Administrative Policy Manual

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Mission Statement:

We are dedicated to enhancing the quality of life through exceptional parks, facilities, and community-driven programming.

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1.1 HISTORY

Dundee Township Park District

The Dundee Township Park District is a separate government agency established to provide parks, facilities and recreation programs for Park District residents. The Park District has powers of taxation and is governed by a five member elected Board of Commissioners. The Park Board establishes the goals and policies of the Park District.

Service Area

- Population: 64,000
- Agency Boundaries: 36 Square Miles
- Villages Served: Carpentersville, East Dundee, West Dundee, Sleepy Hollow, and portions of Algonquin, Barrington Hills, Elgin, and Gilberts

Park District Statistics
42 Park sites covering over 728 acres

Facilities
2 Outdoor swimming pools, Dolphin Cove Family Aquatic Center and Sleepy Hollow Pool
1 Indoor pool located at Rakow Center
Rakow Center, 82,500 square feet, including:

- Fitness Center
- 3 Racquetball courts
- Indoor pool, 8 lane, 25 meter
- Business Services Offices
- Boys and Girls Club of Dundee Township - Teen Center
- Fieldhouse with 2 basketball courts and indoor track
- Recreation staff offices
- Various classrooms
- Adult Activity Center with stage (Senior Center)

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Randall Oaks Recreation Center, 53,000 square feet, including:

- Fitness Center
- Gym with 2 full size IHSA basketball courts
- 3 lane elevated track
- 2 classrooms
- Group exercise studio
- Branch location of the Fox River Valley Public Library District
- Kid Zone (baby-sitting)
- Conference Room

4 Preschool buildings
2 18-hole golf courses, 12,000 square foot clubhouse
1 Petting zoo and park
Various outdoor tennis courts, ball diamonds, and soccer fields

Dundee Township Park District – A Brief History

The Dundee Township Park District was established in 1952 to serve the recreational needs of the community. The Park District was established on a Township wide basis and serves the communities of Carpentersville, East Dundee, West Dundee and Sleepy Hollow in their entirety. The Park District also serves residents that reside in the Dundee Township portion of Algonquin, Barrington Hills, Gilberts and Elgin.

The formation of the Park District was the result of a successful referendum campaign that was motivated by the need to have a permanent administrative body to oversee the operation of Edmund H. Haeger Memorial Pool which was located in Lion's Park.

The referendum to approve the creation of the Park District passed by a vote of 248 to 107 on November 22, 1952. The first Park District meeting was held on June 16, 1953 at Fireman's Hall in East Dundee. Haeger Pool opened on June 12, 1955.

In the early years the Park District used village and school district facilities. One of the first buildings that the District operated was the Besinger Community Center, which was opened on December 26, 1959. This facility housed the Park District's Senior Center until the Senior Center moved to its new location in 2003.

In 1962, voters approved a bond issue of $225,000 to build Thresher Pool. They passed the bond issue by a vote of 1,396 to 563. L. W. Besinger donated the land for the pool and the pool opened on July 2, 1963.

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In December 1963, the Park District announced plans to construct a golf course and open a park site on Randall Road. The park opened in 1964 and was dedicated as Randall Oaks Park. The park facilities included the petting zoo, which is still a thriving operation more than 50 years after its opening.

The Randall Oaks Golf Course opened in September of 1965. The course was completed with 18 holes available for play in June of 1966.

Today Randall Oaks Golf Course is 201 acres that includes premier teaching facilities, a handicap accessible 5-hole short course, the three hole Acorn Course and a six-hole Footgolf Course. It is one of the top public golf courses in the region.

In 1971, the Park District purchased Library Hall, a historic building that was constructed in 1895. This became the administrative offices of the District and remains so to this day.

In the late 1970's the Park District received grant funds to purchase an additional 130 acres to add on to the existing 27-acre Randall Oaks Park. In 1982, a community building was constructed and dedicated to Al Price, whose family owned and operated the farm prior to the Park District's purchase. Mr. Price had assisted the Park District in the operation of the park.

Today the Al Price Building is used in conjunction with the Randall Oaks Zoo and provides nature and zoo-related classes for early childhood participants.

During the mid-seventies, the Park District purchased two air structures, which were used to enclose Haeger Pool and some tennis courts at Randall Oaks Golf Course. These structures existed until the early 1980's.

In 1972, the Park District purchased the Sleepy Hollow pool for the cost of $120,000. This pool had been operated by private interests. In 1986, the pool was renovated to include a new filtration system and a zero-depth entry area. In 2004, extensive renovation to the plumbing system occurred and beginning in the fall of 2006 a new filter system was installed.

In 1986, the Park District began the process of considering the construction of a Recreation Center. A survey of residents was done with the assistance of the University of Illinois. Construction on a 50,000 square foot Recreation Center began in July of 1988. The pool for

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the Recreation Center was completed in early July of 1989, and the building was opened to the public in September of that same year.

The Recreation Center was renamed “Rakow Center” in 2011. It is located on Rt. 68 just north of Rt. 25 in Carpentersville, and consists of the following:

* Indoor swimming pool with a diving well.

* Full gymnasium with a running track.

* 3 racquetball courts.

* Fitness Center, with locker room areas.

* Dance studio, programming rooms and office areas.

* In 2002, a 20,000 square foot Senior Center (AAC) was added to the facility.

The Recreation Center now “Rakow Center” was very well received by the public and in 1992, an addition was made to the Fitness Center and the pool was enclosed thus making it operational on a year-round basis.

Also in 1992, a new clubhouse was completed at the Randall Oaks Golf Course. This Clubhouse contains a pro shop, locker rooms, bar and grill, banquet facilities for up to 200 guests, and an enclosed cart storage building.

In 1993, the Park District completed construction of Dolphin Cove Family Aquatic Center. This facility is located on Rt. 25, just north of Rt. 68. The property adjoined the existing Rakow Center property. The water park has a capacity of 1,100 and contains 2 large flume slides and two smaller slides. The pool has over 130 feet of zero depth edge, as well as two sand volleyball courts and a sand play area. The water park connects to the indoor pool, which is a part of the Rakow Center.

In 1991, residents approached the Park Board in regards to purchasing Bonnie Dundee Golf Course. The Park Board opted to go to referendum to decide the issue. On November 5, 1991, the voters approved a $4.9 million bond issue to purchase the 18-hole golf course. The Park District began operation of the course in 1992. In 1995, the course was renovated to include an underground irrigation system and an additional parking area on the golf course grounds.

In 1992, the Park Board was approached to purchase some wooded open space areas that was part of an old racetrack. On November 3, 1992, the voters approved a $1.5 million referendum to purchase 50 acres of wooded property. The Kane County Forest Preserve District agreed to purchase an adjoining 42 acres and in January of 1994, the purchase was finalized. The Park District received two grants in 1999 and 2000 to work on the restoration of the property. Also in 2000, the Greater Raceway Woods Ecosystem Partnership was established. This partnership of adjacent land owners created long-range plan to restore the property. The Partnership received $400,000 from the Army Corp of Engineers for the implementation of this plan.

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The Forest Preserve District of Kane County and Dundee Township purchased additional land surrounding the Park District's 50-acre parcel to create a 336-acre public preserve. In 2015, the Park District transferred the 50-acre parcel to the Forest Preserve District of Kane County. This was done to create management and use efficiencies. Raceway Woods is one of the heaviest used Forest Preserve properties in Kane County.

In 1993, the Park District created Operation Outreach. The mission of Operation Outreach is focused on promoting positive leisure activities for those families and youth who face the challenges of dealing with the negative influences present in our society.

Initially, this program serviced youth at-risk by offering recreation programs at various schools, primarily in the Carpentersville area. These are neighborhoods where we were not receiving much involvement in our standard program offerings. Operation Outreach programs offered day camps, sport programs, and a youth center for children in grades 1 through 6. The program worked closely with School District 300's Project Success program, the Hispanic Advisory Committee, and the Carpentersville Neighborhood Council. These programs evolved into the Boys & Girls Clubs of Dundee Township.

In an effort to reach older children and to give them positive alternatives to gang involvement, the Park District helped to establish a Boys & Girls Club, which began operating at the Morningside Youth Center in 1997. The Boys and Girls Club is a separate entity from the Park District, but receives administrative facility and financial support from the Park District. In 2015, the Boys & Girls Clubs of Dundee Township relocated its Teen Center to the Rakow Center. As of 2016, the Boys & Girls Clubs of Dundee Township operates out of 8 school sites, has over 1,200 members and an average daily attendance of 900. All elementary students on the east side of Carpentersville have the opportunity to participate in the Boys & Girls Clubs of Dundee Township through their school. The Boys & Girls Clubs of Dundee Township has been a contributing factor to the reduction of gang related activities within the Township.

In 1997, a comprehensive plan was adopted. The Park District has taken action on many of the initiatives that were outlined in that version of the document. The main emphasis as outlined in 1997 was the need for additional facilities, primarily on the west side of the community.

The Park District has tried to address this directive by twice offering the public a referendum. In November of 1998, and again in April of 2001, the Park District offered the public the opportunity for additional facilities through the referendum process. Both these referendums offered the public additional west side facilities and a new senior center. In 1998, the referendum, which was structured as a corporate rate increase, failed by a 2 to 1 margin. In 2001, the Park District

attempted a referendum, which would have sold $14 million in bonds. This referendum failed by a 52-48 % margin.

With the referendum process exhausted, the District moved in the direction of selling bonds against future tax revenues for the construction of the new senior center. Construction of the new center began in the spring of 2002. The Park District received a $500,000 grant from Kane County to help fund the $2.2 million senior center.

A $200,000 grant from the Illinois Department of Natural Resources was obtained in 1998 for projects at Randall Oaks Park. A community picnic shelter, playground, basketball court, and trails were built. More recently, baseball and football fields have been added to the park.

As part of the Randall Road widening project, Centerville School was moved to Randall Oaks Park in June, 1999. A cooperative effort between the Park District, Kane County and Dundee Township Historical Society saved this historic one room schoolhouse. Restoration to the interior and exterior of the building was completed.

In the summer of 2000, development of Prairie Meadow Park was completed. Located off Village Quarter Road in West Dundee, the park has an in-line/ice skating rink, playground, picnic shelter, basketball court, and soccer fields. A $200,000 grant from the Illinois Department of Natural Resources was secured for this project.

A cooperative venture with School District #300 was agreed upon in the winter of 2001. The Park District contributed funds to enlarge gyms to provide additional programming areas at two of the new schools, which were constructed. These gyms opened in the fall of 2002. The schools with the enlarged gyms are Algonquin Lakes and Liberty.

The construction of a new Senior Center began in the spring of 2002. The Senior Center developed as an addition to the Rakow Center on Barrington Avenue. Included in the Senior Center is a large multi-purpose room with a stage, arts and crafts room, library and computer room and kitchen. The project was completed in 2003.

In the spring of 2002, the Park District began work on renovating Randall Oaks Golf Course. This work concentrated on revising the front 9 holes of the course, incorporating 45 additional acres to the course. The renovation addresses some of the safety deficiencies as well as adds additional yardage to the course. The project was completed in the summer of 2003.

In 2002, the Park District also completed a land exchange with the Village of West Dundee. This brought an additional 6 acres of park land adjacent to Tartans Glen Park. Two soccer fields were constructed there.

Also within the Village of West Dundee, two major park renovations have taken place at South End Park and Grafelman Park. The Village of West Dundee funded both of these projects.

The Park District entered into an intergovernmental agreement with the Village of Algonquin for the development and on-going programming and maintenance of Algonquin Lakes Park. This 25-acre parcel includes ball diamonds, soccer fields, a playground and pavilion. The park is located

next to Algonquin Lakes School, which contains an enlarged gym, which the Park District has assisted with the funding.

The Park District obtained a park in the Shenandoah Subdivision and a park at Liberty School in 2003. In 2004, the Park District received Rolling Hills Park in the Springacre Hills Subdivision in Carpentersville.

In 2005, the Park District leased Carrington Park from the Village of West Dundee. The Park District also developed Silverstone Lake Park, Grandview Park, and Deerpath Park in 2006.

In 2007, the Park District completed Silverstone Lake Park in Carpentersville. This park development project received a development grant for $269,900 from the Illinois Department of Natural Resources. Deerpath Park was completed and playgrounds installed at Grand Pointe locations.

The Park District also installed a new filter at Sleepy Hollow Pool. This project began in 2006 and was completed prior to the 2007 season with a total cost of $238,000.

In 2008, an intergovernmental agreement between the Township and the Park District was established for a long-term lease of the Bartels Property. The programming of the property is currently in the planning stages.

Grand Pointe Park in West Dundee was leased and developed in 2010. White Oaks Park in Carpentersville was acquired in 2009 and opened in 2011.

In 2009, property at the Brunner Family Forest Preserve was leased from the Forest Preserve District of Kane County. This lease and sale of 10 acres created a 36-acre parcel of land adjacent to Miller Road. This land is available for future development.

In 2009, the Park District received a $150,000 grant from the Wadsworth Golf Foundation to assist with the construction of the Links Learning Center at Randall Oaks Golf Club. The Links Learning Center is a 5-hole accessible short golf course.

The Randall Oaks Recreation Center opened in August of 2012. The 53,000 square-foot building contains a fitness center, double court gym, elevated track, exercise studio, preschool room, multi-purpose room, and leases space to the Fox Valley Public Library.

As of February of 2019, the Park District employs 57 staff on a full-time basis and approximately 800 staff on a seasonal and part-time basis.

In 2016, the Park District completed the construction of new playgrounds at Lions and Prairie Meadow Parks. In July of 2016, the Park District opened a splash pad at Huffman Park in West Dundee. This is the first one of its kind in the Park District. The Village of West Dundee contributed $40,000 from the land/cash fund.

In 2023, the Hickory Hill Park was developed and includes basketball, bike trail, picnic shelter, disk golf, baggo, playground and a soccer field. This was funded by a $400,000 OSLAD grant.

In 2025, Canterfield Park opened and is owned by the Village of West Dundee and maintained by the Park District. This park includes a picnic shelter, playground, walking trail, and exercise equipment.

1.2 NAME OF DISTRICT

The official name and address of this Park District shall be:

DUNDEE TOWNSHIP PARK DISTRICT
665 Barrington Avenue
CARPENTERSVILLE, IL 60110

1.3 STATUTORY AUTHORITY

The Dundee Township Park District was formed in 1952 after an election held to approve the organization of the Park District. The referendum to approve the creation of the Park District passed by a vote of 248 to 107 on November 22, 1952. The first Park District meeting was held on June 16, 1953 at Fireman's Hall in East Dundee.

A park district is a municipal corporation created for the purpose of acquiring and maintaining parks, and is separate and distinct from the city, county or any other political body. It is an agency through which in part, the people of the state carry on government.
It is not purely local in function, for the courts have held that the park property is held in trust for the use of the people of the state at large and not for the exclusive use of the people of the district. (Quinn v. Irving Park District, 207 III. App. 449).

A park district is purely a creation of the legislature, and has no inherent powers, but only such powers as have been granted it by the legislature, or as are necessarily implied to give effect to the powers specifically granted.

In 1947, the legislature enacted "The General Park District Code." This was the first step in codifying the laws pertaining to park districts which served a population of less than 500,000 and it incorporated all of the basic laws of the three different types of park districts which existed. This legislation is contained in Chapter 105 of the Illinois Revised Statutes.

Many of the legislative changes in the basic code are prepared by the "Illinois Association of Park Districts," and this Park District is a member of that Association. Current revised copies of the Park District Code are available and the Code explains in detail the authority and responsibilities of an Illinois park district.

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1.4 NAMES AND LOCATIONS OF PARKS (both owned and leased)

	NAME OF PARK	ACRES/ACQUIRED
1.	Administration Building:	2 Acres / 1970

Existing Facilities
Historic Building
Preschool Site
Playground
Parking Lot

2. Aldis Park: 4 Acres / 1977

Existing Facilities
Playground
Picnic Tables/River Frontage
Parking Lot
Gazebo
Bocce Courts

3. Algonquin Lakes Park: 20 Acres / 2003 (leased from Algonquin)

Existing Facilities
Gym
Pond
Basketball Court
Playgrounds (2)
Baseball Fields (2)
Washrooms
Trails
Parking Lot

4. Amarillo Park: 6 Acres / 1961 *This property has been leased to the School District. They have built their varsity baseball field there.

5. Andres Park: 3 Acres / 1966 (Owned/Managed by Village of Carpentersville 2016)

	NAME OF PARK	ACRES/ACQUIRED
6.	Austin Park:	3 Acres / 1966

Existing Facilities
Playground
Basketball Court

7. Autumn Trail: 4 Acres / 2006

2 Autumn Trail
Barrington Hills

Existing Facilities
House

8. Bartels Park: 1 Acre / 1995 (leased from East Dundee)

Existing Facilities
Playground
Picnic Shelter
Basketball Court

9. Bartels Property: 50 Acres / 2008 (leased from Dundee Township)

Existing Facilities
None

10. Besinger Park: 2 Acres / 1959

Existing Facilities
Playground
Parking Lot
Shelter
Basketball Court

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NAME OF PARK **ACRES/ACQUIRED**

11. Brunner Family Forest Preserve: 43 acres / 2010

    Existing Facilities
    Forest Preserve District of Kane County
    DTPD Owns 10 acres adjacent to Rt. 31/Miller
    DTPD leases 26 acres at Rt. 31/Miller
    DTPD leases house and surrounding 7 acres

12. Carrington Park: 2 Acres / 2005 (leased from West Dundee)

    Existing Facilities
    Playgrounds
    Gazebo

13. Deerpath Park: 6 Acres / 2007

    Existing Facilities
    Playgrounds
    Baseball Field
    Gazebo
    Walk Path
    Basketball Court

14. Eickstaedt/Salow Property: 19 acres - 2001

    Existing Facilities
    Wetland

15. Fairview Park: 12 Acres / 1961

    Existing Facilities
    Playground
    Basketball Court
    Soccer Field

16. Glen Eagle Park: 7 acres / 2000

    Existing Facilities
    Playground
    Picnic Tables

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	NAME OF PARK	ACRES/ACQUIRED
17.	Golfview Park:	3 Acres / 1959

Existing Facilities
Softball Field

18. Grafelman Park (former Tower Park): 1 Acre / 2001 (leased from West Dundee)

Existing Facilities
Playground
Tennis Courts, Lighted
Washrooms
Gazebo

19. Grand Pointe Park: 3 Acres / 2010 (leased from West Dundee)

Existing Facilities
Playground at each site

20. Grandview Park: 9 Acres / 2006

Existing Facilities
Playgrounds
Gazebo
Basketball Court
Walking Path

21. Hickory Hill Park: 21 Acres / 1970

Existing Facilities
Baseball Field

22. Huffman Park: 12 Acres / (6 acres leased from West Dundee since 1994 and 6 acres purchased in 2003)

Existing Facilities
Playgrounds
Soccer Fields (3)
Baseball Field
Basketball Court
100 Car Parking Lot
Tennis Courts (3) Lighted
Skate Park

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Historical Significance

	NAME OF PARK	ACRES/ACQUIRED
23.	Keele Farm:	3 Acres / 1999

Existing Facilities
Open Space

24.	Kemper Park:	20 Acres / 1970

Existing Facilities
Playground
Softball Fields, Lighted (3)
Natural Wooded Area
Soccer Fields
Concession Stand
Parking Lot

25.	Liberty Park:	12 Acres / 2002

Existing Facilities
Playgrounds (2)
Soccer Fields (2)
Gym

26.	Lincolnwood Manor Park:	4 Acres – 1997 (leased from Kane County)

Existing Facilities
Playground
Basketball Court

27.	Lions Park:	10 Acres / 1953

Existing Facilities
Maintenance Shop
Playgrounds (2)
Tennis Courts (3) Lighted
Basketball Courts (3)
Softball Field
Parking Lot

NAME OF PARK **ACRES/ACQUIRED**

28. Meadowdale: 20 Acres / 1997 (leased from Besinger Properties)

Existing Facilities
Soccer Fields

29. Morningside Community Center and Park: 2 Acres / 1971

Existing Facilities
Community Center
Playground
Parking Lot

30. Prairie Meadow Park: 30 Acres / 2000 (leased from West Dundee)

Existing Facilities
In-line Skating Rink/Winter Ice Rinks
Basketball Court
Soccer Field
Picnic Shelter
Rest Rooms
Walking Path
Parking Lot
Playground

31. Raceway Woods: 50 Acres / 1994 (Owned/Maintained by FPDKC 2015)

Existing Facility
Wooded Terrain with Trails

32. Randall Oaks Golf Club: 126 Acres / 1964

Existing Facilities
Clubhouse & Banquet Facility
Cart Storage Building
18 Hole Golf Course
Driving Range
2 Lighted Parking Lots
Maintenance Building (4401 Binnie Rd.)
2 Rain Shelters
Teaching Facility

NAME OF PARK **ACRES/ACQUIRED**

33. Randall Oaks Shop & Community Park: 115 Acres / 1964

Existing Facilities
Picnic Shelters (3)
House (1220 N. Randall Rd.)
Parks Offices and Apartment (750 N. Randall Rd.)
Maintenance Building
Storage Building
Baseball Fields (4)
Centerville School House (1150 N. Randall Rd.)
Playgrounds (3)
Hayride Trails
Picnic Areas/Shelters
Disc Golf – 10 Holes
Horseshoe Courts (2)
Volleyball Courts (2)

34. Randall Oaks Zoo: 15 Acres / 1964

Existing Facilities
Preschool (1190 N. Randall Rd.)
Barnyard Petting Zoo
Garage and Storage Building

35. Rolling Hills Park: 3 Acres – 2004

Existing Facilities
Playground (2)
Basketball Court
Trail

36. Shenandoah Park: 3 Acres / 2003

Existing Facilities
Playground

37. Silverstone Lakes Park: 12 Acres / 2006

Existing Facilities
Baseball Fields (2)

NAME OF PARK **ACRES/ACQUIRED**

Playgrounds (2)
Walking Path
Parking Lot
Fitness Trail
Basketball Court
Gazebo

38. Sleepy Hollow Park & Pool: 10 Acres / 1972
    Existing Facilities
    Building: Preschool
    Playground
    Basketball Court
    Tennis Courts (2) Lighted
    Pool
    Parking Lot
    Sand Volleyball Court

39. South End Island: 7 Acres / 1979
    Existing Facility
    Natural Area

40. South End Park: 5 Acres / 1967 (leased from West Dundee)
    Existing Facilities
    Playground
    Washrooms
    Baseball Field
    Basketball Court
    River Frontage
    Bike Trail
    Parking Lot
    Gazebo

41. Williams Street Property: 9 Acres / 1985
    Existing Facility
    Undeveloped Park Property

42. White Oakes: 1 Acre / 2009
    Existing Facility
    Climbing Structure
    Path
    Butterfly Garden

Total Park Acres **690 Acres**

1.5 COMMISSIONERS OF THE DUNDEE TOWNSHIP PARK DISTRICT

William Aldis	1952 - 1969
Leonard Ihrke	1952 - 1957
Robert O. France	1952 - 1954
Elmer Brennan	1954 - 1961
Roland Kehrberg	1957 - 1963
Russell Bingham	1959 - 1965
Ralph Sullons	1959 - 1963
Louis Nering	1961 - 1968
Charles O' Neil	1963 - 1969
Terry Taylor	1963 - 1966
Elaine Rathjen	1965 - 1983
William Eckhardt	1966 - 1967
John Timmerman	1967 - 1974
Gene Rakow	1969 - 1980
Laverne Cleland	1969 - 1981
Jim Wilbrandt	1970 - 1971
Carlton Marcus	1971 - 1977
Don Taggart	1974 - 1975
Albert Huffman	1975 - 1985
	1987 - 1997 Re-elected
Paul Buhrmann	1977 - 1987 Resigned
Dave Henderson	1980 - 1981
Robert Whitehouse	1981 - 1993
Marva Dobler	1983 - 1989
Tom Grossman	1985 - 1986
James R. Kruger	1987 - 1989
Barbara Lachel	1989 - 2007
Donald B. Smith	1989 - 1995
June Keibler	1994 - 2007
Robert Gibson	1995 – 1999
Craig Rakow	1981 - 2023
Jim Bonkoski	1997 - Present
Bud Lachel	2007 – 2007 Appointed
Frank Scarpelli	1999 - Present
Erin O'Leary	2007 - Present
John Meschewski	2007 – Present
Pam Griffin	2023 – Present

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2.0 Mission and Comprehensive Plan Vision

2.1 Mission

2.3 Vision

2.3 Comprehensive Plan Vision

Chapter 2
Mission and Comprehensive Plan Vision

2.0 Mission and Comprehensive Plan Vision

2.1 MISSION

We are dedicated to enhancing the quality of life through exceptional parks, facilities, and community-driven programming.

