

AGENDA

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda
- V. Matters from the Public
- VI. Direction/ Discussion Items
 - A. Park Police Review Discussion
 - B. Barlina Barn Update
 - C. Park Naming Policy/Haligus Park Name
 - D. Beach Complimentary Days Discussion
- VII. Matters from the Board
- VIII. Executive Session
 - a. Litigation 2 (c) 11
 - b. Personnel 2 (c) 1
 - c. Sale or Lease 2 (c) 6
 - d. Land Acquisition / Lease 2 (c) 5
 - e. Review of Minutes Including Semi-annual Review to Release 2 (c) 21
- IX. Reconvene
- X. Action from Matters from Executive Session
- XI. Adjourn

Next Park Board Regular Meeting:
February 15, 2024
Administrative Office 6:30pm
Next Committee of the Whole Meeting:
March 7, 2024
Administrative Office 6:30pm

**The public comment portion of the meeting occurs at the time set forth on the meeting agenda. The public comment period is intended to provide an opportunity for individuals to comment on matters related to the Park District. Speakers are limited to three (3) minutes per person during the public comment portion of the meeting, unless extended by the Board at its discretion. The total amount of time allocated for public comments at a particular meeting is 30 minutes unless determined otherwise by the Presiding Officer.*

ADA: In compliance with the Americans with Disabilities Act this and all other meetings of the Crystal Lake District are located in facilities that are physically accessible to those who have disabilities. If additional reasonable accommodations are needed for persons who qualify under the Act as having a "disability", please contact the Park District during normal business hours at 815-459-0680 at least 48 hours prior to any meeting so that such accommodations can be provided.



MEMORANDUM

DATE: January 22, 2024
TO: Park Board of Commissioners
FROM: Jason Herbster – Executive Director
SUBJECT: Budget Model without a Park Police Department

Staff were directed by the Park Board to develop a budget model without a Park Police Department. It was suggested to look for a private security firm to provide the functions currently provided by Park Police. Information has been provided by two private security firms. A model was also developed if we use non-police part time staff. Three models were developed:

- 1) Park Patrol with two shifts per day
- 2) Park Patrol with one shift per day
- 3) Park Patrol with 1 shift year round and a second shift for 4 months of the year

A bank courier has also been included in each model.

The hours included for special events are possibly low and more specifics for each event would need to be reviewed in detail with the contractor to determine proper security levels and costs. For events involving traffic on roads, the services of municipal police may be needed, and that cost is not included in these models.

Both contractors can provide armed security. Contractor 1's pricing is the same for armed or unarmed and contractor 2 has a higher rate for armed staff. The bank courier would be an armed position.

As a frame of reference, the actual Park Police budget balance for fiscal year 21-22 was (\$245,049) and 22-23 was (\$287,064).

Recommendation:

For discussion purposes

Serving the Residents of Crystal Lake and Lakewood

1 E. CRYSTAL LAKE AVE CRYSTAL LAKE IL 60014 815.459.0680 CRYSTALLAKEPARKS.ORG

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PARK PATROL - 2 SHIFTS PER DAY				
Hours/Day	Days/Week	Hours/Week		
7am-3pm	8	7	56	
3pm-11pm	8	7	56	
Total Hours/Week			112	
Regular	Rate	Hours/Wk	# of Weeks	Total
Security Lead	\$ 43.86	40	50	\$ 87,720.00
Security Officer	\$ 39.88	72	50	\$ 143,568.00
Holiday	Rate	Hours	Total	
Security Officer	\$ 65.79	112	\$ 7,368.48	
Special Events	Rate	Hours	Total	
Security Officer	\$ 65.79	394	\$ 25,921.26	
*Additional	Rate	Hours	Total	
Security Officer	\$ 65.79	320	\$ 21,052.80	
Bank Courier				
To be covered by 1st shift				
Other			Total	
Smartphone/Track App			\$ 780.00	
Local Supervision Support			\$ 2,600.00	
TOTAL				\$ 289,010.54
* Additional includes 24 weeks of weekend patrol at Lippold, 10 weekend Beach patrols, 10 concerts, holiday beach patrols				

PARK PATROL - 1 SHIFT PER DAY				
Hours/Day	Days/Week	Hours/Week		
3pm-11pm	8	7	56	
Total Hours/Week			56	
Regular	Rate	Hours/Wk	# of Weeks	Total
Security Officer	\$ 39.88	56	50	\$ 111,664.00
Holiday	Rate	Hours	Total	
Security Officer	\$ 65.79	112	\$ 7,368.48	
Special Events	Rate	Hours	Total	
Security Officer	\$ 65.79	394	\$ 25,921.26	
*Additional	Rate	Hours	Total	
Security Officer	\$ 65.79	320	\$ 21,052.80	
Bank Courier	Rate	Hours/Wk	# of Weeks	Total
Security Officer	\$ 39.88	10	50	\$ 19,940.00
Other			Total	
Smartphone/Track App			\$ 780.00	
Local Supervision Support			\$ 2,600.00	
TOTAL				\$ 189,326.54
* Additional includes 24 weeks of weekend patrol at Lippold, 10 weekend Beach patrols, 10 concerts, holiday beach patrols				

