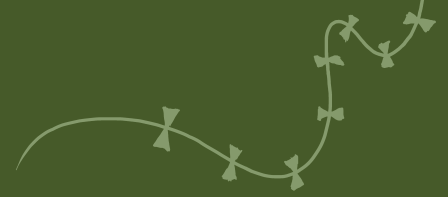


illinois

Volume 52, Number 6 | November/December 2021



PARKS AND RECREATION

The magazine of the Illinois Association of Park Districts and the Illinois Park and Recreation Association



alternative revenue streams

PLUS: The Legal Calendar



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IN THIS ISSUE



- 4 **From the Editor**
Discover New Revenue
- 6 **Get on Board**
Calling All Board Members: This Conference is For You
- 8 **Eye on the Profession**
IPRA - Meeting the Needs of Communities
- 10 **Statehouse Insider**
Don't Miss Out on Some of IAPD's Most Valuable Resources
- 12 **Legal Calendar**
- 18 **Why Alternative Revenue Sources Are Crucial to Park Districts**
- 22 **Grant Funding Supports Sustainable Building Design at the Northbrook Park District**
- 26 **Making Your Park Foundation's Case for Giving Tuesday as a Year-End Campaign Strategy for 2022!**
- 33 **People and Places**
Updates and tributes in the park, recreation and conservation family

FROM THE EDITOR



Discover New Revenue

As the new year begins, agencies will be looking ahead to what the next 12 months will bring. That includes preparing to meet budgets and finding ways to fund and support programming, infrastructure, and services our parks, forest preserves, conservation, recreation, and special recreation agencies provide. Finding alternative ways to fund those endeavors is part and parcel with the goal of our agencies. Those additional revenue streams are vital to making sure those valued mainstays that residents and visitors have grown accustomed to continue on without any hiccups.

From fundraising, to friends groups, to grant writing, every additional dollar you can bring to your agency from an outside source can only help your team achieve their goals. I hope this issue gives you a few ideas of how you can leverage the generosity of supporters and the grant funds available to bring high-quality offerings to your agency.

In this issue of *Illinois Parks and Recreation* magazine, we have some fantastic articles exploring how to add more revenue streams to your agency. On page 18, Lori Berkes-Nelson looks into *Why Alternative Revenue Sources Are Crucial to Park Districts*. Then, on page 22, Joan Scovic discusses grants in *Grant Funding Supports Sustainable Building Design at the Northbrook Park District*.

Last, on page 26, Dr. Nathan Schaumlaffel looks into making year-end plans for generating revenue.

This year has been an interesting one for sure, so let's go into 2022 with a renewed sense of purpose and clear goals in mind to make it the best year yet!

Thanks for reading!

— Wayne Utterback, Editor



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Photo Courtesy of: Kankakee River Valley

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We provide services, solutions, ideas and advice to protect your district, so you can feel confident in providing a safe place for your community.



Owned, operated
and governed
in collaboration
with fellow members



Working with members
who have adopted the
proactive risk
management culture of
our membership



Members have a
dedicated Risk Control
Specialist, Member
Services Partner and
Member Representatives
working as an extension
of their team

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Peter M. Murphy, Esq., CAE, IOM
IAPD President and CEO

Calling All Board Members: This Conference is For You

As we enter the new year, the opportunity to hone your leadership skills and learn about all things parks and recreation is just around the corner. The IAPD/IPRA state conference will be taking place in person on January 27-29. This is the largest state conference in the country with an attendance exceeding the states of California, Florida, and Texas combined. This means more sessions with outstanding speakers than at any other location. The Soaring to New Heights Conference offers a number of sessions designed specifically for new and seasoned commissioners to expand their board knowledge, become more effective board members, and sharpen their leadership skills. Register today and plan to attend this outstanding conference. Here is a sampling of some of the excellent educational sessions available to you:

FRIDAY, JANUARY 28, 2022

110 Legal/Legislative, Part I

1/28/2022, 8:30 AM - 9:30 AM

Legal experts will discuss new laws and recent court decisions that affect park districts, conservation districts, forest preserves, and recreation agencies. New legal requirements affecting district employment, board meetings, investment policies, and grants will be discussed along with other statutory changes that may impact district facilities and operations.

105 Board Member to Board Leader

1/28/2022, 8:30 AM - 9:30 AM

At the heart of every Park Board is a good-intentioned citizen who wants to give back to their community. This session will help individual board members ensure that they are being impactful in a positive way. If you're looking for a session that goes beyond the nuts and bolts and digs into real, meaningful, and applicable board topics, then look no further.

119 Sexual Harassment: Tips for Prevention and Handling

1/28/2022, 10:00 AM - 11:00 AM

This presentation will focus on identifying sexual harassment in the workplace and how public employers can limit or avoid this type of liability. We will discuss how to implement policies and procedures to address sexual harassment, as

well as practical tips to mitigate liability. Attendees will have the opportunity to participate in an interactive discussion with hypothetical scenarios.

123 The Culture Code: Creating Healthy Relationships Between Executive Directors and the Board of Commissioners

1/28/2022, 10:00 AM - 11:00 AM

There is no more important employee of the Park District than the Executive Director. This session will explore the fundamentals of the relationship between the position of Executive Director and the statutory offices of the Commissioners and offer recommendations for healthy and successful relationships in pursuit of the Park District's mission.

“Knowledge will bring you the opportunity to make a difference.”

– Claire Fagin



613 Park District Contracting for Use of Facilities

1/28/2022, 1:00 PM – 2:00 PM

This session will focus on contracts related to the use of Park facilities (Party rooms, gymnasiums, pool, etc..) and the best practices for reducing liability issues related to the use of those facilities.

113 Boardmanship, Part I

1/28/2022, 3:45 PM - 4:45 PM

This lively session provides commissioners with practical, real-world information needed to conduct safe, effective, lawful and professional meetings. Attendees will discuss specific, real-world public meeting issues, how rules were/were not applied, and what happened. Problems with public participation, Roberts Rules of Order, voting, closing of meetings, and commissioners on cell phones will be explored. At the end, attendees will discuss essential tips for shorter, more effective and enjoyable board meetings.

117 From Crowd Control to Errant Elected Officials – Best Practices for Public Meetings

1/28/2022, 3:45 PM - 4:45 PM

This presentation will discuss the best practices for public meetings, including the requirements of the Illinois Open Meetings Act, what should be on the agenda, what can or should be discussed in closed session, and the mechanics of closed session.

SATURDAY, JANUARY 29, 2022

104 Social Media and Electronic Communications for the Candidate and Elected Official

1/29/2022, 10:30 AM - 11:30 AM

Electronic communications dominate our world, and there are many special rules that all candidates and elected officials must know. This session will explore the legal rules and risks of using social media as a candidate and as an elected official. Once elected, the commissioner must understand how OMA, FOIA, and the Local Records Act can get inside your personal or agency-issued electronic devices.

126 Better Board Meetings with Robert's Rules

1/29/2022, 10:30 AM - 11:30 AM

Become more confident in using parliamentary procedure as a presider or participant in board meetings. This session will cover the basics of what you need to know to make your meetings efficient and effective. Attendees will learn the importance of a quorum and agenda, and work through the decision-making process of proposing/debating/voting on motions, with emphasis on modification of rules for small boards.

22 Leadership is An Action, Not a Position

1/29/2022, 12:30 PM - 1:30 PM

Leadership is not about the role we hold in an organization, rather it is about the action we choose to take. This presentation suggests that leaders are not defined by their position. They may have official authority, or they may not. Their leadership is marked by purpose — to improve things, to be better. Leaders willing to act have a strong commitment to mission and a disdain for complacency.

114 Boardmanship, Part II

1/29/2022, 12:30 PM - 1:30 PM

This session explores the often difficult legal and practical challenges of serving on a park or forest preserve district board. What can I be personally liable for? Why is "micromanaging" risky and "reasonable oversight" safe? What are the critical steps to handling a crisis? What legal options are available to address a rogue commissioner? What is our role when there are major staff problems?

121 The Current Status of Recreational Property Liability in Illinois

1/29/2022, 12:30 PM - 1:30 PM

There have been a number of changes in recent years to the potential tort liability for injuries on park district property – especially on trails and other recreational property. The case law will focus on where the liability trends are heading and tools for preventing and defending future cases. The takeaways will focus on identifying problem property, preventing potential accidents, and helping build a successful defense to a lawsuit.

109 Ask the Commissioner

1/29/2022, 2:00 PM - 3:00 PM

What issues are you facing as a commissioner? Are you encountering speed bumps dealing with one of your fellow board members? Is there a commissioner who has tunnel vision? Are there micro-managers? Do you have a "know it all" or a "my way or the highway" or one that doesn't say anything? Attend this session and hear from a panel of commissioners who have years of experience. Odds are they have encountered the same challenge or obstacle you may currently be facing! If they haven't, perhaps someone in the audience has! Come prepared to share, ask questions, and engage with other commissioners.

118 Are You Allowed to Do That? What Local Government Leadership Must Know About Ethics Requirements

1/29/2022, 2:00 PM - 3:00 PM

This session will provide elected officials, officers, and employees with critical information on the Gift Ban Act, prohibited political activities, conflicts of interest, official misconduct, and executive session confidentiality.

The Staff and Board of the IAPD wish you and your family peace, joy and happiness during this holiday season. I hope to see you in person, January 27-29, 2022, at the Hyatt Regency Chicago.

CALENDAR OF EVENTS

January 27-29, 2022

2022 IAPD/IPRA Soaring to New Heights Conference

Hyatt Regency Chicago

March 8, 2022

Parks Day at the Capitol

Illinois State Capitol

March 8, 2022, 6 p.m. – 7:30 p.m.

IAPD Legislative Reception

Illini Country Club

March 9, 2022

Legislative Conference

Crowne Plaza Springfield

June 13, 2022

IAPD Golf Outing #1

Northbrook Park District's Heritage Oaks Golf Club

July 27, 2022

IAPD Golf Outing #2

Huntley Park District's Pincrest Golf Club

August 29, 2022

IAPD Golf Outing #3

Foss Park District's Foss Park Golf Course

EYE ON THE PROFESSION

A CLOSER LOOK AT TRENDS AND ISSUES IN THE PARK AND RECREATION PROFESSION



By Barry Franks
IPRA Interim Executive Director & Finance Director

IPRA - Meeting the Needs of Communities

The theme of this magazine issue is 'Alternative Revenue Streams.' In 2020, we all felt the COVID hit in our bottom lines – tough decisions were made, team members were furloughed, programs cancelled – and the ever-changing guidance and recommendations left us scrambling to provide some sense of normalcy for our communities.

How did our industry respond? How did you strive to provide opportunities for your communities? What creative ways did you generate revenue at your agency? Thank you to Jim Reuter, Executive Director of the Carol Stream Park District, for sharing these creative ideas with us.

