations Chart – removed names of staff and added Lance Moffett to Buildings and added Cherie Pressley to Marketing	9-9-2020
Appendix A & B	Updated Organizational Chart and On-going Operations Chart to remove Cherie Pressley and Lance Moffett, and add Angel Castro, Jerry Baker, and David Nichols	5-20-2021
2.10 Section A – item #1b and item #3	Change to allow Park District Manager to schedule repairs that are required to continue normal operations or constitute a safety issue. Clarification of quotes needed.	7-14-2021
Appendix A & B	Updated Organizational Chart and On-going Operations Chart to reflect Angel Castro as Vice President	10-13-2021
Appendix A & B	Updated Organizational, and On-going Operations and Strategic Operations Charts to reflect changes in areas of responsibilities. Changed Buildings & Maintenance from Vice President Castro to Commissioner Nichols.	2-9-2022
1.05 I #1	Changed the number of hours a commissioner must notify the secretary that they would like remote attendance at a meeting from 24 to 48.	10-12-2022

**Revision / Approval Log – page 3**

<b>Section/Paragraph/ Item #</b>	<b>Description of Change</b>	<b>Date Approved</b>
1.05 K #6	Change first sentence to state the Board is not to respond to public comments during meeting. Add the Board is prohibited to consider any item not directly related to Board business.	10-12-2022

**Grandwood Park Park District**  
**Board Policy Manual**

2.10 A & B	Changed bid threshold from \$25,000 to \$30,000	10-12-2022