PARK PATROL - 1 SHIFT YEAR ROUND/2 SHIFTS 4 MONTHS				
Hours/Day	Days/Week	Hours/Week		
7am-3pm	8	7	56	4 Months
3pm-11pm	8	7	56	
Total Hours/Week			112	
Regular	Rate	Hours/Wk	# of Weeks	Total
Security Lead	\$ 43.86	40	16	\$ 28,070.40
Security Officer	\$ 39.88	72	50	\$ 143,568.00
Holiday	Rate	Hours	Total	
Security Officer	\$ 65.79	112	\$ 7,368.48	
Special Events	Rate	Hours	Total	
Security Officer	\$ 65.79	394	\$ 25,921.26	
*Additional	Rate	Hours	Total	
Security Officer	\$ 65.79	320	\$ 21,052.80	
Bank Courier	Rate	Hours/Wk	# of Weeks	Total
Security Officer	\$ 39.88	10	50	\$ 19,940.00
Other			Total	
Smartphone/Track App			\$ 780.00	
Local Supervision Support			\$ 2,600.00	
TOTAL				\$ 249,300.94
* Additional includes 24 weeks of weekend patrol at Lippold, 10 weekend Beach patrols, 10 concerts, holiday beach patrols				

PARK PATROL - 2 SHIFTS PER DAY			
Hours/Day	Days/Week	Hours/Week	
7am-3pm	8	7	56
3pm-11pm	8	7	56
Total Hours/Week			112
Regular	Rate	Hours/Wk	# of Weeks
Security Lead	\$ 65.00	40	50
Security Officer	\$ 40.00	72	50
Holiday	Rate	Hours	Total
Security Officer	\$ 60.00	112	\$ 6,720.00
Special Events	Rate	Hours	Total
Security Officer	\$ 60.00	394	\$ 23,640.00
*Additional	Rate	Hours	Total
Security Officer	\$ 60.00	320	\$ 19,200.00
Bank Courier			
To be covered by 1st shift			
TOTAL			\$ 323,560.00
* Additional includes 24 weeks of weekend patrol at Lippold, 10 weekend Beach patrols, 10 concerts, holiday beach patrols			

PARK PATROL - 1 SHIFT PER DAY			
Hours/Day	Days/Week	Hours/Week	
3pm-11pm	8	7	56
Total Hours/Week			56
Regular	Rate	Hours/Wk	# of Weeks
Security Officer	\$ 40.00	56	50
Holiday	Rate	Hours	Total
Security Officer	\$ 60.00	112	\$ 6,720.00
Special Events	Rate	Hours	Total
Security Officer	\$ 60.00	394	\$ 23,640.00
*Additional	Rate	Hours	Total
Security Officer	\$ 60.00	320	\$ 19,200.00
Bank Courier	Rate	Hours/Wk	# of Weeks
Security Officer	\$ 65.00	10	50
TOTAL			\$ 194,060.00
* Additional includes 24 weeks of weekend patrol at Lippold, 10 weekend Beach patrols, 10 concerts, holiday beach patrols			

PARK PATROL - 1 SHIFT YEAR ROUND/2 SHIFTS 4 MONTHS			
Hours/Day	Days/Week	Hours/Week	
7am-3pm	8	7	56
3pm-11pm	8	7	56
Total Hours/Week			112
Regular	Rate	Hours/Wk	# of Weeks
Security Lead	\$ 40.00	40	16
Security Officer	\$ 40.00	72	50
Holiday	Rate	Hours	Total
Security Officer	\$ 60.00	112	\$ 6,720.00
Special Events	Rate	Hours	Total
Security Officer	\$ 60.00	394	\$ 23,640.00
*Additional	Rate	Hours	Total
Security Officer	\$ 60.00	320	\$ 19,200.00
Bank Courier	Rate	Hours/Wk	# of Weeks
Security Officer	\$ 65.00	10	50
TOTAL			\$ 251,660.00
* Additional includes 24 weeks of weekend patrol at Lippold, 10 weekend Beach patrols, 10 concerts, holiday beach patrols			

In-House Part Time Staff
No Police

PARK PATROL - 2 SHIFTS PER DAY				
Hours/Day	Days/Week	Hours/Week		
7am-3pm	8	7	56	
3pm-11pm	8	7	56	
Total Hours/Week			112	
Regular	Rate	Hours/Wk	# of Weeks	Total
Patrol Lead	\$ 20.00	40	50	\$ 40,000.00
Patrol Staff	\$ 18.00	72	50	\$ 64,800.00
Holiday	Rate	Hours	Total	
Patrol Staff	\$ 27.00	112	\$ 3,024.00	
Special Events	Rate	Hours	Total	
Patrol Staff	\$ 18.00	394	\$ 7,092.00	
*Additional	Rate	Hours	Total	
Security Officer	\$ 18.00	320	\$ 5,760.00	
Bank Courier	Rate	Hours/Wk	# of Weeks	Total
Security Officer	\$ 65.00	10	50	\$ 32,500.00
TOTAL				\$ 153,176.00

* Additional includes 24 weeks of weekend patrol at Lippold, 10 weekend Beach patrols, 10 concerts, holiday beach patrols