- **Trick or Treat Trail on Halloween 2020** – With Halloween events cancelled and trick or treating hours reduced and/or eliminated, this was a safe event at one of our largest parks. Families registered for time slots and participants were safely spaced apart to walk the trail and get their treats. Over 400 children attended.
- **Grinchmas and Candyland Trail at Coyote Crossing Mini Golf course** – Both were fun, walk-through, outdoor events that allowed for social distancing and fun activities. Each event attracted hundreds of children.
- **Eggtober** – With thousands of unused Easter eggs due to indoor events cancelled in the spring of 2020, children enjoyed an egg hunt in October at Coyote Crossing Mini Golf. The event was held outdoors, and participants registered for time slots.

Rebuilding after COVID-19 includes both positive and negative takeaways. Process, procedure, and safety protocols have changed significantly and that can be a labor-intensive and time-consuming responsibility for your staff. A positive outcome is Virtual Programming has the ability to reach and engage even more participants locally and state-wide, and provides accessible and safe options

for those that might be excluded by/or unable to participate in in-person activities during these uncertain times. Kathryn Boutwell, Solution Manager with CivicRec, says, “Virtual programming isn't a bridge or a stopgap, rather it's a unique domain just like in-person facility-driven activities and it can be enhanced through innovation to become an equal player in recreation programming.” Virtual gaming, online art, streaming fitness, and video networking are all potential revenue streams which, just a short while ago, were novel and “techy” ideas that, in the last 18+ months, have become ubiquitous parts of our lives.

In the early months of the pandemic, CivicRec facilitated open forums among their recreation software clients to foster idea-sharing and candid discussions that could help everyone navigate tumultuous times. From those discussions, CivicRec recognized the need to connect virtual programming ideas and providers with the essential park and recreation staff who were working so hard to meet the needs of their communities. Since summer of 2020, CivicRec has hosted a free webinar series dedicated to sharing virtual program and revenues ideas especially for parks and recreation.

Speaking of meeting the needs of communities - we are excited to announce that for the first time since 2003, IPRA has launched a new section – the Forest Preserve and Conservation Section – which will support the professional needs of members working at forest preserves and conservation districts throughout Illinois.

“For the first time, individuals working at forest preserve and conservation districts have a nationally recognized state professional association that will proactively work to provide high quality continuing education programs, networking opportunities, and resources to further advance career development in the field of conservation and natural resource management.” – Elizabeth Kessler, Executive Director, McHenry County Conservation District, and Chair, IPRA Forest Preserve and Conservation Committee.

The Forest Preserve and Conservation Section has a strong base of volunteer leaders that will be responsible for planning section education and events, managing section finances, creating section award(s), serving on the Conference Program Committee, and providing section outreach through IPRA's online community platform - IPRAConnect.

In the next several months, they will be offering the following new programs: Working with Natural Resources Restoration Contractors, Trends in Revenue Streams/Market Analysis with National Benchmarking Study, and 30x30 Legislation: Impacts on Conservation. Additional information can be found on the IPRA website, ILipra.org.

Finally, as the days get shorter and 2021 comes to an end, so does your IPRA membership. Memberships expire on December 31, and you must renew to save on registration at the 2022 IAPD/IPRA Soaring to New Heights Conference. You can renew online at ILipra.org/renew.

Thank you for your support throughout 2021 – I look forward to seeing you at conference in January!

IPRA's Upcoming Programs & Events

For details, visit: ILipra.org

ProConnect Mentorship Program

The IPRA ProConnect Mentorship Program is designed to create an innovative partnership between three people based on their commitment to the mentoring process, common goals / expectations, mutual trust and respect. Mentoring is a "give-and-receive" process with the goal of providing a rich and rewarding group experience for early-career, mid-career, and advanced/retired professionals.

- Applications accepted November 1 – January 31, 2022
- Program events and triad networking take place February 22 – May 10, 2022
- Early-Bird: \$100 M / \$150 NM, Regular: \$125 M / \$175 NM

Skills Development Webinar Series

The Skills Development Webinar Series provides professionals and teams with access to monthly professional development opportunities from the comfort of their home or office. Attend sessions live or access recordings on-demand and earn continuing education units.

- Registration opens December 1, 2021
- 11 webinars, 1.1 CEUs
- Early-Bird: \$275 M / \$375 NM, Regular: \$300 M / \$400 NM

CPRE & CPRP Discounted Exam Registration and Virtual Exam Preparation **Members Only*

IPRA members have the unique opportunity to register for the CPRE and CPRP exams at a discounted rate, and participate in virtual exam preparation course with certification instructor Katie Troline of GoldMedal Force, LLC.

- Discounted exam registration available January 1 – March 31, 2022
- Virtual exam preparation course registration available January 1, 2022
- Prep courses offered multiple times throughout the year and include practice test questions each class

Our future is bright!

Renew your IPRA membership today, and together we will learn, connect, and inspire throughout 2022!

ILipra.org/renew



MEMBERSHIPS EXPIRE DECEMBER 31



Jason Anselment
General Counsel

Don't Miss Out on Some of IAPD's Most Valuable Resources

IAPD recently held another highly successful Legal Symposium where hundreds of park commissioners, professionals, and local counsel learned about a variety of legal developments from the past year. Last summer, five IAPD Bootcamps delivered essential training to newly elected park commissioners on several topics that impact the day-to-day operations of park districts and forest preserves while providing seasoned commissioners and professionals with a refresher course to help avoid legal pitfalls. Next month, nearly two dozen legal courses are among the 136 sessions at the IAPD/IPRA Soaring to New Heights Conference.

IAPD offers so many legal training sessions like these in order to help members stay abreast of ever-changing requirements, which may otherwise seem daunting. Because of the scope of their operations, a wide range of laws impact IAPD member agencies. Rules governing open meetings, tax levies, budgets, auditing and financial disclosures, labor/employment, purchasing, construction, and ethics are just some of the areas that impact agency decisions. Park districts and forest preserves are fortunate to have numerous outstanding attorneys who graciously offer their expertise and guidance at these educational events.

While IAPD educational programs are the best way to ensure that commissioners and professionals stay current, IAPD's legal publications complement this training and help members protect their agency and its local officials, employees, and taxpayers against exposure to liability while ensuring effective and efficient governance. Therefore, we highly recommend that these five books and guides are a part of every individual member's library.

Illinois Park District Law Handbook

One of IAPD's two most popular publications, the *Illinois Park District Law Handbook*, consolidates the body of complex laws impacting park districts into a single, user-friendly volume that explains these statutes, codes, and regulations in layman's terms. The answers to most questions concerning laws that govern the day-to-day operations of park districts can be found in this 290-plus page resource. Each commissioner, local counsel, and

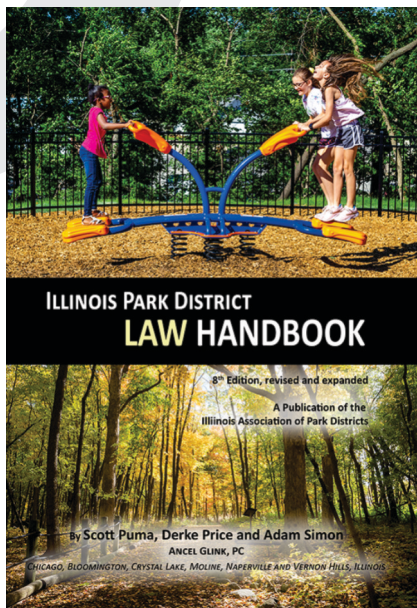
upper-level professional should have a copy of the Law Handbook at their fingertips when making park district decisions.

In fact, my copy is always at my desk or in my bag when traveling so that it is readily available to help assist member agencies. If a member has the most recent edition, I am often able to direct them to a specific page number for the answers to many questions.

The newly revised 8th edition of the *Illinois Park District Law Handbook* will be released in January. Thousands of new laws have been approved since the last version was released in 2014, and hundreds of those laws impact park districts so you will want to replace all outdated copies right away. In addition to eleven chapters of content, the new edition contains 23 legal forms that your agency can use as a template.

The Park District Code

While the *Illinois Park District Law Handbook* provides an overview of laws impacting park districts using common terms, the actual text of the law is often helpful. IAPD's *The Park District Code* contains the text of all thirteen chapters of the Park District Code, 70 ICLS 1205/1-1 *et. seq.*, and it also



Pre-order your new Law Handbook today at ILparks.org!
Save on shipping by picking it up at Conference!

includes the most relevant provisions of another 55 statutes such as the Freedom of Information Act, the Prevailing Wage Act, the Open Meetings Act, and the Public Officers Prohibited Activities Act to name a few.

The 10 volumes of compiled statutes that members typically see behind my desk during Legislative Update videos weigh more than 50 pounds, so it would be quite a workout for commissioners and professionals to lug all these books to every meeting. Instead, *The Park District Code* combines the most relevant sections of these 10 volumes into a single book that is less than 2 pounds making it much more manageable to carry. It also leaves much more room for other books on the shelf!

Illinois Park District Financial Procedures

The Illinois Park District Financial Procedures guide serves as an easy-reference tool to help simplify the complexities of financial processes and procedures to assist park commissioners and professionals in maintaining compliance with annual requirements. This simple guide contains the most comprehensive compilation of the laws and rules pertaining to a park district's annual financial processes and procedures including:

- Budget and appropriation ordinance
- Property tax levy
- Rate limits for tax cap and non-tax cap districts
- Truth in Taxation process
- Audit and annual financial reporting
- Annual statement of receipts and disbursement
- Investments
- Bonding ability, and
- Short term borrowing.

This guide covers some of the most important decisions that park boards make on an annual basis. Consequently, commissioners and professionals have found it very helpful to have this particular publication available at board meetings to help find answers or facilitate quick referral to an appropriate statutory section. As with the Law Handbook and the next two publications discussed below, this guide also contains easy-to-use forms that can be used as templates to satisfy certain legal requirements.

Guide to Open Meetings Act and FOIA

Perhaps no two Illinois laws evoke more legal questions from members than the Open Meetings Act and the Freedom of Information Act. Indeed, understanding these two laws as they apply to park districts and other public bodies can be challenging, especially when both are frequently the subject of legislative changes and judicial decisions.

IAPD's *Guide to Open Meetings Act and FOIA* provides an easy-reference tool to help simplify the complexities of these two laws by summarizing procedures and providing practical guidance and tips to reduce the risk of errors. This valuable membership resource is presented in an outline format, which makes these occasionally cumbersome laws easier to navigate. In addition to answering most questions, the guide also contains useful tips and best practices.

