



COMMITTEE REPORT June 2026





GLENCOE PARK DISTRICT
Committee of the Whole Meeting
Tuesday, June 2, 2026 at 7:00pm

Consistent with the requirements of the Illinois Compiled Statutes
5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Location of the meeting is Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

AGENDA

- I. Call to Order
- II. Roll Call
- III. Matters from the Public – Matters not on the Agenda
- IV. Discussion on Bids for Glencoe Beach Project
- V. Change Order West Park: Fence Along Property Line
- VI. Discussion on Takiff Lighting Controls Bid
- VII. Discussion on Sponsorships and Donations
- VIII. Matters from the Public – Matters on the Agenda
- IX. Executive Session
- X. Other Business
- XI. Adjourn

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director email: lsheppard@glencoeParkDistrict.com

Key rules governing participation

All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.



IV. Discussion on Bids for Beach Project

Glencoe Park District
June 2026 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Commissioners
FROM: Lisa Sheppard, Executive Director, and Kyle Kuhs, Director of Parks and Planning
SUBJECT: Discussion on The Glencoe Beach Improvement Project Bid Results
DATE: May 27, 2026

The bid opening for the Glencoe Beach Improvements Project is scheduled for Friday May 29, 2026 at 1pm. Following the opening, staff will complete the bid tabulation and review process, and the bid results will be presented to the Board at the Tuesday, June 2, 2026 Committee of the Whole Meeting.

The project was publicly advertised in accordance with the Park District's bidding requirements, and the bid package was subsequently distributed to eighteen (18) contractors/prospective bidders to encourage competitive participation.

V. Change Order West Park: Fence Along Property Line

Glencoe Park District
June 2026 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Commissioners
FROM: Lisa Sheppard, Executive Director, and Kyle Kuhs, Director of Parks and Planning
SUBJECT: Discussion on West Park Fence Installation/Change Order
DATE: May 27, 2026

As discussed at the May Committee meeting, staff were approached by District 35 to gauge interest in installing fencing along the northern boundary of West Park as a safety and security enhancement. Additionally, the school district was interested in replacing their existing fence at that same time and cost-sharing the entirety of the work 50/50.