2.2 VISION

We aspire to exceed the needs of our Community by pursuing excellence.

2.3 Comprehensive Plan Vision

The Dundee Township Park District will create a system of parks and facilities and programs that respond to the needs identified by the Board, staff and residents. This system will provide unique recreation experiences and enhanced quality of life for all ages in the community.

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Chapter 3
Designation, Application and Legal Status

3.0 DESIGNATION, APPLICATION AND LEGAL STATUS

3.1 DESIGNATION
This manual shall be known as "The Administrative Policy Manual of the Dundee Township Park District, Kane and Cook Counties, Illinois." And the same may be so cited and referred to for purposes of identification.

3.2 SCOPE
This manual applies to and be enforced in all of the territory originally embraced in, heretofore added to, and which may hereafter be embraced in the boundaries of said District, and in all parks, greenways, boulevards, public places, and other facilities now under or hereafter coming under the control of the District, whether within or outside the boundaries of said District.

3.3 DECLARATION OF CONTROLS
The premises heretofore laid out and identified under Section 1.4 and public places as may hereafter be acquired, leased, laid out, or appropriated by the appropriate corporate motion of the District are hereby declared to be in the possession and control of the District for park purposes. Whenever in this manual the parks, greenways, boulevards or public places of the District are referred to, such words shall be held to refer to include all such areas, including buildings and other structure in the possession and control of the District.

3.4 PROVISION FOR CHANGES IN POLICY
Any of these policies may be changed or additions made thereto by a majority vote of the Board at any regular or specially called meeting that the Board requires.

3.5 LEGAL STATUS OF THE PARK BOARD
The State Constitution, Statutes, Attorney General's rulings and court decisions on matters relating to public parks, park boards and park districts constitute the foundation of the legal status of the Park Board.

Chapter 3
Designation, Application and Legal Status

Park boards are constitution state agents created by the legislature for the purpose of effecting, within the respective park district, the state laws pertaining to public parks and recreation activities.

Park Boards are empowered to make contracts, employ persons, sue or be sued, make rules and regulations governing their own procedures and those of parks under their jurisdiction and, in most instances, purchase and hold title to property in the name of the park district, as well as sell and give title to property.

Park districts, like cities, counties, and other units of local government, have no inherent or original governing powers. Park districts can neither add to nor subtract from their responsibilities, powers, and limitations as defined by state law.

Park districts are not subject to the authority of any governing unit other than the state, except in such special areas as the legislature may determine, including, for example, the village's zoning authority.

Members of the park board are elected by the citizens of the local park district to represent and act for the state in performing the legal function of providing their district with the kind of park and recreational programs and facilities required or permitted by state law.

Park districts are corporate bodies, or "artificial persons," and may act officially only on duly authorized and legally held meetings of the board of park commissioners.

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4.1 PARK AND RECREATION COMPREHENSIVE PLAN – Board approved August 4, 2010 Revisited October 7, 2020

The Board adopts and maintains a current Park and Recreation Comprehensive Plan (PRCP) at all times. The PRCP is developed based on resident, guest, staff and commissioner, assessment of the District's current and future park, facility, and recreation needs. The PRCP will include, but not be limited to, a community profile, needs assessment, Park District profile, goals, objectives, capital projects and financial analysis. The PRCP is updated a minimum of once every seven years and published for public review. Staff is responsible for creating and updating, or causing to be created, an agency Neighborhood Park Improvement Plan to be presented for Board approval.

4.2 POLICY REGARDING COMPREHENSIVE, YEAR-ROUND, RECREATION PROGRAMS – Board approved October 7, 2020

The purpose of the comprehensive, year-round recreation policy is to provide all Dundee Township District residents with diversified programs and experiences, regardless of location, financial ability and time of year. The Dundee Township Park District will provide a variety of activities for people of all ages and abilities. Activities will include arts, athletics, culture, nature, special events, fitness, aquatics, youth development, personal development and other programs based on community needs.

4.3 COMMUNITY INPUT POLICY – Board approved July 16, 2013 Revisited October 7, 2020

Dundee Township Park District believes that resident input is an essential component of the effective planning, development, implementation and evaluation of District programs and services. This input may be sought and gained in a variety of ways within a variety of District departments and divisions. By developing interest and ownership at the local level, we are fostering individuals who will continue to be valuable active participants in the long-term success of the Park District.

1. Needs Assessment

In order to facilitate the involvement and input of residents and guests in the long-range planning and decision-making process affecting the delivery of park, facility and recreation services, the Board will conduct a comprehensive attitude and interest survey and assessment a minimum of once every five years to develop a needs assessment. The results of the needs assessment will become a part of the PRCP and published for public review.

2. Recreation Services

The following methods shall be utilized to provide residents and guests input in the planning and development of all recreation programs and services:

- Program participant surveys and evaluations (written, phone, electronic)
- Facility visitor surveys and evaluations (written, phone, electronic)
- Focus Groups

3. Guest Services
A Guest Service Evaluation will be conducted periodically soliciting input from all guests who experienced a transaction during the evaluation year. Areas of measurement for the evaluation include, but are not limited to, guest service, accuracy, timeliness, approachability and how likely the guest is to recommend the Dundee Township Park District to a friend. Results of the evaluation will be reviewed and shared with appropriate Park District staff and the Board.

4. Neighborhood Park Improvements
A people-driven approach will be utilized toward neighborhood park improvements when appropriate. Key components of the people-driven approach shall be: identifying the purpose of the specific park and/or playground to be improved, soliciting input and feedback from those residing in the immediate neighborhood around the park, building consensus from the neighborhood, and transparency. Upon completion and when appropriate, a park dedication shall be held. This is important in ensuring the neighborhood residents realize the benefit of their efforts and take ownership in the park.

5. Regular Meetings of the Board of Commissioners
Input by citizens is welcome at the regular meetings of the Board of Commissioners. These meetings are scheduled the first and third Wednesday of each month.

4.4 PARK MASTER PLAN FOR COMMUNITY PARKS – Board approved October 7, 2020
All land controlled by the District shall serve an intended park and recreation purpose which provides public benefit. The type of use may vary from a highly developed parcel which provides for active, programmed recreation and park services to one which is undeveloped and utilized as a passive open space site. Prior to accepting land, committing to the development of a previously undeveloped open space, or redeveloping a park which significantly modifies its previous use and purpose, the Board will review and approve a Park Master Plan. This plan will govern the park sites development and will protect and preserve desirable qualities of the resource base. Each Park Master Plan performed for our Community Parks shall consist of a concept drawing which shows the spatial arrangements of various components of the plan, such as playground areas, athletic fields, buildings, pathways, landscape, etc.

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Prior to adopting a Park Master Plan, staff will hold a public meeting, if applicable, to gather input from the community and surrounding neighborhood. Using input gathered, staff will develop a preliminary draft with cost estimates to present to the Future Planning committee. The recommendations of the Committee and staff will be presented to the Board for final approval.

4.5 ADMINISTRATIVE PROCEDURES MANUAL – Board approved October 7, 2020
The Executive Director is responsible for creating and updating, or causing to be created, an agency Administrative Procedures Manual (APM). The APM is staff's implementation tool required to operate the Park District according to Board approved policies.

4.6 FREEDOM OF INFORMATION ACT POLICY – Board approved October 7, 2020
These Rules and Regulations ("FOIA Rules") outline procedures, and contain instructions and forms, for orderly compliance with the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq*. ("FOIA"), by Dundee Township Park District (the "Park District") and by persons requesting public records from the Park District (a "Requestor").

The Park District will respond to all written requests for inspection or copying of public records in accordance with FOIA, these FOIA Rules, and other applicable law. Under FOIA, the Park District must disclose to any Requestor for inspection or copying all requested public records except public records that are exempted from disclosure by the terms of FOIA or other applicable law. Requests falling within any exemption will be denied.

All notices and other communications in connection with a request to inspect, copy, or certify public records under FOIA shall be sent to: FOIA Officer, Dundee Township Park District, 21 N. Washington St., Carpentersville, IL 60110.

1. REQUESTS FOR INSPECTION, COPYING, OR CERTIFICATION OF PUBLIC RECORDS

A. Officials Responsible for Responding to Requests

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The District's FOIA Officer shall be the person administratively responsible for receiving and processing all requests to inspect, copy, or certify public records filed pursuant to the Act and these FOIA Rules.

The FOIA Officer shall be the person with authority on behalf of the Park District to grant or deny requests to inspect or copy public records filed pursuant to the Act and these FOIA Rules and to issue the appropriate notices with respect to such matters.

The FOIA Officer may consult with the Executive Director, President of the Board of Commissioners of the Park District, and the Park District's Attorney before responding to any request to inspect or copy public records. In the absence of the primary FOIA officer, the District's alternate FOIA officer will handle all requests to inspect or copy public records.

B. Request Form

The District strongly suggests, although it does not require, that all requests to inspect, copy or certify public records be filed with the FOIA Officer in writing on the Park District's Request Form.

C. Request Form Submittal

Completed Request Forms may be filed with the Park District by personal delivery, mail, email, telefax, or other means available to the public body. Request Forms submitted in person shall be handed to the administrative staff at the Dundee Township Park District main offices. Request Forms submitted by mail or other means shall be addressed to the FOIA Officer at the Park District's office and shall be deemed received only upon actual receipt by the FOIA Officer on a working day, regardless of date of mailing.

D. Request Form Processing

The FOIA Officer, or his designee, shall stamp or mark each Request Form with the date and time of receipt.

2. RESPONSES TO REQUESTS

A. Time for Response

The Park District shall respond to written requests for public documents pursuant to FOIA within five Business Days after such Request is received by the FOIA Officer.

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B. Form of Response

1) Disclosure of Public Records

a. If the FOIA Officer determines that the Act requires disclosure of all or any part or portion of any public records requested, the FOIA Officer shall notify the Requestor in writing of such determination.

b. Such notice shall be given by use of attached form hereto or a substantially similar writing.

c. Except as otherwise specifically authorized by the FOIA Officer, only Park District personnel shall be permitted to search Park District files, records, or storage areas; to use Park District equipment; or to make copies of Park District public records.

d. Public records may not be removed from the Park District's office at any time.

e. Public records may be inspected, or copies of public records obtained, during Business Hours at the Park District's office.

f. Requestors must make arrangements in advance with the FOIA Officer for an appointment to inspect public records at the Park District's office.

g. The Requestor shall be required to pay all copying (whether done at the Park District Office or sent to an outside copying service), certification, and postage fees in advance of receiving copies of any public records. Electronic records as well as the initial 50 pages of copied records will not carry a charge.

h. Upon inspection or delivery of copies of the requested public records, the FOIA Officer and the Requestor shall both acknowledge such fact by execution of attached form hereto or a substantially similar writing.

2) Extension of Time

a. If the FOIA Officer determines that additional time is needed and allowed under the Act to respond to a Request Form, the FOIA Officer shall notify the Requestor in writing of such determination, of the reasons requiring the extension, and of the length of the extension, which shall not in any event exceed five Business Days.

b. Such notice shall be given by use of attached form hereto or a substantially similar writing.

3) Categorical Requests

a. Requests calling for all records falling within a category shall be complied with unless the FOIA Officer determines that compliance with the request would be unduly burdensome, there is no way to narrow the request, and the burden on the Park District outweighs the public interest in the information.

b. Before making such a determination, the FOIA Officer shall extend to the Requestor an opportunity to confer and attempt to reduce the request to manageable proportions.

c. If, even after such conference, the FOIA Officer determines that compliance with the request would be unduly burdensome, the Requestor shall be notified in writing and shall specify the reasons for the FOIA Officer's determination.

d. Such notice shall be treated as a denial of the request for information.

e. If the Requestor agrees to meet and confer with the FOIA Officer regarding the request, the FOIA Officer shall respond to the Request Form, or to the Request Form as narrowed at such meeting, within five Working Days following the date of the adjournment of such meeting.

f. If the Requestor does not agree to meet and confer with the FOIA Officer regarding the request, the FOIA Officer shall deny the request.

4) Denial

a. If the FOIA Officer determines that all or any part or portion of any public records requested on a Request Form, or other medium, are not subject to disclosure under FOIA, the FOIA Officer shall notify the Requestor in writing of such determination, of the reason for the denial, and of the Requestor's right to appeal the FOIA Officer's denial.

C. Failure to Respond

If the FOIA Officer fails to respond to a Request properly filed, the request shall be deemed to be denied as of the last day permitted for such response.

D. No Obligation to Create New Records

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Neither the Act nor these FOIA Rules create an obligation on the part of the Park District to maintain or prepare any public record which was not maintained or prepared by the Park District at the time when the Act became effective.

3. APPEALS

A. Notice of Appeal

The Requestor has a right to have the denial of their request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). The Requestor can file a Request for Review with the PAC by writing to:

Public Access Counselor
Office of the Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217-782-1396
E-mail: publicaccess@atg.state.il.us

Form online at http://foia.ilattorneygeneral.net/foia_formssampleletters.aspx
The Requestor also has the right to seek judicial review of their denial by filing a lawsuit in the County circuit court. 5 ILCS 140/11.

If the Requestor chooses to file a Request for Review with the PAC, they must do so within 60 calendar days of the date of their denial letter. 5 ILCS140/9.5(a). They must include a copy of their original FOIA request and the denial letter when filing a Request for Review with the PAC

4. FEES

A. Fees Established

Unless fees are waived or reduced, each Requestor shall pay the following fees for copying, certification, and mailing of public records:

- Copies: $0.15 per page (following the initial fifty (50) pages)
- Certification: $1.00 per document (plus copy cost)
- Mailing: Actual cost

Where the services of an outside vendor are required to copy any public record, the actual charges of such outside vendor shall be the fees for copying such records, withstanding the fees stated above.

B. Method and Time of Payment Payment of all required fees must be made in cash, by cashier's or certified check, or by money order prior to the copying, mailing or certification of any public record.

C. Waiver of Fees

The fees provided above may be waived or reduced by the FOIA Officer if the Requestor states the specific purpose of the request on the Request Form and further states that a fee waiver or reduction would be in the public interest. Any request for fee waiver or reduction must be indicated on the Request Form at the time the Request Form is filed.

5. PARK DISTRICT OBLIGATIONS

A. Organizational Description

The FOIA Officer, at least once each fiscal year, shall produce and make available for inspection, copying, and mailing to any person requesting it, a brief description of the Park District. Such description shall include:

- a short summary of the Park District's purpose;
- a block diagram of its functional subdivisions;
- the approximate number of its full and part-time employees;
- the total amount of its operating budget;
- the number and location of each of its offices; and
- the identification and membership of the Board of the Park District and of all of its standing and special committees and other advisory bodies.

B. Index of Public Records

The FOIA Officer shall maintain and make available for inspection and copying a current list of all types or categories of public records under the control of Dundee Township Park District which were prepared or received by the Park District. The list shall be reasonably detailed in order to aid persons in obtaining access to the public records of the Park District.

C. Records Stored by Electronic Data Processing

The FOIA Officer shall furnish upon request a description of the manner in which public records of the Park District stored by means of electronic data processing may be obtained in a form comprehensible to persons lacking knowledge of computer language or printout format.

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D. Summary of Procedures

The park district shall display, make available for inspection and copying, and send through the mail if requested, a brief description of the procedures established by these FOIA guidelines.

E. Posting and Mailing of Information

The FOIA Officer shall keep posted, and shall make available for inspection and copying, and send through the mail to any person making a request therefore, copies of the Organizational Description and the Index of Public Records.

F. Filing of Notices of Denial

The FOIA Officer or his designee shall retain copies of all Notices of Denial in a single file at the Park District's office that is open to the public and indexed according to the type of exemption asserted and, to the extent such categorization is feasible, the type of records requested.

4.7 NAMING RIGHTS POLICY – Board approved October 7, 2020

The Naming Rights Policy has been established to govern the naming of Dundee Township Park District assets and to provide guidance to requestors, staff and the Board.

Types of Naming Rights

The Dundee Township Park District may consider any and all proposals relating to the naming of Dundee Township Park District assets that will contribute to the fulfillment of the Park District's Mission. The Park District will consider Naming Rights proposals that fall within one of the following three categories:

Honorary – To honor outstanding service or accomplishment of an individual or group.

Philanthropic – To publicly acknowledge financial support of the Park District.

Corporate – A mutually beneficial business arrangement between the Park District and an external entity.

Naming Opportunities

The Dundee Township Park District may grant any and all assets for naming. These assets can be, but are not limited to, Structures, Outdoor Facilities, and Indoor Facilities. Examples of these assets are as follows:

Structures – Rakow Recreation Center, Dolphin Cove Family Aquatic Center, Randall Oaks Golf Club, Randall Oaks Recreation Center, Sleepy Hollow Swim Pool, Bonnie Dundee Golf Club, Randall Oaks Zoo

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Outdoor Facilities – Parks, playgrounds, fields, roads, paths, golf course.

Indoor Facilities – Rooms, pools, equipment, play structures, lounges.
The Dundee Township Park District reserves the right to include, or exclude, any and all assets. Specific items listed in this policy are for example purposes only and do not represent a complete list of Park District assets that are eligible for naming.

Naming Rights Process
The following process will be utilized when considering all naming proposals to the Dundee Township Park District:

1. The requestor is to submit a written proposal to the Executive Director detailing the asset to be named and the proposed name.
2. The Executive Director will review the proposal with all necessary parties including, but not limited to, requestor, staff, Board committees, and legal counsel before presenting the proposal to the Board.
3. The Executive Director will present the proposal, along with a recommendation, to the Board for consideration.
4. The Board will consider the naming proposal at a regular scheduled Board meeting.
5. Upon acceptance of the naming proposal, the Board will instruct the Executive Director to work with the requestor to handle the naming of the Park District asset on behalf of the Board.

Restrictions
Restrictions placed on naming proposals that are not consistent with the Mission of the Dundee Township Park District may be rendered unreasonable or unable to be fulfilled, thus resulting in a rejection of the naming proposal.

The Board reserves the right to request removal or alteration of any and all restrictions in order to gain acceptance. The Board reserves the right to reject any and all naming proposals for any reason.

Use of Legal Counsel
The Dundee Township Park District reserves the right to seek the advice of legal counsel when considering naming proposals.

Legal, Professional, and Appraisal Fees
The responsibility of any and all legal, professional, and miscellaneous fees that are associated with the naming of the Park District asset must be detailed in the written proposal. Should additional fees arise during the process, the responsibility of these fees is to be assigned, in writing, prior to Board approval.

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Acknowledgement
The Park District will acknowledge the name in a manner which satisfies the Board and the requestor. Details of specific acknowledgement, as well as a length of time, are to be included in the naming proposal. Additional publicity of the named asset will be handled by Park District staff in a manner that is agreeable to the requestor and Board.

4.8 SALES OF REAL ESTATE AND EXCESS PROPERTY/EQUIPMENT October 7, 2020
The Board may, from time to time, decide to liquidate certain assets that it has accumulated, including land, buildings, equipment, and other tangible items.

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

Illinois law also permits park districts to sell personal property when three-fifths of the Board determines that the property is no longer needed or useful. The District may convey or sell this property in any manner it designates. The Board must first pass an ordinance authorizing the disposal of the property (70ILCS 1205/8-22)

4.9 EASEMENT REQUESTS – Board approved October 7, 2020
Due to the location and size of park sites the District owns, it receives requests for easements. The following provisions govern granting of easement requests:

1. Granting of easement requests should not interfere with existing development plans of the park site in question.
2. Easement requests should not place undue restrictions on the park site during the construction phase, or once the ground is repaired and is available for public use.
3. Easement grantee should be expected to restore fully, at his/her expense, all landscape items such as trees, shrubs, sod, and other items, as required to restore the landscape to its original condition or better, as determined by the District.
4. **Residential** – Homeowners may seek temporary easements of access for construction of improvements to their property. In such instances, fees may be waived for residential homeowners.
5. **Private Contractor/Developer** – When a private contractor/developer requests to utilize District property for the purpose of generating revenues, the District will determine a reasonable and appropriate fee to the requesting party.
6. **Utility Companies** – Fees will be assessed as determined to be reasonable and appropriate by the District.
7. **Governmental Bodies** – Fees may be waived or assessed for governmental bodies depending upon the request and history of the mutual cooperative relationship between the two entities.
8. Park District staff will review all requests and staff recommendation for granting or denying the easement. The recommendation of the staff will then be forwarded

to the Board for final action. A security deposit or bond, proof of $1,000,000.00 insurance naming the District as additional insured, and a written statement from the requesting party that all damages to park property will be fully paid by said owner will be required in addition to any fees assessed.

4.10 COOPERATIVE USE AND MAINTENANCE – Board approved October 7, 2020
To promote and enhance efficient use of tax dollars and effective delivery of park, facility and recreation services, the Board with other public and private entities, shall strive to develop cooperative inter-agency agreements.

4.11 INTERGOVERNMENTAL COOPERATION – Board approved October 7, 2020
To promote and enhance efficient use of tax dollars and effective delivery of park, facility and recreation services, the Board and staff shall strive to develop intergovernmental cooperation agreements with local, state and federal governmental agencies.

4.12 AMERICANS WITH DISABILITIES ACT COMPLIANCE POLICY – Board approved October 7, 2020
The District acknowledges and supports the Americans with Disabilities Act (42 U.S.C. 12131 "ADA") and prohibits discrimination on the basis of disability in the services, programs, or activities of the District. The Board empowers the Executive Director of the District to designate an employee or employees to coordinate the District's efforts to comply with and carry out its responsibilities under the ADA. The District will make all reasonable accommodations to facilitate community access and full participation by citizens.

The Board recognizes the need to provide quality recreation for special populations that live within the District utilizing the financial resources available. The District participates as a member of the Northern Illinois Special Recreation Association to work in cooperation with its partner districts to make certain that professional consideration and inclusion is accomplished in accommodating all residents with a disability. District participation in this association ensures that it meets its responsibilities through a cooperative special recreation association where such is more economical or viable than an "in-District" program.

The Executive Director is annually appointed by the Board to represent the District serving as a Northern Illinois Special Recreation Association Board member. The District will meet its financial obligations for the support of Northern Illinois Special Recreation Association primarily through a tax levy provided for this purpose. Payments of tax receipts will be forwarded to the Special Recreation Association in accordance with agreement between the Northern Illinois Special Recreation Association and the Park District.

4.13 LENDING OF EQUIPMENT – Board approved October 7, 2020
Lending and borrowing of equipment are common among governmental entities such as Park

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Districts, Municipalities, and School Districts. Department Heads of the District are empowered to both loan and/or borrow equipment when determined necessary and approved by the Executive Director. The Department Head with approval of the Executive Director are granted the authority to waive or establish a fair and equitable rental rate on specialized pieces of equipment and ensure insurance requirements are in place.

4.14 ENVIRONMENTAL POLICY – Board approved October 7, 2020
The purpose of this policy is to provide clear direction and govern the Dundee Township Park District's environmental management practices.

Purchase and Use of Environmentally Safe and Sensitive Products
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.

Wise Use of Energy Resources
Actively seek and implement ways to conserve energy resources and investigate methods of applying alternative energy technologies.

Reduction and Handling of Waste
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.

Open Space Planning and Preservation
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 river corridors, greenways and trails.

Environmental Education and Interpretation
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.

Protection and Wise Use of Air, Water, Soil, and Wildlife
Actively seek ways to protect and conserve water and soil, and to enhance air quality. Preserve and enhance natural resources such as grasslands, woodlands, prairies, and wetlands. Protect and preserve threatened wildlife species. Foster a sense of stewardship of the environment and an aesthetic appreciation of such resources.

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Environmentally Sound Park Practices Encourage design, development, operation and maintenance of landscaped areas, facilities and natural areas to enhance the environment and improve air quality, conserve water and energy.

Environmental Aesthetics Protection
Preserve, enhance, and interpret the scenic and aesthetic resources that are a part of the Dundee Township environment.

4.15 TREE AND BENCH DONATION POLICY – Board approved October 7, 2020

The Park Beautification Program is designed to help beautify the District's parks and allow residents to honor a special person or occasion. Persons wishing to commemorate a special event, such as a wedding anniversary, birth date or memorial to a loved one or relative, may do so by having a tree planted in any of the District's parks at the cost of the donor.

1. A one-time donation will purchase a tree to be planted in a choice of parks.
2. Those donating a tree will receive the option of an engraved brass plaque to be placed at the base of the tree with the donor's requested message.
3. District staff will take responsibility to maintain the tree and will guarantee the replacement of the tree. However, the Board reserves the right to relocate the tree at their discretion due to future changes in the design of the park.