Guide to Public Sector Employment Laws

Understanding employment laws as they apply to park districts and other public sector agencies is not an easy task, especially given new legislative and regulatory trends. IAPD's *Guide to Public Sector Employment Laws* provides park districts and other public sector agencies with several practical suggestions, checklists, and sample policies to help diminish risk and achieve employment goals. Employment law has become one of the more specialized areas, and this guide provides many important guideposts to assist agencies as they work with their local counsel on these issues.

Publications Supplement Legal Calendar

The IAPD Legal Calendar contained in the pages that follow provides a good summary of numerous requirements throughout the year. However, as agencies complete these tasks, it is often helpful to have the statutory language, a basic discussion of the requirement, and legal forms available to help provide further context. The publications listed above assist members in fully utilizing the Legal Calendar by offering those additional benefits.

Digital Versions also Available

As new hard copy publications are released, IAPD has also begun offering digital versions. In addition to the next edition of the *Illinois Park District Law Handbook*, *The Park District Code*, and the *Illinois Park District Financial Procedures* guide are also available in both formats. While many prefer hard copies, the digital versions offer the ability to search by word among other features.

As you look ahead to a new year, now is an excellent time to take stock of your agency's legal resources. The brand-new *Illinois Park District Law Handbook* can be pre-ordered today, so do not wait to take advantage of these important IAPD benefits.

Legal calendar 2022

Prepared by Peter M. Murphy, IAPD President/CEO & Jason A. Anselment, IAPD General Counsel

The following park district calendar includes key dates based on a fiscal year that begins on May 1 and ends on April 30. For those park districts that have adopted another date for the commencement of the fiscal year (70 ILCS 1205/4-4), this calendar must be adjusted for those duties that must be performed at times related to the fiscal year. The calendar is also established around regular park board meetings held on the third Thursday of each month. Selected election dates are based on the General Primary Election to be held on June 28, 2022, and the General Election to take place on November 8, 2022. All election dates were unofficial at the time this issue went to press, however, once the State Board of Elections publishes the official dates, these and other election dates will be posted on the Tools section of the IAPD website, llparks.org.

This Legal Calendar was compiled by the Illinois Association of Park Districts as a resource for our members. It is not an exhaustive list of every law that may impact park districts or a substitute for individual legal research. As with any question requiring legal advice, you should contact your park district's attorney. For questions or additional information, you may also contact the IAPD.

All references are to the Illinois Compiled Statutes (ILCS).

ANNUAL REQUIREMENTS

AT THE BEGINNING OF THE CALENDAR (OR FISCAL) YEAR:

- Post the date, time and place of park district regular meetings for the year. Mail copies to the news media. (5 ILCS 120/2.02)
- Review the requirement that all closed sessions are to be recorded verbatim by audio or video. (5 ILCS 120/2.06)
- Review the requirement that open meeting minutes must be approved within 30 days after the meeting or at the public body's second subsequent regular meeting, whichever is later, and made available for public inspection within 10 days after approval. (5 ILCS 120/2.06)
- Review the requirements that all Open Meetings Act and Freedom of Information Act officers must complete the Attorney General's annual training requirements. Newly appointed officers must complete the training within 30 days after designation or assuming the position. (5 ILCS 120/1.05; 5 ILCS 140/3.5(b))
- Review the requirement that newly elected or appointed members of a public body must successfully complete a course on the Open Meetings Act offered by the Illinois Association of Park Districts or the electronic training curriculum on the Open Meetings Act developed by the Illinois Attorney General's Public Access Counselor within 90 days of their oath of office or otherwise assuming their responsibilities if no oath is required. (5 ILCS 140/1.05)
- Review the requirement that all

- local governments with Internet websites are required to post on that website an email address for their elected officials for the public's use in contacting those officials and to post a hyperlink on the local government's homepage to allow the public easy access to the contact information. (50 ILCS 205/20)
- Review with the park district treasurer the requirement that all funds of the district not immediately needed for disbursement must be invested within two working days at prevailing interest rates or better. (30 ILCS 225/1)
- Review the requirement that every person, other than the treasurer, receiving money for the district must keep a triplicate record of the money, and deliver the money to the treasurer not later than the middle of the month following the month of receipt. (30 ILCS 20/1)
- The American flag must be displayed and flown each day of the week from each City Hall or Village Hall and Village Square and at the principal entrance to all supervised public parks. (5 ILCS 465/3b)
- Contributions to the Illinois Municipal Retirement Fund (IMRF) must be deducted each pay period from covered employees' pay and remitted to the IMRF along with the contribution from the local government. (40 ILCS 5/7-132, 7-172, 7-173)
- Districts that have employees under Social Security must send their FICA contributions at such times as may be designated by the Internal Revenue Service. (40 ILCS 5/21-105.2, 21-109)
- Review the requirements that all

- newly hired employees must be reported to the Illinois Department of Employment Security. (820 ILCS 405/1801.1)
- For persons or entities required to report under the Lobbyist Registration Act, review reporting requirements for expenditures. (25 ILCS 170/6, 170/6.5)
- Beginning January 1, 2015, all employers must post a notice developed by the Illinois Department of Human Rights (IDHR) and include information concerning an employee's rights in any employee handbook. Samples of these required notices are available on the IDHR's website. (Public Act 98-1050)
- For IMRF employers with a website, by January 1, 2022, ensure that the district's website contains a hyperlink to the IMRF webpage that includes the statutorily required information pertaining to all participating municipalities. (Public Act 101-0504)
- Review the requirement that Illinois employers must provide sexual harassment prevention training to all employees at least once a year. (Public Act 101-0221)

EVERY SIX MONTHS

- Unpublished written minutes of all closed meetings are to be reviewed at least every 6 months, or as soon thereafter as is practicable, taking into account the nature and meeting schedule of the public body, to determine if (a) the need for confidentiality still exists as to all or part of those minutes, or (b) if the minutes or portions thereof no longer require confidential treatment and

- are available for public inspection. The results of the review are to be reported in the open session of the board of commissioners. (5 ILCS 120/2.06)

Check the IAPD database to verify that all information is up to date for your agency.

JANUARY 2022

JANUARY 20

Regular January board meeting.

JANUARY 27

First day notice of intention to file a petition to create a political subdivision, whose officers are to be elected rather than appointed, may be published in a newspaper within the proposed political subdivision, or if none, in a newspaper of general circulation within the proposed territory for the General Primary Election. (10 ILCS 5/28-2(g))

JANUARY 27-29

Attend the IAPD/IPRA Annual Conference, Hyatt Regency Chicago.

JANUARY 31

Last day to file with the chief county assessment officer for all tax exempt real estate an affidavit/certificate of exempt status stating whether there has been any change in the ownership or use of the exempt real estate and the nature of any such change to continue the exemption of park property from real estate taxes. (35 ILCS 200/15-10)

NOTE: Copies of leases or agreements related to exempt property that is leased, loaned or otherwise available for profit must be filed with the assessment officer. (35 ILCS 200-15-15)

FEBRUARY 2022

FEBRUARY 1

Last day by which the chief administrative officer or his or her designee for a unit of local government with persons described in items (a), (b) and (c) of Section 4A-101.5 shall certify to the appropriate county clerk a list of names and addresses of those persons described in items (a), (b) and (c) of Section 4A-101.5 who are required to file statements of economic interest pursuant to the Illinois Governmental Ethics Act. In preparing the lists, each chief administrative officer or his or her designee shall set out the names in alphabetical order. (5 ILCS 420/4A-106.5)

FEBRUARY 17

Regular February board meeting.

FEBRUARY 28

Last day notice of intention to file a petition to create a political subdivision, whose officers are to be elected rather than appointed, may be published in a newspaper within the proposed political subdivision, or if none, in a newspaper of general circulation within the proposed territory for the General Primary Election. (10 ILCS 5/28-2(g))

FEBRUARY 28

Last day to file petitions (must contain original sheets signed by voters and circulators) to create a political subdivision with the appropriate officer or board (for park districts, circuit court clerk) for the General Primary Election. (10 ILCS 5/28-2(b))

NOTE: The specific statutory provisions governing the creation of political subdivisions can be found in the relevant Code governing such subdivisions.

NOTE: Objections can be filed on or before the date of the hearing with the appropriate circuit court clerk. (10 ILCS 5/28-4)

NOTE: If initial officers are to be elected at the election for creation of a new unit of government, candidates for such offices shall file nomination papers 113-106 days before such election (March 7 – March 14, 2022). (10 ILCS 5/10-6)

NOTE: The circuit court clerk shall publish the hearing date for a public policy petition filed in his/her office not later than 14 days after the petition is actually filed, but at least 5 days before actual hearing. Final orders within 7 days of hearing. (10 ILCS 5/28-4)

MARCH 2022

MARCH 7

Last day to file objections to a petition to create a political subdivision in the office of the appropriate officer where the petitions were originally filed (for park districts, circuit court clerk) for the General Primary Election. (10 ILCS 5/10-8, 28-4)

MARCH 8-9

Attend the IAPD Legislative Conference in Springfield. The Legislative Reception is held the evening of March 8 with the conference starting the next morning on March 9. March 8 is Parks Day at the Capitol with park district, forest preserve, conservation district and special recreation displays lining the Capitol Rotunda.

MARCH 17

Regular March board meeting

MARCH 21

Last day for filing of petitions (must contain original sheets signed by voters and circulators) for referenda for the submission of questions of public policy (local) for the General Primary Election. [EXCEPTION: Proposition to create a political subdivision, referenda held under the provisions of Article IX of the Liquor Control Act and Section 18-120 of the Property Tax Code. (10 ILCS 5/28-2, 2A-1.1b, 28-6, 28-7)]

NOTE: Petitions to initiate back door referenda must be filed under the deadline specified in the specific statute authorizing the referenda, but in no case later than 92 days prior to the ensuing election.