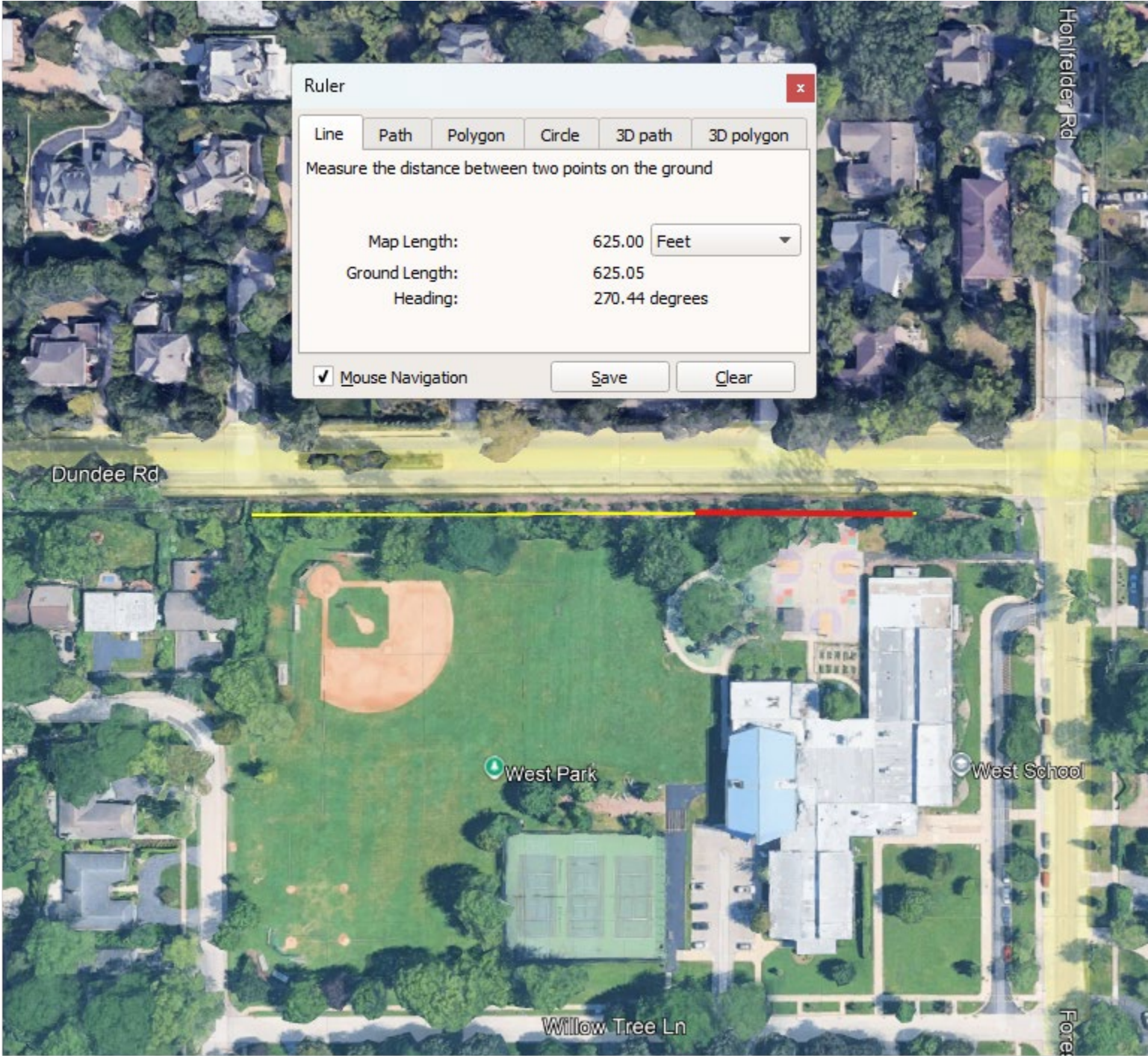
Staff received pricing through the Great Lakes Landscaping (the general contractor on the larger West Park project) in the amount of \$37,389, as well as receiving a second quote from Durabilt in the amount of \$37,670. Given Great Lakes is already mobilized and onsite as well as the \$281 savings staff would recommend accepting that change order as presented.

Because the change order exceeds the approval threshold for staff we will need formal board approval prior to execution.

Staff will work with the school district for exact placement along the property line and anticipate this work being completed prior to the start of school this August. The School District will be splitting the cost of this installation and will be billed after the work is completed.

Attachments: Great Lakes change order proposal, Durabilt proposals #1 and #2, map indicating general location of fencing (yellow line is new fencing, red line is existing fencing to be replaced).

MEMORANDUM



PROPOSAL

Change Order Proposal #003



**WBE Certified
Contractor**

**Operators Local 150 and
Teamster 703 Union Labor**

PROPOSAL SUBMITTED TO: Rvi Planning + Landscape Architecture	PHONE:	DATE: May 18, 2026.
STREET: 22 E. Chicago Ave., Suite 200A	JOB NAME: West Park	
CITY, STATE AND ZIP CODE: Naperville, IL 60540	JOB LOCATION: Glencoe, IL	
ATTENTION: Lacey Lawrence		
Great Lakes Landscape Company proposes to provide all necessary labor, tools, equipment and materials for the following:		
Item #	Description	Qty. Unit Unit Price Totals

CHANGE ORDER PROPOSAL #003

Base Bid 1

Additional Fencing, as requested by park district on 5/6/26

1	AP Fence Proposal, dated 5/12/26	1	LS	\$ 33,000.00	\$ 33,000.00
GENERAL CONTRACTOR MARKUP (10%)				\$	3,300.00
Sub Total				\$	36,300.00
GENERAL CONTRACTOR BOND/INSURANCE (3%)				\$	1,089.00
TOTAL CHANGE ORDER PROPOSAL #003				\$	37,389.00

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do work as specified. Payments will be made as outlined above.