PARK PATROL - 1 SHIFT PER DAY				
Hours/Day	Days/Week	Hours/Week		
3pm-11pm	8	7	56	
Total Hours/Week			56	
Regular	Rate	Hours/Wk	# of Weeks	Total
Patrol Staff	\$ 18.00	56	50	\$ 50,400.00
Holiday	Rate	Hours	Total	
Patrol Staff	\$ 27.00	112	\$ 3,024.00	
Special Events	Rate	Hours	Total	
Patrol Staff	\$ 18.00	394	\$ 7,092.00	
*Additional	Rate	Hours	Total	
Patrol Staff	\$ 18.00	320	\$ 5,760.00	
Bank Courier	Rate	Hours/Wk	# of Weeks	Total
Security Officer	\$ 65.00	10	50	\$ 32,500.00
TOTAL				\$ 98,776.00

* Additional includes 24 weeks of weekend patrol at Lippold, 10 weekend Beach patrols, 10 concerts, holiday beach patrols

PARK PATROL - 1 SHIFT YEAR ROUND/2 SHIFTS 4 MONTHS				
Hours/Day	Days/Week	Hours/Week		
7am-3pm	8	7	56	4 months
3pm-11pm	8	7	56	
Total Hours/Week			112	
Regular	Rate	Hours/Wk	# of Weeks	Total
Patrol Lead	\$ 20.00	40	16	\$ 12,800.00
Patrol Staff	\$ 18.00	72	50	\$ 64,800.00
Holiday	Rate	Hours	Total	
Patrol Staff	\$ 27.00	112	\$ 3,024.00	
Special Events	Rate	Hours	Total	
Patrol Staff	\$ 18.00	394	\$ 7,092.00	
*Additional	Rate	Hours	Total	
Patrol Staff	\$ 18.00	320	\$ 5,760.00	
Bank Courier	Rate	Hours/Wk	# of Weeks	Total
Security Officer	\$ 65.00	10	50	\$ 32,500.00
TOTAL				\$ 125,976.00

* Additional includes 24 weeks of weekend patrol at Lippold, 10 weekend Beach patrols, 10 concerts, holiday beach patrols



COW MEMORANDUM

DATE: January 18, 2023
TO: Park Board of Commissioners
FROM: Amy Olson, Manager of Park Planning and Development
SUBJECT: Hill Farm – Community Input Meeting

Background

Hill Farm is a passive open space park that hosts Barlina House. Barlina House preschool facility provides half day preschool and a fence-enclosed playground for 2–5-year-olds. Hill Farm Park offers community garden plots for rent with non-potable well water service for plant watering. The barn and auxiliary buildings are used by Park Services for storage. The park is accessed through a looped asphalt drive with a small parking lot located south of Barlina House. Rough gravel paths provide access to the garden plots.

To recap, the Board has directed staff to remove the barn and auxiliary farm buildings.

Members of the City of Crystal Lake Historical Commission requested to see the barn. A site visit on Wednesday, December 13, 2pm offered a tour of the barn and lean-to structures. Comments offered suggestions such as selling the barn wood for re-use, rental storage for local breweries of whiskey / bourbon barrels, and renting for agri-business such as growing flowers for sale/self-cut flowers verses the garden plot rentals or reduce the garden plot area to accommodate both at the site. The Historical Commission attendees also asked that we consider documenting the structure through photographs and scale drawings of the barn and auxiliary farm buildings.