MARCH 28

Last day to file objections to petitions for referenda for the submission of questions of public policy (local). Objections to petitions for local referenda are filed with the same office in which the original petitions were filed for the General Primary Election. [EXCEPTION: Proposition to create a political subdivision, referenda held under the provisions of Article IX of the Liquor Control Act, and Section 18-120 of the Property Tax Code.] (10 ILCS 5/10-8, 28-4)

APRIL 2022

APRIL 1

Last day by which the county clerk of each county shall notify all persons whose names have been certified to him or her, other than candidates for office who have filed their statements with their nominating petitions, of the requirements for filing statements of economic interests. The Illinois Governmental Ethics Act, 5 ILCS 420/4A-101.5, requires the following persons to file verified written statements of economic interests: (a) Persons who are elected to office in a unit of local government, and candidates for nomination or election to that office; (b) Persons appointed to the governing board of a unit of local government and persons appointed to a board or commission of a unit of local government who have the authority to authorize the expenditure of public funds but not members of boards or commissions who function in an advisory capacity; (c) Persons who are employed by a unit of local government and are compensated for services as employees and not as independent contractors, and who:

1. are, or function as, the head of a department, division, bureau, authority or other administrative unit within the unit of local government, or who exercise similar authority within the unit of local government;
2. have direct supervisory authority over, or direct responsibility for the formulation, negotiation, issuance, or execution of contracts entered into by the unit of local government in the amount of \$1,000 or greater;
3. have authority to approve licenses and permits by the unit of local government (this item does not include employees who function in a ministerial capacity);

4. adjudicate, arbitrate, or decide any judicial or administrative proceeding, or review the adjudication, arbitration or decision of any judicial or administrative proceeding within the authority of the unit of local government;
5. have authority to issue or adopt rules and regulations within areas under the authority of the unit of local government; or
6. have supervisory responsibility for 20 or more employees of the unit of local government. (5 ILCS 420/4A-106.5; 5 ILCS 420/4A-101.5)

APRIL 4

The suggested date to prepare the budget and appropriation ordinance in tentative form and place on file for public inspection at least 30 days prior to final action. (All park districts are required to adopt a combined budget and appropriation ordinance within or before the first quarter of each fiscal year.) (70 ILCS 1205/4-4)

NOTE 1: IMRF employers must post on their website or at their principal office the total compensation package of employees with a total compensation of \$150,000 or more per year at least six days before the employer approves the total compensation package. The employer must also post the total compensation package within six business days after approving their budget for employees with a total compensation package in excess of \$75,000 or more. If the employer maintains a website, it may choose to post a physical copy of this information at the principal office of the employer in lieu of posting the information directly on the website, but the employer must post directions on the website on how to access the information. (5 ILCS 120/7.3)

NOTE 2: Before an IMRF employer increases the earnings of an officer, executive or manager by more than 12 percent, the employer must obtain a "Pension Impact Statement" from the IMRF which states the effects of the salary increase on the employee's pension benefits. (40 ILCS 5/7-225)

APRIL 8

General Assembly scheduled to adjourn.

APRIL 11

Last day for local governing boards to adopt a resolution or ordinance to allow a binding public question to appear on the ballot for the General Primary Election. (10 ILCS 5/28-2(c))

APRIL 11

Last day for county, municipal, school, township and park boards to place advisory referenda on the ballot by resolution for the General Primary Election. (10 ILCS 5/28-2(c); 55 ILCS 5/2-3002, 5-1005.5; 60 ILCS 1/30-205, 80-80; 65 ILCS 5/3.1-40-60; 70 ILCS 1205/8-30; 105 ILCS 5/9-1.5)

APRIL 21

Regular April board meeting.

APRIL 21

Last day for the circuit clerk and the local election official to certify any binding public question or advisory referenda to the election authority having jurisdiction over the political subdivision for the General Primary Election. (10 ILCS 5/28-5)

APRIL 29

First day for the election authority to publish a notice of any question of public policy to be voted upon within the jurisdiction at the General Primary Election. The election authority shall also post a copy of the notice at the principal office of the election authority. The local election official shall also post a copy of the notice at the principal office of the political or governmental subdivision. If there is no principal office, the local election official shall post the notice at the building in which the governing body of the political or governmental subdivision held its first meeting of the calendar year in which the referenda is being held. (10 ILCS 5/12-5)

MAY 2022

MAY 1

The last date for filing statements of economic interest for persons who have not previously filed during the calendar year. (5 ILCS 420/4A-105)

NOTE 1: Failure to file a statement of economic interests within the time prescribed shall not result in a fine or ineligibility for, or forfeiture of, office or position of employment, provided that the failure to file results from not being included for

notification by the appropriate agency, clerk, secretary, officer or unit of government, and that a statement is filed within 30 days of actual notice of the failure to file. (5 ILCS 420/4A-105)

NOTE 2: All statements of economic interests shall be available for examination and copying by the public at all reasonable times. (5 ILCS 420/4A-106.5)

NOTE 3: Any person required to file a statement of economic interests who willfully files a false or incomplete statement shall be guilty of a Class A misdemeanor; provided, a filer's statement made in reasonable, good faith reliance on the guidance provided by the Secretary of State pursuant to Section 4A-102 or his or her ethics officer shall not constitute a willful false or incomplete statement. Failure to file a statement within the time prescribed shall result in ineligibility for, or forfeiture of, office or position of employment, as the case may be; provided, however, that if the notice of failure to file a statement of economic interests is not given by the county clerk, no forfeiture shall result if a statement is filed within 30 days of actual notice of the failure to file. (5 ILCS 420/4A-107)

NOTE 4: The county clerk with whom a statement is to be filed may, in his or her discretion, waive the late fees and penalties, and the ineligibility for or forfeiture of office or position for failure to file when the person's late filing of or failure to file is due to (i) serious or catastrophic illness that renders the person temporarily incapable of completing the statement or (ii) military service. (5 ILCS 420/4A-105)

MAY 1

(Beginning of new fiscal year.) The date to post the dates, times and places of park district regular meetings for the fiscal year. Mail copies to news media. (As an alternative, this can be done at the beginning of the calendar year.) (5 ILCS 120/2.02; 2.03)

MAY 1

The date to start the annual audit. Every governmental unit receiving revenues of \$850,000 or more is required to make an annual audit to cover the immediately preceding fiscal year. The audit must be completed and the audit report filed with the Comptroller within 180 days after the close of the fiscal year. All governmental units are also required to file a copy of the completed report with the county clerk. (50 ILCS 310/2 and 310/3)

NOTE 1: Any governmental unit receiving revenue of less than \$850,000 for any fiscal year is required to file a financial report with the Comptroller in lieu of an audit. Governmental units receiving revenue less than \$850,000 for any fiscal year must also provide copies of this annual financial report to each member of that governmental unit's governing board of elected officials and present it either in person or by a live phone or web connection during a public meeting and have the financial report approved by a 3/5 majority vote. Otherwise, that unit must cause an audit of the account to be made once every four years in addition to filing the annual financial report with the Comptroller.

NOTE 2: Any governmental unit receiving revenue of \$850,000 or more shall, in addition to complying with the audit requirements, file a financial report on forms required by the Comptroller. (50 ILCS 310/3)

NOTE 3: Pursuant to 50 ILCS 310/2 and 310/3, these reports must be submitted to the Comptroller electronically unless the governmental unit provides the Comptroller's Office with sufficient evidence that the reports cannot be filed electronically and the Comptroller waives the requirement.

MAY 1

The date to begin preparation of the Statement of Receipts and Disbursements. (30 ILCS 15/1)

MAY 1

Update IAPD with information pertaining to new commissioners and verify accuracy of other information.

MAY 6

The suggested date to publish notice of public hearing on the budget and appropriation ordinance (must be done at least one week prior to hearing). (70 ILCS 1205/4-4)

MAY 19

Regular May board meeting. This is the suggested date to hold the public hearing on the budget and appropriation ordinance and the date for enacting the ordinance at the board meeting following the hearing. (70 ILCS 1205/4-4)

NOTE 1: The budget and appropriation ordinance must be made available in tentative form for public inspection at least 30 days prior to final action thereon.

NOTE 2: All taxing districts are also required to file a certified copy of their budget and appropriation ordinances with the county clerk within 30 days of adoption, as well as an estimate, certified by the district's chief fiscal officer, of revenues, by source, anticipated to be received by the taxing district in the following fiscal year. Failure of a district to file the required document will authorize the county clerk to refuse to extend the tax levy imposed by the governing authority until such documents are filed. (35 ILCS 200/18-50)

JUNE 2022

JUNE 9

First day notice of intention to file a petition to create a political subdivision, whose officers are to be elected rather than appointed, may be published in a newspaper within the proposed political subdivision, or if none, in a newspaper of general circulation within the proposed territory for the General Election. (10 ILCS 5/28-2(g))

JUNE 16

Regular June board meeting.

JUNE 17

The last day for filing a copy of the district's budget and appropriation ordinance with the county clerk, as well as a certified estimate of revenue by source anticipated to be received in the following fiscal year (assuming a passage adoption date of May 19).

JUNE 20

Last day for the election authority to publish a notice of any question of public policy to be voted upon within the jurisdiction at the General Primary Election. The election authority shall also post a copy of the notice at the principal office of the election authority. The local election official shall also post a copy of the notice at the principal office of the political or governmental subdivision. If there is no principal office, the local election official shall post the notice at the building in which the governing body of the political or governmental subdivision held its first meeting of the calendar year in which the referendum is being held. (10 ILCS 5/12-5)

JUNE 28

General Primary Election

JULY 2022

JULY 1

Deadline to report to the Department of Human Rights specific information regarding any adverse judgment or administrative ruling, which found sexual harassment or unlawful discrimination in the employee's favor and against an employer during the preceding calendar.

JULY 11

Last day notice of intention to file a petition to create a political subdivision, whose officers are to be elected rather than appointed, may be published in a newspaper within the proposed political subdivision, or if none, in a newspaper of general circulation within the proposed territory for the General Election. (10 ILCS 5/28-2(g))

JULY 11

Last day to file a petition (must contain original sheets signed by voters and circulators) to create a political subdivision with the appropriate officer or board (for park districts, circuit court clerk) for the General Election. (10 ILCS 5/28-2(b))

NOTE: The specific statutory provisions governing the creation of political subdivisions can be found in the relevant Code governing such subdivisions.

NOTE: Objections can be filed on or before the date of the hearing with the appropriate circuit court clerk. (10 ILCS 5/28-4)

NOTE: If initial officers are to be elected at the election for creation of a new unit of government, candidates for such offices shall file nomination papers 113-106 days before such election (July 18-25, 2022). (10 ILCS 5/10-6)

NOTE: The circuit court clerk shall publish the hearing date for a public policy petition filed in his/her office not later than 14 days after the petition is actually filed, but at least 5 days before actual hearing. Final orders within 7 days of hearing. (10 ILCS 5/28-4)

JULY 18

Last day to file objections to a petition to create a political subdivision in the office of the appropriate officer where the petitions were originally filed (for park districts, circuit court clerk) for the General Election. (10 ILCS 5/10-8, 28-4)

JULY 21

Regular July board meeting.

AUGUST 2022

AUGUST 8

Last day for filing petitions (must contain original sheets signed by voters and circulators) for referendum for the submission of questions of public policy (local) for the General Election. Objections to petitions for local referenda are filed with the same officer in which the original petitions are filed. (10 ILCS 5/28-2(a), 28-6, 28-7)

EXCEPTION: Proposition to create a political subdivision, referenda held under the provisions of Article IX of the Liquor Control Act, and Section 18-120 of the Property Tax Code.

AUGUST 15

Last day to file objections to petitions for the submission of questions of public policy for the General Election. Objections to petitions for local referenda are filed with the same office that has the original petitions. (10 ILCS 5/10-8, 28-4)

EXCEPTION: Proposition to create a political subdivision, referenda held under the provisions of Article IX of the Liquor Control Act, and Section 18-120 of the Property Tax Code.