Signed:

Signature:

Company:

Printed:

Date:

Great Lakes Landscape Company

Note: This proposal may be withdrawn by us if not accepted within fifteen (15) days

365 Miles Parkway * Bartlett, IL 60103
Phone (847) 439-3737 * Fax (847) 439-1943



Proposal

AP Fence
26356 W. Ivanhoe Road
Wauconda, IL 60084
847-526-9300

Contact:

Great Lakes Landscape
Alann Peterson
365 Miles Pkwy
Bartlett, IL 60103
(847) 439-3737
alann@grtlakesinc.com

Job Location:

1010 Forest Ave
Glencoe, IL 60022

Estimate Info:

Date: 05/12/2026
Estimate: West Park - Wood
Fence
Rep: Kyle Walls
Job #1020

Proposal

Furnish & Install: 625' of 6' High Solid Style Red Cedar Fence on Posts Master Steel Posts.

- **Steel Post Master Posts**
 - Set in concrete footing
- **2" x 4" x 8' Red Cedar Rails**
 - 3 per sections
- **1" x 6" x 6' Red Cedar Dog Ear Boards**
 - Fastened with stainless steel ring shank nails
- **Removal and Haul away of 210' of existing fence included**
- **Removal of all spoils included**

Quote Based On:

Quoted price is based on current market costs; Due to current material price increases and availability our quoted price is held for 15 days
Full day mobilizations | Spoils spread along fence line or piled on site | Normal site conditions | Standard safety requirements | Standard certificate of insurance | Specifications and quantities above | Fence line established by others | Standard fence line access with digging equipment and concrete truck | Private utilities located by others.

Exclusions: Bonds, permits, licenses, and fees.

Payment terms: Net 30 days upon credit approval.

OWNER MUST OBTAIN ALL PERMITS

Terms & Conditions

By signing this contract, you agree to the following Terms & Conditions .

All materials will meet the above specified requirements. Work will be performed professionally and according to standard industry practices. Any changes to the original plan that result in additional costs will only be carried out with written approval and will be billed as extras beyond the original estimate. Our workers are fully covered by Workers' Compensation Insurance. The customer assumes responsibility for identifying the location of the fence line and any private utilities or features (e.g., sprinklers, electrical lines, gas pipes, etc.). AP Fence will contact J.U.L.I.E. (underground utility locator) to confirm public utilities.

Grand Total \$33,000.00

I understand and agree with the enclosed contract.

Customer Name

Date

Company Name

Date

From: [Kyle Kuhs](#)
To: [Lacey Lawrence](#); [Alann Petersen](#)
Cc: [Kevin Harynek](#); [Mirandi Berger](#)
Subject: RFP/Change Order
Date: Wednesday, May 6, 2026 10:13:53 AM
Attachments: [image003.png](#)
[image002.png](#)

Lacey/Alann,

We have been approached by the school about replacing their existing fence and extending it the length of the property line. I figured my starting point would be with you all to see what pricing would look like from you all/peerless under a change order. I have provided as much relevant information as I can below. Let me know what you think and/or if we need to have an onsite with peerless.

Existing School Fence:

- Remove and haul away approximately 210 linear feet of existing fence
- Furnish and install approximately 210 linear feet of new 6-foot tall solid wood fence
- Fence specifications:
 - Post Master steel posts
 - (3) 2" x 4" x 8' rails per section
 - 1" x 6" x 6' Western Red Cedar boards
- All posts to be set in concrete
- Remove and haul away excess dirt as needed
- Prevailing wages shall apply

New Fence

- Furnish and install approximately 415 linear feet of new 6-foot tall solid wood fence
- Fence specifications:
 - Post Master steel posts
 - (3) 2" x 4" x 8' rails per section
 - 1" x 6" x 6' Western Red Cedar boards
- All posts to be set in concrete
- Remove and haul away excess dirt as needed
- Prevailing wages shall apply
- Contractor to coordinate all public utility locates (J.U.L.I.E.)