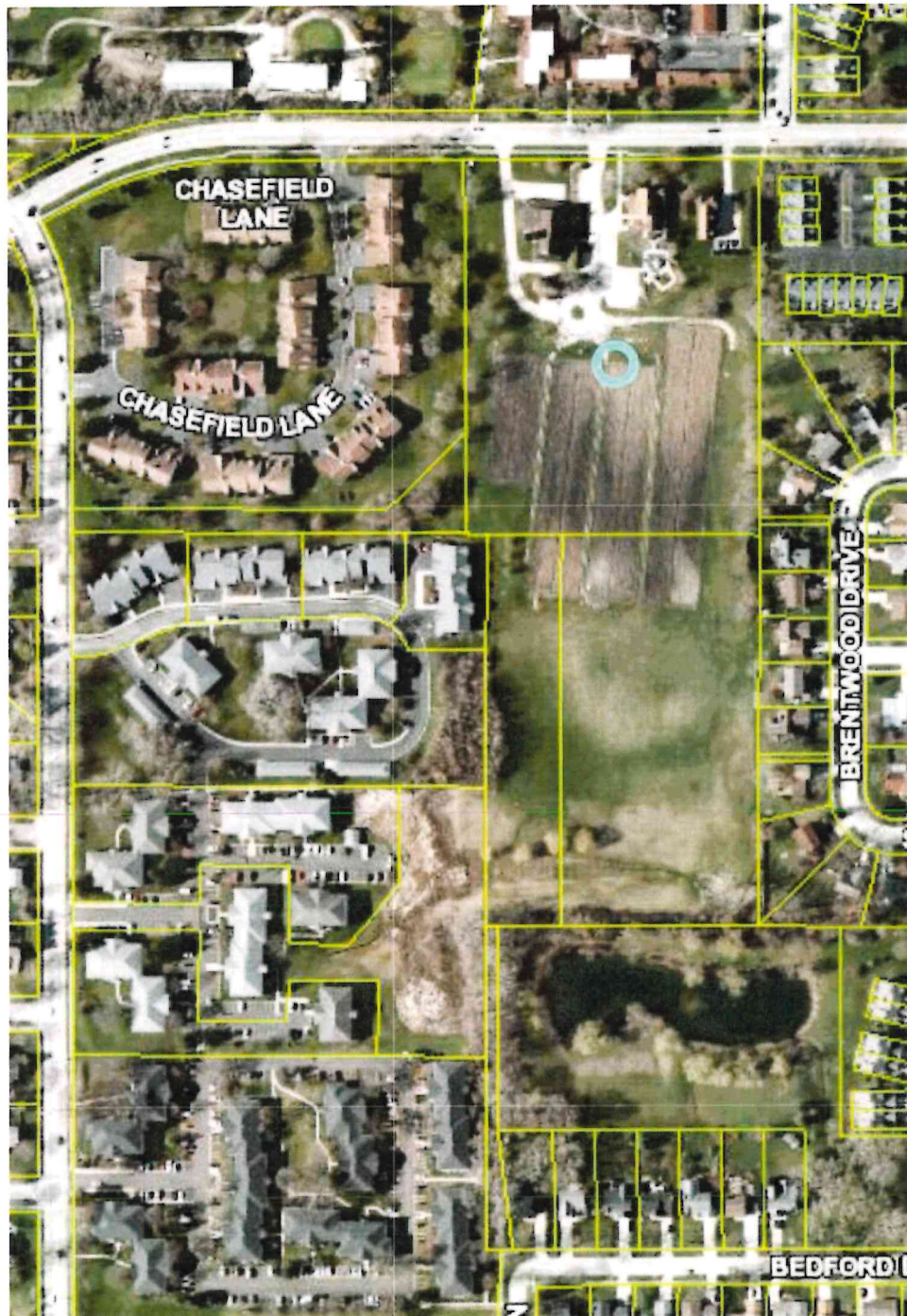
Recommendation

For discussion and informational purposes only.

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MEMORANDUM

DATE: January 22, 2024
TO: Park Board of Commissioners
FROM: Jason Herbster - Executive Director
SUBJECT: Park and Facility Naming Policy

At the January Park Board meeting, staff were asked to develop a draft policy pertaining to park and facility naming. Several policies from other agencies were reviewed and used to develop the attached draft policy. The Board is asked to review this draft policy in preparation for discussion at the Committee of the Whole meeting.

Also attached are sample policies from other Park Districts and municipalities.

Recommendation:

For discussion purposes

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Crystal Lake Park District
Park District Policy Manual

Policy Number 3.0

Policy Name: Park and Facility Naming Policy

Date Adopted:

Last Revision:

I. Purpose

The purpose of the policy is to establish standard procedures and guidelines for the naming of public parks and facilities owned and/or operated by the Crystal Lake Park District. No suggestion is made or intended that existing names be changed. This policy is a basis for future decisions.

II. Authorization

The naming of sites shall be the function of the staff and Park Board, with final approval coming from the Park Board of Commissioners of the Crystal Lake Park District. Through the Board, diversity, balance and creativity will be sought during adoption of names. All requests for the proposed naming of a facility must go through the Board.

III. Objectives

- A. Provide name identification for individual parks, park area or facility.
- B. Provide criteria for citizen input into the process of naming parks, park areas or facilities.
- C. Ensure that the naming of parks, park areas, or park facilities is controlled by the Crystal Lake Park District Board with guidance from staff.

IV. Qualifying Names

Names submitted for consideration should provide some form of individual identity in relation to the following:

- A. The geographic location of the park or facility. This includes descriptive names.
- B. An outstanding feature of the park or facility.
- C. An adjoining subdivision, street, school or natural feature.
- D. A commonly recognized historical event, group, organization or individual (living or deceased).
- E. An individual or organization that contributed significantly to the acquisition or development of the facility to be named. This can include either a deed or substantial monetary contribution, or contribution toward acquisition and/or development of the park or facility (typically not less than 50 percent of the value of the property or improvements).

F. Outstanding accomplishments by an individual for the good of the community. The quality of the contribution should be considered along with the length of service by the individual - this has to be fully substantiated by the person making the recommendation.

G. An individual who provided an exceptional service in the interest of the Park District as a whole. Typically, while serving in a public office, public officials should not be considered as a candidate for naming.

H. Any naming of a park or facility to recognize a sponsor or donation should meet requirements established by the Park Board.

V. Naming Process – New Parks and Facilities

** A temporary name will be designated by Park District staff for identification during the “waiting period” of acquisition and/or development of the park area or facility and the formal naming process.

A. Working in cooperation with the Park District, individuals, groups and organizations interested in proposing a name for an existing un-named park area, facility, feature or thoroughfare must do so in writing. This proposal shall be presented to the Executive Director of the Park District for consideration by the Park Board.

B. A written description of qualifications for the name being considered must be submitted with the proposal. This should include the location of the park or facility, any outstanding features of the site, detailed historical and/or biographical information on an event, feature or individual being recommended for a name and a narrative explaining the justification of the naming of the park, facility, feature or thoroughfare.

C. The Park Board will seek input on a name request at the regular monthly meeting and will allow 30 days following their meeting for public comment.

D. A notice of naming a park or facility will be published in the Northwest Herald, posted on the Park District website and social media outlets to offer residents a chance to provide comments.

E. The Park Board will act on each request made following the 30 days for public comment.

This policy will allow naming of the park contests to be held through various means that have prior approval of the Park Board.

VI. Renaming Process – Parks and Facilities

The renaming of parks and facilities will be strongly discouraged. Critical examination will be conducted to insure that renaming the park will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming the park.

A. Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.

B. Parks and facilities named after individuals shall never be changed unless it is found that because of the individual’s character the continued use of their name would not be in the best interest of the community.

Events/Programs status call voice message 217-223-9625

PARK DISTRICT POLICY ON NAMING

PARK DISTRICT POLICY ON NAMING

Park District Policy on Naming

General Administration

4.01 -PUBLIC PARK AND FACILITY NAMING POLICY-

I. Purpose

To establish a formal policy and process for naming public park lands and facilities in the Quincy Park District. A sound policy can add meaning and significance that embody the value and heritage of this community.

II. Authorization

The Quincy Park District staff shall be responsible for recommending to the Board of Commissioners the naming of all-public parks and facilities in the Quincy Park District Board of Commissioners.

III. Objectives

1. Provide name identification for individual parks.
2. Provide name identification wherever appropriate or public buildings, structures, facilities, and specified areas.
3. Provide for citizen input into the process of naming parks and facilities as enumerated above.
4. Insure control for the naming of parks and facilities by the Board of Commissioners through the recommendations of the Quincy Park District Staff.

IV. Qualifying

Names should provide some form of individual identity related to:

1. The geographic location of the facility
2. An outstanding feature of the facility
3. The adjoining subdivision

4. Commonly recognized historical event, group or individual
5. An individual or group who contributed significantly to the acquisition or development of the individual facility.
6. An individual who provided an exceptional service in the interest of the park system as a whole.

x

V. Naming Process

1. At the time parkland or facility is acquired but before development occurs the Executive Director will assign a nondescript temporary working name for the area or facility.
2. Once the development is initiated the Executive Director will receive naming applications for review by the Quincy Park District Board of Commissioners.
3. After a name is decided upon by the Board of Commissioners, public notice of the recommended Qualifying Name will occur twice during a sixty (60) day period in the Quincy Herald Whig. Citizen comments and recommendations must be in writing to the Executive Director and be postmarked within the sixty (60) day public-notice period.
4. For an individual (excluding historically significant individuals) to be considered, that person must have contributed significantly to the acquisition or development of the park or facility or to the park system overall. The recommended name must be accompanied by a biographical sketch which shall provide evidence of contributions to the park, facility, or park system overall.
5. After the sixty (60) day public notice period, the Executive Director, with the approval of the Board of Commissioners, will submit the recommended name to the Board of Commissioners for final approval.

VI. Renaming

1. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.
2. Only those parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks named by deed restriction cannot be considered for renaming.
3. Parks and facilities named after individuals should never be changed unless it is found that the individual's personal character is or was such that the continued use of their name for a park or facility would not be in the best interest of the community. In order for a park or facility to be considered for renaming the following must occur:
 4. The recommended name must qualify according to Section V of this policy, and;
 5. Be accompanied by a petition from the particular park or facility users.

VII. Other Naming Alternatives

1. Parks and facilities that are donated to the Quincy Park District can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the Board of Commissioners.
2. Facilities within parks, i.e. playgrounds, picnic shelters, etc. can be named separately from the parks and facilities they are in, subject to the general approving policies in Section V of this policy.

ADMINISTRATIVE OFFICE

Monday-Friday 9:00am-4:00pm

info@quincyparkdistrict.com (mailto:

info@quincyparkdistrict.com)
Events/Programs status call voice message 217-223-9625
1231 Bohansing Drive Quincy, IL 62301

Phone (217) 223-7703
(tel:2172237703)
Rainout (217) 223-9625
(tel:2172239625)
Fax (217) 228-9209

 (<https://www.facebook.com/QuincyParkDistrict/>)

 (<https://twitter.com/QuincyILParks>)

 (<https://www.instagram.com/quincylparks/>)

 (https://www.youtube.com/channel/UCEAFjITII0aLvVS_WP8-sBA)

SITUATION & NUMBERS TO CALL

An emergency requiring IMMEDIATE attention:

Call 911

Non-emergency situation:

Call (217) 222-9360

For a problem in our parks that do not require an immediate police response call Park Ranger at:

Monday-Friday 8am-5pm (217) 223-7703
(tel:2172237703)

Monday-Friday 5pm-12am (217) 316-4557
(tel:2173164557)

Saturday & Sunday 8am-12am (217) 316-4557
(tel:2173164557)

Employee IMRF (<https://www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information>)

Employment Security Department
(<https://www.esd.wa.gov/>)

Events/Programs status call voice message 217-223-9625

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(<https://www.quincyparkdistrict.com/accessibility/>).



(<https://vervocity.io>)

(<http://www.quincyrightonq.com/>)

Cary Park District
Board Policy Manual

Policy Name: **Naming & Renaming of Park Sites, Recreation Facilities, Site Amenities or Features**

Date Approved: 2/28/2002
Last Revision: 9/27/2012
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to name park sites, recreation facilities, site amenities or features, and to utilize naming rights to recognize benefactors to the District.

