

**OFFICIAL PROCEEDINGS OF A REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE PLEASURE DRIVEWAY AND PARK DISTRICT OF PEORIA, ILLINOIS, HELD AT 6:00 P.M. ON WEDNESDAY, APRIL 9, 2025 HELD AT THE BONNIE W. NOBLE CENTER FOR PARK DISTRICT ADMINISTRATION, 1125 WEST LAKE AVENUE, PEORIA, IL**

**TRUSTEES PRESENT:** Trustees Timothy Bertschy, Laurie Covington, Joyce Harant, Steve Montez, Alexander Sierra, Vice President Reagan Leslie Hill, and President Robert Johnson

**TRUSTEES ABSENT:** None

**STAFF PRESENT:** Executive Director Emily Cahill, Brianna Cobb, Scott Loftus, Becky Fredrickson, Matt Freeman, Mike Friberg, Shalesse Pie, Karrie Ross, Kristi Shoemaker, Attorney Kevin Day, Attorney Justin Gunn, Miles Howley, and Alicia Woodworth

**1. CALL TO ORDER**

President Johnson presided and called the meeting to order at 6:09 pm.

**2. ROLL CALL**

**3. CALL FOR MOTION TO PERMIT TRUSTEE TO ATTEND MEETING ELECTRONICALLY**

No request to attend the meeting electronically was received.

**4. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**

**5. MINUTES**

**5.A. Approval of Minutes of the March 26, 2025 Regular Board Meeting**

Trustee Bertschy MOVED TO APPROVE the Minutes of the March 26, 2025 Regular Board Meeting. Motion seconded by Trustee Harant and carried on the following roll call vote: Trustees Bertschy, Covington, Harant, Montez, Sierra, Vice President Hill, and President Johnson. (Results: 7 Ayes; 0 Abstain; 0 Nays).

**6. STAFF REPORTS**

**6.A. Executive Director**

Executive Director Cahill gave thanks to the Parks and Environmental Interpretive Services staff members who are part of the District's prescribed burn unit. In the last week, they have been able to facilitate multiple prescribed burns, including one at the Springdale Cemetery Savannah, that are essential to the healthy growth of those natural areas. A lot of great progress was made in the District's commitment to environmental sustainability.

Executive Director Cahill stated that yesterday, a kickoff meeting was held to begin the environmental assessment with an outside consultant. Information was given to the consultant that provided a foundation for them to start the assessment and provide recommendations for prioritization to reduce the District's carbon footprint and be more environmentally sustainable. The consultant anticipated the process would be complete by early fall.

Executive Director Cahill stated that there are three more weekends left for Glow Wild at the Peoria Zoo. In addition, staff is in the final week of soliciting professionals who would be a part of

Be Anything! at the Peoria PlayHouse and Children's Museum. This event is a great experience that helps expose kids to different careers and is also a great fundraiser to support the PlayHouse.

**6.B. Superintendent of Design, Construction & Planning**

Becky Fredrickson presented the March 2025 Project Report and stated that currently, there are no projects materially behind schedule. *Please see Attachment A.*

**6.C. Chief of Police**

Matt Freeman presented the February 2025 Police Report. *Please see Attachment B.*

**8. COMMITTEE REPORTS**

**7.A. Strategy Ad Hoc Committee – Planning – Memorial Bench at FPNC**

Staff received a request from Sherrie Ryberg to place a memorial bench at Forest Park Nature Center in memory of her late husband who completed his Eagle Scout project at FPNC many years ago. Staff worked with the Mrs. Ryberg to confirm her interest in the memorial bench. The bench will also include a standardized plaque, with language agreed upon by the District and family. As such, staff recommends approval of this request. Staff will ensure the bench and plaque matches the Memorial and Tribute guidelines. All expenses will be incurred by Mrs. Sherrie Ryberg

Trustee Sierra MOVED TO APPROVE the Ryberg Memorial Bench at FPNC. Motion seconded by Trustee Montez and carried on the following roll call vote: Trustees Bertschy, Covington, Harant, Montez, Sierra, Vice President Hill, and President Johnson. (Results: 7 Ayes; 0 Abstain; 0 Nays).