AUGUST 18

Regular August board meeting

AUGUST 22

Last day for local governing boards to adopt a resolution or ordinance to allow binding or advisory public questions to appear on the ballot for the General Election. (10 ILCS 5/28-2(c); 55 ILCS 5/2-3002, 5-1005.5; 60 ILCS 1/30-205, 80-80; 65 ILCS 5/3.1-40-60; 70 ILCS 1205/8-30; 105 ILCS 5/9-1.5)

SEPTEMBER 2022

A good month to review and update park district policies and ordinances.

SEPTEMBER 1

Last day for the circuit court clerk and the local election official to certify any binding public question or advisory referenda to the election authority having jurisdiction over the political subdivision for the General Election. (10 ILCS 5/28-5)

SEPTEMBER 9

First day for the election authority to publish a notice of any question of public policy to be voted upon at the General Election within the jurisdiction. The election authority shall also post a copy of the notice at the principal office of the election authority. The local election official shall also post a copy of the notice at the principal office of the political or governmental subdivision. If there is no principal office, the local election official shall post the notice at the building in which the governing body of the political or governmental subdivision held its first meeting of the calendar year in which the referendum is being held. (10 ILCS 5/12-5)

SEPTEMBER 15

Regular September board meeting.

SEPTEMBER 20-22

Attend the NRP Congress in Phoenix, Arizona

OCTOBER 2022

OCTOBER 1

The suggested date to review documents to determine which records can be destroyed. Permission of Local Records Commission required. See 50 ILCS 205/7 for authorization to digitize records. (50 ILCS 205/1)

OCTOBER 20

Regular October board meeting. Review non-referendum bonding needs preparatory to selling bonds before close of calendar year. (70 ILCS 1205/6-4)

NOTE: Before adopting any ordinance selling non-referendum general obligation bonds or limited bonds, the district must hold a public hearing concerning the intent to sell the bonds. Although the hearing may be part of a regular meeting, the ordinance authorizing the bonds may not be adopted for a period of seven days after the hearing. Notice of the hearing must be published not less than seven nor more than 30 days before the hearing. (30 ILCS 352/10, 352/15, 352/25)

OCTOBER 20

The suggested date for the board to determine the amount of money estimated to be necessary to be raised by the tax levy ordinance and to determine whether the funds to be raised exceed, by more than 105 percent of the amount, which has been extended or is estimated to be extended, upon the final aggregate levy of the preceding year. (This determination must be made at least 20 days prior to enactment of the levy ordinance.) (35 ILCS 200/18-60; 200/18-65)

NOTE 1: Local governments must file either a certificate of compliance or a certificate indicating the inapplicability of the Truth in Taxation Law with the tax levy ordinance filed with the county clerk. (35 ILCS 200/18-90)

NOTE 2: It is recommended that the park district attorney review all determinations and proceedings

relating to this reference, which is the Truth in Taxation Law. (35 ILCS 200/18-55 *et seq.*)

OCTOBER 27

The last day to file annual audit report (or financial report if district received revenue of less than \$850,000) with the Comptroller of the State of Illinois and county clerk (within 180 days of close of fiscal year) and make a copy open to public inspection. Governmental units receiving revenue less than \$850,000 for any fiscal year must also provide copies of this annual financial report to each member of that governmental unit's governing board of elected officials and present it either in person or by a live phone or web connection during a public meeting and have the financial report approved by a 3/5 majority vote. Otherwise, that unit must cause an audit of the account to be made once every four years in addition to filing the annual financial report with the Comptroller. Any governmental unit receiving revenue of \$850,000 or more shall, in addition to complying with the audit requirements, file a financial report on forms required by the Comptroller. (50 ILCS 310/2; 310/3; 310/6)

NOTE: Pursuant to 50 ILCS 310/2 and 310/3, these reports must be submitted to the Comptroller electronically unless the governmental unit provides the Comptroller's Office with sufficient evidence that the report cannot be filed electronically and the Comptroller waives the requirement.

OCTOBER 31

The last day to publish the annual statement of receipts and disbursements and file a copy with the county clerk for districts on a May 1-April 30 fiscal year. In lieu of publishing the annual statement of receipts and disbursements, the district can publish a notice of availability of its audit report that includes the time period covered by the audit, the name of the firm conducting the audit, and the address and business hours where the audit may be publicly inspected. (Must be accomplished within six months after expiration of fiscal year.) (30 ILCS 15/1; 15/2)

OCTOBER 31

Last day for the election authority to publish a notice of any question of public policy to be voted upon within its jurisdiction at the General Election. The election authority shall also post a copy of the notice at the principal office of the election authority. The local election official shall also post a copy of the notice at the principal office of the political or governmental subdivision. If there is no principal office, the local election official shall post the notice at the building in which the governing body of the political or governmental subdivision held its first meeting of the calendar year in which the referendum is being held. (10 ILCS 5/12-5)

NOVEMBER 2022

NOVEMBER 3

Attend the IAPD Legal Symposium at The Conference Center / Hyatt Lodge (formerly McDonald's University), Oak Brook

NOVEMBER 7

The suggested date to publish notice of hearing (Truth in Taxation Law) if the district's proposed levy is greater than 105 percent of last year's extension or estimated extension. Must publish not more than 14 days, nor less than seven days prior to the date of the public hearing. Publication date assumes a hearing date of November 14-18, 2022. The notice must also be posted on the taxing district's website if the taxing district has a website that is maintained by the full-time staff of the taxing district. (35 ILCS 200/18-70; 200/18-75)

NOTE: The form of the notice is set forth in the Truth in Taxation Law. Be sure to check special publication requirements found in statute. Further, any notice that includes information in excess of that specified and required by the Act shall be considered an invalid notice. (35 ILCS 200/18-80)

NOVEMBER 8

General Election

NOVEMBER 17

Regular November board meeting and the suggested date to hold a hearing pursuant to the Truth in Taxation Law. (35 ILCS 200/18-55 *et seq.*)

NOVEMBER 17

The suggested date to enact a tax levy ordinance at the regular meeting following the Truth in Taxation hearing (if required).

NOVEMBER 29

Last day for appropriate canvassing board to canvass the results of referenda submitted to the voters at the November 8, 2022 General Election. (10 ILCS 5/22-17)

DECEMBER 2022

DECEMBER 1

The suggested date to verify that, for real estate acquired in 2022, appropriate applications have been filed to exempt the real estate from real estate taxes. (35 ILCS 200/15-5)

DECEMBER 1

The suggested date to confirm that a certified copy of the levy ordinance was properly filed with the county clerk. (70 ILCS 1205/5-1 and 35 ILCS 200/18-15 require that a certified copy of the levy ordinance be filed with the county clerk not later than the last Tuesday in December.)

DECEMBER 2

(If levy ordinance was enacted on November 17, 2022) the last day to publish a Truth in Taxation notice if levy amounts as enacted exceed prior published figures, or if levy exceeds 105 percent of last year's extension and there was not prior publication. The notice must also be posted on the taxing district's website if the taxing district has a website that is maintained by the full-time staff of the taxing district. (Notice must be given within 15 days of the date the levy ordinance was enacted.) (35 ILCS 200/18-85)

DECEMBER 15

The regular December board meeting date and suggested date to enact a bond ordinance for non-referendum bonds to be issued prior to the end of the calendar year. (70 ILCS 1205/6-4)

DECEMBER 16

The suggested date to prepare and file with the Supervisor of Assessments the annual affidavit/certificate of exempt status stating whether there has been a change in the ownership or use of

the district's exempt real estate and the nature of any such change to continue the exemption of park property from real estate taxes. (Last day for filing is January 31, 2023.) (35 ILCS 200/15-10)

DECEMBER 16

The suggested day by which bond ordinances should be filed with the county clerk in order to receive extensions of taxes for the payment of principal and interest on general obligation bonds or limited bonds for 2022 taxes collected in 2023. The filing must actually take place prior to March 1, 2023. (30 ILCS 350/16)

NOTE: This filing has no relationship to the General Tax Levy filed by park districts.

DECEMBER 27

The last day to: (a) file certified copy of tax levy ordinance with county clerk (70 ILCS 1205/5-1; 35 ILCS 200/18-15), and (b) file the board president's certificate of compliance with the county clerk. Beginning in 2022, the certification of levy and supplemental or supportive documentation may be submitted electronically pursuant to Public Act 102-0625. (35 ILCS 200/18-90)

NOTE 1: State statutes require a certified copy of the tax levy ordinance to be filed with the county clerk on or before the last Tuesday in December.

NOTE 2: State statute requires that all local governments file either a certificate of compliance or a certificate indicating the inapplicability of the Truth in Taxation Law with the certified copy of the tax levy ordinance filed with the county clerk.



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WHY ALTERNATIVE REVENUE SOURCES ARE

CRUCIAL

TO PARK DISTRICTS

Lori Berkes-Nelson, M.S.Ed., CFRE, Rockford Park District Foundation Director

A business in the private sector would never consider relying on only one strategy to remain fiscally relevant. Illinois park districts are heavily reliant on taxes and fee revenue, unless they have a plan to identify and utilize alternative revenue sources. Alternative revenues come in the shape of grants (both public and private), donations, fundraisers, retail sales and corporate sponsorships.


The secret to effectively seeking, securing and using alternative revenues is to be true to their intention and to have a plan for sustainability.





Grants are typically designed to fund a time limited project. They are often restricted to a certain type of recipient and definitely a certain type of focus area to be addressed. The secret to success in grants is knowing which ones you are most likely to be considered a recipient. Spending time on a grant application that you have very little chance of receiving is not a good use of your professional time. Seeking grants that fit your mission, your goals and your ability to fulfill is a good return on your investment of time. A common downfall of organizations when seeking grants is to create a program

that fits the needs of the grant, without a plan to operationalize the program with other funding once the grant has expired. It's not fair to the staff or the customers that come to rely on the services provided by the grant funded program to enter this type of relationship without the sustainable funding needed to continue. Local grants are typically the most beneficial to pursue in that you may have established relationships with the grantors and they are most interested in supporting the people and programs within your community.



FUNDRAISING FOR DONATIONS IS NOT ABOUT JUST ASKING FOR MONEY. FUNDRAISING IS INDEED CONNECTING PEOPLE WITH THE OPPORTUNITY TO SUPPORT SOMETHING THAT THEY LOVE AND THAT WILL HAVE A POSITIVE IMPACT.

Donations are typically provided as cash by individuals or companies to support your basic mission, a specific program or a capital project. Donations are typically received by a non-profit organization, a 501 (c)(3) and can be used as a tax deduction by the donor. Donations do not come with an intention of recognition, but it is imperative that you recognize your donors.