4.16 VOLUNTEER POLICY – Board approved October 7, 2020

The Dundee Township Park District actively pursues volunteers and supports volunteerism. The Park District encourages the use of volunteers in providing programmatic support and assistance in maintaining and beautifying the District's parks and facilities. "Volunteer" is defined as a person who of his/her own free will offers his/her time and skills without compensation. Proper waiver documentation in accordance with PDRMA requirements is needed on file before service is begun.

4.17 RULES FOR ALLOWING COMMISSIONERS TO ATTEND BOARD MEETINGS BY MEANS OF VIDEO OR AUDIO CONFERENCE

In the event that any Commissioner is unable to be physically present at a meeting of the Board of Park Commissioners ("Board") due to personal illness or disability, employment purposes, the business of the Park District, a family or other emergency, unexpected childcare obligations or performance of active military duty as a service member, it may be necessary or desirable to permit the Commissioner to attend the meeting by means of a video or audio conference. The following rules shall apply when any Commissioner wishes to attend a Board meeting by means of a video or audio conference:

- A Commissioner may attend a Board meeting by means of a video or audio conference only if he or she is prevented from physically attending because of: (a) personal illness or disability; (b)

employment purposes; (c) the business of the Board; (d) a family or other emergency; ~~or~~ (e) unexpected childcare obligations or (f) performance of active military duty as a service member.

- Any Commissioner who wishes to attend a Board meeting by means of a video or audio conference shall notify the recording secretary of the Board as far in advance of the meeting as practical, unless advance notice is impractical. If prior to the preparation and posting of a meeting agenda, any Commissioner has notified the recording secretary that he or she wishes to attend a meeting by means of a video or audio conference, the agenda shall include Board action on the Commissioner's request to participate in this fashion. The Board after roll call of a meeting must submit a motion for consideration for the absent Board member to be allowed to participate in the meeting by means of video or audio conference. The submitted action must have a minimum of three affirmative votes to pass.

- A quorum of the full Board (three Commissioners) must be physically present at the location of an open or closed meeting of the Board in order for any Commissioner to attend by means of a video or audio conference.

- A Commissioner may be permitted to attend a Board meeting by means of a video or audio conference only by a majority vote of all sitting Board members, to the extent allowed by these rules.

- If the President attends a Board meeting by means of a video or audio conference, he/she shall vacate the Chair and the Vice President shall preside, provided that he/she is physically present. If both the President and Vice President are not physically present, the Board shall appoint any Commissioner who is physically present as temporary presiding officer.

- The Commissioner(s) attending the meeting by means of a video or audio conference must be able to hear all motions and remarks made by those Commissioners physically present at the meeting, and comments by members of the public who attend the meeting. If the Commissioner(s) participating by means of a video or audio conference cannot hear all motions and remarks made by those Commissioners physically present at the meeting, then he/she shall be considered absent from the meeting, and shall not be permitted to vote on any matter during the meeting.

- All Commissioners and members of the public who are physically present at the meeting must be able to hear all motions and remarks made by the Commissioner(s) attending the meeting by means of a video or audio conference. If the Commissioner(s) attending by means of video or audio conference cannot be heard by the Commissioners or members of the public physically present at the meeting, then he/she shall be considered absent from the meeting, and shall not be permitted to vote on any matter during the meeting.

- The minutes of the meeting shall identify which Commissioners were physically present and which attended by means of a video or audio conference.

- All votes shall be taken by roll call.

Park District Code Reference	
Date of Approval by Board of Commissioners	November 5, 2008
Date of Revision by Board of Commissioners	December 6, 2023
Date of Revision by Board of Commissioners	February 18, 2026

4.19 Social Media Comment and Terms of Use Policy

This policy establishes policies for the use of the Dundee Township Park District ("***District***") social media sites. The purpose of the District's social media sites is to obtain and disseminate information useful to and about the District. Note that the District's predominant and primary internet presence is the District's website (https://www.dtpd.org), and the District's social media sites are intended to be a supplement to the website. The interactive portion of the District's social media sites is a limited public forum, and comments and discussions that take place on District social media sites will be moderated by the District for compliance with this policy.

Comments or other discussions containing any of the following content will not be permitted on the District's social media sites and are subject to removal and/or restriction by the administrator of the District social media sites or his/her designees, at any time and without prior notice:

1. Obscene, sexual, or pornographic content and/or language
2. Content that promotes discrimination on the basis of any protected class (i.e., race, religion, gender, etc.)
3. Content that violates a legal ownership interest (copyright or trademark)
4. Threats to any person
5. Conduct that violates any federal, state, or local law or encourages illegal activity
6. Promotion of any commercial activities not related to District business
7. Spam or links to malware/viruses
8. Content that advocates or promotes a candidate, referendum, or campaign

9. Actual defamation

A comment posted by a member of the public on any District social media site is the opinion of the poster only, and publication of a comment does not imply endorsement of, or agreement by, the District, nor do the comments necessarily reflect the opinions or policies of the District.

The District reserves the right to deny access to District social media sites for any user who repeatedly violates the District social media policy, at any time and without prior notice.

All comments posted to any District social site are also bound by the social media platform's terms of use and the District reserves the right to report any violation of the platform's terms of use to the platform.

Users who enter private or personal information on District social media sites do so at their own risk, and the District is not responsible for any damages resulting from the public display of, or failure to remove, private or personal information. Content posted on the District social media sites may be subject to disclosure under the Illinois Freedom of Information Act and retention and/or destruction under the Local Records Act and District policy.

This policy and terms of use may be amended from time-to-time, without further notice.

Park District Code Reference _____

Date of Approval by Board of Commissioners December 6, 2023

Date of Revision by Board of Commissioners _____

4.20 Closed Session Meeting Minutes

The Dundee Township Park District is required to transcribe closed session meeting minutes and use equipment to record audio verbatim or video of the conversation. At least every six months the review of these minutes must take place and the board must determine whether the minutes should be released to the public. The board may discuss in closed session whether a need still exists to maintain confidentiality. Once a determination is made, the board must declare its decision in open session by means of a motion or resolution.

Manner of Transcribing

Closed session meeting minutes shall be transcribed by staff, typically the executive director, with a few exceptions:

1. Transcribing of closed session meeting minutes when discussion is related to the executive director's performance review and goals and objectives shall be performed by the board President or Secretary.
2. Transcribing of closed session meeting minutes when discussion is related to disciplinary of the executive director shall be performed by the board President or Secretary.

In both exceptions, the custodian of the closed session meeting minutes shall be the Superintendent of Human Resources and Risk Management. The minutes shall be stored in a folder on a protected drive (U: HR Drive).

If other matters in addition to the two above exceptions are discussed in closed session and in compliance with the Open Meetings Act, then the executive director will transcribe this portion of the minutes and present to the board for approval and semi-annual review.

Park District Code Reference _____

Date of Approval by Board of Commissioners December 6, 2023___

Date of Revision by Board of Commissioners _____

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Chapter 5
Annual Fiscal Requirements

5.0 ANNUAL FISCAL REQUIREMENTS

To the extent any Illinois State Law or Federal Law exists which is inconsistent or contrary to these policies, then the District shall conform to the requirements of State or Federal Law.

5.1 BUDGET AND APPROPRIATION ORDINANCE Board approved October 7, 2020

A combined Budget and Appropriation Ordinance shall be adopted by the Board within or before the first quarter of each fiscal year.

The budget shall contain a statement of cash on hand at the beginning of the fiscal year, an estimate of cash expected to be received during such fiscal year from all sources, an estimate of expenditures contemplated for such fiscal year and the estimated cash expected to be on hand at the end of such year.

The Budget and Appropriation Ordinance shall be prepared in tentative form and be made conveniently available for public inspection for at least thirty (30) days before final action. At least one public hearing shall be held before final action. The hearing must be advertised in a newspaper published in this District at least one week prior to the date for which the hearing is scheduled.

The Board must file a certified copy of the Budget and Appropriation Ordinance with the Kane and Cook County Clerks within 30 days of the adoption of the ordinance, along with an estimate, certified by the Director of Business Services, of revenues, by source, anticipated to be received by the District the following fiscal year.

The Board shall comply with all requirements of the Illinois Park District Code which relate to the Budget and Appropriation process. The Director of Business Services shall be charged with the preliminary preparation of the Budget and Appropriation Ordinance. The Budget and Appropriation Ordinance shall delineate the revenues and expenditures of all separate funds required by the District.

5.2 LEVY ORDINANCE Board approved October 7, 2020

The District has the power to levy and collect taxes on all taxable property in the District. The Levy Ordinance shall be prepared, presented and approved in compliance with the Illinois Park District Code and the Illinois Compiled Statutes.

The Director of Business Services shall be charged with the preparation of the Levy Ordinance. The Levy Ordinance shall specify amounts to be raised by taxation and thereby levy said amounts.

Chapter 5
Annual Fiscal Requirements
A certified copy of the approved Levy Ordinance shall be filed with the Kane and Cook County Clerks no later than the last Tuesday in December, or as otherwise established by law.

5.3 ANNUAL AUDIT OF ACCOUNTS – Board approved October 7, 2020
An audit of all funds, property, and financial practices shall be conducted annually by an independent certified public accounting firm which will be chosen by the Board. The audit must include all funds, whether received from property taxes or other sources. The audit must commence as soon as possible after the close of the fiscal year to which it pertains.

The audit must be completed, reported and filed electronically with Illinois Comptroller within six months after the close of each fiscal year, unless the Comptroller grants a time extension in writing. In addition to filing the report with the Comptroller, the District must file the report with the clerk of the county in which the principal District office (Kane) is located (50 ILCS 310/6), the Clerk of Cook County, Cook County Treasurer, and any other as required by law.

In addition to the normal test of various funds and investments, the accounting firm shall provide an audit management letter providing recommendations for improving the fiscal management practices of the District.

5.4 ECONOMIC DISCLOSURE STATEMENT – Board approved October 7, 2020
The Illinois Governmental Ethics Act (5 ILCS 420/1-101) requires designated District officials and employees to annually file a Statement of Economic Interest with the county clerk of the county in which the Park District's principal office is located (Kane).
Designated District officials and employees must file annual statements by May 1 each year.

The Act requires the following designees to file disclosure statements:

1. Members of the Board and candidates for election to the Board
2. District employees who are compensated for services as employees and not as independent contractors and who:
    - A. are, or function as, the head of a department, division, bureau or other administrative unit, or who exercise similar authority;
    - B. have direct supervisory authority over, or direct responsibility for, the formulation, negotiation, issuance or execution of contracts in the amount of $1,000 or greater;
    - C. have authority to approve licenses and permits;
    - D. adjudicate, arbitrate or decide any judicial or administrative proceeding, or review such a decision;
    - E. have authority to issue or promulgate rules or regulations; or
    - F. have supervisory responsibility for 20 or more employees.

3. Persons designated to file shall obtain appropriate communication and direction from the Secretary of the District. The completed statement must be filed by May 1 of each year, or as otherwise required by law.

5.5 ANNUAL STATEMENT OF RECEIPTS AND DISBURSEMENTS – Board approved October 7, 2020

The Public Funds Statement Publication Act (30 ILCS 15/1 and 15/2) requires the District Treasurer, at the expiration of each fiscal year, to prepare a statement of:

1. All monies received and from what sources received, giving items, particulars and details;
2. All monies paid out where the total amount paid during the fiscal year exceeds $2,500 in the aggregate;
3. All monies paid out as compensation for personal services, giving the name of each individual paid and listing each employee in one of the following categories:
    - A. Under $25,000.00;
    - B. $25,000.00 to $49,999.99;
    - C. $50,000.00 to $74,999.99;
    - D. $75,000.00 to $99,999.99;
    - E. $100,000.00 to $124,999.99; or
    - F. $125,000.00 and over; and
4. A summary statement of operations for all funds and account groups.

The statement must be signed by the District Treasurer under oath and, within six months after the expiration of the fiscal year, filed with the clerk of the county in which the Treasurer resides.

Effective January 1, 2012, the Public Funds Statement Publication Act no longer requires publication of the Annual Statement of Receipts and Disbursements IF 1) an audit has been made by a certified public accountant, 2) a report of such audit has been filed with the county clerk, and 3) a notice of availability of the audit report is published one time in an English language newspaper published in the District in which the District Treasurer holds his or her office, or, if no newspaper is published in the District, then in a newspaper printed in the English language published in the county in which the District Treasurer holds his or her office.

5.6 OFFICIAL FILINGS – Board approved October 7, 2020

On an annual basis, the District shall file with the appropriate county and state agencies:

1. Budget and Appropriation Ordinance;
2. Tax Levy Ordinance;
3. Treasurer's Report (Statement of Receipts and Disbursements);
4. Annual Financial Statement and Independent Auditor's Report;
5. Prevailing Wage Ordinance;
6. Kane County Debt Disclosure Ordinance
7. Any other documents or reports required by law.

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Chapter 6
Finance and Business Operations
6.0 FINANCE AND BUSINESS OPERATIONS

6.1 STATEMENT OF INTENT – Board approved October 7, 2020

The financial resources of the District are the means by which the District serves the public. All financial operations shall be conducted in accordance with written policies, procedures, State and Federal laws and ordinances.

All financial transactions of the District shall be recorded in a prescribed manner and be conveyed in a written and/or oral format. Internal controls shall be such that accurate records of all transactions will be available for audit purposes.

6.2 CREATION OF DEBT – Board approved October 7, 2020

No commissioner, committee, officer, or any other person employed or associated with the District shall be authorized to create financial liability on behalf of the District except where said liability shall be approved in nature and amount by the Board and recorded in the minutes of said meeting and/or in accordance with the District's purchasing policy. All matters of personnel, employment, and compensation are explicitly excluded from Creation of Debt (6.2).

6.3 AUTHORIZATION FOR BILL PAYMENT/ CHECK SIGNING/ CHECK ISSUANCE – Board approved October 7, 2020

In accordance with the Local Government Prompt Payment Act (50 ILCS 505/1) and applicable Illinois State Statutes, the District shall approve or disapprove a bill from a vendor or contractor for goods or services furnished within 30 days after the receipt of such bill or within 30 days after the date on which the goods or services were received, whichever is later. If one or more items on a construction related bill or invoice are disapproved, but not the entire bill or invoice, then the portion that is not disapproved shall be paid. When safety or quality assurance testing of goods by the District is necessary before the approval or disapproval of a bill and such testing cannot be completed within 30 days after receipt of the goods, approval or disapproval of the bill must be made immediately upon completion of the testing or within 60 days after receipt of the goods, whichever occurs first. Written notice shall be mailed to the vendor or contractor immediately if a bill is disapproved.

The Executive Director, Director of Business Services, and Board Treasurer are authorized to sign Accounts Payable and Payroll checks with Board approval.

Accounts Payable

On occasion, District checks may be signed and issued without prior Board approval. Such checks are routine, due for payment each month, or are financially advantageous to remit promptly, such as:

- Pension/State/Federal Government obligations
- Refunds to users
- Insurance premiums and reimbursements

- Trips and special event reimbursements
- Petty cash reimbursements
- Refunds
- Liquor purchases
- Vendors who offer discounts for early payment
- Utility bills
- Past due items
- Payments to vendors that accept ACH payment only
- Emergency checks

These "interim" or "manual" checks are approved by the Board at the next regularly scheduled meeting.

All other checks to be issued shall be done so after the Board's approval of the detailed Board report that itemizes each check to be issued by listing vendor, amount, invoice date and number. The Board will review both reports at the official semi-monthly Board meetings and vote on final approval.

Accounts Payable checks require 2 signatures. These signatures can be that of the Executive Director, Director of Business Services or the Board Treasurer.

Payroll checks require 1 signature. This signature can be that of the Executive Director, Director of Business Services or the Board Treasurer

Payroll Account
This account is used solely for the purpose of paying employees and the related employment taxes. Only the Executive Director, Director of Business Services or the Board Treasurer have the authority to sign payroll checks. All payroll checks require one authorized signature which can automatically be stamped through a payroll software.

6.4 FIDUCIARY BONDING INSURANCE COVERAGES – Board approved October 7, 2020
The District shall obtain adequate insurance that provides protection against both internal and external acts of fraud, dishonesty, and theft that may arise either from criminal intent or negligence.

The following minimum coverage is to be maintained by the District:

1. Public Officials' Errors and Omissions Liability Coverage – This coverage protects the District and members of the Board from lawsuits arising out of decisions made by the

Board. It also covers the organization from civil suits that arise from the announcement of statements or the distribution of documents to the public by either a Board member or employee that are flagrantly in error or fraudulent in their content. It does not cover any of the costs of a criminal defense that results in conviction.

2. Blanket Bond Coverage – This protects the District against losses due to dishonest or fraudulent acts by District employees.

3. Comprehensive Dishonesty, Disappearance, and Destruction Coverage – This coverage protects the District from losses of money and securities resulting from robbery and theft. This covers all District-controlled premises. It also covers losses from check forgeries.

6.5 INSURANCE – Board approved October 7, 2020

The District shall obtain sufficient property and liability insurance protection from losses arising out of physical damages due to fire, storm, vandalism, accident or other hazards; injuries arising from work-related sources; judgments against the District and its employees predicated on liability for acts due to negligence; vehicle liability; and physical damage explosion protection. Such insurance is to be obtained from qualified carriers at the lowest effective cost. In the alternative, the District may become a member of an intergovernmental self-insured cooperative, as permitted by the Illinois Intergovernmental Cooperative Act, in order to pool its funds with funds of other districts and share with them the cost of losses, including those set forth above.

Whether through a self-insured pool or working with a major public insurer, the District shall obtain health insurance for full-time and full time equivalent employees of the District. Coverages for dental, vision and life insurance shall also be provided

6.6 INTERNAL AUDITING – Board approved October 7, 2020

The Director of Business Services shall periodically conduct such audits, investigation and implement such changes as are needed to guarantee the proper conduct of District activities related specifically to the collection and disbursement of funds, accounting allocation of those funds, budget administration, inventory of material, supplies and equipment, employment records, authorization, contracts, report of hours worked and wages paid

6.7 FINANCIAL AND "OFFICIAL" RECORDS RETENTION – Board approved October 7, 2020

The Local Records Commission for Kane County issues regulations establishing procedures for compiling and submitting to the Commission lists and schedules of public records proposed for disposal. The District shall comply with any and all requirements of the Illinois Local Records Act and any other statutes, rules or regulations established governing local records retention.

Chapter 6
Finance and Business Operations

6.8 CASH RECEIPTS – Board approved October 7, 2020

Operations prepare deposits at no less than a two-day delay (including weekends and holidays). Deposits are kept in secured safes until delivered to the bank or to the Business Services Department for deposit with the bank.

Computer-generated reports of cash received are generated by the Business Services Division for each day's operations. These reports are reconciled to the actual bank deposits and credit card activity. Bank reconciliations must be performed by someone who is not a check signer.

Any discrepancies or significant over/shorts noted are investigated by the Business

Services Department in cooperation with operations.

6.9 INVESTMENT POLICY – Board approved October 7, 2020

Scope

This investment policy, which was prepared in accordance with the Public Funds Investments Act (30ILCS 235/0.01, et seq) applies to the investment activities of the Dundee Township Park District. All financial assets of the District, including the Corporate Fund, Recreation Fund, Capital Improvement Funds, Debt Service Funds, Enterprise Funds and other funds that may be created from time to time, shall be administered in accordance with the provisions of this Policy.

1. Pooling of Funds

Except for cash in certain restricted and special funds, the District will consider consolidation of cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity and yield:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

A. Credit Risk

The Dundee Township Park District will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

1) Limiting investments to the safest types of securities;
2) Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the District will do business; and
3) Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

B. Interest Rate Risk

The Dundee Township Park District will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:
1) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and
2) Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools, which offer same-day liquidity for short-term funds.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relatively to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

A. A declining credit security may be sold early to minimize loss of principal;
B. A security swap would improve the quality, yield, or target duration in the portfolio; or
C. Liquidity needs of the portfolio require that the security be sold.

Chapter 6
Finance and Business Operations

Standards of Care

1. Prudence-The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from exceptions are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

    A. 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 probable income to be derived.

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

3. Responsibility for the Investment Program/Delegation of Authority

The establishment of investment policies is the responsibility of the Park Board. Management and administrative responsibility for the investment program of the Dundee Township Park District is hereby delegated to the Treasurer/Director of Business Services who shall prepare and act in accordance with written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures include references to safekeeping, delivery vs. payment, investment accounting, wire transfer agreements and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Director of Business Services and approved by the Executive Director. The Director of Business Services will be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials. The Director of Business Services may from time to time amend the written procedures as approved by the Executive Director in a manner not inconsistent with this Policy or with State law.

Chapter 6
Finance and Business Operations

Safekeeping and Custody

1. Financial Institutions

It shall be the policy of the Dundee Township Park District to select financial institutions on the following basis:

A. Security

The District will not maintain funds in any financial institution that is not a member of the FDIC or SIPC system. Furthermore, the Dundee Township Park District will not maintain funds in any financial institution not willing to post, or not capable of posting, required collateral for funds in excess of the FDIC or SIPC insurable limits.

B. Size

The Dundee Township Park District will not maintain deposits in any financial institution in which the District funds on deposit will exceed 10% of the institution's capital stock and surplus.

C. Location

The Dundee Township Park District shall encourage investment in financial institutions within the District's boundaries whenever possible. However, the Park Board may approve qualified depositories regardless of location.

D. Statement of Condition

The Dundee Township Park District will maintain, for public and managerial inspection, current statements of condition for each financial institution named as depository. If, for any reason the information furnished is considered by the Director of Business Services to be insufficient, additional data may be requested. The refusal of any institution to provide such data upon request may serve as sufficient cause for the withdrawal of District funds.

2. Internal Controls

The Director of Business Services is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Dundee Township Park District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits require estimates and judgments by management.

A. Accordingly, the Director of Business Services shall establish a process for an annual independent review by an external auditor to assure

B. compliance with policies and procedures. The internal controls shall address the following points:
1) Control of collusion;
2) Separation of transaction authority from accounting and recordkeeping;
3) Custodial safekeeping;
4) Avoidance of physical-delivery securities;
5) Clear delegation of authority to subordinate staff members;
6) Written confirmation of telephone transactions for investments and wire transfers;
7) Development of a wire transfer agreement with the lead bank or third-party custodian.

3. Delivery v. Payment
All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Securities will be held by a third party custodian as evidenced by safekeeping receipts.

Suitable and Authorized Investments

1. Investment Types
Consistent with the GFOA Policy Statement State Statutes Concerning Investment Practices, the following investments will be permitted by this policy and are those defined by state law where applicable:

A. U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value;
B. Certificates of deposit and other evidences of deposit at financial institutions, bankers' acceptances and commercial paper, rated in the highest tier (e.g., A-1, P-1, D-1, F-1 or higher) by a nationally recognized rating agency;
C. Investment-grade obligations of state and local governments and public authorities;
D. Repurchase agreements whose underlying purchased securities consist of the foregoing;
E. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities;
F. Local government investment pools;
G. Any other investment allowed by Illinois Compiled Statutes.

2. Collateralization
Collateralization of all funds in excess of FDIC or SIPC limits is required. The District will accept any of the following assets as collateral:

A. U.S. Government Securities
B. Obligations of Federal Agencies
C. Obligations of Federal Instrumentalities
D. Obligations of the State of Illinois
E. Obligations of the Dundee Township Park District
F. General Obligation Municipal Bonds rated "A" or better
G. The amount of collateral provided will be not less than 105 percent of the fair market value of the net amount of public funds secured. The ratio of fair market value of collateral to the amount of funds secured will be reviewed quarterly, and additional collateral will be requested when the ratio declines below the level required and collateral will be released if the market value exceeds the required level. Pledged collateral will be held in safekeeping by a third-party depository designated by the Dundee Township Park District. Collateral agreements will preclude the release of the pledged assets without an authorized signature from the Dundee Township Park District.

3. Repurchase Agreement
Repurchase agreements shall be consistent with GFOA Recommended Practices on Repurchase Agreements.

Investment Parameters

1. Diversification
The investments shall be diversified by:

A. Limiting investments to avoid over-concentration of securities from a specific issuer or business sector (excluding U.S. Treasury securities),
B. Limiting investment in securities that have higher credit risks,
C. Investing in securities with varying maturities, and
D. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

2. Maximum Maturities
To the extent possible, the Dundee Township Park District shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Dundee Township Park District will not directly invest operating funds in securities maturing more than three (3) years from the date of purchase or in accordance with state and local statutes and ordinances. Should Park District staff desire to go beyond three years, this request must be recommended by the Director of Business Services and approved by the Executive Director. (The Dundee Township Park District

shall adopt weighted average maturity limitations, consistent with the investment objectives.)

Reporting

1. Methods

The Director of Business Services will prepare an investment schedule monthly. This report will be provided to the Park Board. The report will indicate:

A. Listing of individual securities held at the end of the reporting period by fund,
B. Listing of investments by maturity date,
C. Interest rate of each investment,
D. Amortized book value of each investment,
E. Par value of each investment.