Approximate location of existing to be replaced (red) and new (yellow)



Durabilt Fence
433 Denniston Court
Wheeling, IL 60090
P 847-520-5880 F 847-520-4885
durabiltfence@gmail.com
www.durabiltfence.com

Proposal

Expiration Date: 5/11/2026
Quote Date: 5/4/2026

QU2026-00525 | Glencoe park District

Billing Address	Glencoe park District 999 Green Bay Rd Glencoe, IL 60022 ACC2021-02241	Shipping / Location	West Park IL
Point of Contact	Kyle Kuhs Phone: (847) 946-7309 Email: kkuhs@glencoe parkdistrict.com	Salesperson	Dave Majury (847) 372-4421 durabilt dave@gmail.com

Description

West Park
Furnish & Install 415' +/- Of 6' Tall Wood Fence
Post Master Post
2 x 4 x 8' Rails (3 Per Section)
1 x 6 x 6' FT Boards (Western Red Cedar)
Pick Up Extra Dirt
All Post Set In Concrete
Prevailing Wages Included

Inclusions

- * Quality Materials & Professional Workmanship Provided!
- * Removal & Haul Away of Old Materials!
- * Dirt Pick Up & Haul Away Included! (If Required)
- * All Posts Set in Concrete!
- * Public Utility Locates Included!

Exclusions

- Permitting
- Private Utility Locates (Add \$450.00 If Required)

Summary

Total	24,975.00
Deposit	0.00
Paid	0.00
Balance	24,975.00

Signature

Print Name & Title

Date

Terms & Conditions

- * We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: (\$24,975.00) Twenty Four Thousand Nine Hundred And Seventy Five Dollars
- * Payment to be made as follows: 50% Down (\$) & Balance Due Upon Completion
- * Note: There is a 3.5% Additional Charge for All Credit Card Transactions (\$
- * ALL PERMITS MUST BE OBTAINED BY OWNER
- * All material is guaranteed to be as specified. All work to be completed in a workmanlike manner, on a regular time basis according to standard practices.



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Proposal

Expiration Date: 5/11/2026
Quote Date: 5/4/2026

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's compensation insurance.

** Customer hereby assumes full responsibility for the location of the line upon which said materials are to be installed and locate any and all private cables to include sprinkler systems, electric, septic fields, gas lines, grills, lighting, etc. Durabilt Fence to call J.U.L.I.E.*

** Note: This Proposal may be withdrawn by us if not accepted within 7 days.*

** I, THE UNDERSIGNED, HEREBY AGREE THAT IN THE EVENT OF DEFAULT IN THE PAYMENT OF ANY AMOUNT DUE, AND IF THIS ACCOUNT IS PLACED IN THE HANDS OF AN AGENCY OR ATTORNEY FOR COLLECTION OR LEGAL ACTION, TO PAY AN ADDITIONAL CHARGE EQUAL TO THE COST OF COLLECTIONS INCLUDING AGENCY AND ATTORNEY FEES AND COURT COSTS INCURRED AND PERMITTED BY LAWS GOVERNING THESE TRANSACTIONS. ALL PAST DUE ACCOUNTS WILL BE CHARGED AT THE RATE OF 1.5% ON UNPAID MONTHLY BALANCE*



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433 Denniston Court
Wheeling, IL 60090
P 847-520-5880 F 847-520-4885
durabiltfence@gmail.com
www.durabiltfence.com

Proposal

Quote ID: QU2026-00527
Quote Date: 5/4/2026
Expiration Date: 5/11/2026

QU2026-00527 | Glencoe park District

Billing Address	Glencoe park District 999 Green Bay Rd Glencoe, IL 60022 ACC2021-02241	Shipping / Location	West Park IL
Point of Contact	Kyle Kuhs Phone: (847) 946-7309 Email: kkuhs@glencoe parkdistrict.com	Salesperson	Dave Majury (847) 372-4421 durabilt dave@gmail.com

Description

West Park
Remove 210' & Haul Away
Furnish & Install 210' +/- Of 6' Tall Wood Fence Solid
Post Master Post
2 x 4 x 8' Rails (3 Per Section)
1 x 6 x 6' FT Boards (Western Red Cedar)
Pick Up Extra Dirt
All Post Set In Concrete
Prevailing Wages Included

Inclusions

- * Quality Materials & Professional Workmanship Provided!
- * Removal & Haul Away of Old Materials!
- * Dirt Pick Up & Haul Away Included! (If Required)
- * All Posts Set in Concrete!
- * Public Utility Locates Included!