Specific Guidelines

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

1. The Board of Commissioners should determine the name of a park site by full-majority vote at a regular-scheduled Board meeting.
2. Any newly acquired park site, recreation facility, site amenity or feature should be named, or an existing item can be considered for renaming, using the following factors:
 - a. Use of adjacent park site name.
 - b. Subdivision name.
 - c. Adjacent street name or crossing.
 - d. Common property name before acquisition.
 - e. Park name plus the functional title of the facility (ie. Lion's Park Picnic Shelter).
 - f. A name appropriate to the site as determined by the Board.
3. The Board may determine or the Executive Director may recommend to name or rename a park or recreation facility in some other manner that it so chooses on a case-by-case basis provided there is some outstanding honor or historic event that warrants the naming or renaming of such a park or facility, or part thereof, as needed.
4. Any newly developed recreation facility should be named, or an existing facility renamed, using any of the following factors:
 - a. Named under naming rights conditions as established within this Policy.
 - b. A name appropriate to the facility as recommended by the Executive Director and approved by the Board.
5. The Executive Director or delegated alternate should determine the specific dollar amount necessary for a cash or donation equivalent when required to name or rename a park site, recreation facility, site amenity, feature or any part thereof. In certain cases, the Executive Director may recommend a variance (higher or lower) to the amount established within this policy based on perceived values.
6. Named park sites and recreation facilities or parts thereof named after a benefactor should be designated as such for a period of not more than twenty (20) years, unless otherwise specified and recorded appropriately.

7. When determining whether to name or rename a park site, recreation facility, site amenity, feature or any part thereof, the Board or the Executive Director may choose to direct individual or corporate donors to The Park Foundation of Southeast McHenry County (dba The Cary Park Foundation) for investment and long-term management of any cash assets that can provide annual funding for the long-term maintenance and operation of parks and recreation facilities of the District. A written memo of understanding between the Park District and The Cary Park Foundation should be completed in each such instance.

This policy revises and replaces policy 5-009 in full.

CITY OF WHITEWATER POLICY		TITLE: Park Naming Policy
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date: January 4, 2007 Revised: December 7, 20009	TEXT NAME: G:\Park & Rec\General Information\Policy\ Park Naming Policy

I. PURPOSE

The purpose of the policy is to establish standard procedures and guidelines for the naming of public parklands and facilities owned and/or operated by the City of Whitewater and under the jurisdiction of the Parks and Recreation Department.

This policy may not be consistent with existing names of city areas and facilities. No suggestion is made or intended that existing names be changed. This policy is a basis for future decisions.

II. AUTHORIZATION

The naming of sites shall be the function of the Parks and Recreation Board, **with final approval coming from the Common Council of the City of Whitewater**. Through the Board, diversity, balance and creativity will be sought during adoption of names.

All requests for the proposed naming of a facility must go through the Parks and Recreation Board, **with only approved recommendations forwarded to the Common Council**.

III. Objectives

- A. Provide name identification for individual parks, park area or park facility.
- B. Provide criteria for citizen input into the process of naming parks, park areas or facilities.
- C. Insure that the naming of parks, park areas, or park facilities is controlled **by the City of Whitewater Common Council** through the Parks and Recreation Board with advice from Parks and Recreation and DPW staff.

IV. Qualifying Names

Names submitted for consideration should provide some form of individual identity in relation to the following:

- A. The geographic location of the facility. This includes descriptive names.
- B. An outstanding feature of the facility.
- C. An adjoining subdivision, street, school or natural feature.
- D. A commonly recognized historical event, group, organization or individual (living or deceased).

- E. An individual or organization that contributed significantly to the acquisition or development of the facility to be named. This can include either a deed or substantial monetary contribution, or contribution toward acquisition and/or development of the park or facility (typically not less than 50 percent of the value of the property or improvements).
- F. Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual - this to be fully substantiated by person making recommendation.
- G. An individual who provided an exceptional service in the interest of the park system as a whole. Typically, while serving in a public office, public officials should not be considered as a candidate for naming.
- H. Any naming of a facility to recognize a sponsor or donation should meet the requirements of the Sponsorship Policy as adopted by the Parks & Recreation Board.

V. Naming Process – Existing Un-named Facilities

- A. Working in cooperation with the Parks and Recreation Department, individuals, groups and organizations interested in proposing a name for an existing un-named park area or facility must do so in writing. This proposal shall be presented to the Director of Parks and Recreation for consideration by the Parks and Recreation Board.
- B. A written description of qualifications for the name being considered must be submitted at this time. This should include location of the facility, any outstanding features of the site, detailed biographical information on an individual being recommended for a name and a narrative explaining the justification of the naming of the facility.
- C. The Parks and Recreation Board will seek input on a name request at the regular monthly meeting and will allow 30 days following their meeting for public comment.
- D. A notice of naming a facility will be published in the Whitewater Register and posted on the city website and local cable access to offer a chance for citizen comment.
- E. The Parks and Recreation Board will act on each request made, and if approved, **will forward to the Common Council for approval** following the 30 days for public comment.
- F. Only approvals of a proposed name for a facility will be forwarded to the Common Council.

VI. Naming Process – New Facilities

**** A temporary name will be designated by Parks and Recreation staff for identification during the “waiting period” of acquisition and/or development of the park area or facility and the formal naming process.**

- A. Working in cooperation with the Parks and Recreation Department, individuals, groups and organizations interested in proposing a name for a new un-named park area or facility must do so in writing. This proposal shall be presented to the Director of Parks and Recreation for consideration by the Parks and Recreation Board.
- B. A written description of qualifications for the name being considered must be submitted at this time. This should include location of the facility, any outstanding features of the site, detailed biographical information on an individual being recommended for a name and a narrative explaining the justification of the naming of the facility.
- C. The Parks and Recreation Board will seek input on a name request at the regular monthly meeting and will allow 30 days following their meeting for public comment.