2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates.

3. Marking to Market

The market value of the portfolio shall be calculated at least annually.

6.10 DEPOSIT OF FUNDS – Board approved October 7, 2020

The District shall designate a bank, or banks, or other financial depository institution in which funds of the District may be deposited.

Designated depositories must furnish copies of the last two (2) annual statements of condition and financial reports required by the Division Director of Financial Institutions, or the Comptroller of the Currency, to the District. In addition, all depository institutions are to be insured by the Federal Deposit Insurance Corporation.

It will be at the discretion of the Director of Business Services, with the approval of the Executive Director, to determine which institutions would best serve the District. A periodic review and establishment of an approved list of institutions to be utilized shall be made by the Board of Commissioners.

6.11 PETTY CASH – Board approved October 7, 2020

Funds for the procurement of supplies and services, which are not able to be paid through the proper accounts payable check writing procedure due to an emergency or the inability to pay with a check are paid from petty cash funds maintained by the District's Finance staff. All petty cash disbursements are charged to the appropriate expense account and receipts are attached to the petty cash reimbursement voucher retained by Finance staff. Upon approval of appropriate receipts and allocation of expenses, a reimbursement check will be prepared and issued to maintain each of the petty cash funds. Petty cash accounts are counted and reconciled monthly and audited annually.

Chapter 6
Finance and Business Operations

6.12 MONTHLY FINANCIAL REPORTS – Board approved October 7, 2020

On a monthly basis, staff will provide the Board with a summarized profit and loss statement, comparing current monthly and year-to-date totals to current monthly and year to- date budget and the prior year's monthly and year-to-date totals. This report will be presented in summarized fashion at the fund level.

6.13 PURCHASING REQUIREMENTS – Board approved October 7, 2020

Updated on July 20, 2022
Updated on November 19, 2025
Updated on September 16, 2026

The following personnel will have the authority to purchase:

- Executive Director
- Directors
- Superintendents
- Managers and Supervisors
- Designated Employees *

* This is defined as a staff member that has been given authority by any of the personnel listed above.

- A Manager and Supervisor may purchase up to $1,000 of unbudgeted expenditures without Superintendent approval. A Director and Superintendent may purchase up to $5,000 of unbudgeted expenditures. For unbudgeted purchases of $5,001 - $29,999, the employee must obtain approval from the Executive Director.
- A minimum of three written quotes from three different sources, if practical, must be obtained to purchase equipment or materials that are equal to or greater than $10,000.
- An unbudgeted purchase of $30,000 or greater must be approved by the Board of Park Commissioners.

Cooperative Purchasing is acceptable and can help save time and money by combining the buying power of thousands of government and education entities. Contracts at the manufacturing level can be leveraged locally to support local businesses.

Whenever possible, the District will use purchasing cards to acquire goods and services.
All of the above requirements remain in effect for using these cards.

6.14 LEGAL BIDDING – Board approved October 7, 2020

Updated on July 20, 2022
Updated on November 19, 2025

Purchase of materials or equipment estimated to exceed $60,000 or labor estimated to exceed $30,000 shall follow legal bidding requirements as provided by law. Contracts will be awarded in conformity with Section 5 of the Public Contracts provisions of the Illinois Criminal Code of 2012 (720 ILCS 5/33E-5).

The following exceptions to the bidding requirements are listed in the Illinois Compiled Statutes 70 ILCS 1205/8-1(c) as follows:

1. The services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
2. The printing of finance committee reports and department reports;
3. The printing or engraving of bonds, tax warrants and other evidences or indebtedness;
4. Utility services such as water, light, heat, telephone or telegraph;

5. The use, purchase, delivery, movement or installation of data processing equipment, software or services;
6. The use, purchase, delivery, movement or installation of telecommunications and interconnect equipment, software, or services;
7. The use, purchase, delivery, movement or installation of duplicating machines and supplies;
8. Contracts for goods or services procured from another governmental agency;
9. The purchase of equipment previously owned by some entity other than the District itself.
10. The purchase of magazines, books, periodicals, pamphlets and reports;
11. Contracts for emergency expenditures, provided such expenditures are approved by three-fourths of the members of the board; The Park District reserves the right to waive all technicalities, to accept or reject any or all bids, or to accept only portions of a bid and reject the remainder. The Park District will award the Contract to the lowest most responsible and responsive bidder, as determined by the Park District. In considering the Bidder's responsibility, the Park District may evaluate, among other factors, the ability of the Bidder to provide experienced labor sufficient in numbers to timely and properly complete the services, the financial capability of the Bidder, and the performance of the Bidder on other projects.

Bid Results
Following acceptance of a specific bid or bids by the Board of Commissioners, timely notification of the action shall be made in writing to all bidders.

Rebidding
In the event all bids are rejected by the Board, the project may be re-bid following "Legal Bidding"; however, bid documents shall be sufficiently altered to prevent the use of information obtained from the former bid process to unfair advantage in the re-bid process.

Contracts
The District shall award and enter into contractual arrangements with vendors primarily for completion of construction projects. Procurement of goods and/or services for non-construction projects may require contracts if it is determined to be in the best interest of the District.

Bid Bonds
The District shall require as a bid surety a certified check or bid bond equal to ten percent of the contract as a proposal guarantee, in conformity with Section 6.14, Legal Bidding Procedures. Such requirement shall be made on all construction projects and other bidding procedures, where it is determined to be in the best interest of the District.

Chapter 6

Bid sureties shall be returned to the bidders within ten days following the acceptance or rejection of bids by the Board. However, the bid surety of the successful bidder shall be returned only after receipt of an acceptable Performance and Payment Bond.

Performance and Labor Payment Bonds
The successful bidder shall furnish a Performance Bond in an amount equal to 110% of the contract awarded and payment of all obligations thereunder. Bond form shall be one that is acceptable to the District. Failure to supply required bonds within 10 days after bid acceptance, or within such extended period as the District may grant, shall constitute a default, and the District may award the contract to the next responsible bidder or elect to re-advertise for bids.

6.15 FIXED ASSETS LEDGER – Board approved October 7, 2020
Amended April 5, 2023

Assets of a long-term character equal to or in excess of ten thousand dollars ($10,000) in purchase value and which are intended to continue to be held or used, such as land, buildings, machinery and equipment, shall be recorded at acquisition value on a ledger. The ledger shall include a description of the item, serial or identification number, date acquired, vendor name, and other information, which may aid in the description of valuation of the item. A notation shall be made on the ledger of the date, amount received and other specific details when such assets are sold or scrapped.

6.16 BUDGET PHILOSOPHY AND GUIDELINES – Board approved October 7, 2020
In the preparation of the annual fiscal budget, management will consciously work toward satisfying and fulfilling both the short-term and long-range goals and objectives formulated by management and approved by the Board.

Whenever feasible and practical, the budget process shall be decentralized in which frontline managers will formulate the preliminary drafts of their department budgets. The drafts will be reviewed by the appropriate Director, the Director of Business Services, and finally, the Executive Director. To carry out this policy, management will employ qualified people who can understand financial information, satisfy routine financial requirements, and satisfactorily prepare a budget.

6.17 WIRE TRANSFERS AND ACH ORIGINATION – Board approved October 7, 2020
Wire transfers can be made by the Director of Business Services or designee to facilitate quick deposits of funds into an account or to move funds from one institution to another in lieu of a check.

Wire transfers may be made to expedite the movements of funds, to avoid penalties, late charges, and overdraws, and to maximize interest on excess funds.
Specific transfers currently allowed are:

- Net payroll (bi-weekly)
- Credit Union savings and loan withholdings

- Payroll tax withholdings
- Excess cash investments
- Social Security deposits
- Medicare deposits
- Bond principal and interest payments
- Purchasing card payments
- Accounts payable check runs

6.18 ANNUAL, EXTERNALLY CONDUCTED AUDITS – Board approved October 7, 2020

At least once annually, an audit of the financial records of the entire District is to be conducted by an accredited certified public accounting firm. The examination is to be made in accordance with generally accepted auditing standards and include such tests of accounting records and other auditing procedures as the firm deems necessary to formulate an "Opinion," in accordance with Generally Accepted Accounting Principles.

It is solely at the Board's discretion to hire, retain, or dismiss a particular firm. Except as otherwise provided by law, it is also the Board's prerogative to determine the scope of the examination.

Currently, the scope of the audit includes the following funds:

- Corporate
- Recreation
- Capital Improvement
- Debt Service
- Social Security
- IMRF
- Liability
- Police
- Randall Oaks Golf Club
- Bonnie Dundee Golf Club

The examination will be directed toward an expression of an opinion on the District's combined financial statements; however, it is not designated, nor can be relied upon, to disclose defalcations or similar irregularities, should any exist. The firm will notify the Board, however, if any such matters are disclosed or come to the firm's attention during the examination.

The firm will prepare the District's annual financial report for the Illinois Comptroller. At the District's request, the firm will render advice or recommendations on accounting and other matters.

The firm will furnish the Board and management with a "Management Letter," reporting on specific deficiencies found in the organization's internal control system.
Special Audits can be conducted at the request of the Board.

6.19 FUND BALANCE POLICY – Board approved March 21, 2018
Revised October 7, 2020
December 6, 2023

Purpose
The purpose of this policy is to establish the principles and parameters by which the projected end-of-year Fund Balance targets will be defined at the beginning of each budget period. Each year, the budget document will include a discussion of the fund targets established in this policy. The parameters established in this policy provide a range of acceptable amounts of end-of-year Fund Balances for each type of fund.
The policy provides guidance to District staff who monitor the District's fiscal activity and who are responsible for proposing plans to meet the Board of Park Commissioners' goals. The District will not propose a budget that would create a Fund Balance less than the minimum parameters set forth in this policy, unless the Park Board of Commissioners resolves that it is in the best interest of the District to do so.

Guiding Parameters
The following parameters will be used as part of the budget process to establish targets for the following funds:

Corporate Fund – The fund's target fund balance is **25%** of annual Operating

Expenditures. Balances above the maximum may be transferred to any other governmental fund at the discretion of the Board of Park Commissioners.

Recreation Fund – The fund's target fund balance is **25%** of annual Operating Expenditures. Balances above the maximum may be transferred to any other governmental fund at the discretion of the Board of Park Commissioners.

IMRF, Social Security, Police, and Liability Funds
The target fund balances for these funds is **25%** of Operating Expenditures. These funds will be monitored, and the taxes levied to support them will be adjusted to ensure that they operate within the target levels.

Special Recreation Fund – The fund's target fund balance is **25%** of Operating Expenditures. The vast majority of amounts levied are paid to the Northern Illinois Special Recreation (NISRA) to provide for the recreational needs of the special needs Population and for addressing the District's ADA Audit projects.

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Debt Service Fund – The fund's target fund balance is $1,000.00. The only activities in this fund are recording the taxes received to pay debt, transfers, and the expenses related to paying the debt. One hundred percent of a Debt Service Fund's Fund Balance is restricted for Debt Service.

Capital Improvement Fund – The Capital Projects Fund balance is reviewed in developing the Capital Improvement Program. Debt financing, grants, or inter-fund transfers can be used to finance projects when balances are not adequate. The Fund Balance of a capital project-type fund is 100% restricted, committed, or assigned for acquisition, construction, and development. Increases and decreases in fund balances are associated with the specific projects planned. A **$500,000.00** target fund balance is set to allow for emergency capital outlay purposes.

Randall Oaks and Bonnie Dundee Golf Funds – The District's goal will be **25%** of annual Operating Expenses.

AUTHORITY – The Executive Director will determine if a portion of fund balance should be assigned.

REPORTING – Staff will prepare and include in the budget document a schedule that shows the status of the District's balances compared to the targets outlined in this policy. The Executive Director of the Dundee Township Park District is given authority within this policy to assign fund balances to specific projects or planned expenditures.

MINIMUM TARGETS – Management will monitor the major revenue collections and the amount of cash available by reviewing the monthly financial reports. During the year, if revenue

projections suggest that revenue will not meet expectations, and the fund target(s) will not be met by year end, the Executive Director will take the following actions to reach the goals established in the adopted budget:

- Review expenditures/expenses with Directors
- Reduce capital asset expenditures/expenses
- Reduce operational expenditures/expenses, where appropriate, while maintaining the adopted budget goals
- Present to the Board of Park Commissioners other expenditure/expense control options, including those that might modify the goals established in the adopted budget

EXCEPTIONS TO THE POLICY – If the Board of Park Commissioners adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to this Policy within a three-year period.

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Finance and Business Operations

6.20 BOND RATING POLICY – Board approved October 7, 2020

Purpose

This policy has been created to provide guidance to the Agency in determining the necessity of obtaining a bond rating for the purpose of providing comfort to investors.

Criteria

The Dundee Township Park District will consider obtaining a bond rating at such time that it is financially advantageous to do so. Generally speaking, that will be the case when the size of a bond issue is large enough that the cost of obtaining a bond rating, and thus a reduced interest rate, is less than obtaining insurance to provide comfort to investors. If it is determined that it is not in the best interest of the Agency to have a bond rating, the Agency reserves the right to decline to do so.

6.21 DELEGATION OF AUTHORITY ON CERTAIN CHANGE ORDERS – Board approved October 7, 2020

November 19, 2025

Purpose

This policy has been created to provide the Executive Director of the Park District with the authorization to approve or deny certain change orders on which action is required within a limited time span.

Criteria

The Executive Director of the Park District is hereby authorized and empowered to receive, review, investigate and approve or deny any and all change orders that authorize an increase or decrease in either the cost of a public contract by less than $30,000 or the time of completion by less than 30 days on construction contracts for the Dundee Township Park District, in accordance with the terms and conditions of the contracts under which the change is requested. The Executive Director shall, as soon as practicable after acting on any change order pursuant to this ordinance, shall inform the Board: (a) that a change order has been requested; (b) the Executive Director's findings on the request for the change order; (c) the Executive Director's response to the change order. Upon completion of all documentation for the change order, the Executive Director shall circulate same to the members of the Board.

In the absence of the Executive Director, the delegation of authority on certain change orders will transfer to the Deputy Director.

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6.22 IDENTITY PROTECTION POLICY – Board approved October 7, 2020

Purpose

The purpose of this policy is to protect social security numbers from unauthorized disclosure. Regarding the use of social security numbers, Dundee Township Park District intends to comply with the provisions of the Identity Protection Act (5 ILCS 179/1 et seq.).

Requirements

1. All employees who have access to social security numbers in the course of performing their duties must be trained to protect the confidentiality of social security numbers. Training will include instruction 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 will have access to such information or documents.
3. Social security numbers requested from an individual will be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
4. When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the social security number is being collected and used must be provided.

Prohibited Activities

No employee may do any of the following:

1. Publicly post or publicly display in any manner an individual's social security number. "Publicly post" or "publicly display" means to intentionally communicate or otherwise intentionally make available to the general public.
2. Print an individual's social security number on any card required for the individual to access products or services.
3. Encode or embed an individual's social security number in or on any cards or documents, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology.
4. Require an individual to transmit his or her social security number over the internet, unless the connection is secure or the social security number is encrypted.
5. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, a social security number may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with

any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process, or to establish, amend, or terminate an account, contract or policy, or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.

6. Collect, use, or disclose a social security number from an individual, unless:
    A. Required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities;
    B. The need and purpose for the social security number is documented before collection of the social security number; and
    C. The social security number collected is relevant to the documented need and purpose.
7. Require an individual to use his or her social security number to access an internet website.
8. Use the social security number for any purpose other than the purpose for which it was collected.

The prohibitions listed immediately above do not apply in the following circumstances:

1. The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
2. The collection, use, or disclosure of social security numbers in order to ensure the safety of other employees.
3. The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
4. The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Public Inspection and Copying of Documents

Notwithstanding any other provision of this policy to the contrary, all employees must comply with the provisions of any other state law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. This includes request for information or documents under the Illinois Freedom of Information Act. Employees must redact social security numbers before allowing the public inspection or copying of the information or documents.

Public Availability

A copy of this policy shall be made available to the public upon request.

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Applicability
This policy does not apply to the collection, use, or disclosure of a social security number as required by state or federal law, rule, or regulation.

6.23 ECONOMY OF RESOURCES POLICY – Board approved October 7, 2020
The District will actively pursue cooperative and joint purchasing opportunities as a means to reduce costs and make the most of cooperative relationships. The economization of resources will be an ongoing priority in all purchasing decisions. At all times, the District will subscribe to at least one purchasing cooperative that meets the State of Illinois competitive bid rules.

6.24 SUPPLEMENTAL/EMERGENCY APPROPRIATIONS – Board approved
October 7, 2020
November 19, 2025
In order to meet circumstances that cannot be anticipated by prior fiscal planning efforts, the Executive Director may initiate the following for the request of supplemental and emergency appropriations and fund transfers. After the first 6 months of any fiscal year have elapsed, the Board may, by two-thirds vote, transfer from any appropriation item its anticipated unexpended funds to any other item of appropriation theretofore made, and the item to which said transfer is made may be increased to the extent of the amount so transferred.

Emergency unbudgeted purchases are purchases in such a situation in which the delay caused by adherence to the Purchase Requisition System (6.13) would threaten public health, safety, or welfare such that the immediate purchase of supplies, materials, or work is necessary. Such purchases shall also include situations where operational commitment would not be able to be met without the immediate purchase of supplies, materials or services.

- A Supervisor may approve unbudgeted emergency purchases under $1,000 without prior approval.
- A Department Head may approve unbudgeted emergency purchases under $5,000 without prior approval.
- The Executive Director may approve unbudgeted emergency purchases from $5,000 to $29,999.
- Unbudgeted emergency purchases of $30,000 or greater must be approved by three-fourths of the members of the Board.

6.25 TECHNOLOGY PURCHASE POLICY – Board approved October 7, 2020
It is the policy of the Dundee Township Park District that all technology-related items, including software, computer hardware, peripherals that interface with computers, and audio-visual equipment be reviewed and evaluated by the Business Services Department prior to its purchase and implementation so as to provide feedback regarding compatibility with Park
District systems and internal controls.
There are a number of advantages this policy offers:

- Compatibility: Ensures compatibility between all components of the Dundee Township Park District network and internal controls

- Cost savings: Cost savings are realized through discounts, greater standardization, volume purchasing, staffing efficiencies, and other means
- Consulting services: Information Technology (IT) is available to consult on the best options
- Support: Affords more effective and efficient maintenance and support
- Tracking: Appropriate equipment and software licenses will be added to the Park District's inventory database maintained by IT for insurance and accounting purposes
- Big picture: Provides IT with knowledge of Park District resources to facilitate collaboration with, and integration of, information technology

6.26 Disclosure Policy – Board Approved 9-16-20

DUNDEE TOWNSHIP PARK DISTRICT, KANE AND COOK COUNTIES, ILLINOIS (THE *"DISTRICT"*)POLICIES AND PROCEDURES FOR PREPARING AND UPDATING DISCLOSURES

Pursuant to the District's responsibilities under the securities laws, including its continuing disclosure undertakings (the *"Undertakings"*) under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended, and the U.S. Securities and Exchange Commission's statements in enforcement actions, it is necessary and in the best interest of the District that the District's (i) preliminary and final official statements or offering circulars and any supplements or amendments thereto (collectively, the *"Official Statements"*), disseminated by the District in connection with any bonds, notes, certificates or other obligations, (ii) Annual Financial Information or Financial Information, as required by and defined in the Undertakings (the *"Annual Financial Information"*) to be filed with the Municipal Securities Rulemaking Board's (*"MSRB"*) Electronic Municipal Market Access (*"EMMA"*) system, and (iii) notices of Material Events or Reportable Events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA (each, an *"EMMA Notice"*) comply in all material respects with the federal securities laws. Further, it is necessary and in the best interest of the District that the District adopt policies and procedures to enable the District to create accurate disclosures with respect to its

(i) Official Statements, (ii) Annual Financial Information, and (iii) EMMA Notices. Official Statements, Annual Financial Information and EMMA Notices are collectively referred to herein as the *"Disclosures."*

In response to these interests, the District hereby adopts the following policies and procedures (the *"Disclosure Policy"*):

(a) *Disclosure Officer*. The Director of Business Services of the District (the *"Disclosure Officer"*) is hereby designated as the officer responsible for the procedures related to Disclosures as hereinafter set forth (collectively, the *"Disclosure Procedures"*).

(b) *Disclosure Procedures: Official Statements*. Whenever an Official Statement will be disseminated in connection with the issuance of obligations by the District, the Disclosure Officer will oversee the process of preparing the Official Statement pursuant to the following procedures:

1. The District shall select (a) the working group for the transaction, which group may include outside professionals such as disclosure counsel, a municipal advisor and an underwriter (the *"Working Group"*) and (b) the member of the Working Group responsible for preparing the first draft of the Official Statement.

2. The Disclosure Officer shall review and make comments on the first draft of the Official Statement. Such review shall be done in order to determine that the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading. Particular attention shall be paid to the accuracy of all descriptions, significant information and financial data regarding the District. Examples include confirming that information relating to the District, including but not limited to demographic changes, the addition or loss of major employers, the addition or loss of major taxpayers or any other material information within the knowledge of the Disclosure Officer, is included and properly disclosed. The Disclosure Officer shall also be responsible for ensuring that the financial data presented with regard to the District is accurate and corresponds with the financial information in the District's possession, including but not limited to information regarding bonded indebtedness, notes, certificates, outstanding leases, tax rates or any other financial information of the District presented in the Official Statement.

3. After completion of the review set forth in 2. above, the Disclosure Officer shall (a) discuss the first draft of the Official Statement with the members of the Working Group and such staff and officials of the District as the Disclosure Officer deems necessary and appropriate and (b) provide comments, as appropriate, to the members of the Working Group. The Disclosure Officer shall also consider comments from members of the Working Group and whether any additional changes to the Official Statement are necessary or desirable to make the document compliant with the requirements set forth in 2. above.

4. The Disclosure Officer shall continue to review subsequent drafts of the Official Statement in the manner set forth in 2. and 3. above.

5. If, in the Disclosure Officer's reasonable judgment, the Official Statement does not include any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made in the Official Statement not misleading, the Official Statement may, in the reasonable discretion of the Disclosure Officer, be released for dissemination to the public; *provided, however,* that the use of the Official Statement must be ratified, approved and authorized by the Board of Park Commissioners of the District (the *"Board"*).

(c) *Disclosure Procedures*: *Annual Financial Information*. The Disclosure Officer will oversee the process of preparing the Annual Financial Information pursuant to these procedures:

1. By October 15th of each year (the same being at least 30 days prior to the last date on which the Annual Financial Information is required to be disseminated pursuant to the related Undertaking, the Disclosure Officer shall begin to prepare (or hire an agent to prepare) the Annual Financial Information. The Disclosure Officer shall also review the audited or unaudited financial statements, as applicable, to be filed as part of the Annual Financial Information (the *"Financial Statements"*). In addition to the required updating of the Annual Financial Information, the Disclosure Officer should consider whether additional information needs to be added to the Annual Financial Information in order to make the Annual Financial Information, including the Financial Statements, taken as a whole, correct and complete in all material respects. For example, if disclosure of events that occurred subsequent to the date of the Financial Statements would be necessary in order to clarify, enhance or correct information presented in the Financial Statements, in order to make the Annual Financial Information, taken as a whole, correct and complete in all material respects, disclosure of such subsequent events should be made.

2. If, in the Disclosure Officer's reasonable judgment, the Annual Financial Information, including the Financial Statements, is correct and complete in all material respects, the Disclosure Officer shall file the Annual Financial Information with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

(d) *Disclosure Procedures: Reportable Events*. The Disclosure Officer will prepare (or hire an agent to prepare) Reportable Event Disclosure and file the same with EMMA (or confirm that such filing is completed by an agent hired by the District for such purpose) in a timely manner (not in excess of ten business days after the occurrence of the Reportable Event). Incurrence of a Financial Obligation, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a Financial Obligation, any of which affect security holders, if material, is a Reportable Event. Upon the incurrence of any Financial Obligation, as such term is defined in the Undertaking, the Disclosure Officer shall review such Financial Obligation and assess whether such Financial Obligation is material. If, in connection with such Financial Obligation, the District has agreed to any covenant, event of default, remedy, priority right or other similar term which affects security holders, the Disclosure Officer shall further review such term and assess whether the same is material. The Disclosure Officer shall prepare a summary of such review. If, in the Disclosure Officer's reasonable judgment, following consultation with financial or legal professionals as necessary, such Financial Obligation and/or term of such Financial Obligation is deemed material, the Disclosure Officer shall file a summary of such Financial Obligation (or the entire financing document, provided that confidential or sensitive information may be redacted to the extent such redaction does not prevent all material terms from being disclosed) with EMMA not in excess of ten business days after the incurrence of such Financial Obligation.