Exclusions

- Permitting
- Private Utility Locates (Add \$450.00 If Required)

Summary

Total	12,695.00
Deposit	0.00
Paid	0.00
Balance	12,695.00

Signature

Print Name & Title

Date

Terms & Conditions

- * We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: (\$12,695.00) Twelve Thousand Six Hundred And Ninety Five Dollars
- * Payment to be made as follows: 50% Down (\$) & Balance Due Upon Completion
- * Note: There is a 3.5% Additional Charge for All Credit Card Transactions (\$
- * ALL PERMITS MUST BE OBTAINED BY OWNER



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Proposal

Quote ID: QU2026-00527

Quote Date: 5/4/2026

Expiration Date: 5/11/2026

** All material is guaranteed to be as specified. All work to be completed in a workmanlike manner, on a regular time basis according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's compensation insurance.*

** Customer hereby assumes full responsibility for the location of the line upon which said materials are to be installed and locate any and all private cables to include sprinkler systems, electric, septic fields, gas lines, grills, lighting, etc. Durabilt Fence to call J.U.L.I.E.*

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VI. Discussion on Takiff Lighting Controls Bid

Glencoe Park District
June 2026 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Commissioners
FROM: Lisa Sheppard, Executive Director, and Kyle Kuhs, Director of Parks and Planning
SUBJECT: Discussion on Takiff Lighting Controls Bid Package
DATE: May 27, 2026

The current lighting control system at Takiff Center is approximately 20 years old and is no longer supported by the manufacturer. Staff has also lost the ability to properly program and adjust lighting schedules in several portions of the building, creating operational and efficiency concerns.

The base bid for this project includes replacement of the existing lighting control panels throughout the building that manage and schedule the parking lot and common area lighting systems. In addition to the base bid, alternate pricing was requested for the replacement of lighting switches, occupancy sensors and devices throughout the facility.

If bids are received favorably, staff could consider recommending acceptance of the alternate work as part of the project. If not, the alternate pricing will still provide the Park District with a solid budgetary basis for consideration as part of a future project.

The bid opening for the Takiff Lighting Controls Project is scheduled for May 28, 2026 at 1:00 p.m. Following the opening, staff will complete the bid tabulation and review process, and the bid results will be presented to the Board at the Tuesday, June 2, 2026 meeting for discussion.

The project was publicly advertised in accordance with the Park District's bidding requirements, and the bid package was subsequently distributed to seven (7) companies/prospective bidders.

VII. Discussion on Sponsorships and Donations

Glencoe Park District
June 2026 Committee of the Whole Meeting

MEMORANDUM

TO: Board of Commissioners
FROM: Lisa Sheppard, Executive Director
SUBJECT: Sponsorships and Donations
DATE: 5/25/2026

Based on prior Board direction, the District has pursued alternative revenue streams through two primary avenues: donations and sponsorships. Unlike the nonprofit or private sector, securing these resources can be more challenging for a park district, as there is often a perception that tax revenues sufficiently support our operations, so there is no need to donate.

Donations: Our approach to donations centers on offering naming rights and/or signage recognition in exchange for financial contributions. The District's donation policy is attached for reference. In most cases, recognition is provided for the asset's useful life rather than in perpetuity. Cultivating donor relationships requires time and intentional effort; donors must have confidence that their contributions will be managed responsibly and that the associated assets will be well-maintained. Additionally, the level of donor interest can be influenced by concurrent fundraising efforts from other Glencoe-based nonprofit organizations and community entities.

The District offers a range of giving opportunities at varying price points, including tree and bench donations, naming rights for park amenities and equipment, and larger-scale naming opportunities for facilities and parks.

Donations (last 11 years)

- | | |
|--|---|
| • OSLAD Grant West Park | \$600,000 |
| • BAAD Grant | \$80,000 |
| • PARC Grant (Weinberg) | \$2,500,000 |
| • Weinberg Naming Rights Donation | \$600,000 (+ recognition of time as Commissioner) |
| • Weinberg Private Donations | \$100,00 (name on plaque in building) |
| • OSLAD Grant | \$400,000 |
| • Naming Rights Donation (Duke Park) | \$300,000 |
| • CMAP Transportation Alternatives Program | \$667,100 |
| • IDNR Bicycle Path Grant Program | \$200,000 |
| • Berlin Park Naming Rights | \$1,000,000 |
| • Special Event Donation (movie donation) | \$1,000 |
| • Prior to 2012: Takiff CC Naming rights | \$2,000,000 |
| • Trees, Benches, Swings, Score Boards | (Varies year to year: See attached) |
- (<https://glencoe park district.com/make-a-donation>)
- Potential Upcoming Donation Opportunities: Beach Trellis, Sun shelters...