**8. NEW BUSINESS**

**8.A. Policy Updates Related to 2025 Changes in State Law**

Shalesse Pie stated that presented for approval, the following policy changes are provided in order to be in compliance with employment law changes that became effective January 1, 2025, staff is recommending the following changes to the Policy Manual:

- PART II, SECTION I, Subsection 12.00 Equal Employment Opportunity Policy,
- PART II, SECTION I, Subsection 22.00 Funeral/Bereavement Leave
- Part II, SECTION III, Subsection 38.00 Discriminatory Harassment Policy
- PART II, SECTION III, Subsection 4.00 Equal Opportunity
- PART II, SECTION III, Subsection 7.00 Official Records

Trustee Bertschy MOVED TO APPROVE the Changes to Employment Policies. Motion seconded by Trustee Harant and carried on the following roll call vote: Trustees Bertschy, Covington, Harant, Montez, Sierra, Vice President Hill, and President Johnson. (Results: 7 Ayes; 0 Abstain; 0 Nays)

**8.B. Pre-Travel Expenses Approval for President Johnson to Attend the Annual IAPD Legislative Reception on April 29, 2025 and Conference on April 30, 2025 in Springfield, IL**

As required by state law and Peoria Park District policy, provided is a pre-travel cost estimate for President Johnson who has expressed interest in attending the IAPD Legislative Reception and Conference in Springfield, IL on April 29 and 30, 2025, respectively. Trustees will complete the process by providing a post-travel audit of expenses, which will also be presented to the Board for consideration. As such, staff recommends that the Board approve the pre-travel estimate for

costs associated with the participation of President Johnson at the IAPD Legislative Reception and Conference in Springfield, IL April 29 and 30, 2025, respectively.

Trustee Harant MOVED TO APPROVE the Pre-Travel Expenses for President Johnson to Attend the Annual IAPD Legislative Reception on April 29, 2025 and Conference on April 30, 2025 in Springfield, IL. Motion seconded by Trustee Bertschy and carried on the following roll call vote: Trustees Bertschy, Covington, Harant, Montez, Sierra, Vice President Hill, and President Johnson. (Results: 7 Ayes; 0 Abstain; 0 Nays)

**8.C. Naming Policy**

*First Read*

Trustee Bertschy stated that at the Strategy Ad Hoc Committee, the Board members present voted unanimously to present the Naming Policy for first read at tonight's Regular Board meeting and approval at the April 23, 2025 Regular Board meeting. *Please see Attachment C.*

**8.D. License Agreement – Robinson Park**

Mike Friberg stated that the property at 11305 N. Pawnee Road has long had an encroachment onto Park District property. Recently this property was sold, and the new owners approached the Park District for resolution.

Existing encroachments include a gazebo built partially on park land, fencing, a paved path, turfgrass, irrigation, and landscape mulching. The land is flat, and not subject to erosion concerns. Staff propose a license agreement to allow the Alwans to continue to use 0.107 acres as well as a 92'x2' strip of park land. Legal counsel has reviewed this proposed agreement.

As such, staff recommends execution of a license agreement with Patrick and Beth Alwan for use of Robinson Park property adjacent to 11305 N. Pawnee Road.

Trustee Montez MOVED TO APPROVE the License Agreement for Patrick and Beth Alwan for property located at 11305 N. Pawnee Road. Motion seconded by Trustee Harant and carried on the following roll call vote: Trustees Bertschy - Abstain, Covington – Aye, Harant - Aye, Montez - Aye, Sierra - Aye, Vice President Hill - Aye, and President Johnson - Aye. (Results: 6 Ayes; 1 Abstain; 0 Nays)

**9. CALENDAR OF CONSENT ITEMS**

- 9.A. Bid - Screen Printed Shirts and Hats**
- 9.B. Bid – Fire Extinguisher Maintenance, Repair, Service and Training**
- 9.C. Bid – Upfit for Two 2024 Ford F350 Trucks**
- 9.D. Purchase of 3 Ford Trucks per State of Illinois Contract**
- 9.E. Purchase of 2025 Chrysler Pacifica Hybrid Minivan per State of Illinois Contract**
- 9.F. Bid – Peoria Players Theatre HVAC Replacement**
- 9.G. Ratification of Phone Poll Dated April 1, 2025 – Owens Cylinder Rental Quote**

Trustee Montez requested item 9.A. be pulled for discussion.

Trustee Bertschy requested items 9.B., 9.C., 9.D., and 9.E. be pulled for discussion.