(e) *Disclosure Procedures*: *EMMA Notices*. Whenever the District determines to file an EMMA Notice, or whenever the District decides to make a voluntary filing to EMMA, the Disclosure Officer will oversee the process of preparing the EMMA Notice pursuant to these procedures:

1. The Disclosure Officer shall prepare (or hire an agent to prepare) the EMMA Notice. The EMMA Notice shall be prepared in the form required by the MSRB.

2. In the case of a disclosure required by an Undertaking, the Disclosure Officer shall determine whether any changes to the EMMA Notice are necessary to make the document compliant with the Undertaking.

3. If, in the Disclosure Officer's reasonable judgment, the EMMA Notice is correct and complete and, in the case of a disclosure required by an Undertaking, complies with the Undertaking, the Disclosure Officer shall file the EMMA Notice with EMMA (or confirm that such filing is completed by any agent hired by the District for such purpose) within the timeframe allowed for such filing.

(f) *Additional Responsibilities of the Disclosure Officer*. The Disclosure Officer, in addition to the specific responsibilities outlined above, shall have general oversight of the entire disclosure process, which shall include:

1. Maintaining appropriate records of compliance with this Disclosure Policy (including proofs of EMMA filings) and decisions made with respect to issues that have been raised;

2. Evaluating the effectiveness of the procedures contained in this Disclosure Policy; and

3. Making recommendations to the Board as to whether revisions or modifications to this Disclosure Policy are appropriate.

(g) *General Principles*.

1. All participants in the disclosure process should be encouraged to raise potential disclosure items at all times in the process.

2. The process of revising and updating the Disclosures should not be viewed as a mechanical insertion of current numbers. While it is not anticipated that there will be major changes in the form and content of the Disclosures at the time of each update, the Disclosure Officer should consider whether such changes are necessary or desirable in order to make sure the Disclosure does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading at the time of each update.

3. Whenever the District releases information, whether in written or spoken form, that may reasonably be expected to reach investors, it is said to be "speaking to the market." When speaking to the market, District officials must be sure that the released information does not make any untrue statement of a material fact or omit to state a material fact necessary or desirable, in order to make the statements made, in light of the circumstances in which they were made, not misleading.

4. While care should be taken not to shortcut or eliminate any steps outlined in this Disclosure Policy on an ad hoc basis, the review and maintenance of the Disclosures is a fluid process and recommendations for improvement of these Disclosure Procedures should be solicited and regularly considered.

5. The Disclosure Officer is authorized to request and pay for attendance at relevant conferences or presentations or annual training sessions conducted by outside counsel, consultants or experts in order to ensure a sufficient level of knowledge for the effective administration of this Disclosure Policy.

Park District Code Reference_____
Date of Approval of Board of Commissioners_____ September 16, 2020
Date of Revision of Board of Commissioners_____

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7.0 PRICING ADMINISTRATION

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7.0 PRICING ADMINISTRATION

7.1 GIFT ACCEPTANCE POLICY – Board approved October 7, 2020

Purpose

The Gift Acceptance Policy has been established to govern acceptance of gifts made to the Dundee Township Park District and to provide guidance to donors, staff and the Board.

Types of Gifts

The Dundee Township Park District will consider any and all gifts that will contribute to the fulfillment of the Park District's Mission. Gifts can be in the form of cash, tangible personal property, real estate, and miscellaneous charitable items. Gifts are defined as assets that do not fall within the parameters of the Park District's sponsorship program.

Gift Acceptance Process

The following process will be utilized when considering all gifts made to the Dundee Township Park District.

1. The donor is to submit a written proposal to the Executive Director, detailing the proposed gift.
2. The Executive Director will review the proposal with all necessary parties, including, but not limited to, donor, staff, Board committees, and legal counsel before presenting the proposal to the Board.
3. The Executive Director will present the proposal, along with a recommendation, to the Park Board for consideration.
4. The Board will consider the proposed gift at a regular scheduled Board meeting.
5. Upon acceptance of the gift proposal, the Board will instruct the Executive Director to work with the donor to handle the gift acceptance on behalf of the Board.

Restrictions

Restrictions placed on gifts that are not consistent with the Mission of the Dundee Township Park District may be rendered unreasonable or unable to be fulfilled, thus resulting in a rejection of the gift.

The Board reserves the right to request the donor to remove or alter the restrictions in order to gain acceptance. The Board reserves the right to reject any and all gifts for any reason.

Use of Legal Counsel

The Dundee Township Park District reserves the right to seek the advice of legal counsel when considering potential gifts.

Legal, Professional and Appraisal Fees

The responsibility of any and all legal, professional and appraisal fees that are associated with the gift acceptance must be detailed in the written proposal by the donor. Should additional fees

arise during the gift acceptance process, the responsibility of these fees is to be assigned, in writing, prior to Board approval.

Acknowledgement
The Park District will acknowledge the receipt of all gifts in writing, and in a manner which satisfies the necessary IRS substantiation requirements set forth in IRC Section 170(c) for the deduction of charitable gifts by individual donors.

Additional publicity of the gift to the Park District will be handled by Park District staff in a manner that is agreeable to the donor and appropriate for the gift.

7.2 RECREATION PROGRAMS FINANCIAL ASSISTANCE POLICY – Board approved October 7, 2020 *Revised January 25, 2023*

Purpose
The Recreation Assistance Policy has been established to allow for recreation programs assistance in the form of financial assistance to Dundee Township Park District residents whose households meet the criteria, as documented in the Request for Financial Assistance Application Form. Eligible programs are specified on the application form.

Criteria

1. Applicants must reside within the boundaries of the Dundee Township Park District.
2. Provide a photocopy (not original) of the participant's (under age 18) birth certificate with the Request for Financial Assistance Application Form.
3. Eligibility for financial assistance must meet any of the following criteria:
   A. The household receives food stamps, general assistance, disability assistance, or other prequalified governmental aid (please provide documented proof); or
   B. One of the household's principal providers is actively serving in the military; or
   C. The household meets the poverty-level standards defined by Health and Human Services (please provide prior-year tax returns for all household members providing financial support, with Social Security numbers eliminated); or
   D. The household falls within State of Illinois guidelines of low-income families (please provide documented proof);
4. If funds from governmental agencies are available, applicants may be asked to first exhaust those means of receiving funds. Park District staff will assist applicants in obtaining these grants.
5. The Superintendent of Recreation may consider extenuating circumstances for those individuals who do not consistently meet the established criteria and award financial assistance.

Pricing Administration

Limitations
An eligible participant will be limited to financial assistance for:

1. No more than $500 per household per year.
2. Programs contracted out and not conducted by Park District staff, trips, cooperative programs, and punch card programs are ineligible for financial assistance.

Participant Co-pay Amount
An eligible participant shall contribute toward the cost of the program by making the following co-pays:

1. Seasonal Recreation Programs shall have a 25%, 50% or 75% participant co-pay, depending on household financial status.

Funding
The amount of financial assistance available each year shall be determined during the Park District's annual budget process. Additionally, net proceeds generated from designated events may be dedicated to support this program. Should financial assistance requests exceed available funds, it will be at the discretion of the Superintendent of Recreation to provide additional financial assistance.

7.3 RED FLAG RULES POLICY – Board approved October 7, 2020
Purpose
The Fair Credit Reporting Act requires that all organizations that meet its description as a qualified institution have a policy in place to protect its customers against Identity Theft (Red Flag Rules). The Park District must ensure that its guests' personal information is protected.

As a result, it shall be the policy of the Dundee Township Park District to comply with the Fair Credit Reporting Act effective May 1, 2009.

7.4 DATA SECURITY POLICY – Board approved October 7, 2020

Purpose
In order to ensure that the Dundee Township Park District's guests, staff, and Board of Commissioners have confidence that personal information pertaining to their relationship with the District is not compromised, all reasonable measures taken to do so will be enforced, and approved data security procedures adhered to. This includes, but is not limited to, requirements

from the Illinois Local Records Act, Health Insurance Portability and Privacy Act, Payment Card Industry Data Security Standards, and all other Federal, State, and Local Government Statutes.

7.5 ELECTRONIC MESSAGE SIGNS POLICY – Board Approved October 7, 2020

Purpose:
The purpose of this policy is to allow community based organizations use of the electronic signs located at Bonnie Dundee Golf Course (intersection of Rte. 25 and Rte. 68) and Randall Oaks Golf Course (intersection of Randall Road and Binnie Road) to promote community events/activities or communicate messages to the Dundee Township community.

Eligibility:
Eligibility will be limited to governments, community service organizations, civic organizations, and not-for-profit organizations, all of which are to be domiciled within the Dundee Township area. Also, organizations outside of the Dundee Township area sponsoring an event sanctioned by the Dundee Township Park District as an "official community event" may use the signs to announce events. Use of the signs by individuals, for-profit businesses, trade organizations or political organizations is prohibited unless those events have been sanctioned by the Dundee Township Park District as an "official community event".

Application, Reservation and Scheduling:
Applications are to be made on the appropriate Bonnie Dundee Golf Course or Randall Oaks Golf Course Sign Request Form and submitted to the Park District no less than fourteen days prior to the requested display date. Requests will be reviewed and honored on a first-come, first served basis with a limit of two reservations per month. Any additional reservations will be honored based on availability and at the discretion of the Park District staff.

In addition, reservations will be limited to not more than one year in advance.

Reservations and schedules shall be maintained by the Park District at the Marketing Department office in the Rakow Center.

The Dundee Township Park District reserves the right of first use of the sign. Any scheduling in conflict with the Dundee Township Park District's need or use for the community events sign shall be resolved to the Dundee Township Park District's benefit.

The Dundee Township Park District is not responsible for messages submitted incorrectly.

Duration:
The signs shall be reserved for no less than one week and for no more than two weeks, unless staff determines availability exists. The Park District reserves the right to remove or change any

message during the scheduled display period without the consent of the applicant in order to exercise its own use of the community events signs.

Message Fees:
Eligible community based organizations will be charged $25.00 per week/per sign. Payment must be received with application.

The Village of Carpentersville and Village of East Dundee fees will be waived for the Bonnie Dundee message sign due to the contributions made toward construction of the message sign by each agency. In the event that a request is denied or the Park District cancels the reservation prior to displaying the scheduled message, the fee shall be returned to the applicant. If the Park District cancels or removes a message during its display period, the fee will not be refunded.

All fees are to be paid by cash, check (payable to the Dundee Township Park District) or credit/debit card.

Requests for Message Sign Usage:
Community Based Organization requests for message sign usage should be made to the Marketing Manager's attention at marketing@dtpd.org.

Cancellations:
Cancellations of confirmed reservations must be made two weeks prior to the scheduled date of sign use in order to receive a refund of the fee. No other refunds will be considered.

The organization making the request is responsible for contacting the Dundee Township Park District should the event be cancelled, postponed, or rescheduled.

Right to Edit/Right of Refusal:
The Dundee Township Park District has the authority to edit text of the signage being requested if it deems necessary for reasons including but not limited to, availability of space and layout concerns.

Due to the size limitations of the sign, messages are restricted to 72 characters/spaces. Submitted messages may therefore have to be abbreviated in order to fit. Park District staff may also have to make spelling and grammatical corrections.

The Dundee Township Park District reserves the right to refuse to honor any application request if it is deemed inappropriate, inflammatory, in conflict with the separation of church and state, or not within the general interest of the Dundee Township Park District community and its values as determined by the Park Board or duly appointed representative.
In the event an application is rejected, payment will be refunded.

Chapter 7
Pricing Administration

Emergency Notifications
In case of an emergency, the sign will be updated to only display info related to the emergency. Once the emergency has been lifted, the sign will resume displaying the scheduled messages.

Revocability:
The Dundee Township Park District reserves the right to revoke the use of the community events sign at any time with reason to the applicant.

Park District Code Reference_____
Date of Approval of Board of Commissioners June 1, 2005
Date of Revision of Board of Commissioners September 5, 2018

INDEX

8.0 CONDUCT ORDINANCE

8.1 Conduct Ordinance

8.1 CONDUCT ORDINANCE 2014-M – Adopted October 1, 2008 and Revised April 25, 2014

Note: Page numbers listed in the Conduct Ordinance's Table of Contents do not match the pagination in this section of the Administrative Policy Manual.

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AN ORDINANCE REGULATING THE USE OF THE PARKS

AND PROPERTY OWNED OR CONTROLLED BY THE

DUNDEE TOWNSHIP PARK DISTRICT

CHAPTER I - DEFINITIONS, CONSTRUCTION, AND SCOPE

Section 1.01. Short Title. This Ordinance regulating the use of the parks and property owned or controlled by the Dundee Township Park District shall be known and may be cited as the "Conduct Ordinance of the Dundee Township Park District." The Dundee Township Park District is committed to providing quality park areas, facilities and services for the present and future benefit and enjoyment of our entire community. This Ordinance is intended to help carry out that mission.

Section 1.02. Definitions. Unless otherwise expressly stated elsewhere in this Ordinance, for purposes of this Ordinance, the following words, terms, and phrases shall have the meanings given herein:

1. "Aircraft" means any device that is used or intended to be used for human flight in the air or is capable of flight in the air, including without limitation powerless flight.

2. "Alcoholic Liquor" is defined as provided in the Illinois Liquor Control Act of 1934 (235 ILCS 5/1-3.05) as amended hereafter.

3. "Aquatic Life" means all fish, reptiles, amphibians, crayfish, mussels, mollusks, and crustaceans.

4. "Board" means the Board of Park Commissioners of the Dundee Township Park District.

5. "Camping" shall include the erecting of a tent or shelter of natural or synthetic material, preparing a sleeping bag, hammock, or other bedding material for use, setting up any temporary or permanent camping equipment including without limitation food preparation equipment, and parking of a motor vehicle, motor home or trailer, or mooring of a vessel, for the apparent purpose of overnight occupancy.

6. "Cannabis" is defined as provided in the Illinois Cannabis Control Act (720 ILCS 550/3(a)) as amended hereafter.

7. "Carry" means to wear, bear, or have on or about the person.

8. "Controlled Substance" is defined as provided in the Illinois Controlled Substances Act (720 ILCS 570/102 (f), 204, 206, 208, 210 and 212) as amended hereafter.

9. "Director" is the Executive Director of the Dundee Township Park District.

10. "District" is the Dundee Township Park District, Kane and Cook Counties, Illinois.

11. "District Police Force" shall include the Director, Assistant Director, all appointed and acting Department Heads, designated staff of the District, members of the Kane County Sheriff's Police, Carpentersville, East Dundee, West Dundee, Sleepy Hollow, Algonquin, Elgin, Barrington,

and Gilberts Police Departments and other law enforcement officers, and any other sworn security officer.

12. "District Property" is all of the property, real and personal, of every kind and description located within the jurisdiction of, or owned, administered, leased or licensed by, or otherwise in the possession or under the control of the District including without limitation every building, shelter, street, sidewalk, trail, path, beach, park, wilderness or open space, or other public place or facility and all District Waters located on or adjacent to or flowing over property located within the jurisdiction of, or owned, administered, leased or licensed by, or otherwise in the possession or under the control of the District.

13. "District Waters" shall include all water located on or adjacent to or flowing over land owned, leased, or generally administered or operated by the Dundee Township Park District, including without limitation all natural or man-made lakes, rivers, creeks, streams, ponds, lagoons, bays, and drainage ways.

14. "Department Head" is the person immediately in charge of a given District department and its activities and to whom all employees of such department are directly responsible (e.g., Superintendent of Park Services).

15. "Fish" or "Fishing" means taking or attempting to take aquatic life in or from any District Waters by any method, and all other acts such as placing, setting, drawing or using any device commonly used for the taking of aquatic life whether resulting in such taking or not.

16. "ILCS" is the Illinois Compiled Statutes.

17. "Operator" means a person who operates, drives, controls, otherwise has charge of, or is in actual physical control of a mechanical mode of transportation or any other mechanical equipment.

18. "Ordinance" means the Conduct Ordinance of the Dundee Township Park District.

19. "Other Power-Driven Mobility Device (OPDMD)" means any mobility device powered by batteries, fuel, or other engines—whether or not designed primarily for use by individuals with mobility disabilities—that is used by individuals with mobility disabilities for the purpose of locomotion, including single user golf cars, electronic personal assistance mobility devices (EPAMDs), such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of this policy. This definition does not include multiple person use golf carts, off road three or four wheel vehicles, riding lawn mowers or motorcycles. (June 6, 2012).

20. "Permit" is the written authorization issued by or under the authority of the District, by a District officer or employee empowered to grant said authorization, to a Person to engage in a particular act or acts on District Property. Said authorization is subject to the terms and conditions specified in the Permit as well as all applicable federal, state, local, and District laws, ordinances, rules, and regulations.

21. "Person" is every natural person and every organization, firm, partnership, association, corporation, or entity of any kind or any employee, agent or officer thereof. This definition shall not include the District and any authorized officer, employee (full or part-time, regular or short-term), or agent of the District when acting within the scope of his authority.

22. "Possess" or "Possession" means exercising direct physical control or dominion, with or without ownership, over any kind of property, or archeological, cultural or natural resource.

23. "Refuse" includes without limitation trash, garbage, rubbish, waste, papers, bottles or cans, debris, litter, oil, solvents, liquid waste, or other discarded material whether solid or liquid.

24. "Services" shall include but not be limited to labor, professional services, transportation, leasing or renting any article, object, privilege, or service, giving of instructions or lessons, admission to exhibits, use of telephone or other utilities, or any act for which payment is customarily received.

25. "Smoking" means the lighting of cigarettes, cigars or pipes, the carrying of lighted cigarettes, cigars or pipes, or the intentional and direct inhalation of smoke from these objects.

26. "Take" or "Taking" means to pursue, hunt, harass, lure, harm, shoot, trap or ensnare, gig or spear, net, capture, collect, kill, destroy, wound, or attempt to do any of the above.

27. "Vehicle" means every device in, upon, or by which a person or property is transported or drawn on land, whether motor powered or self-propelled, except baby carriages, or strollers bicycles when properly used on walks or trails, and vehicles in the service of the District.

28. "Vessel" means every type or description of craft, other than a seaplane on water, used or capable of being used as a means of transportation on water, including without limitation boats, rafts, canoes, kayaks, jet skis, inflated devices, or any buoyant device permitting or capable of free flotation.

29. "Wildlife" shall include any water fowl, mammal, animal, amphibian, reptile, or bird or the young or eggs thereof.

Section 1.03. Construction and Scope.

(a) In the interpretation of this Ordinance, its provisions shall be construed as follows: (1) Where the context permits, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number; (2) The word "shall" is always mandatory and not merely directory; (3) The word "may" is always permissive and upon the discretion of the District; (4) This Ordinance is in addition to and supplemental to all applicable state, federal, local, and District laws, ordinances, rules, and regulations including without limitation the Park District Code (70 ILCS 1205/1-1 *et seq.*); (5) The meaning of any term, phrase, or word not otherwise defined in this Ordinance shall be construed and interpreted to mean the same as said term, phrase, or word is otherwise defined, construed or interpreted in such applicable federal, state, local, or District laws, ordinances, rules, or regulations; (6) The meaning of any term, phrase, or word not otherwise defined in this Ordinance or in such applicable federal, state, local, or District laws, ordinances, rules, or regulations shall retain its ordinary and properly understood meaning; (7) The descriptive headings of the various sections or parts of this Ordinance are for convenience only and shall not affect the meaning or construction, nor be used in the interpretation, of any provision of this Ordinance; and, (8) An attempt to commit an act or engage in an activity prohibited under this Ordinance shall likewise be deemed prohibited in the same manner as the commission of such act or the engaging in such activity and subject to the same penalties.

(b) This Ordinance shall apply to and be enforceable within and upon all District Property, and shall regulate the use thereof by all Persons. However, no provision hereof shall make unlawful any act necessarily performed by any officer, employee or agent of the District, member of

the District Police Force when acting within the scope of his authority or in his line of duty, or any other Person summoned by such person to assist him.

CHAPTER II - SPECIFIC RESTRICTIONS ON CONDUCT AND BEHAVIOR

Section 2.01. Aircraft/Model Aircraft/Engine Powered Models or Toys.

(a) No Person shall fly, cause to be flown or permit or authorize the flying of Aircraft of any kind at any time over District Property at an elevation lower than the minimum safety requirements established by the Federal Aviation Administration or other governmental authority, at an elevation which is lower than is reasonably safe under the circumstances, or in a manner which endangers the safety of any Person on District Property.

(b) No Person shall land, cause to be landed, or permit or authorize the landing of any Aircraft on District Property, except when necessitated by unavoidable emergency.

(c) No Person shall fly or cause to be flown or permit or authorize the flying of model Aircraft on or over District Property unless a Permit thereof has first been obtained from the District in accordance with Chapter V of this Ordinance.

(d) No Person shall parachute or otherwise descend from an Aircraft into or onto District Property or cause, permit or authorize another Person to parachute or otherwise descend from an Aircraft into or onto District Property except when necessitated by unavoidable emergency.

(e) No person shall start, fly or use any fuel-powered engine or jet-type or electric-powered model aircraft, boat or rocket or like powered toy or model, except at those areas or water designated by the Director for such use and then only in accordance with such rules, regulations and restrictions promulgated and posted by the Director.

Section 2.02. Alcoholic Liquor

(a) No Person under the influence of Alcoholic Liquor, any other drug or drugs, intoxicating compound, or a combination thereof, as defined in Section 11 – 501 of the Illinois Vehicle Code (625 ILCS 5/11-501), shall enter into, be, or remain on District Property.

(b) No Person, other than the District or its agent, shall sell or deliver any Alcoholic Liquor on District Property, unless said Person has first obtained a Permit therefor from the District.

(c) No Person shall bring into, possess, drink, consume, take, use, or transfer any Alcoholic Liquor on District Property without having first obtained a Permit therefor from the District unless he is in or on District Property where the possession, consumption, use, or transfer of Alcoholic Liquor is permitted.

(d) Every Person possessing, using, consuming, or transferring Alcoholic Liquor pursuant to this section, shall be subject to and shall comply with all applicable federal, state, local, and District laws, ordinances, rules, and regulations regarding the possession, use, consumption, or transfer of Alcoholic Liquor.

Section 2.03. Animals and Pets.

(a) No Person shall bring or release onto District Property any Wildlife including without limitation any animal the capture or killing of which is authorized by the fish and game laws of the State of Illinois, or any other animal, except for domesticated dogs, cats or other domesticated animal subject to the restrictions contained in this section. Provided, however, that the District may bring or release, or permit another Person to bring or release such proscribed animals onto District Property in conjunction with an activity or event conducted or sponsored by the District or in conjunction with a zoo, museum, nature center, or similar facility controlled, permitted or licensed maintained by the District.

(b) No owner or agent of the owner having control of any domesticated dog, cat, or any other domesticated animal shall cause or permit such animal to be on District Property unless the pet is on a leash which shall not exceed six (6) feet in length and such Person has in his immediate possession a device for removal, and a depository for the transportation of, animal excrement from such Property.

(c) All owners or agents of the owner having control of any domesticated dog, cat, or other domesticated animal, shall remove any excrement from District Property left by such animal.

(d) No Person shall bring a domesticated dog, cat, or any other animal onto or permit any animal to remain on any portion of District Property where the presence of animals is prohibited, including any area designed or being used as a picnic area, athletic field, children's play area, or spectator area pertaining thereto and/or the approaches thereto, except (i) in conjunction with an activity or event conducted or sponsored by the District; and (ii) dogs or other domesticated animals specially trained to assist the visually impaired or other Persons with disabilities, when they are accompanying the Persons with disabilities for purposes of providing such assistance.

(e) Any animal found on District Property in violation of subsections (a) or (d) may be apprehended, removed to an animal shelter, public pound, or other place provided for that purpose, and disposed of pursuant to the laws or ordinances of Kane or Cook County. The owner or Person responsible for such animal shall be responsible for all costs and expenses incurred (as applicable) or encumbered in the removal and housing of such animal and such charge shall be in addition to and not in lieu of any other penalties provided for in this Ordinance and any other applicable federal, state, local or District laws, ordinances, rules or regulations.

(f) Dogs for the visually impaired and other domesticated animals specially trained to assist Persons with disabilities are excluded from the prohibitions of this section when they are accompanying Persons with disabilities for purposes of providing such assistance.

(g) No person shall bring into, unload, use or ride any horse on District Property unless a permit therefor has been granted.

(h) No Person shall bring in, drive, ride, or lead any animal onto District Property, except that horses and other beasts of burden and draft animals may be ridden or led, or driven ahead of Vehicles attached thereto, on such portions of District Property as may be designated by the Director and then only in accordance with the provision of this Ordinance and the rules and restrictions duly promulgated for the control of such area or areas.