Fundraising for donations is not about just asking for money. Fundraising is indeed connecting people with the opportunity to support something that they love and that will have a positive impact. It is about establishing relationships with those who believe in your mission and wish to be a part of something larger. It requires trust and accountability. When seeking donations, it is imperative that the donors' wishes are fulfilled and that any restrictions placed by the donor on the gift are honored. It is also important to make certain that you communicate with donors so they know their donations have been utilized according to their wishes and that you, the organization are grateful. Donor relationships are the key to success.

Fundraisers are typically events that gather people to support your mission. Events can be a fun way to share your mission but they can also be time consuming and often expensive to conduct. It is important to weigh the cost benefit to having a fundraising event vs. seeking direct donations. Not all events are actually considered fundraisers, a facility can have an event that supports the programs and operations, but those participating in the event are not donating to make it happen, they are paying an entrance fee to participate.

Retail sales can be a sustainable alternative revenue source, such as a gift shop or annual calendar or card drive. You must be registered with the State of Illinois to conduct retail sales and you must charge sales tax when selling products. The sale of your products can support

your non-profit or the park district, but they are **not** donations because the purchaser has received something for their money. Donations are only considered donations when the donor is not receiving anything in return. Does that mean that you don't send them a thank you? Of course not! Thank your donors often!

Corporate sponsorships are strategic partnerships that help leverage limited tax resources, and at the same time allow park districts to bring recognition to companies who reinvest in their community as exemplary corporate citizens. Corporate sponsorships make it possible for more families and citizens throughout your region to enjoy community events and recreation programs at an affordable price which makes for a great investment by the corporation while achieving their marketing goals.

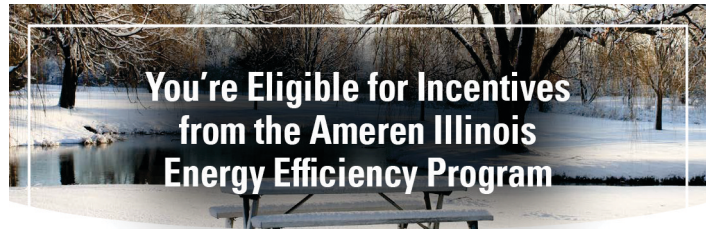
Sponsorships come in the form of marketing purchased by an organization looking to receive public recognition through logo placement and/or media recognition to assist in meeting their marketing goals. Sponsorships can be cash or in-kind. In-kind sponsorships are paid in exchange for goods/services of equal value. They are typically budget relieving such as food, equipment, services, etc. Trade sponsorships are typically equal trade of goods/services for tickets to a district's events/programs for perhaps TV or radio airtime, billboard placement or print advertising. Corporate sponsorships not only provide alternative revenue, but when a corporate partner chooses to place their logo alongside yours it speaks volumes for the reputation of your district and the established relationship with the partner.

As the executive director of a park foundation, I frequently get asked the following question: Why do you need my donations when you get my tax dollars? The answer is simple: our foundation has made it possible to fulfill needs in our community beyond what tax dollars would have ever been able to provide. Over 53 million dollars has been

raised since 1979 in cash, land and in-kind gifts. Over 1.2 million dollars is provided each year to the park district from the foundation to support programs and capital developments.

It is often the donated dollars that make new and innovative projects possible, and continue to provide program support when tax dollars are limited. Alternative revenue through donations is a great thing but only if you have the ability to maintain the investment created within the district. An important practice that should be considered is that each new capital project be required to come with a maintenance fund so that it doesn't become an additional amenity requiring repair and replacement and yet doesn't have the resources to support it.

Your park district is a critical asset to your entire community! At Rockford Park District, we impress upon everyone that we improve the quality of life for citizens by providing a vibrant park system that increases property values, stimulates economic development, decreases juvenile crime, and improves our communities' health. A vibrant and relevant park system also protects the environment, employs hundreds of area teens, and brings our diverse community together in unity through the common love of play. Who wouldn't want to be a part of supporting your growth and future?



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Grant Funding

Supports Sustainable Building Design at the Northbrook Park District

By [Joan Scovic](#), Director of Marketing & Communications, Northbrook Park District

Northbrook Park District's decision to build a highly sustainable activity center was not made overnight. The process was strategically executed following substantial community input and careful planning with industry experts. The result: a highly-efficient Net Zero Energy building that embraces the district's mission to enhance our community by providing outstanding services, parks and facilities through environmental, social and financial stewardship.

In 2017, the park board of commissioners approved a new ten year Comprehensive Master Plan: Moving Forward 2026. Through this process, key capital initiatives were determined by Northbrook residents as priorities for investment. Comprehensive review of community feedback and financial resources identified three capital projects that became part of the 2018-2022 New Places to Play initiative. To address the needs identified by the community, one of these projects was the building of a new Activity Center on a 6.5 acre parcel of land purchased in 2011.

While these energy efficiencies and financial savings are important, it is also important to remember that at the heart of it all, Techny Prairie Activity Center addresses four of the top five priorities for program investment identified in the 2016 Comprehensive Master Plan Community Survey including fitness and wellness, active adult programs, senior programs, and open gym opportunities.

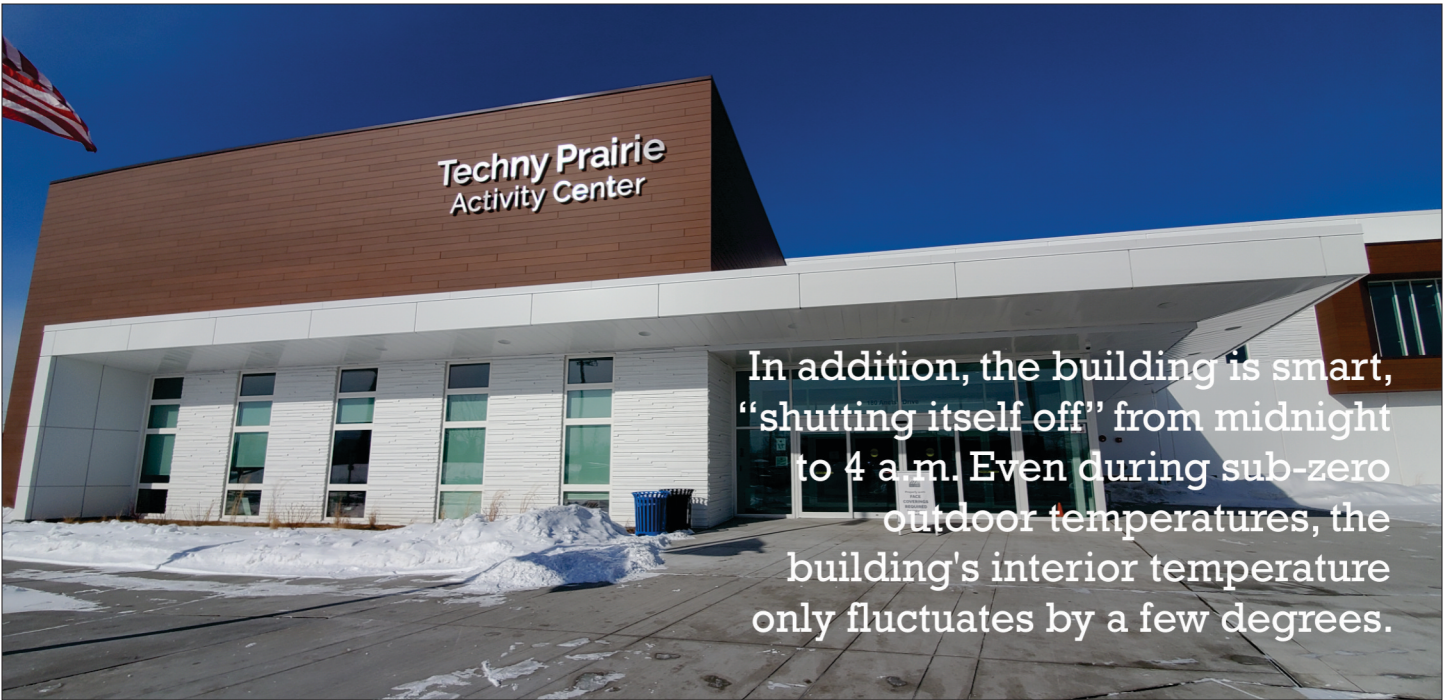


Environmental stewardship was at the forefront of the Activity Center project from its inception. The site's former factory was demolished, and bricks and metal elements were dismantled and recycled. The property required extensive remediation to remove pollutants. Following these efforts, the district received a No Further Remediation Letter from the Illinois Environmental Protection Agency.

With the land cleared for construction, 18 highly qualified architects submitted proposals in February 2018. From the onset, Wight & Company, with their corporate promise to

“provide innovative, sustainable design that transcends materiality to create meaningful impact in the world,” most aligned with the district's mission of sustainability – both environmental and financial.

The decision to build the facility to meet Net Zero Energy Building standards was brought to the planning table by the energy experts at Wight & Company. With their assistance, the district applied for a Net Zero Energy grant from the Illinois Clean Energy Community Foundation (ICECF).



In addition, the building is smart, “shutting itself off” from midnight to 4 a.m. Even during sub-zero outdoor temperatures, the building's interior temperature only fluctuates by a few degrees.

ICECF was founded in 1999 with a mission to promote energy efficiency, renewable energy and preservation of natural areas. To date, the foundation has contributed over \$10 million through their Net Zero Energy Building Program and over \$140 million to support energy efficiency. By leveraging their power in incentivizing the highest performance buildings, they have laid the foundation for a net zero building landscape in the state.

The Foundation's Net Zero Energy Building Program awards grants to nonprofit, government, and higher education organizations for exemplary buildings that maximize energy efficiency. The Foundation's stringent guidelines for sustainable buildings catalyzed net zero projects in Illinois, and the Northbrook Park District is just the second park district in Illinois to receive a Net Zero Energy grant.

The district worked closely with the energy experts at Wight & Company to design the building to meet the high standards of the ICECF grant. From the use of solar energy on the production side to numerous consumption efficiencies, energy models show predicted annual usage of 322.6 MWh and generation of 357.8 MWh to achieve Net Zero Energy Certification.

In August 2019, the district was awarded a \$1.78 million Net Zero Energy Building Grant by ICECF. These funds paid for the project modifications needed to complete the building to meet Net Zero Energy requirements. To date, the district has received two of the three grant installments in the amounts of \$492,000.00 and \$618,560.82. To achieve Net Zero Energy Building status and receive the third and final grant payment, the facility must produce more energy than it consumes in a twelve month period. This monitoring began in summer 2021 and, based on

early building performance, staff and consultants have a very high confidence level that the building will meet the Net Zero Energy Building goal in 2022.