MEMORANDUM

Sponsorship

Historically, based on public input, the Board has not supported the installation of donor signage at facilities or within parks, nor the inclusion of advertisements in the Park District brochure. Should the Board wish to revisit this approach, it would be advisable to develop a formal sponsorship policy that clearly defines acceptable practices and parameters, providing staff with consistent guidance.

The majority of the District's sponsorships are in-kind arrangements, where sponsors provide goods or maintain a limited on-site presence in exchange for enhanced event offerings, logo recognition, and inclusion in social media communications. Some examples of these include Goose Island Beer (GIB) and Waste Not.

Goose Island Beer — July 3, 2025

Donated one pallet of beer.

Received logo inclusion and social mention.

Verbal agreement based on past relationship.

Estimated value: \$1,600

Generated beer sales: \$5,555.70

Waste Not — July 3, 2025

Provided aluminum recycling bins.

Received an on-site table.

Added because beer was served in cans.

Community sponsorships

Typically \$100–\$500.

Example: State Farm agent at Takiff Express in 2023.

Contribution: \$500

Benefit: table, branded tent, and swag distribution.

Discussion:

- Does the Board of Commissioners want to explore sponsorship opportunities in other ways?
- If so, what does that look like to the Board? Signage at Facilities and Parks? If so, all or only some?
- Ads in the brochure?
- Do we want to be “aggressive” in the pursuit of these sponsorships or more “passive” like a letter out annually? The approach dictates the level of staff support we would need.
- Does the Board want to pursue community input on this idea?
- Other thoughts

Staff recommends that a Sponsorship Policy be developed to provide direction.

Once the Board approves the policy, it would be up to staff to figure out how to achieve this and report back the personnel costs and direct expenses associated with this.

Donations Policy

Statement of Purpose

- The Board of Park Commissioners finds it of benefit to the residents of Glencoe to encourage and receive donations for improvements made to the Park District. Donations may be given for improvements or additions to parks and facilities as well as to provide for special programs and services. Guidelines have been established for procedures to be followed when donations are offered and received.

General Guidelines

- A copy of these guidelines will be made available to prospective donors when requested.
 - Donations of less than \$10,000 shall be processed under the direction of the Executive Director as further outlined herein.
 - Donations in excess of \$10,000 and for which a purpose or need has been identified in the Park District's Comprehensive Plan, shall be processed under the direction of the Executive Director as further outlined herein.
 - Donations of a unique or unusual nature or those in excess of \$10,000 in which the designated purpose or need is not identified in the Park District's Comprehensive Plan, shall be submitted to the Committee of the Whole for review
- Donors may select the donation item(s) and indicate a preference as to where they are used. The Park District reserves the right to make the final determination of where and how the donation may be used to the greatest public benefit.
- Donation Lifespan and Sunset Date: Donations last the lifespan of the item or 10 years; whichever is longer. There are times that larger donations sunset date will be specified in the agreement with the donor. At the end of a donated item's lifespan or specified sunset date, the prior donor has first priority to renew their donation at the new going price.
- Once accepted, all donations become the sole property of the Park District to be administered by the Park District on behalf of a grateful community.

Methods of Providing for Recognition of Donations

- The Glencoe Park District will recognize donations received. Donations shall be recognized as follows:
 - A written thank you/acknowledgment will be provided to each donor. The Park District will not attempt to appraise the value of gifts that are other than cash, although the letter will include the amount of the donation received, the location of the item, and if the item is or is not situated in a park or facility for use by the public.