(i) Nothing in this Ordinance shall be construed to prohibit the controlled use of certain animals approved by the Director for purposes of public safety, such as but not limited to, the protection of District Property or the protection of employees in the performance of their duties or search and rescue.

Section 2.04. Assault or Bodily Injury.

(a) No Person shall, without lawful authority, engage in conduct on District Property that places another Person in reasonable apprehension of receiving bodily harm or physical contact of an insulting or provoking nature.

(b) No Person shall intentionally or knowingly by any means cause bodily harm or make physical contact of an insulting or provoking nature with another Person on District Property.

Section 2.05. Begging and Panhandling.

(a) No Person shall beg or panhandle in District buildings or facilities or the entrances or stairways of such buildings or facilities.

(b) No Person begging or panhandling on the Park District Property shall obstruct or impede pedestrians or Vehicles; harass park visitors with physical contact or persistent demands; misrepresent his affiliations; misrepresent what the solicited funds will be used for; or interfere, interrupt, or engage in conduct incompatible with the purpose of any program, activity, function, and/or special event conducted, sponsored, licensed or otherwise permitted by the District; or coerce or intimidate another person into giving money, goods or services.

Section 2.06. Boating.

(a) No Person shall launch any Vessel in District Waters, except from such places as may be designated therefor, and then only in compliance with applicable federal, state, local, and District laws, ordinances, rules, and regulations.

(b) No Person shall use, employ, or be in or upon any District launching ramp or Vessel except on dates and during hours and established by the District.

(c) No Person shall use or employ any District Property designated such for the launching or removal of sail boats, power boats, or other Vessels, unless he has purchased and is displaying a current daily fee ticket or a current season Vessel launching permit.

(d) No Person shall allow any Vessel or watercraft equipment or accessories to remain on District Property beyond the close of the boating season designated by the District, other than in a storage area designated by the Park District.

(e) No person may launch or remove a Vessel on or from District Property unless said Vessel has successfully passed a United States Coast Guard safety inspection.

Section 2.07. Camping. No Person shall place, erect, or use any hammock, swing, tent, shelter, or any other type of temporary or permanent housing or camping equipment on District Property, nor otherwise camp in any manner on District Property unless a Permit therefor has first been obtained from the District.

Section 2.08. Charitable, Religious, Political, or Non-Profit Activities.

(a) For purposes of this section, charitable, religious, political, or non-profit activities shall include, without limitation, soliciting contributions, the sale or distribution of merchandise, soliciting votes or circulating petitions for or against any candidate for election to public office or with respect to any referendum or other public question.

(b) Soliciting contributions for charitable, religious, political, or non-profit organizations is permitted on District Property provided that a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.

(c) The sale or distribution of merchandise by charitable, religious, political, or non-profit organizations is permitted on District Property provided that a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.

(d) Soliciting votes and circulating petitions for or against candidate for election to public office or with respect to any referendum or other public question is permitted on District Property in areas open to the general public without a Permit, subject to the limitations set forth in paragraphs (e) and (f) of this Section 2.08.

(e) No Person shall engage in any activity described in subsections (a) through (d) of this Section 2.08 in District buildings or facilities in rooms in which any program, activity, class, function or special event conducted, sponsored by the District is in progress.

(f) No Person engaged in the activities described in subsections (a) through (d) of this section shall obstruct or impede pedestrians or Vehicles, harass park visitors with physical contact or persistent demands, misrepresent the affiliations of those engaged in such activities, misrepresent what the solicited funds will be used for or whether the merchandise is available without cost or donation, or interfere, interrupt, or engage in conduct incompatible with the purpose of, any program, activity, function, and/or special event conducted or sponsored by the District.

Section 2.09. Commercial Sale, Exhibition, or Distribution of Goods or Services.

(a) No peddler, vendor or any other Person involved in an endeavor for profit shall engage in the commercial sale, rental, exhibition, or distribution of goods or services, including without limitation the giving of instruction or lessons for a fee, upon District Property unless he has received a Permit, license or contract therefor from the District.

(b) No Person engaged in the sale or distribution of goods or services under this section shall obstruct or impede pedestrians or Vehicles, harass park visitors with physical contact or persistent demands, misrepresent the affiliations of those engaged in such activities, misrepresent whether the goods or services are available without cost or donation, or interfere, interrupt, or engage in conduct incompatible with the purpose of any program, activity, function, and/or special event conducted, sponsored, licensed or otherwise permitted by the District.

(c) No Person shall take or cause to be taken any still or motion pictures, or make sketches or paintings of any District Property for commercial purposes or for use in commercial advertising, without written permission of the Director and then only in accordance with the rules and restrictions duly set forth as part of such permit.

Section 2.10. Controlled Substances and Cannabis.

(a) No Person under the influence of any Controlled Substance or Cannabis shall enter into, be, or remain on District Property.

(b) No Person shall bring into, possess, take, use, sell, or transfer any Controlled Substance or Cannabis on District Property.

Section 2.11. Cooperation with Authorities.

(a) No Person shall physically hinder, threaten, resist, intimidate, disobey, or otherwise intentionally interfere with any District employee or agent in the performance of his duties.

(b) No Person shall falsely represent that he is, or otherwise pretend to be, a District officer or employee, or an agent or other representative of the District.

(c) No Person shall knowingly give a false report or false information (including, without limitation, information requested in a Permit application) for the purpose of misleading a District employee or agent, in the conduct of his official duties.

(d) No Person shall give, or offer to give to a District employee any money, gift, privilege, or thing of value in order to violate the provisions of this Ordinance or any other District Ordinance, contract, permit, or statute of the State of Illinois or the United States or in order to gain or receive special consideration in applying for any use of privilege or to gain special consideration or treatment in the use of any District Property or facility.

Section 2.12. Disorderly Conduct.

(1) A Person commits the offense of disorderly conduct when he/she knowingly:

(a) Does any act in such unreasonable manner as to alarm or disturb another, or contribute to the delinquency of a minor, and to provoke a breach of the peace; or

(b) Makes or causes to be made any excessively loud or unreasonable noise which disturbs the peace. For purposes of this subsection 2.12(b), excessively loud or unreasonable noise is defined as noise inconsistent with, or not attendant to, appropriate and customary park and recreational activities, considering the nature and purpose of the actor's conduct, location, time of day or night, and other factors that would govern the conduct of a reasonably prudent person under the circumstances. This section shall include, without limitation, the loud or amplified playing of any type of audio equipment, noisemaker, musical instrument, or sound equipment. This section shall not apply to the playing of any musical instrument, public speaking, or the amplification thereof, in conjunction with activities conducted, sponsored, permitted or authorized by the District; permitted sound amplification must only be heard in the immediate vicinity and may not be heard in a residential area; or

(c) Uses obscene or abusive language or gestures, or threatens violence or injury to the person or property of others, in a manner intended and likely to incite or produce an immediate breach of the peace or violent or disorderly response; or,

(d) Congregates with other Persons on District Property with the intent to restrict vehicular or pedestrian traffic or with the intent to restrict the free ingress to or egress from District Property and fails to comply with a lawful order of the District Police Force to disperse.

Section 2.13. Display of Permit or Pass. Every Person shall produce or display a Permit or pass when requested to do so by any authorized Person for the purpose of enforcing compliance with any federal, state, local, or District law, ordinance, rule, or regulation, when such Permit or pass is required to engage in an activity on District Property.

Section 2.14. Dumping, Pollution, Sanitation, and Litter.

(a) No Person shall litter, cast, throw, drop, leave, scatter, place, pile, or otherwise dump, leave, or deposit in any manner any kind of dirt, rubbish, placard, handbill, pamphlet, circular, book, notice, paper of any kind, ashes, hot coals, garbage, waste material, snow, ice, or other substance, whether liquid or solid, or any other refuse in or upon District Property except as specifically permitted by the District. Provided, however, that paper, glass, cans, garbage and other refuse resulting from picnics or other lawful use of District Property may and shall be deposited in receptacles provided by the District for that purpose. Where receptacles are not provided, are missing, or are full to capacity, all such garbage, refuse, or other material shall be carried away from the area of use by the Person responsible for its creation and presence, and properly disposed of elsewhere.

(b) No Person shall spit upon District Property.

(c) No Person shall urinate or defecate on District Property other than in toilets in rest room facilities expressly provided for such purposes.

(d) No Person shall drain refuse from a trailer or other Vehicle on District Property.

(e) No Person shall bathe or wash himself or food, clothing, dishes, or other property at water outlets, fixtures or pools on District Property, except at those areas designated by the District for such use.

(f) No Person shall pollute or contaminate District Property or District Waters.

(g) No Person shall dispose of fish remains on District Property, or in District Waters within 200 feet of boat docks or designated swimming beaches and areas, or within any park area of the District except as permitted by the District.

(h) No Person shall dispose of human or animal waste on District Property except at designated locations or in fixtures provided for that purpose.

(i) Any Person violating this section may be assessed the cost of removing any such improperly deposited substance or material and such charge shall be in addition to and not in lieu of any other penalties provided for in this Ordinance or applicable federal, state, local, and/or District laws, ordinances, rules, and regulations.

Section 2.15. Erection of Structure/Wires/Amusement Contraptions/Obstructions.

(a) No Person shall construct, build, erect, or otherwise place any building, tent, stand, scaffold, platform or other structure of whatever kind, whether stationary or moveable and whether permanent or temporary in character, or construct, run, string, or otherwise place any electrical wire, conduit or pipe, or any public service or private utility, into, upon, above, or across or beneath District Property, unless a Permit, license, or contract therefor has first been obtained from the District.

(b) No Person shall bring in, set up, construct, manage or operate any amusement or entertainment contraption, device or gadget, on District Property without a permit therefor.

(c) No Person shall erect, construct, install any structure or perform any maintenance on, below, over or across a park except by proper authorization of the District authorizing such activity and then only in accordance with written permission of the Director specifying in detail the work to be done and the conditions to be fulfilled pursuant to the terms of such authorization.

Section 2.16. Fairs and Special Events: Sale and Distribution of Merchandise; Soliciting Contributions. No Person shall sell and/or distribute merchandise or printed or written materials or solicit contributions, votes or signatures during fairs or special events conducted or sponsored by the District except at a fixed location designated by the District and unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance. The District shall allocate space at the fixed location to applicants on a first-come, first-served basis until no more space remains available.

Section 2.17. Fires.

(a) No Person shall light, maintain, or make use of any fire on District Property, except at such places and at such times as the District may designate for such purpose and under such rules as may be prescribed by the District.

(b) No fire shall ever be left unattended. Every fire shall be under the continuous care and direction of a competent adult from the time it is kindled until the time it is completely extinguished. All fires must be properly and completely extinguished prior to any Person leaving the site of the fire.

(c) No Person shall throw or otherwise discard lighted or smoldering material, lighted or hot coals, ashes, cigarette, cigar, firecracker, or match in any manner that threatens or causes damage to, or results in the burning of, District property or park resources, or creates a safety hazard.

(d) No Person shall cause, suffer, or allow the burning of garbage, refuse, waste material, trash, motor vehicle (or any part thereof) or other combustibles within or adjacent to any District Property so as to cause smoke, haze, odor, sparks, dust, dirt, or other type matter or gaseous substances to come upon, pass through, or over District Property which would cause an air pollution nuisance or damage to persons or property.

Section 2.18. Fishing.

(a) No Person shall fish or otherwise take aquatic life from District Waters except in areas designated by the District for such purposes.

(b) Every Person fishing in District Waters shall comply with all applicable federal, state, local, and District laws, ordinances, rules, and regulations including, without limitation, conservation laws and licensing requirements.

(c) Fishing in District Waters shall be conducted by means of a hook and line, with the rod or line being closely attended. No Person shall use drugs, poisons, explosives, electricity, or missiles of any kind to fish in District Waters.

(d) No Person shall dig, scratch, or otherwise disturb District Property in order to locate or take bait.

(e) Every Person shall carefully and immediately return to the water from which it was taken any fish that does not confirm to size or species restrictions imposed by any applicable federal, state, local or District law, ordinance, rule or regulation, or that the Person chooses not to keep.

(f) The provisions of this section apply to ice fishing. No Person shall fish through the ice on any frozen waters or parts thereof designated as ice skating areas by the Director.

Section 2.19. Gambling and Games of Chance. No Person shall play or engage in selling fortunes or futures, games of chance, or in any other device or game of chance, hazard or skill, either as

bookmaker, dealer, player or otherwise, for the purpose of gaming or gambling for money or other valuable things on District Property, except at a fair, carnival, or other organized event conducted, sponsored or authorized by the District.

Section 2.20. Hunting or Trapping. No Person shall hunt, pursue, trap, catch, capture, molest, poison, wound or kill or attempt to hunt, trap, catch, capture, molest, poison, wound or kill an invertebrate animal, mammal, bird, reptile, or amphibian, disturb, molest, or rob the nest of any mammal, bird, insect, reptile, or amphibian or the lair, den or burrow of any mammal, bird, reptile or amphibian, without written permission of the Director.

Section 2.21. Interference with Other Users.

(a) No Person shall walk, act, or conduct himself upon any portion of District Property designated for a particular game, sport, event, amusement or other use in such a way as to interfere with the use of such portion by other Persons who are properly using the same for the particular game, sport, event, amusement or other use for which it has been designated.

(b) No Person shall unreasonably disturb or interfere with any Person occupying an area or participating in any activity on District Property under the authority of a Permit.

(c) No Person shall engage in any activity on District Property in a manner calculated or which is reasonably likely to endanger, injure, or damage Persons or property in any way.

(d) No Person shall play or engage in any team sport or game such as, but not limited to, baseball, football, field hockey, volleyball, lacrosse or horseshoes, except in those areas designated by the Director as athletic fields, in such a manner as to interfere with other persons lawfully using said areas.

(e) No Person shall by force, threats, intimidations by any unlawful fencing or enclosing, or by any other unlawful means, prevent or obstruct or combine with or aid others to prevent or obstruct any Person from peacefully entering upon any District Property or prevent or obstruct free passage or transit over or through any District Property or obstruct the entrance into any enclosure within the District, except that nothing in this section shall be construed to deny lawful enforcement of a valid permit granting certain Person or Persons use to the exclusion of others as defined and provided for in this Ordinance.

Section 2.22. Loitering in District Buildings. No Person shall loiter or remain in any District building or facility in such a manner that: (1) unreasonably obstructs the usual use of entrances, hallways, corridors, stairways, or rooms designated for specific purposes; (2) impedes or disrupts the performance of official duties by District employees; or, (3) prevents the general public from obtaining the administrative or recreational services provided in the building or facility in a timely manner, after being requested to leave by any member of the District staff, or where the District has posted a sign or signs that prohibit loitering.

Section 2.23. Misappropriation of Property.

(a) No Person shall knowingly obtain or exercise unauthorized control over the property of another.

(b) No Person shall knowingly obtain by deception control over property of another.

(c) No Person shall knowingly obtain by threat control over property of another.

(d) No Person shall knowingly obtain control over stolen property knowing the property to have been stolen or under such circumstances as would reasonably induce him to believe that the property was stolen, where he

(1) Intends to deprive the owner permanently of the use or benefit of the property; or,

(2) Knowingly uses, conceals, or abandons the property in such a manner as to deprive the owner permanently of such use or benefit; or,

(3) Uses, conceals, or abandons the property knowing such use, concealment, or abandonment probably will deprive the owner permanently of such use or benefit.

Section 2.24. Mob Action.

(a) No Person shall collect with other Persons, in bodies or in crowds of two (2) or more Persons without authority of law, for unlawful purposes or any purpose of disturbance or obstruction of the lawful activities of other Persons or otherwise disturb, obstruct, or interfere unreasonably with the lawful activities of other Persons using District Property in a manner which creates immediate violence or breach of the peace or threat thereof or endangers the person or property of others.

(b) No Person shall knowingly commit an act or engage in conduct that urges or incites other Persons to riot, engage in immediate violence or lawlessness, or commit any unlawful act.

(c) No Person shall organize, promote, encourage, or otherwise participate in a riot or other breach of the peace involving crowds of two (2) or more Persons gathered, without authority of law, for unlawful purposes or any purpose of disturbance or obstruction of the lawful activities of other Persons.

Section 2.25. Parades, Public Assemblies or Meetings.

(a) Public parades, processions, theatrical or dramatic presentations, meetings, assemblies, gatherings, and demonstrations, are permitted on District Property provided that, where the number of participants is reasonably expected to exceed eight (8) or more persons and/or vehicles, a Permit therefor must first be obtained from the District in accordance with Chapter V of this Ordinance.

(b) This section shall not apply to students going to and from school classes or participating in educational activities under the immediate direction and supervision of school authorities or their agents, a governmental agency acting within the scope of its functions, or normal or scheduled District programs or activities.

Section 2.26. Posting Printed or Written Material In Designated Area.

(a) The District shall designate an area for the posting of printed or written community related non-profit events ("Community Bulletin Board").

(b) No Person shall post, place, display, or cause to be posted, placed, or displayed any printed or written material on the Community Bulletin Board without presenting the material to the District. The District shall stamp and date the material as received, and post the material, space permitting, on the Community Bulletin Board unless the said material is obscene as defined in 720 ILCS 5/11-20 or material determined to be inappropriate by the District. The material may remain posted for a period not to exceed one (1) week after which a Person may resubmit his public information notice for posting, space permitting.

(c) Space on the Community Bulletin Board shall be allocated on a first-come, first-served basis, except that the District's own printed or written public information may be given priority. The printed or written material shall be no larger than 8 1/2 inches x 11 inches and only one copy of each public information notice shall be posted.

(d) The District may remove printed or written material that has not been posted in accordance with this Section. The Person responsible for said posting shall be liable for the cost incurred in the removal thereof. The provisions of the Illinois Parental Responsibility Law (740 ILCS 115/1 *et seq.*) are specifically incorporated in this Ordinance by reference for purposes of this section.

Section 2.27. Posting Printed or Written Material On Public Places and Objects.

(a) Except as provided in Section 2.26 of this Ordinance, no Person shall paint, write on, or in any way mark or deface, or post or otherwise affix, any printed or written words, symbols, materials, or other marks to or upon District Property or anything or object located on District Property.

(b) No Person shall display, post or fix any placard, sign, handbill, pamphlet, circular, or any other writing or printed material or objects containing advertising matter or announcements or any kind whatsoever except that a Person holding a valid picnic, camping or special event permit may display signs to identify their location or direct others to it, providing such signs are temporary and are removed by the permit holder the termination of the activity and providing that such signs are no larger than 24" x 30" and are not attached to any tree or shrub or any post, building, District sign, gate or other structure.

(c) The District may remove any printed or written word, symbol, material, or other mark found posted or otherwise affixed upon any District Property or anything or object located on District Property contrary to the provisions of this Section. The Person responsible for any such defacing, writing, or posting shall be liable for the cost incurred in the removal thereof. The provisions of the Illinois Parental Responsibility Law (740 ILCS 115/1 *et seq.*) are specifically incorporated in this Ordinance by reference for purposes of this section.

Section 2.28. Protection of Animals.

(a) No Person shall hunt, pursue, hurt, molest, wound, kill, trap, catch, poison, abuse, chase, shoot, touch, throw or propel objects at, endanger in any way, remove or cause to be removed, have in his possession, or release or cause to be released, any Wildlife on or upon District Property.

(b) No Person shall give or offer to any Wildlife any harmful, poisonous, or noxious substance on or upon District Property.

(c) No Person shall touch, tease, frighten, disturb, or otherwise intentionally interfere with any Wildlife while feeding, nesting, breeding, sleeping, resting, flying or otherwise moving, conducting or participating in any activity on or upon District Property.

(d) No Person shall molest, touch, throw or propel object at, destroy, dig up, crush, shake, or in any way tamper with or damage the nest, lair, den, burrow, or home of any Wildlife found on or upon District Property.

(e) All animals, plants, birds, fish, or reptiles, or parts thereof, killed, captured, trapped, or taken or bought, sold or bartered or had in possession contrary to any provisions of this ordinance

or applicable laws of the State of Illinois shall be and are hereby declared contraband and, as such, shall be subject to seizure by any police officer, caretaker or employee of the District.

(f) No Person shall release or cause to be released any wild, domestic, or pet animal, bird, fish, or reptile or bring in or plant or distribute the seeds or spores of any flowering or non-flowering plant brought into or upon District Property from any outside source whatsoever, without written permission of the Director.

(g) No Person shall drive, or cause to be driven, any cattle, horses, sheep, goats, swine or other livestock to graze or browse on District Property, without written permission of the Director.

Section 2.29. Protection of Property.

(a) No Person shall mark, carve, bend, cut, paint, deface, affix any sticker or sign to, break down, destroy, damage, alter, change, sever, uproot, dig, excavate or otherwise remove, or attach or suspend any rope, wire, or other material or contrivance to, on, or from, District Property or any thing or object on or upon District Property, or otherwise take, damage or destroy such Property, thing or object unless a Permit, license or contract therefor has first been obtained from the District.

(b) No Person shall climb upon, walk on, hang from or stand or sit on, any plant, fence, structure, or other District Property of any kind except such benches or other property designated or customarily used for such purposes, or recreational equipment installed for such purposes.

(c) No Person shall bring into, throw, cast, drop, deposit, or otherwise leave or lay down any smoke bomb, stink bomb, or other offensive smelling compound on District Property.

(d) No Person shall bring any plant or portion of a plant or plant product onto District Property.

(e) No Person shall destroy, deface, paint, alter, change, or remove any monument, stone marker, bench mark, stake, or post or blaze marking or designating any boundary line, survey line or reference point.

(f) No Person shall take, appropriate, excavate, injure, destroy, or remove any historical or prehistorical ruin or parts thereof, or any object of antiquity, without written permission of the Director.

(g) No Person shall throw, carry, cast, drag, push or deposit any refuse container, picnic table, barricade, or any other movable or non-movable property into any lake, pond, slough, stream, or lagoon on District Property or upon the frozen waters thereof, or to otherwise move, stack, or hide such property in such a way as to render it unavailable to the general public for its intended use, to cause a hazard to public safety or to damage or destroy such property.

(h) No Person shall occupy or inhabit, or cause to be occupied or inhabited, any barn, shed, or other structure on District Property, or use for storage or cause to be used for storage of any goods, any such barn, shed, or other structure without written permission of the District.

(i) No Person shall enter into or upon any District Property closed or posted against trespass, without written permission of the Director. These structures or areas may be, but are not limited to, employee residences and their immediate surrounding area, construction areas, work safety zones, equipment or material storage structures, areas undergoing intensive reforestation or other soil or vegetative treatment or areas hazardous to public safety or health.

(j) No Person shall cut, remove, uproot or wantonly destroy any tree, sapling, seedling, bush, shrub, flower or plant whether alive or dead or chip, blaze, box, girdle, trim or otherwise deface or injure any tree, shrub, or bush or break or remove any branch or foliage thereof or pick or gather any seed of any tree or other plant unless necessitated by the performance of restorative, maintenance, or construction work pursuant to contract with the District.

(k) No Person shall remove or cause to be removed any sod, earth, humus, downed timber, wood chips, peat, rock, sand, or gravel or remove or cause to be removed any other natural material of the forest floor or earth unless necessitated by the performance of restorative, maintenance, or construction work pursuant to contract with the District.

(l) No Person shall use or cause to be used any chemical or biological pesticide or any other substance, measure or process designed to alter the anatomy or physiology of any organism for the purpose of directly manipulating their populations, without written permission of the Director and then only in compliance with the applicable laws of the State of Illinois and the United States.

(m) The District may give rewards to the Person(s) (other than District employees or agents, or members of the Police Force) who furnish information to the District, directly resulting in the arrest and conviction of any Person who unlawfully takes, damages, or destroys District Property. All claims for said reward must be made to the District within thirty (30) days after conviction and the District shall be the sole judge of any dispute arising over a reward, if any, and the Person(s) entitled to share therein. The District's decision on any matter connected with the reward shall be final, conclusive, and binding and shall not be subject to judicial review.

Section 2.30. Public Indecency.

(a) No Person shall perform or commit any of the following acts on District Property:

(1) An act of sexual penetration or sexual conduct as defined in 720 ILCS 5/12-12; or,

(2) A lewd exposure of the body done with intent to arouse or to satisfy the sexual desire of the Person.

(3) A lewd fondling or caress of the body of another person of either sex.

(b) No Person shall exhibit, sell, give away, offer to sell or give away, display or hold or place in such a manner as to be open to public view any obscene book, pamphlet, drawing, picture, photograph, video, model, cast, instrument, or any other obscene item while on or upon District Property. For purposes of this subsection, obscene shall have the meaning ascribed to it in 720 ILCS 5/11-20.