- D. A notice of naming a facility will be published in the Whitewater Register and posted on the city website and local cable access to offer a chance for citizen comment.
- E. The Parks and Recreation Board will act on each request made, and if approved, **will forward to the Common Council for approval** following the 30 days for public comment.
- F. Only approvals of a proposed name for a facility will be forwarded to the Common Council.

This policy will still allow naming of the park contests to be held through various means that have prior approval of the Parks and Recreation Board.

The renaming of parks and facilities will be strongly discouraged. Critical examination will be conducted to insure that renaming the park will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming the park.

- A. Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.
- B. Parks and facilities named after individuals shall never be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.

VII. Signs, Plaques and Markers

The Director of Parks and Recreation, or designee, *must coordinate placement* of any signs, plaques or markers. They must be designed to blend with and complement the existing Parks and Recreation Department signs, plaques and markers. The signs, plaques or markers must comply with existing municipal codes and have *the approval of the Director of Neighborhood Services and/or the Plan and Architectural Review Commission.*



Administrative Policy and Procedures Manual

- Policy
- Procedure
- Protocol/Best Practice

Section :

History of Approvals:

2.08.15 - Naming of Parks and Facilities

The District has set forth a practice of naming new or existing parks and facilities when it is appropriate and necessary to provide an identity to the property it owns and operates. There is a current moratorium, as set forth by the Park Board of Commissioners, to name any park, facility or amenity after any individual person (FY 2014-15).

District staff is responsible for researching the property being considered for a name and making a recommendation to the Park Board of Commissioners. It is the responsibility and authority of the Park Board to approve any and all naming rights for property owned and operated by the District. It is the practice of the District to use names of trees and birds when considering suggested names. A list of potential names is listed at the end of this policy for review and reference. The Park Board may elect to name a park, facility or amenity a name outside of the tree and bird realm if such property has significant historical impact or a unique attribute which would deem it appropriate to name outside of the current practice. The official naming of a park requires an affirmed vote of the Park Board of at least three (3) votes to name a park or park amenity.

In cases where the Park Board desires to acknowledge an individual or group that has provided a significant value to the District and community, the Park Board may elect to recognize these individuals or groups through the vision of Legacy Park within the Community Park campus. In cases where the individual is a District Commissioner or officer the individual must no longer be in office to receive this designation.

Facilities/Buildings

It is the current practice of the District not to name facilities or buildings after individuals or groups. Consideration for these ideas and requests will be considered for action by the Board for formal recognition and public display within the vision of Legacy Park. The Park Board of Commissioners may temporarily lift the moratorium of naming rights of parks, park amenities, facilities and buildings to individuals or groups if it is determined to be in the best interest of the District. Regardless of the venue where such naming rights are being considered, whether it is to be recognized in Legacy Park or a specific location lifting the moratorium, an affirmed vote of four of the five Commissioners is required to name or re-name a facility or building.

The District will also consider naming rights of a park, park amenity, facility or section of a facility when a significant donation is received by an individual or group that has a desire to assist the District or creates a viable funding source towards a capital need of the District. Such consideration will be provided on a case by case basis and will be initiated through an agreement with the donator and District with terms and conditions stating the duration of said naming rights based on the level of the funding donated to the District.

The procedure for naming or re-naming a facility or building owned and operated by the District is as follows:

1. A formal written request letter must be submitted to the Park Board of Commissioners. In such letter the request must include the proposed name, rationale and support for consideration, and the location of the facility or building or portion thereof to which the naming is being proposed.
2. A 60 day waiting period is required after the original submission is received by the Park Board before any vote on the proposed naming request will be discussed and a vote taken.
3. Requires approved vote of four of the five members of the Park Board of Commissioners. Said vote must occur with full attendance of the Park Board not just an established quorum.

The current list of tree and bird species names is as follows:

Trees:

Alder	Redbud	Apple*	Sassafras	Basswood
Serviceberry	Beech	Sourwood	Box Elder	Spruce
Butternut	Tamarack	Catalpa	Tupelo	Crabapple
Viburnum	Cypress	Walnut*	Dogwood*	Elm*
Ginkgo	Hackberry	Hickory*	Hornbeam	Ironwood
Juneberry	Katursa	Larch	Linden*	Pawpaw
Pear	Pine*	Poplar*		

*Village street name

Birds:

American Coot	American Kestrel	Bittern SE	Blackbird	Blue Bird
Blue Jay	Bobolink	Bob White	Brown Creeper	Bufflehead
Bunting	Canada Goose	Kinglet	Canvasback	Catbird
Cedar Waxwing	Chickadee	Chicken Purple	Comorant	Condor Rail
Coot	Cowbird	Crane	Crow	Egret
Eider	Evening Grosbeak	Flicker	Flycatcher	Gannet Tanager
Gnatcatcher	Goldeneye	Goldfinch	Goshawk	Grackle
Grebe	Grosbeak	Grouse	Gull*	Hawk*
Ibis	Junco	Killdeer	Loon	Magpie
Merganser	Mockingbird	Nighthawk	Nuthatch	Oriole