- An individual staff member will be designated to record donations received as part of the permanent record of the Park District.
- An engraved plaque with language mutually agreed to by the donor and the Park District shall be placed at an appropriate and prominent location on or near the improvement made possible by the donation. The size of the plaque shall be in keeping with the size of the improvement made possible by the donation.
- Gifts or donations of \$50,000 and above shall be recognize as delineated above and the District may determine other means of public recognition as it deems appropriate.

Design Review

- The donor of a gift in excess of \$1,000,000 shall be given opportunity to review the design made possible by the donation. Final approval of the design shall rest solely with the Park District.

Implementation Donation/Improvement

- Donations of benches, tables, stadium seats, and established trees take a minimum of 12-14 weeks from the point the Park District confirms the plaque inscription from the donor; longer if products required are on backorder or if the item has been removed for construction or for the season. In the case of new trees, donation timeline is dependent on species availability and the Park District planting schedule. Glencoe Park District cannot guarantee a timeline shorter than that described above.
- As a general practice, every reasonable effort shall be made to implement the improvement within one year of the acceptance of a donation.
- When a donation is to be used as a part of a larger overall planned improvement program, where Park District financial limitations require a phased approach, the one-year implementation time frame may be extended. The donor shall be notified of this situation at the time the donation is being proposed.

Naming or Re-naming Rights

- The Board of Park Commissioners has determined that there will be instances where a prospective donor may request that an improvement made possible by its donation be named (or re-named) in honor of an individual, family foundation, or other organization. Such requests should be made to the Park District in writing and will be reviewed and approved by the Board of Park Commissioners as stated.

- For a donation of \$1 million dollars and over, a donor shall have the right to submit name(s) for approval by the Board of Park Commissioners to have the facility named to recognize the donation, unless otherwise determined by the Board of Commissioners to allow a lower amount due to an individual's outstanding service to the Glencoe Park District.
- For donations of \$300,000 to \$1,000,000 donors shall have the right to submit a name(s) to be approved by the Board of Park Commissioners and assigned to a portion of the improvement, one or more parts of the interior of a building or a park/ park amenity within a park to recognize the donation, unless otherwise determined by the Board of Commissioners to allow a lower amount due to an individual's outstanding service to the Glencoe Park District.
- Names featuring, representing, or including alcohol or tobacco products, or other places of products deemed unsuitable by the Board of Park Commissioners, hate speech, or profanity shall be rejected by the Board of Park Commissioners.
- Donors shall be invited to review the design and placement of their name only, if accepted by the Board of Park Commissioners. The Board of Park Commissioners shall have final authority as to the name of the building or the spaces within the building.
- The Board of Park Commissioners recognizes that all facilities and park amenities have a useful life, a period after which the facilities or amenities need renovation and/or replacement. The term (length) of the naming (or re-naming) of an improvement made possible by a major donation shall be mutually agreed to by the prospective donor and the Board of Park Commissioners at the time the naming request is discussed. Useful life of improvements may be extended by provision and use of an endowment fund.

Tree Donations

- To encourage active community involvement, a Tree Donor Program has been approved by the Board of Park Commissioners. Donations of new or established trees will be administered in accordance with Sections 1, 2, and 3 of the policy on Donations, except as follows:
 - Final selection of the site and type of tree to be planted will be made by the Park District, with full consideration given to donor preference.
 - New Trees: Donations of new trees are available year-round; however, donated trees will not be planted until the Park District's normally scheduled tree planting timeframe, typically in the fall.

Donation Hold-Time Limit

- A donation request will only be held for two weeks without contact. If at any point in the donation discussion before payment is received, there is a break in contact from the potential donor of over two weeks, the item in question will be relinquished. After two weeks without

contact, the potential donor must restart the donation process; they may select an item available at that time at the current rate. There is no holding of donatable items for potential donors for over two weeks without contact.

Payment Date Requirement

- Payment for a donation is required before the plaque inscription is sent to the vendor for proofing. The donation includes two edits of the plaque. Each additional proof after two will include an additional proof fee, to be paid before the plaque goes into production.

Plaque Inscription Rules

- Plaques may contain a message of the donor's choosing; however, after around 40 words, the font size begins to decrease, along with readability. Plaques may not contain any special characters or graphics; nor may plaques contain any profanity or hate speech.