Section 2.31. Reporting Accidents. A Person involved in an incident on District Property resulting in personal injury or property damage, other than an accident reportable under section 3.06 of this Ordinance, shall report the incident to the District within twenty-four (24) hours after the incident.

Section 2.32. Restricted Areas.

(a) No Person shall enter or remain in any building or portion of District Property where Persons are prohibited by the District from entering, or, except as provided in Section 2.34(c) of this Ordinance, where use is restricted to Persons of the opposite sex as indicated by a sign or notice posted by the District.

(b) No Person shall enter or remain in any District Property when it is closed to the public.

(c) No Person shall enter any District Property which is reserved or scheduled for a specific group or activity, unless such Person is invited by the individual, group, or agency responsible for such activity and, if applicable, such Person has paid all appropriate admission and/or registration fees.

Section 2.33. Restrictions Applicable to Specific Recreational Activities.

(a) Golf. No Person shall play or practice golf on District Property, except when involved in an established golf class under the supervision and direction of the District, or in an area designated for golf and the Person has satisfied all requisites before playing or practicing, including without limitation the paying of appropriate fees.

(b) Baseball and Softball Playing.

(1) No Person shall engage in softball or baseball games except in those parks which have established diamonds and backstops constructed for that purpose, or such other areas as may be specifically designated by the District;

(2) In those parks having established softball or baseball diamonds, participation in softball or baseball in areas other than established diamonds is limited in accordance with signs or notices posted by the District;

(3) In those parks having established softball or baseball diamonds, the type of recreation on said diamonds shall be in accordance with posted signs or notices posted by the District.

(c) Picnics.

(1) Picnics requiring fires shall be held only in those areas where fireplaces, stoves, grills, or pits have been provided for that purpose and upon issuance of a Permit by the District in accordance with Chapter V of this Ordinance;

(2) No group of Persons exceeding eight (8) in number shall picnic on District Property. Groups exceeding eight (8) may apply to the District for a permit to use facilities at Randall Oaks Park in accordance with Chapter V of this Ordinance. The District may designate areas for preparing, consuming, and dispensing food, beverages and other products. Persons holding a Permit and dispensing any of such products may do so only in the area designated in the Permit. In the event the dispensing of the permitted products is by sale, the Person must also comply with Section 2.09 of this Ordinance. No Person may dispense, prepare, consume, sell or otherwise use products, items or things otherwise prohibited in this Ordinance or any other federal state, local, or District law, rule, regulation or ordinance.

(d) Classes and Camps. No Person shall bring or cause to be brought onto District Property
any class, play class, day camp, group lesson or similar organized group activity of any kind unless a Permit allowing such use or activity has first been obtained from the District in accordance with Chapter V of this Ordinance.

(e) Tournaments, Leagues, or Other Organized Recreational Activities. No Person shall utilize any District Property, including without limitation playing fields and other District facilities, for instruction, tournaments, leagues, or other organized recreational activities and outings unless a Permit allowing such use or activity has first been obtained from the District in accordance with Chapter V of this Ordinance.

(f) This section does not apply to normal or scheduled District programs or activities. Where a conflict between normal or scheduled District programs or activities and a requested activity occurs, District programs and activities shall take precedence.

Section 2.34. Rest Rooms, Washrooms, Locker Room, Bathhouse, and Pavilion.

(a) Every Person shall cooperate in maintaining facilities on District Property in a neat and sanitary condition.

(b) No Person shall deposit objects of any kind in the toilets or plumbing fixtures of a rest room, washroom or locker room facility on District Property.

(c) Only Persons under the age of six (6) years may enter, use or remain in any facilities designated for use by the opposite sex.

(d) No Person shall use any cellular telephone, still camera, television or movie camera, camcorder, video recorder or transmitter or any other device capable of recording, filming or transmitting visual images in any restroom, locker room or washroom facility anywhere on District Property.

Section 2.35. Rollerskates, Skateboards, and Other Similar Objects. No Person using rollerskates, rollerblades, skateboards, rollerskis, coasting vehicles, or similar devices shall interfere with pedestrian use of sidewalks or vehicle use of the streets, or otherwise act negligently, recklessly or without due caution, or in any manner so as to endanger any Person or destroy property, nor use same where such use has been posted as prohibited.

Section 2.36. Selling or Distributing Printed or Written Material.

(a) The distribution of printed or written material available without cost or donation is permitted on District Property.

(b) The sale or distribution for donation of printed or written material is permitted on District Property provided that a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.

(c) Any Person engaged in the sale or distribution of printed or written materials under this Section 2.36 shall not obstruct or impede pedestrians or vehicles, harass park visitors with physical contact or persistent demands, misrepresent the affiliations of those engaged in such activities, misrepresent whether the materials are available without cost or donation, or interfere, interrupt, or engage in conduct incompatible with the purpose of, any program, activity, function, and/or special event conducted or sponsored by the District.

Section 2.37. Sledding, Ice Skating, and Snowmobiling.

(a) No Person shall skate, sled, toboggan, innertube, ski, slide, or engage in similar activities on District Property except at such places and at such times as the District may designate for such purposes.

(b) No Person shall engage in any such activity in a reckless manner that endangers themselves or others or at a speed greater than is safe and proper under the circumstances.

(c) No Person shall tow, push, pull, or otherwise propel another Person on skis, sled, or other sliding device by use of any Vehicle on District Property.

(d) No Person shall drive, ride, or otherwise operate a snowmobile on District Property. For purposes of this subsection, a snowmobile shall be defined as any self-propelled vehicle intended for travel primarily on snow, driven by a track or tracks in contact with the snow, and steered by ski or skis in contact with the snow.

(e) No Person shall enter on or upon the frozen water of any District waters to skate, fish, slide or walk on for any purpose whatsoever other than in areas designated for such use and then only in compliance with the rules and regulations posted for such use.

(f) No Person shall bring onto or upon the frozen water of any District waters, any iceboat or wind-drive-like device or other vehicle.

Section 2.38. Sleeping on District Property. No Person shall sleep on benches, sidewalks, parking lots, picnic grounds or tables, playgrounds or playground equipment, stairways or doorways of District buildings or other District Property so as to unreasonably obstruct or hinder the movement of other Persons or the use of facilities.

Section 2.39. Smoking. Smoking or any use of a tobacco product is prohibited in all District buildings, facilities and vehicles, and within 15 feet of any entrance, door or ventilation device.

Section 2.40. Swimming. No Person shall bathe, swim, wade, float, splash, or otherwise enter District Waters except at such times and places and in compliance with all policies, rules and regulations as the District may designate for such activities.

Section 2.41. Weapons, Fireworks, Explosives, Rockets. No Person shall bring onto, carry, have in his possession or on or about his person, concealed or otherwise, or use, fire, set off or otherwise cause to explode, discharge or burn, or throw onto or while on District Property any bludgeon, black-jack, billy club, sand-club, sand-bag, metal knuckles, throwing star, switchblade knife, ballistic knife, any other dangerous knife (including without limitation a dirk, dagger, or stiletto), razor, broken bottle or other dangerous piece of glass, firearm, pistol, revolver, rifle, shotgun, automatic weapon, firearm silencer, air gun, pellet gun, stun gun or taser, bow and arrow, slingshot, any weapon capable of discharging a projectile by air, spirit, gas or explosive, any explosive substance, rocket, firecracker or other firework, missile, bomb, grenade, or other explosive device, liquid or gaseous substance, any other dangerous weapon, or any object whose intended use is as a weapon, not specifically named herein. All weapons named herein shall have the definitions, if any, set forth in 720 ILCS 5/24-1.

Exceptions: Section 2.41 does not apply to or affect an off-duty peace officer carrying a pistol, revolver or handgun, or the holder of a currently valid license under the Firearm Concealed Carry Act (430 ILCS 66/1, *et seq.*) carrying a concealed pistol, revolver, or handgun a) outside of a prohibited area under Section 65 of the Act; b) on or about his or her person within a vehicle in the parking area of a prohibited area, other than a school or where prohibited by law; or 3) along a public right of way that touches or crosses a prohibited area while traveling. This Section also does not apply to or affect said licensees while storing a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area of a prohibited area, other than a school or where prohibited by law, in accordance with the Act. To the extent that there is any conflict between Section 2.41 and the Firearm Concealed Carry Act, the provisions of the Act shall control.

CHAPTER III - MOTORIZED VEHICLES, PARKING, AND TRAFFIC CONTROL

Section 3.01. All-Terrain Vehicles. No Person shall drive, ride, or otherwise operate an all-terrain Vehicle on District Property. For purposes of this section, an all-terrain Vehicle shall be defined as any motorized off-highway device 50 inches or less in width, having a manufacturer's dry weight of 600 pounds or less, traveling on three (3) or more low-pressure tires, designed with a seat or saddle for operator use, and handlebars or steering wheel for steering control.

Section 3.02. Bicycles.

(a) When two (2) or more Persons in a group are operating bicycles on District Property, they shall not ride abreast, but shall ride in single file.

(b) No Person operating a bicycle on District Property shall cling or attach himself or his bicycle to any other moving Vehicle.

(c) The operator of a bicycle emerging from an alley, driveway or building on District Property shall, upon approaching a sidewalk or the sidewalk area extending across any alley or driveway, yield the right-of-way to all pedestrians approaching on said sidewalk or sidewalk area, and upon entering the roadway shall yield the right-of-way to all Vehicles approaching on said roadway.

(d) No Person operating a bicycle on District Property shall carry another Person on the same bicycle. This restriction does not apply to tandem bicycles equipped with two or more seats or saddles or an ordinary bicycle equipped with a seat or saddle for an infant or small child if used properly. In that event, there shall be only the number of Persons on the bicycle as there are seats or saddles.

(e) No Person shall operate a bicycle on District Property between 30 minutes after sunset and 30 minutes before sunrise, without a clear, white, properly lighted headlight, visible under normal atmospheric conditions from the front thereof for not less than 500 feet and firmly attached to the bicycle, and without a red reflector firmly attached to the bicycle, which is clearly visible in the headlight beam of an automobile for a distance of 500 feet to the rear of the bicycle.

(f) No Person shall operate a bicycle on District playgrounds, ball fields, tennis courts, or sidewalks except that children under the age of 4 years old riding three- or more-wheeled cycles may operate such cycles on sidewalks while under the supervision and control of an adult.

(g) No Person shall ride a bicycle on any District street or path where signs are posted prohibiting riding bicycles.

(h) Bicycles shall not, at any time, in any place, be indiscriminately parked on District Property in such manner as to interfere with pedestrian or vehicular traffic, or with Persons getting into or out of Vehicles. No Person shall leave a bicycle on District Property lying on the ground or paving or set against trees or otherwise in a place other than a bicycle rack when such is provided and there is space available. No Person shall move or in any manner interfere with, any bicycle which is properly parked on District Property, nor shall any Person interfere with, or, in any manner, hinder any Person from properly parking a bicycle.

(i) All bicycles, when operated on District roadways, shall be kept to the right and shall be operated as nearly as practicable to the right-hand edge of the roadway.

(j) No Person shall operate a bicycle on District Property unless the bicycle is equipped with a signaling device (e.g. bell or horn), in good working order and audible at a distance of 100 feet when sounded.

(k) No Person shall operate a bicycle on District Property at a speed faster than is reasonable and proper under the circumstances, and every bicycle shall be operated with reasonable regard for the safety of the rider and of other Persons and property.

(l) Every Person operating a bicycle on District Property shall obey all federal, state, local, and District traffic laws, rules, and regulations applicable to motor Vehicles, except those provisions which by their nature can have no application to the operation of a bicycle and except as otherwise provided by this section.

Section 3.03. Change of Oil/Cleaning. No Person shall change the oil or grease of, or wash, clean or polish Vehicles on District Property, unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance.

Section 3.04. Commercial Vehicles.

(a) The term "commercial vehicles" as used in this section shall include, but not be limited to trucks, station wagons, vans, pickups, passenger cars, or other Vehicles when used in transporting Persons or movable property for a fee or profit, either as a direct charge to another Person, or otherwise, or used as incident to providing services to another Person, or used in connection with any business.

(b) All roadways on District Property shall be used for pleasure driving only. No Person, other than District employees, shall drive any truck, tractor or other commercial Vehicle of any kind on District Property without first obtaining a contract or permit therefor from the District.

(c) This section shall not apply to commercial Vehicles making authorized deliveries to, or performing authorized services for, the District.

Section 3.05. Driving Areas.

(a) No motor Vehicle shall be driven or otherwise operated upon District Property except over and upon such roadways, parking lots, or other areas designated or marked by the District for use by motor Vehicles. A bicycle path shall not be deemed a roadway for the use of motor Vehicles under this section.

(b) No Person on District Property shall operate, or cause to be operated, any motor Vehicle that it is not licensed or permitted to be operated on the roads, streets, and highways of the State of Illinois without a permit from the Director and then only in those areas specified and in accordance with the rules and restrictions duly set forth. Vehicles not so licensed and, therefore, subject to the provisions of this sub-section include, but are not limited to, snowmobiles, go-carts, trail bikes, mini-bikes, and such other all-terrain, off-the-road Vehicles.

Section 3.06. Duty of Operator in Accidents. No Person shall leave the scene of a Vehicle collision with another Vehicle, Person or property occurring on District Property, without giving his true name and residence address to the injured Person or any other Person or member of the District Police Force requesting same, and in the event no public officer is present, he must immediately report the occurrence to the nearest police station or police headquarters.

Section 3.07. Emergency Vehicles.

(a) For purposes of this section, emergency Vehicles shall include all ambulances, fire trucks, police, fire, and ranger cars, and other Vehicles used to protect the public health, safety, and welfare.

(b) The provisions of this chapter regulating the movement or parking of Vehicles on District Property shall not apply to the operator of any emergency Vehicle when responding to an emergency call or pursuing an actual or suspected violator of the law. However, such operator shall exercise extreme caution when on or approaching District Property including without limitation slowing down as necessary for safety, cautiously proceeding through traffic lights or stop signs, and having the Vehicle's warning system signals operating (e.g. siren, lights).

(c) When not responding to an emergency call or in the pursuit of an actual or suspected violator of the law, the operator of an emergency Vehicle shall obey the provisions of this Chapter.

(d) Every Person operating a Vehicle on District Property shall, at the immediate approach of an emergency Vehicle making use of its warning system signals, yield the right-of-way and shall stop, if possible, and pull to the side of the road and remain in such position until the emergency Vehicle has passed, unless otherwise directed by a member of the District.

Section 3.08. Enforcement of Traffic Regulations. No Person shall fail to obey a member of the District Police Force who is directing traffic or enforcing sections of this Chapter on District Property.

Section 3.09. Fleeing or Attempting to Elude the District. No Person driving or otherwise operating a motor Vehicle on District Property shall willfully fail or refuse to obey a visible or audible signal by a member of the District Police Force or law enforcement staff to bring his Vehicle to a stop. The signal given by a member of the District Police Force or law enforcement staff may be by hand, voice, siren, or red or blue light. The member of the District Police Force or law enforcement staff giving such signal shall be in uniform or driving a Vehicle appropriately marked showing it to be an official District Vehicle.

Section 3.10. Gas and Smoke. No Person shall drive or otherwise operate a Vehicle on District Property which emits excessive noxious fumes or dense smoke.

Section 3.11. Hitchhiking. No Person shall solicit a ride nor stand in or near a roadway on District Property for the purpose of soliciting a ride from the operator of any Vehicle.

Section 3.12. Incorporation of State Statutes. In addition to the provisions of this Chapter, and to the extent not inconsistent therewith, no Person shall drive or otherwise operate a Vehicle or perform any act in any manner on District Property in violation of Chapters 11 and 12 of the Illinois Vehicle Code (625 ILCS 5/11-100 *et seq.* and 625 ILCS 5/12-100 *et seq.*) which provisions are specifically incorporated in this Ordinance by reference.

Section 3.13. Intoxicated Operators.

(a) No Person shall drive or otherwise operate nor attempt to drive or otherwise operate a Vehicle on District Property while under the influence of intoxicating liquor, drugs, or a combination of liquor and drugs.

(b) Upon trial for such offense, in addition to other evidence, evidence of the amount of alcohol in the Person at the time of the act alleged, as shown by a chemical analysis of his breath, blood, urine, saliva, or other bodily substances, is admissible, and the result of such analysis shall

give rise to the presumptions set forth in Section 11-501.2(b) of the Illinois Vehicle Code (625 ILCS 5/11-501.2(b)) which provision is specifically incorporated in this Ordinance by reference.

Section 3.14. Minibikes and Trailbikes. No Person shall drive, ride, or otherwise operate any minibike or trailbike on District Property. For purposes of this section, every motor Vehicle which is self-propelled by power obtained by the combustion of gasoline which is designed with a seat or a saddle for the use of the rider, and is designed to travel mostly off-road on not more than three (3) wheels shall be a minibike or trailbike.

Section 3.15. Negligent Driving.

(a) No Person shall drive or otherwise operate a Vehicle on District Property negligently, recklessly or without due caution, or in any manner so as to endanger any Person or property. All Vehicles shall be driven or otherwise operated on the right side of any roadway open to travel, except when passing other Vehicles.

(b) No Person shall operate a Vehicle in such a manner as to cause or produce unnecessary loud, excessive or unusual noise by the racing of the motor, by lack of a muffler or use of a muffler cutout, by tire friction upon rapid turning or weaving, by spinning of the wheels from standing or slow moving position produced by sudden unnecessary motor acceleration, or by continuous unnecessary sounding of a horn or other signal device.

Section 3.16. Other Power-Driven Mobility Device (OPDMD)

Persons with mobility impairments are authorized to use OPDMDs in District facilities and sites subject to the following restrictions:

1. The operator of the device must be a person with a mobility impairment, and upon request by District officials, shall produce proof of such within 72 hours;

2. The device, if used in a facility or in a park, is allowed in any area of the facility or park in which the general public is allowed, with the exception of employee only spaces, stairways, and identified hazardous areas;

3. The device, if used in a building, must be controlled by the operator. It:

    A. may not exceed 3 mph;

    B. shall be driven on the right side of the circulation route;

    C. is prohibited from carrying another person on the frame, or any object on the frame that may make the device less stable;

    D. must not be operated in a dangerous or reckless manner that jeopardizes the safety of the operator, District employees, or District participants;

    E. must be battery operated, (no internal combustion engines powered devices are allowed);

F. may not exceed 36 inches in width.

4. The device, if used in a park or outside, must be controlled by the operator.

A. may not be operated between dusk and dawn.

B. may not exceed 6 mph;

C. may not exceed 36 inches in width;

D. shall not be driven into wet or ecologically sensitive areas;

E. shall be driven on the right side of the circulation route;

F. shall remain on the designated pedestrian path whenever possible;

G. is prohibited from carrying another person on the frame, or any object on the frame that may make the device less stable;

H. must not be operated in a dangerous or reckless manner that jeopardizes operator safety, District employees, or District participants.

I. If powered by an internal combustion engine, the engine shall have a four-stroke cycle, be equipped with an approved spark arrestor muffler, and meet Clean air standards in effect at the time of its manufacture. Two-stroke cycle engines are not allowed.

J. are prohibited on a District golf course unless the course supplied device is unavailable and has been approved by the Course Manager.

5. The District accepts no responsibility for storage of the device.

6. The District accepts no liability for damage to the device, or injury to the operator, whether caused by the operator, another visitor to a District facility or site, or any other circumstance.

7. The District accepts no liability for damage caused by the operator of the device, or injury to others caused by the operator of the device.

8. The District reserves the right to suspend the use of facilities or sites by the operator if doing so is in the best interests of the District and its participants.

9. The District has considered several assessment factors in compiling the foregoing restrictions and limitations on mobility aids, generally including the following:
A. The type, size weight, dimensions and speed of the possible devices.

B. The District facilities, building or parks volume of pedestrian traffic (which may vary at different times of the day, week, month or year).

C. The District's facilities designs and operational characteristics

D. The extent of legitimate safety concerns necessary to permit the safe operation of the mobility devices within the District's facilities, buildings and parks.

E. The extent to which the use of mobility devices creates a substantial risk of serious harm to the immediate environment or natural or cultural resources or poses a conflict with other lawfully mandated limitations. (June 6, 2012).

Section 3.17. Parking.

(a) No Person shall park a Vehicle on District Property in other than established or designated parking areas, and such shall be in accordance with the posted directions and markings or with the directions of any attendant who may be present.

(b) No Person shall park any Vehicle or allow any Vehicle to remain parked in any area of District Property beyond the normal closing hour of the park system, except when a different closing hour has been designated by the District for that area or unless permission therefor has first been obtained from the District. In no event shall any Vehicle except District vehicles be parked on District Property later than 11:30 p.m., except with the approval of the District, which approval shall automatically be deemed given in connection with activities conducted by the District.

(c) No Person shall stop, park, or place any Vehicle on District Property so as to obstruct or interfere with traffic or travel or endanger the public safety, and no Person shall stop, park, or place any Vehicle in any of the following places except when otherwise designated, or when necessary to avoid conflict with other traffic or when in compliance with the instructions of a member of the District Police Force or law enforcement staff: (1) on the left side of any roadway; (2) on parkways, lawn areas, and grounds; (3) in front of a public or private driveway; (4) within any intersection; (5) within any crosswalk; (6) within 20 feet of any intersection or crosswalk; (7) within 30 feet of any stop sign or traffic control signal; (8) on the roadway side of any Vehicle stopped or parked at the edge or curb of the roadway; (9) in a position to block another Vehicle lawfully parked; (10) on any sidewalk; (11) at any place where official signs or other markings prohibit parking, or where curbs have been painted yellow; (12) within 15 feet of a fire hydrant; (13) in a fire lane or within 8 feet of the entrance to a fire lane; (14) within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of such entrance (when properly sign-posted); (15) between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone, unless a different length is indicated by signs or markings; (16) alongside or opposite any street excavation or obstruction when stopping, standing, or parking would obstruct traffic; (17) upon any bridge or other elevated structure upon a roadway, or within a roadway tunnel; (18) on any railroad tracks or within 50 feet of the nearest rail of a railroad crossing; (19) on a controlled-access roadway; (20) in the area between roadways of a divided highway, including without limitation crossovers; and, (21) at any place or time where a permit or sticker is required by the District for parking unless the required permit or sticker has been obtained and is displayed on the Vehicle.

(d) No Person shall park a Vehicle upon any roadway or in any public off-street parking facility on District Property for any of the following purposes:

(1) To display such Vehicle for sale; or,

(2) To perform maintenance or repair of such Vehicle, except for repairs necessitated by an emergency; or,

(3) To sell goods or services from such Vehicle.

(e) The operator of an authorized emergency Vehicle, as defined in section 3.07 of this Ordinance, may park or stand irrespective of the provisions of this Ordinance.

(f) Every Person in whose name a Vehicle is registered pursuant to law and who leases such Vehicle to others, after receiving written notice of a violation of this Ordinance involving such Vehicle, shall upon request provide the District with a written statement of the name and address of the lessee at the time of such offense and the identifying number upon the registration plates and registration sticker or stickers of such Vehicle.

(g) No Person who is the lessor of a Vehicle pursuant to a written lease agreement shall be liable for the violation of any parking or standing regulation of this Ordinance involving such Vehicle during the period of the lease provided that upon the District's request received within 120 days after the violation occurred, the lessor provides within 60 days after such receipt the name and address of the lessee. The driver's license number may also be requested by the District if needed for enforcement of this Ordinance.

(h) Except as otherwise provided, every Vehicle stopped or parked upon a two-way roadway on District Property shall be stopped or parked with the right-hand wheels parallel to and within twelve (12) inches of the right-hand curb or as close as practicable to the right edge of the right-hand shoulder.

(i) No Person shall move a Vehicle not lawfully under his control into any such prohibited area or away from a curb such distance as is unlawful.

(j) Except as otherwise provided, every Vehicle stopped or parked upon a one-way roadway on District Property shall be so stopped or parked parallel to the curb or edge of the roadway, in the direction of authorized traffic movement, with its right-hand wheels within twelve (12) inches of the right-hand curb or as close as practicable to the right edge of the right-hand shoulder, or with its left-hand wheels within twelve (12) inches of the left-hand curb or as close as practicable to the left edge of the left-hand shoulder.

(k) Penalty Provisions for Parking Violations.

(1) Whenever any Vehicle shall have been parked in violation of any section of this Ordinance prohibiting or restricting vehicular standing or parking, the Person in whose name the Vehicle is registered with the Secretary of State of Illinois shall be prima facie responsible for the violation and subject to the penalty therefor.