To ensure total grant funding, efficiencies were created holistically at Techny Prairie Activity Center to increase energy production and decrease energy consumption. The energy generated from the 833 rooftop photovoltaic (solar) panels will be greater than or equal to the amount of energy used in the building in a twelve month period.

Specific elements that decrease energy consumption include:

- Highly efficient HVAC and mechanicals
- Airtight construction and increased polyisocyanurate insulation
- High-performance windows with low-emissivity coating and insulated glass
- Strategically placed windows to maximize ambient light while utilizing a low window-to-wall ratio
- LED lighting with occupancy and light level sensors

In addition, the building is smart, “shutting itself off” from midnight to 4 a.m. Even during sub-zero outdoor temperatures, the building's interior temperature only fluctuates by a few degrees.

Additionally, the Foundation requires that approved projects receive a third-party certification ensuring the building is aggressively efficient in its energy use. In August 2021, Techny Prairie Activity Center received two certifications, PHIUS+ and Source Zero Certifications, both from the Passive House Institute US.

To fulfil ICECF grant requirements for education, a large permanent display in TPAC's lobby showcases Net Zero Energy information including how the building was designed and how consumption is lowered based on specific construction decisions. This large format wall signage incorporates an actual photovoltaic panel into the design along with a monitor displaying real-time building system data and truth windows that show actual insulation and window materials.

In addition to the Net Zero Energy grant received from ICECF, the district also applied for grants through the ComEd Energy Efficiency Program which offers incentives to help facilities save money by improving the efficiency of their equipment.

The design at TPAC is approximately 50% more efficient than baseline. A few of the design aspects that led to this efficiency include a low window-to-wall ratio with specially glazed windows, high insulation values in the roof and walls, a boiler that is 95% efficient, demand response ventilation, air-to-air heat pumps in the gymnasium, and additional state-of-the-art decisions for both design and engineering.

Two grants were received through ComEd's Energy Efficiency Program including \$24,812.21 in January 2021 and an additional \$6,838.00 in September 2021. In addition to these grant dollars, based on numerous design and engineering modifications, it is anticipated that TPAC will experience annual energy savings of 211,122 kWh which is an estimated annual energy savings of \$21,275.00 in addition to projected natural gas savings associated with the project.

While these energy efficiencies and financial savings are important, it is also important to remember that at the heart of it all, Techny Prairie Activity Center addresses four of the top five priorities for program investment identified in the 2016 Comprehensive Master Plan Community Survey including fitness and wellness, active adult programs, senior programs, and open gym opportunities. Techny Prairie Activity Center now provides a community hub offering fitness, wellness and recreational opportunities for the Northbrook Community.

While the need for this indoor space was a deficiency identified through the Comprehensive Master Planning process, the decision to construct the solution to this need in a highly sustainable manner was a conscious choice. One that was made to align with the district's long-standing history of environmental and financial stewardship. One that will continue to sustainably serve the residents of the Northbrook Park District community for years to come.

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MAKING YOUR PARK FOUNDATION'S CASE FOR

GIVING TUESDAY

AS A YEAR-END CAMPAIGN STRATEGY IN 2022!

By Dr. Nathan A. Schaumleffel, CPRP, CNP, CFRM, CVA, CYSA

Proprietor & Senior Consultant, Driven Strategic LLC


Education & Training Services Consultant, National Association of Park Foundations

Chief Consultant, National Association of Park Foundations

Faculty, Park Foundation School, Oglebay National Training Center

Associate Professor, Recreation and Nonprofit Leadership Programs, Department of Political Science, Indiana State University

Ah, GivingTuesday...glad it's here...glad it's over...depending on who you are! Is GivingTuesday still an effective fundraising strategy or has it been overused and exploited to the point of not being a good use of your park foundation's resources?

A large, vibrant red heart is the central focus, resting on a textured, brown, fibrous surface that resembles recycled paper or cardboard. The heart is glossy and casts a soft shadow to its right. The background has a warm, golden-brown hue with visible fibers and creases.

**For most park foundations
across Illinois, jumping into the
GivingTuesday arena will be a
useful strategy, if you start
making your case now for
GivingTuesday 2022!**

Well, the jury is still out! Most folks delete the myriad appeals from scores of nonprofits sending GivingTuesday appeals to the email inbox. But, it only takes the right prospect or past donor to have a linkage to or affinity for your park system, the ability and capacity to give a financial gift, and an interest in your mission, goals, and spending priorities.

Year-end or year-round, the role of the park foundation, as it relates to philanthropy, is to communicate the impact that both the nonprofit park foundation and the public park and recreation agency make together, as strategic partners, on the people and community it serves. Remember “park foundations are a place to hone and invoke the power of philanthropy!” (Schaumleffel, 2021a, p. 30).

GivingTuesday is the modern-day online strategy for a year-end campaign as a last effort for realizing your annual fund goal (see GivingTuesday, 2021; Schaumleffel 2017). For most park foundations across Illinois, jumping into the GivingTuesday arena will be a useful strategy, if you start making your case now for GivingTuesday 2022!

In the January/February 2016 issue, I shared “friends groups and park foundations are where public park and recreation administration and the nonprofit world of philanthropy, fundraising, and volunteer management collide!” (p. 12). I continued, “an optimally-functioning park foundation can counteract public budgeting trends by invoking the power of philanthropy and volunteerism to replace unfunded budgetary items” (2016, p.13).



As I always do, “for this article, I will loosely use the term park foundation to include any nonprofit that supports a public park, recreation, conservation, or open space preservation service provider. Other names for park foundations include friends groups, public lands partners, conservancies, associations, among others” (Schaumleffel, 2021a, p. 28).

Whatever we call these organizations, to make a measurable impact on the people, park system, and community, all must generate philanthropic support year-round and year-end!

Thinking about the broader perspective of fundraising, every park foundation should have a comprehensive case statement and annual fund plan (Schaumleffel, 2016, 2017). In 2016, I strongly encouraged readers to not “do anything else until your case statement is complete and board approved!” (Schaumleffel, 2016, p. 14).

In NRPA *Parks & Recreation* (2017), I advocated that:

“An annual fundraising plan needs to be nested within a comprehensive fundraising case statement, which absolutely should align with the organization's vision, mission, core values and strategic plan. No one from the organization should be soliciting funds on behalf of the organization without being intentional and understanding the strategy of multichannel fundraising. Whether you are launching a membership retention effort, a donor acquisition campaign or giving a speech before a 5k about the

impact of the organization, all of these strategies, or what we call “case expressions,” need to be spawned from the case statement to ensure consistent communication, branding and messaging.”

I continued that “sustainable annual fund campaigns deploy several strategies to generate revenue, or what we call net contributed income in the nonprofit world, to achieve the fundraising goal” (2017). Before embarking on a year-end campaign or jumping in on the GivingTuesday bandwagon as a part of your annual campaign, you need to clearly articulate your case for support.

Constructing a Case Statement

Communicating the impact that both the nonprofit park foundation and the public park and recreation agency make together, as strategic partners, on the people and community it serves starts with a comprehensive fundraising case statement, also known as a case for support.

Personally, I prefer to call it the comprehensive resource development case statement to be more encompassing of all philanthropic gifts: cash & financial assets, buildings, land, equipment, supplies, and volunteerism.

The case statement is essentially a compilation of written content from documents that come from both the nonprofit park foundation and the public park and recreation agency. When the park foundation is attempting to communicate

the impact of the public park and recreation agency, the case statement must take into account both organizations' and their strategic relationship.

The case statement should effectively document and communicate the case for support, as well as serve as the foundation for launching case expressions, such as a YouTube video on Facebook for GivingTuesday. Stanley Weinstein, ACFRE (2009) recommends the following content for a park foundation case statement. As a park foundation compiles their case statement, realize that Weinstein's reference to "organization" means a hybrid of information about the nonprofit park foundation and the public park and recreation agency.

- Organization's history & accomplishments
- Whom does the organization serve
- How are challenges addressed
- Organization's managerial reputation and business acumen
- Organizational planning process
- Organization's goals for the future
- Use of donor's investment
- Donor acknowledgement

To begin constructing a case statement, gather as many existing documents from both the foundation and agency that may contain one or more nuggets of information required for the case statement, preferably in electronic format, such as annual reports, grant proposals or final reports, sponsorship proposals, current or expired master and strategic plans, meeting minutes, brochures, marketing materials, flyers, web sites, program evaluation data especially that was reported to the United Way or other grant makers, etc.

Notably, park foundations are nonprofit corporations that are typically set-up, in the eyes of the IRS, as supporting organizations of a government agency, that is a 509(a)(1), (2), or (3) in addition to a 501(c)(3) (Kramer, 2021; Schaumleffel 2021c). So, in essence, the foundation and the agency are inextricably linked particularly in terms of using the needs assessment data used for the public agency's master and/or strategic plan; the master and/or strategic plan itself; the MOU between the agency and foundation; and the program evaluation data related to the impact and effectiveness of the agency's programs when writing a park foundation's case statement (Schaumleffel, 2021c).

Most organizations already have all of the content for a case statement, they just don't have it in one spot. The goal is not to reinvent the wheel and start from scratch. The goal is to take what you already have, salvage it, add additional new information, wordsmith it, and make it look graphically appealing all in line with Weinstein's case statement framework.



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Successful fundraising is just one of the ways your volunteers can help offset some of the losses that continue to plague agencies. This means staff, board, and volunteers all working together in unity to drive towards an annual fundraising goal.

Important to note, when writing the “Organization's History & Accomplishments” section, you should “infuse positive (quantitative and qualitative) data from the (public agency's) program evaluation processes into the comprehensive resource development case statement and case expressions” (Schaumleffel, 2021d; Schaumleffel, Dingle, Ortale, & Salmon, 2017). I can't stress enough that “you can't turn data into dollars if you don't communicate impact” (2021d, Slide 48) and “you can't communicate impact if you don't measure impact” (2021d, Slide 47). If the park and recreation agency is not evaluating the outcomes of its programs and services, then the park foundation may consider taking this role on as part of their responsibilities outlined in the memorandum of understanding between the foundation and agency.

Ultimately, the fundraising cycle for annual fundraising campaigns with or without a year-end appeal like GivingTuesday, “must:

1. Measure the impact of the public agency's programs and services;
2. Document the impact in the case statement's “Organization's History & Accomplishments” section;
3. Communicate the impact through case expressions; and
4. Turn data into dollars” (Schaumleffel, 2021d, Slide 178).

The “Organization's Managerial Reputation and Business Acumen” section should directly address legal and ethical issues related to fiscal responsibility and philanthropic

stewardship, such as issues of good governance; transparency; accountability; donor intent; and meeting its fiduciary duties of care, loyalty, and obedience (Schaumleffel, 2021a, 2021f). Integrating information into the case statement about your foundation that is required from charity watchdog's like Guidestar and Charity Navigator is a good strategy for this section.