Osprey	Owl	Pelican	Pheasant*	Pigeon
Pintail*	Pipit	Martin	Quail*	Raven
Sapsucker	Sandpiper*	Shrike	Snipe	Starling
Swallow	Swift	Swan	Teal *	Tern *
Thrasher	Thrush	Titmouse	Towhee	Tufted Titmouse
Turkey	Veery	Vireo	Vulture	Warbler
Waxwing	Woodcock	Wood Duck	Woodpecker	Wood Pewee
Wood Stork	Wren Wigeon *			

*Village street name



Morton Grove Park District Naming Rights Policy

PURPOSE

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

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

POLICY

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

Historic Events, People, and Places

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

Outstanding Individuals

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

Major Gifts

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

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

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

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

Naming/renaming for Historic Events, People, and Places

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

Naming for Major Donations

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

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

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

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

Other Considerations

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

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

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

Naming Text

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

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

Requests for naming or renaming of parks or recreational facilities

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

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

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

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

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

Terms/Expiration of Naming Rights

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

Assessing and approving naming/renaming requests

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

The Board of Commissioners shall:

- Review the proposed request for its adherence to the policies of the Morton Grove Park District.
- Ensure that supporting information has been authenticated, particularly when an individual's name is proposed.
- Take into consideration any public comments associated with the request.
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- 4833-7906-6417, v. 1



Yorkville Parks & Recreation Dept.
201 W Hydraulic Street Yorkville, IL 60560 630.553.4357 630.553.4360 e-mail: recreation@yorkville.il.us

NAMING OF PARKS POLICY

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

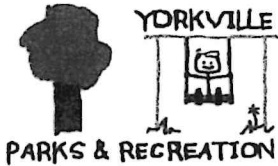
Any citizen, group, city official, or staff may request or recommend a name for a park, building, structure, feature or thoroughfare within designated park property. The proposed name is to be submitted in writing on an application form, with a letter of recommendation/support for the naming request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

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

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

for any park building, structure or thoroughfare must submit a sworn statement signed by the current President and Secretary of said organization.

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



Parks Naming Application
Yorkville Parks and Recreation Department
201 West Hydraulic Street Yorkville, IL 60560
Phone 630-553-4357 – Fax 630-553-4360

Person completing application _____

On behalf of (person or organization) _____

Address of person completing application _____

Home phone number _____ Work _____ Cell _____

Suggested name _____

Park, location, facility to be considered for naming _____

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

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

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

Person Contacted _____ Phone Number _____

Date Contacted _____ By Whom _____

OFFICE USE

Date Received _____ Staff Initials _____

Request Verified by Staff _____

Schedule for Park Board Review Date _____ Action _____

City Council Date _____ Action _____

Dedication _____ Name on Signage _____

Location of Park, Facility, Building, Thoroughfare _____

Park Naming Policy

The following procedure shall be used when considering the naming of municipal parks and/or facilities and amenities within those parks.

I. Criteria for Naming Parks and Facilities/Amenities

A. The name shall reflect: historical events, great causes and ideas, prominent persons, geographic or archeological places, names of schools or adjacent subdivisions, or donor of parkland.

Prominent Person: Persons after whom a park can be named may be living or deceased. However, living persons can be considered only if significant long-term contributions to the community can be demonstrated. Names of for-profit businesses or organizations cannot be used.

Donations of Funds for Parkland or Facilities/Amenities: Dedication of parkland or facilities/amenities within a park will be considered if a donor contributes 100% of the cost to develop the park or its facilities/amenities.

B. The provisions of this policy shall not affect the name of any park, park facility or amenity which has been established prior to the effective date of this policy.

C. Each parcel shall be evaluated individually and the proposed name shall be weighed against the naming criteria as outlined in section IA.

D. The proposed name shall not duplicate any existing name or be similar either phonetically or in spelling.

E. The name shall be easy to spell and pronounce.

II. Procedures for Requesting Name

A. Naming requests can be initiated by a Parks and Recreation Advisory Board member, Mayor or City Council member or citizen. Such requests shall be referred to the Director of the Parks and Recreation Department. The request shall be referred to the Parks and Recreation Advisory Board for consideration. All park naming recommendations shall be submitted to the Mayor and City Council for final approval.

B. An application shall be completed and submitted to the Director of the Parks and Recreation Department. The application shall contain the following:

1. Name, address and telephone number of the person or organization making the request.
2. Name, address and telephone number of a person who can be contacted regarding the application.
3. The suggested name and the location of the parkland or facility to which the name is to be applied. If the suggested name is attributed to a living person, detail shall be provided outlining the significant contributions that person has made to the community.
4. If a neighborhood organization exists whose area included the park, the applicant shall show proof that the organization has been informed that a request for naming is being made and shall be offered an opportunity for input.

C. The completed application shall be submitted to the Director of the Parks and Recreation Department. Staff will conduct an initial review for completeness. If complete, the application will be submitted to the Parks and Recreation Advisory Board for consideration. If the Board recommends the requested name of the park, the recommendation shall be forwarded to the Mayor and City Council for final consideration.

D. The application shall be reviewed by the Parks and Recreation Advisory Board and/or any individual(s) or groups designated by the Board Chairman to participate in the review.

E. A majority of the Parks and Recreation Advisory Board members then holding office in favor of the proposed name shall be required in order to follow a recommendation to the City Council.

F. The recommendation of the Parks and Recreation Advisory Board shall be forwarded to the City Council. Any decision to adopt a name for a City park, park facility or amenity shall be made by the City Council.