(2) Whenever any Vehicle is parked in violation of any parking provision of this Ordinance, any law enforcement officer observing such violation may issue a parking violation notice, and serve the notice on the owner of the Vehicle by handing it to the operator of the Vehicle, if he is present, or by affixing it to the vehicle in a conspicuous place. The issuer of the notice shall specify on the notice his identification number, the particular parking regulation allegedly violated, the make and state registration number of the cited Vehicle, and the place, date, time, and nature of the alleged violation and shall certify the correctness of the specified information by signing his name to the notice, or shall follow the procedures of the issuer’s agency.

(3) A parking violation notice issued, signed, and served in accordance with this section, or a copy of such notice, shall be deemed prima facie correct and shall be prima facie evidence of the correctness of the facts shown therein. The notice or copy thereof shall be admissible in any subsequent administrative or legal proceeding.

(4) Any violation of the parking provisions of this Ordinance or any provision of the Illinois Motor Vehicle Code prohibiting or restricting vehicular standing or parking shall be a civil offense punishable by fine, and no criminal penalty, or civil sanction other than that prescribed in this Ordinance, shall be imposed.

(5) Any Person who violates or fails to comply with any provision of this section shall be fined a minimum of $25.00 for each offense or the amount normally fined by the issuer's agency at the time of the violation.

(6) Any Person on whom a parking violation notice has been served shall within fourteen (14) days from the date of the notice either pay the indicated fine or, in the manner indicated on the notice, request a court hearing to contest the charge, violation, or violations.

(7) If no response is made in accordance with subsection (k)(6) of this section, the Clerk of the Circuit Court shall serve a second notice of violation, by first-class mail, postage prepaid, to the address of the registered owner of the cited vehicle as recorded with the Secretary of State of Illinois. The notice shall specify the date of a violation, and make and state registration of the cited vehicle, the Ordinance or Code provision violated, the applicable fine and penalty in an amount equal to the relevant fine to be paid by the final notice date or request for hearing. The final notice date for payment shall be 21 days from the initial due date.

(8) If the respondent requests a court hearing in person to contest the cited violation or violations, the Clerk of the Circuit Court shall notify the respondent in writing of the time and place of the hearing.

(9) A notice sent pursuant to subsections (k)(6), (7), and/or (8) shall state that failure to pay the indicated fine or failure to request a court hearing will constitute a debt due and owing the District, and as such may be collected in accordance with applicable law. Payment in full of any fine and/or penalty resulting from a standing or parking violation shall constitute a final disposition of that violation.

(10) The Clerk of the Circuit Court shall notify the County State's Attorney of each respondent who fails to make payment or who fails to request a court hearing pursuant to subsections (k)(6), (7), (8), and/or (9). Upon being notified by the Clerk of the Circuit Court, the County State's Attorney shall institute a civil action against the respondent in an amount of the fine plus a penalty double the relevant fine and costs. Any action instituted and proceeding therein shall be conducted in accordance with the Rules of the Circuit Court for the 16th Judicial Circuit, the Code of Civil Procedure and the laws, rules and regulations of the State of Illinois.

(11) The procedures established by the agency of the issuer of the violation notice shall supersede the procedure defined in this section.

Section 3.18. Riding Outside Vehicles.

(a) No Person shall ride upon the fenders, running boards, bumpers, hood, trunk, or any other exterior part of any Vehicle on District Property.

(b) No Person shall cling or attach himself, his Vehicle, or any other object, to any other Vehicle on District Property.

Section 3.19. Right of Way.

(a) Every operator of a Vehicle shall yield the right of way to a pedestrian at any marked crosswalk or within any unmarked crosswalk at any intersection on District Property.

(b) Every operator of a Vehicle shall exercise due care to avoid colliding with pedestrians upon any roadway on District Property, shall give warning to any pedestrian in the roadway by sounding the horn when necessary, and shall exercise proper precaution upon observing any child, confused Person, or disabled Person upon a roadway.

(c) Every pedestrian crossing at a roadway on District Property at any point other than within a marked crosswalk or within an unmarked crosswalk at any intersection shall yield the right of way to Vehicles upon the roadway.

(d) Except as otherwise provided herein, the operator of a Vehicle approaching an intersection on District Property shall yield the right-of-way to a Vehicle which has already entered the intersection from a different roadway. When two (2) Vehicles approach an unmarked intersection from different roadways at approximately the same time, the operator of the Vehicle on the left shall yield the right-of-way to the Vehicle on the right.

Section 3.20. Siren Devices. No Person shall sound any siren or other type of signaling device which makes unusually loud or unnecessary noise on District Property unless that Person is driving or operating an authorized emergency Vehicle, as defined under section 3.07, responding to an emergency call, or pursuing an actual or suspected violator of the law.

Section 3.21. Speeding.

Except as provided in Section 3.07(b) of this Ordinance:

(a) No Person shall drive or otherwise operate a Vehicle on District Property at a speed greater than is reasonable and safe under the circumstances, having due regard for traffic, pedestrians, weather conditions and the intended use of the roadway and at no time at a speed greater than 10 miles per hour.

(b) No Person shall drive or otherwise operate a Vehicle on District Property at a speed which endangers the safety of any Person or property.

Section 3.22. Traffic Signs and Signals.

(a) No Person shall fail to observe and obey all traffic signs indicating speed, direction, caution, stopping, parking, crosswalk lanes, traffic lane markers, and any other sign posted by the District for safeguarding life and property.

(b) No Person shall deface, injure, move, or otherwise interfere with any traffic sign or signal on District Property.

Section 3.23. Unattended Motor Vehicles. No Person driving, operating, or otherwise in charge of a motor Vehicle on District Property shall permit it to stand unattended without first stopping the engine, locking the ignition and removing the keys. When the motor Vehicle is standing upon any

perceptible grade, the Person shall set the parking brake thereon and turn the front wheels to the curb or side of the roadway.

Section 3.24. Unauthorized Use of Parking Places Reserved for Handicapped Persons.

(a) For purposes of this section, handicapped person means every natural person who is unable to walk 200 feet or more unassisted by another person or without the aid of a walker, crutches, braces, prosthetic device, or a wheelchair or without great difficulty or discomfort due to the following impairments: neurological, orthopedic, respiratory, cardiac, arthritic disorder, blindness, or the loss of function or absence of a limb or limbs.

(b) No Person shall park on District Property any motor Vehicle which is not bearing registration plates or decals issued to a handicapped person, pursuant to 625 ILCS 5/3-616, 11-1301.1, 11-1301.2, or to a disabled veteran pursuant to 625 5/3-609 of the Illinois Vehicle Code which provisions are specifically incorporated in this Ordinance by reference, as evidence that the Vehicle is operated by or for a handicapped person or disabled veteran, in any parking place, including without limitation any private or public off-street parking facility, specifically reserved by the District, by the posting of an official sign as designated under 625 ILCS 5/11-301, for motor Vehicles bearing such registration plates. Any motor Vehicle bearing a handicapped license plate or a handicapped parking decal or device containing the international symbol of access issued to handicapped persons by any local authority, state, district, territory or foreign country shall be recognized by the District as a valid license plate or devise and receive the same parking privileges as handicapped residents of this State.

(c) The District may remove or cause to be removed to the nearest garage or other place of safety any Vehicle parked within a stall or space reserved for use by the handicapped which does not display handicapped registration plates or a special decal or devise as required by this section.

(d) Any Person found guilty of violating the provisions of this section shall be fined $250.00 or the current fine (at the time of violation) designated by the issuer's agency for such violations in addition to any costs or charges connected with the removal or storage of any motor Vehicle authorized under this section.

Section 3.25 Vehicle - Overweight. No Person shall in connection with any property of the District operate any motor Vehicle having a gross weight capacity, including vehicle and maximum load in excess of 8,000 pounds, or any Vehicle bearing a Class C or heavier license plate pursuant to Chapter 625, Act 5, Section 3-815, Illinois Compiled Statutes, except emergency Vehicles, without a permit from the Director.

CHAPTER IV - PARK HOURS, CLOSING, AND GENERAL OPERATION POLICIES

Section 4.01. Hours.

(a) Except as otherwise provided in this Section 4.01, District Property shall be open to the public from sunrise in the morning until sunset in the evening of that same day and District Property shall be closed to the public from sunset each day until sunrise the following day.

(b) The Board may establish other hours during which District Property or any parts thereof shall be closed or open (i.e. lighted athletic facilities) to the public. The Board may periodically revise these hours or direct the Executive Director to revise the hours of operation in the best interest of the District.

(c) District lighted athletic facilities (tennis, basketball, hockey/soccer facilities, etc.) shall be open until 10:00 pm.

Section 4.02. Admission/Identification. No Person shall enter into, be, or remain in or upon District Property without paying any proper admission fees, without complying with registration requirements, if any, which may be established by the District, and without displaying the required admission identification. All admission identification cards, papers and tickets are non-transferable and must be individually registered, unless otherwise specifically noted thereon. A charge may be made by the District for replacing lost admission identification cards, papers and tickets.

Section 4.03. Building Use. No Person shall use any District building or facility for an event or activity which is not conducted or sponsored by the District unless a Permit therefor has first been obtained from the District in accordance with Chapter V of this Ordinance and/or a license agreement has been executed with the District. All Persons using District buildings or facilities shall comply with the provisions of this Ordinance and with the provisions and conditions of the Permit and/or license agreement and with all other applicable policies, rules, and regulations of the District regarding the use of District Property.

Section 4.04. Lost, Found, and Abandoned Property.

(a) No Person shall abandon property on District Property.

(b) Property left unattended for longer than twenty-four (24) hours or unattended property that interferes with any park visitors' safety, orderly management of the park area, or presents a threat to park resources may be impounded or removed by the District at any time. The owner of such property shall be responsible and liable for all costs and expenses associated with the impounding, removal, storage, or other disposal of the property.

(c) Any Person finding lost or unattended property on District Property shall report such finding to the District as soon as is practicable. Whenever a District employee or agent finds lost or unattended property on District Property he shall report such find to his Department Head. The District will attempt to make every reasonable effort to locate the property's owner(s).

(d) Unattended property that has been impounded or property that has been found shall be stored for a minimum period of thirty (30) days. Unless claimed by the owner or an authorized agent thereof, the property may be claimed by the finder of such property unless the finder is an employee, officer, or agent of the District or Board. All property not claimed shall be disposed of as the District deems appropriate.

Section 4.05. Schedules, Fees, Rules, and Regulations. Time schedules for the operation of, and the activities to be conducted on, District Property and the amount of facility, Permit and program fees, may be reviewed and approved periodically by the Board. As permitted by law, fees charged non-residents of the District need not be the same as fees charged residents of the District. The Board may otherwise establish policies, rules and regulations for proper conduct by Persons using District Property. Specific policies, rules and regulations pertaining to District Property and programs may be posted at or on the applicable District Property and/or published in District program brochures or otherwise made available to the users of District Property, who shall be charged with actual knowledge thereof and shall obey or comply with all such policies, rules and regulations. All Persons shall abide by all District policies, rules and regulations and with the direct orders or requests of employees and agents of the District when using District Property.

Section 4.06. Special Closings. The Board or the Director may close one or more District parks, buildings, and facilities or any part thereof to the public at any time and for any interval of time, either temporarily or at regular intervals, and either entirely or merely to certain uses, as deemed advisable and in the best interest of the public and District.

Section 4.07. Use of Closed Property Prohibited. No Person shall use, occupy, be in, or remain upon District Property or leave any personal property in or upon District Property which is closed to the public, or after closing hours, unless permission therefor has first been obtained from the District.

CHAPTER V - PERMITS AND OTHER AUTHORITY

Section 5.01. Permits.

(a) Permits may be granted upon proper application and approval where the applicable section of this Ordinance or any other District ordinance, policy, rule, or regulation provides for the issuing of a Permit in order to engage in a particular activity.

(b) Every Person requesting a Permit shall complete and file a written application with the Director or his designee, on forms provided by the District, and pay applicable application fees at the District's designated location. When received, the application shall be dated and stamped as received and a receipt issued to the applicant.

(c) Applications for Permits must be received by the District at least 21 days prior to the activity for which a Permit is sought. The District may waive or modify the 21 day application requirement.

(d) Except as provided in subsection 5.01(d)(6), the District shall issue the Permit without unreasonable delay unless:

(1) The proposed activity violates any federal, state, local, or District law, rule, or regulation; or,

(2) A prior application for a Permit for the same date, time, and location has been or will be granted and the activities authorized by that Permit do not reasonably allow multiple occupancy of that particular area; or,

(3) The proposed activity is of such a nature that it cannot reasonably be accommodated in the particular location applied for, considering, without limitation, the likelihood of such things as damage to park resources or facilities, damage to an environmentally sensitive or protected area's ecosystem, impairment of a protected area's atmosphere of peace and tranquility, unreasonable interference with District functions, buildings, facilities, operations, programs or activities, or unreasonable interference with the use or purpose of the District Property applied for; or,

(4) The proposed activity would substantially impair the operation or use of facilities or services of District concessionaires or contractors; or,

(5) The proposed activity would so dominate the use of District Property as to preclude other Persons from using and enjoying the park.

(6) This subsection 5.01(d) is not applicable to applications for commercial activity Permits under sections 2.09 and 2.16 of this Ordinance and Permits for alcohol under section 2.02. The District reserves the right to exercise its discretion in issuing Permits under sections 2.02, 2.09 and 2.16.

(e) If the application is approved, the District shall issue a written Permit to the applicant. If the application is denied, the District shall issue to the applicant written reasons for denying the application.

(f) If an application is denied on the basis of a scheduling conflict or inappropriateness of the location, duration, or time of the activity, the District will make a reasonable effort to arrange an alternative that is acceptable to all parties. If an application under sections 2.08, 2.25 or 2.36 is

denied, or the applicant is dissatisfied with such Permit as issued, he may appeal the decision to the Board within ten (10) days after the decision is rendered. If the Board rejects the appeal after full review, or if time for full review is not available, the applicant may appeal the decision to the appropriate state or federal court. All other decisions on the issuance of Permits by the District are final.

(g) Any Permit granted by the District may contain lawful prerequisites to the issuing of the Permit and restrictions on the conduct of the permitted activity including without limitation: general liability insurance coverage; host liquor liability insurance; an agreement to fully indemnify and hold the District harmless from any liability or costs resulting from the activity; a requirement that the Persons involved in the activity obey or comply with all federal, state, local, and District laws, rules, and regulations; time, duration, and location restrictions; restoration deposit; a written agreement by the applicant to fully restore any District Property soiled or damaged by the activity; and, any reasonable restriction necessary for the efficient and orderly contemporaneous administration of the activity, other activities with a Permit, and regular District uses, functions, programs, and activities.

(h) Any Person holding a valid Permit issued by the District for use of District Property shall take precedence for use of that District Property over any Person other than the District.

(i) The District may make necessary changes or place necessary additional restrictions on any Permit after it has been issued.

(j) Violation of the terms and conditions associated with the Permit may result in the suspension or revocation of the Permit.

(k) Except as provided in subsections 5.01(k)(1) (2), no Permit shall be issued for a period in excess of seven (7) consecutive days. A Permit may be extended for like periods of time upon a new application, unless another Person has requested use of the same location and multiple use of that location is not reasonably possible.

(1) This subsection shall not apply to Permits granted under section 2.09 of this Ordinance. For Permits granted under section 2.09, the District shall determine the length of time that a Permit will be valid.

(2) This subsection shall not apply to Permits granted under section 2.36 of this Ordinance for newsracks or newsstands. Such Permits granted under section 2.36 shall be issued for a period of six up to (6) months.

Section 5.02. Insurance and Hold Harmless Agreement.

(a) Except as provided in subsection 5.02(a)(1), the District may require every applicant for a Permit to acquire general liability insurance to protect himself and the District from liability resulting from his use of District Property and provide proof of such insurance to the District before the District will issue a Permit to an otherwise valid applicant. The District must be named on such policy as additional insured. Where possible, an applicant may acquire a rider to the District's insurance policy at the applicant's cost and expense. Applicants should contact the District's administrative office for more information.

(1) For activities involving the exercise of First Amendment rights, including without limitation parades, public gatherings, speeches and rallies, this requirement may be waived by the District if the applicant can demonstrate that he or his organization

cannot procure general liability insurance or that the cost of procuring such insurance or acquiring a rider to the District's insurance policy is prohibitive.

(b) Every applicant must execute and deliver to the Park District an agreement to indemnify and hold the District harmless from legal liability, property damage or injury to persons caused by the negligent or unlawful acts of the applicant or any member, volunteer, employee, agent, participant, or other Person associated with the applicant or his group or organization.

Section 5.03. Restoration Deposit.

(a) A restoration deposit may be required for any Permit. The District shall refund the deposit if the Person responsible for the activity cleans any refuse caused or left by the activity or the activity's participants and restores District Property to the condition it was in prior to the activity to the District's satisfaction. If the District is required to clean up or restore District Property after the activity, the Person responsible for the activity shall reimburse the District for all costs and expenses associated with the clean-up and restoration. The cost of the clean-up and restoration shall be taken from the restoration deposit. If there are any funds remaining after the clean-up and restoration costs have been subtracted, they shall be returned to the appropriate Person. If the costs and expenses for the clean-up and restoration exceed the amount of the restoration deposit, the District reserves the right to pursue any and all legal options.

(b) If the restoration deposit would create a financial hardship for the applicant which the applicant can so demonstrate, the District may accept a written agreement to clean up and restore District Property after the activity. If the applicant does not satisfactorily perform according to the agreement, the District reserves the right to pursue any and all legal options.

Section 5.04. Other Authority. Activities otherwise prohibited under this Ordinance, or any other District ordinance, policy, rule, or regulation may be conducted or engaged in by a Person, his agents and/or employees, if done in strict conformance with the provisions of an agreement with the District which has been duly authorized by the Board. To carry out the terms of this Ordinance, the Director is hereby given authority to issue the permits, post notices or take the other action as called for herein, subject to the guidelines herein set forth.

(a) The Director shall have the authority to reserve any area, facility or waters on District Property for a particular use or activity, to prohibit a particular use or activity on any District Property, or to close all or any part of District Property, in the interest of public health, safety or general welfare or in order to protect the natural resources from unreasonable harm, and to promulgate and issue permit where authorized by this Ordinance and collect such fees as established by the District.

(b) The Director may impose reasonable restriction on the granting of a permit.

CHAPTER VI - ENFORCEMENT

Section 6.01. Police/Security Force.

(a) The District Police Force shall be the conservators of the peace on District Property, and shall be responsible for the enforcement of all federal, state, local, and District laws, rules, and regulations on District Property.

(b) The members of the District Police Force shall have the authority to eject from District Property, arrest, or issue citations to any Person who violates any applicable federal, state, local, or District law, rule, or regulation on District Property.

(c) Nothing in this Ordinance shall be construed to prevent any peace officer from carrying out his or her own duties within the territories of the District as defined by applicable laws of the State of Illinois and United States or ordinance of Kane County, Illinois, or in accord with any other Policing Agreement approved by the Board.

Section 6.02. Rules to be Obeyed.

(a) No Person shall violate or disobey any provision of this Ordinance or any other District ordinance, policy, rule or regulation regulating conduct or activities on District Property even though the same may not have been posted. No Person shall violate or disobey the directions or instructions contained in any notice or sign posted by the District relating to the use of District Property, or the directions or instructions of any member of the District Police Force, or any employee of the District seeking to enforce compliance with federal, state, local or District laws, rules, or regulations.

(b) Nothing in this Ordinance shall be construed to prevent or preclude the lawful use by the District of a civil remedy at law to correct an abuse or loss suffered by the District as a result of violation of this Ordinance or any law of the State of Illinois.

Section 6.03. Parties to Ordinance Violation.

(a) Every Person who commits, attempts to commit, conspires to commit, or aids or abets in the commission of any act in violation of this Ordinance or other ordinance, rule or regulation of the District, as a principal, agent, or accessory, shall be guilty of such offense, and every Person who falsely, fraudulently, forcibly or willfully induces, causes, coerces, requires, permits, or directs another to violate any provision of this Ordinance is likewise guilty of such offense.

(b) Any Person who is the owner, registered owner, or Person in control of any animal, Vehicle or other property of any kind brought, placed, parked or allowed to remain on District Property in violation of this Ordinance or other District ordinance, rule, or regulation, shall be deemed prima facie responsible for such violation and shall be subject to the penalties provided herein.

(c) It is unlawful for the owner or any other Person employing or otherwise directing the operator of any Vehicle, to request or knowingly permit operation of any such Vehicle on District Property in any manner contrary to this Ordinance.

CHAPTER VII - PENALTIES

Section 7.01. Revocation of Privileges; Fine. Any Person violating or disobeying any Section or part of this Ordinance, or any other District ordinance, policy, rule or regulation, may be forthwith evicted or removed from District Property and may have his or her admission rights to any and all District Property terminated, revoked, forfeited or suspended for a specified period of time up to and including a lifetime revocation. Upon a finding of guilty for any violation of this Section, a person may be fined not more than $1,000.00 for each offense or subject to the fine schedule of the agency which issued the violation notice. The fine schedule of the agency that issued the violation notice will govern the fine or penalty amount.

Section 7.02. Restitution. In addition to, or instead of, the fines and penalties provided for in Section 7.01, any Person violating or disobeying any section or part of this Ordinance, or any other federal, state, local, or District law, rule, or regulation, may be required to make restitution for damage resulting from such violation(s). The provisions of the Illinois Parental Responsibility Law (740 ILCS 115/1 *et seq.*) are specifically incorporated in this Ordinance by reference for purposes of this section.

Section 7.03. Seizure/Removal/Impoundment of Property. Any property, substance, or thing brought into, utilized, placed, or left on District Property in violation of this Ordinance, or any other District ordinance, rule, or regulation may be removed, seized, and destroyed in the case of property and substances referred to in sections 2.02, 2.03, 2.10 and 2.41, or seized and impounded in the case of any other property, substance or thing (including without limitation Vehicles and bicycles). Property so impounded shall not be returned to the owner(s) thereof until such Person(s) provides the District with acceptable proof or evidence of ownership and until such Person(s) has reimbursed the District in full for all costs and expenses to the District of such impoundment including without limitation any removal and storage charges. Property not claimed by the rightful owner(s) thereof within sixty (60) days after such impoundment may be sold by the District which shall be entitled to the entire proceeds thereof, or otherwise disposed of. Any motor Vehicles towed and/or impounded shall be disposed of according to the applicable laws of the State of Illinois.

Section 7.04. Non-Exclusivity of Penalties. The penalties provided for in this Chapter 7 are in addition to and not exclusive of any other remedies available to the District as provided by applicable law. The penalties provided for in section 7.01 may be imposed or assessed in addition to and not necessarily in lieu of the penalties provided for in section 7.02, and vice versa.

CHAPTER VIII - REPEAL

All District ordinances, resolutions, policies, rules and regulations or parts thereof in conflict or inconsistent with any of the provisions of this Ordinance are hereby repealed.

CHAPTER IX - SEVERABILITY

Provisions of this Ordinance shall be deemed to be severable. Should any section or part of this Ordinance be declared invalid or unenforceable by a court of competent jurisdiction, the remaining part or parts of such section and/or the other sections, as the case may be, of this Ordinance shall nevertheless be valid, binding and subsisting.

The captions and headings used herein are for convenience of reference only and do not define or limit the contents of each paragraph.

CHAPTER X - PUBLICATION AND EFFECTIVE DATE

Section 10.01. Publication in Book Form. In lieu of other publications, this Ordinance shall be published in book or pamphlet form, and when so published, shall become effective with the same force and effect as if otherwise published. Such book or pamphlet shall be received as conclusive evidence of the passage and legal publication of this Ordinance in all courts and other places without further proof of the passage and publication of this Ordinance.

Section 10.02. Effective Date. This Ordinance shall take effect and be in force after the date of its passage, approval, and publication in book or pamphlet form as provided for herein.

CHAPTER XI – AMENDMENTS, RULES AND REGULATIONS

This Ordinance may be amended from time to time by the District and such amendment may be shown by either marking the section amended or attaching the amendment to this Ordinance.

The Board shall from time to time promulgate and make reasonable rules and regulations governing the use of the various areas, facilities, devices and Vehicles on District Property, and such rules and regulations shall become binding and effective upon their being posted at the entrance to the facility or areas governed by them and shall be enforced with the same force and effect as the other provisions of this Ordinance.

PASSED by roll call vote this 7th day of October, 2020.

ROLL CALL VOTE:

AYE: John Meschewski, Erin O'Leary, Craig Rakow and Frank Scarpelli

NAY: None

ABSENT: Jim Bonkoski

APPROVED this 7th day of October, 2020

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President, Board of Park Commissioners of the
Dundee Township Park District

ATTESTED and RECORDED this
7th day of October, 2020, and
published in pamphlet form this
8th day of October, 2020.

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Secretary, Board of Park Commissioners
of the Dundee Township Park District