The “Organization's Goals for the Future” section is most critical, as it should layout concisely the strategic goals and objectives for both the park foundation and park agency.

Engaging Volunteers in Annual Fundraising

Budgets have tightened and staff has been reduced as the pandemic continues to alter the way many of us operate day-to-day. Successful fundraising is just one of the ways your volunteers can help offset some of the losses that continue to plague agencies. This means staff, board, and volunteers all working together in unity to drive towards an annual fundraising goal.

Remember, “the goal of an annual fund campaign is to raise enough money to cover monthly operating expenses for the organization, from salaries to rent to insurance to utilities to copy paper. It is better to think of an annual fund as the fund that pays for your organization's annual operating expenses, like a checking account.” (Schaumleffel, 2016, p. 14).

Annual fundraising campaigns should be based on individual giving, as “about 80% or so of charitable dollars come from individual donors” on one hand (Schaumleffel, 2016, p. 14). While, on the other hand, about 70% of

volunteers are also individual donors to the same organization (Schaumleffel, 2015, 2021d).

Robert Payton (1988) defined philanthropy as any voluntary action for the public good, beyond donating money and including volunteerism! Considering park systems are a public good that produces outputs and outcomes that make an impact on individuals, communities, the environment, and the economy; then volunteerism to benefit park systems is most definitely philanthropy.

Volunteer recruitment and retention, and ultimately volunteer impact on an organization's mission, comes down to the relationship between the organization, its leadership, staff, and volunteers (Schaumleffel, 2021b, 2021e). Not surprisingly, volunteer engagement, like fundraising is about relationships (Schaumleffel, 2021e). Building relationships with volunteers is building fundraising relationships with prospects and donors (Schaumleffel, 2021d), which will facilitate success in making your case for GivingTuesday in 2022!

Having shared this same message with Indiana State Parks' friends groups in 2015, Illinois park districts in 2016, and nationally at the Park Foundation School in 2021, I'd be remiss to not remind folks that "fun cost funds, and funds come from a strong, engaged, and happy cadre of volunteers who are having satisfying leisure experiences through volunteerism" (2016, p. 14).

Engineering satisfying leisure experiences through volunteer opportunities with your park foundation's annual fund campaign is absolutely critical to making your case in 2022!

Preparing for GivingTuesday 2022!

Some park foundations will choose to include direct email, direct mail, and phone solicitation strategies as a part of a year-end campaign, which may or may not include a GivingTuesday component. Regardless of participating in GivingTuesday, park foundations need to prepare for running their annual campaign with a strong year-end push.

Some fundraising experts argue that "a nonprofit's year-end giving campaign is often one of the most important fundraising efforts they take on throughout the year, because 30% of all annual charitable donations take place in December making the end-of-year fundraising push a crucial chance to connect with supporters and secure vital fundraising dollars" (Double the Donation, 2021).

So, now, is the time to plan for GivingTuesday 2022! Consider these tips:

- Revise or construct your comprehensive case statement (Schaumleffel, 2016, 2017);
- Engage board members, volunteers, and donors in the fundraising process (Chilutti, Schaumleffel, & Ortale, 2021; Schaumleffel, 2016);
- Establish a Resource Development Committee (Schaumleffel, 2016, 2017);
- Construct your annual fund plan that includes a year-end campaign component with GivingTuesday (Schaumleffel, 2016, 2017);
- Adopt a donor management system with an online giving platform and social media integration (e.g., Bloomerang) (Baker, Schaumleffel, & Ortale, 2021; Schaumleffel, 2016);
- Evaluate, update, and/or launch a website with an online giving platform and social media integration (Baker, Schaumleffel, & Ortale, 2021; Schaumleffel, 2016);
- Devise a gift processing and donor acknowledgement process (Schaumleffel, 2016)
- Ensure you have a board giving policy (Schaumleffel, 2015, 2016, 2017);
- Accomplish 100% Board Giving (Schaumleffel, 2016, 2017);
- Plan, implement, and evaluate a multi-channel online and social media fundraising campaign using the power of video.

Amid COVID-19 and the many challenges the pandemic has brought to all agencies throughout Illinois. It is more important than ever to have a strong network of supporters that can bring their talents, resources and funding to the table in these times of need. More specifically, friends groups and park foundations are incredible organizations that can fill in those gaps agencies might be experiencing, providing crucial and invaluable support when running optimally.

This article is dedicated to Donald A. Ortale, Founder & Executive Director of the National Association of Park Foundations, who is retiring in December 2021. Donald has become not only one of my closet colleagues, but a friend throughout our journey together building the capacity of park foundations across the United States!

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Staff Updates at Huntley Park District



Thom Palmer (Outgoing Executive Director)

Thom Palmer retired in December of 2021 after 23 years as the first Executive Director of the Huntley Park District.

Thom holds a bachelor's degree from Western Illinois University and a master's degree from Aurora University. He is a Certified Parks and Recreation Professional and

has been a member and supporter of NRPA, IPRA and IAPD during his tenure. Thom began his career at the Crystal Lake Park District as a recreation supervisor and then on to the Oregon Park District as superintendent of recreation.

Thom led the HPD team in the acquisition and development of regional and neighborhood parks, as well as the creation of many programs and special events such as the Huntley Fall Fest. He was instrumental in the construction of the Stingray Bay Family Aquatic Center, the transformation of the old high school into a state-of-the-art REC Center/Cosman Theater, purchase of the Pinecrest Golf Course along with the building of the clubhouse, development of the Tomaso Sports Complex, creation of the Deicke Discovery Zone (ADA accessible mega-playground) and the construction of the Ostrander Parks Maintenance Building.



Scott Crowe (Incoming Executive Director)

Scott Crowe has been appointed as the next executive director of the Huntley Park District to start in December 2021. Scott holds his bachelor's degree in Recreation,

Park, and Tourism Administration from Western Illinois University and is a Certified Park and Recreation Executive (CPRE).

Scott began his 22-year career at the Park Ridge Park District as the aquatic supervisor. In 2005 he returned to his hometown of Gurnee, IL as Gurnee Park District's aquatic manager. Scott was promoted to the director of recreation position in Gurnee in 2013 and was instrumental in the acquisition and growth of FitNation (previously Gold's Gym) among many other responsibilities. In 2018, Scott shifted to his (now) hometown of Huntley into the same position and has been instrumental in creating unique programs and events even through a worldwide pandemic.



Cherie Smolkovich

Bourbonnais Township Park District is pleased to announce the hiring of Cherie Smolkovich as community outreach & marketing director. In this role, Smolkovich will be responsible for leading all marketing initiatives, communications, and public relations for the park district.

Smolkovich comes to the district with over 17 years of marketing experience in the media and hospitality industry. She led in planning and development of loyalty events and marketing campaigns to promote the Daily Journal. She was responsible for executing marketing strategies and tactics that drove growth and readership engagement. Recently, her role at Hollywood Casino Joliet & Aurora as a database analyst allowed her to work on strategies for loyalty mailers and email.

Smolkovich holds a bachelor of arts from Western Illinois University and resides in Cabery with her husband Alan.

PEOPLE & PLACES

In Memoriam

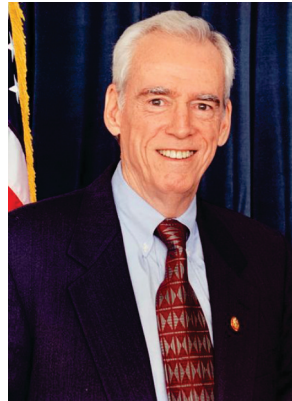


Carol Swanson Glemza

Illinois Parks and Recreation magazine extends its condolences to the family of Carol Swanson Glemza, 97, who passed away on August 31, 2021. She began her St. Charles Park District career at a very early age, worked for 69 years and continued as a volunteer well into her retirement. She holds the record for the most years of service at the district as well as

in the entire State of Illinois Parks and Recreation history.

Initially, she began by working summers as a cashier and manager at the pool. She then went on to help keep the district's accounting books. In the mid-60s, when the district established a partnership with the Henry Rockwell Baker Community Center Board, she was hired on full-time becoming first a business manager and then an administrative assistant to the director. During her retirement, she continued to volunteer endless hours at park district activities, for the St. Charles Park Foundation and with the Baker Community Center. At her retirement in 2011, Peter Murphy, President and CEO of the Illinois Association of Park Districts, confirmed Glemza as one of, if not the only, employee with 69 years of service in parks and recreation.



U.S. Congressman Harris Fawell

U.S. Congressman Harris Fawell passed away at the age of 92 on November 11, 2021.

In the late 1970s, Fawell served as general counsel for the Illinois Association of Park Districts. He received his juris doctor degree from Chicago-Kent College of Law in 1952.

A former state senator for fourteen years, Fawell was highly respected in legal and legislative circles and received numerous awards and citations for his distinguished legislative leadership on behalf of parks and recreation.

He became known as a champion for his support of local parks, including sponsoring legislation that provided parks for special needs children and adults throughout the state. One of his initiatives to require developers to donate parkland in communities was stymied by special interests, but it resulted in Naperville's City Council enacting a law requiring developers to donate land or cash to the city's park district.

Fawell left a lasting impression on Illinois parks, recreation, and conservation.

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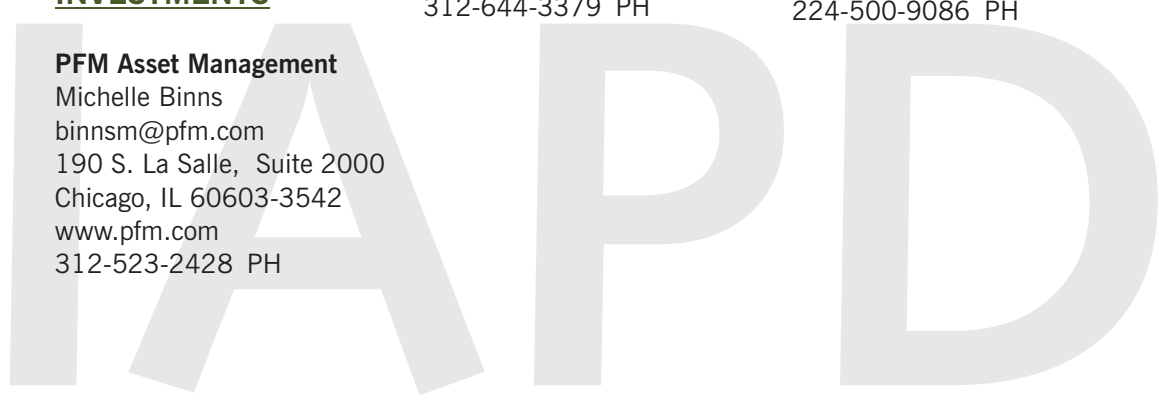
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