Trustee Sierra MOVED TO APPROVE Calendar of Consent items 9.F. and 9.G. Motion seconded by Trustee Montez and carried on the following roll call vote: Trustees Bertschy, Covington, Harant, Montez, Sierra, Vice President Hill, and President Johnson. (Results: 7 Ayes; 0 Abstain; 0 Nays)

In regard to item 9.A., Trustee Montez noted that the request for bids was sent to several companies. Were there any local companies that were considered? Nicole Staley stated that by Park Code, the District has to advertise in the local paper, in which many of the companies are made aware of requests for bid and download them. Once the lowest bidder was determined, Nicole verified with the company (that is out of state) to make sure they understand the requirements and shipping and checked numerous references that were provided. Two local companies submitted a bid however, neither was the lowest bidder. Trustee Covington stated that the lowest bidder is not women or minority-owned. Nicole Staley stated that for projects that do not require labor but only products, the lowest responsive and responsible bidder is chosen, per Park Code. Trustee Sierra stated that opportunities such as this are discussed in the DEIA Committee, not only to try to incentivize and spur minority business, but also to be very intentional on the District's outreach. He stated it's difficult for him to accept that the District couldn't go with someone local, and it's even harder for him to accept that the District couldn't find a minority business to potentially push this project to, with respect to the law. Trustee Sierra would like to know if there's opportunity to have conversation about how can the Park District further bring minority business to contracts like this.

President Johnson asked if there is a law that states that the District has to take the lowest bid on this type of project, so that minorities, particular Black minorities, can do business with the Park District? Attorney Day stated that yes, by state law, the obligation to accept the lowest responsible bidder is accurate. President Johnson stated that he wants to pursue this and would like PDRMA contacted, as it's just not fair. Executive Director Cahill stated that staff appreciates that and will support it. However, it is not a PDRMA-specific issue as it's state law and perhaps Attorneys Day and Gunn would be more suitable to weigh in on this.

Trustee Montez MOVED TO APPROVE Calendar of Consent item 9.A. Motion seconded by Trustee Montez and carried on the following roll call vote: Trustees Bertschy, Covington, Harant, Montez, Sierra, Vice President Hill, and President Johnson. (Results: 7 Ayes; 0 Abstain; 0 Nays)

Trustee Bertschy stated that in regard to items 9.B., 9.C., 9.D., and 9.E., the Certificate of Equal Employment Opportunity Compliance for Contractors & Vendors form that the bidder fills out, the contractor verifies that *"further, the contractor will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any underutilization [44Ill Admin Code 750.110(b)]."* In the case of these particular bidders, they then provide their workplace profile. It seems to him that if they're the lowest responsible bidder, they have to follow the law of Illinois and as such, should be doing this analysis in which they committed to. As such, Trustee Bertschy implores this Board and the staff to make sure that Park District contractors demonstrate that they are doing this. He understands there is a difference between buying a product or buying a service, but unless a workforce profile is provided by the bidder, the Park District has no way of knowing a baseline and whether the next time they bid, to see if they're following the law and therefore be the lowest responsible bidder. That information is necessary to be able to determine the "responsible" portion of the bid and following the particular statute.

Trustee Bertschy MOVED TO APPROVE Calendar of Consent items 9.B., 9.C., 9.D., and 9.E. Motion seconded by Trustee Montez and carried on the following roll call vote: Trustees Bertschy, Covington, Harant, Montez, Sierra, Vice President Hill, and President Johnson. (Results: 7 Ayes; 0 Abstain; 0 Nays)

**10. PENDING BUSINESS**

None at this time.

**11. CITIZEN REQUEST TO ADDRESS THE BOARD**

Mr. Patrick Alwan addressed the Board concerning the request for approval of the License Agreement at Robinson Park (item 8.D. above), as this is his recently-purchased property.

**12. COMMUNICATIONS**

None at this time.

**13. ACTION STEPS REVIEW**

None noted at this time.

**14. OTHER BUSINESS**

**14.A. Approval to Convene into Closed Session Pursuant to Section 2(c)(1) The Appointment, Employment, Compensation, Discipline, Performance, or Dismissal or Specific Employees of the Public Body.**

At 7:09 pm, Trustee Montez MOVED TO CONVENE into Closed Session Pursuant to Section 2(c)(1) The Appointment, Employment, Compensation, Discipline, Performance, or Dismissal or Specific Employees of the Public Body. Motion seconded by Trustee Sierra and carried on the following roll call vote: Trustees Bertschy, Covington, Harant, Montez, Sierra, Vice President Hill, and President Johnson. (Results: 7 Ayes; 0 Abstain; 0 Nays)

At 7:34 pm President Johnson reconvened the Regular Board meeting.

**16. ADJOURNMENT**

At 7:36 pm Trustee Sierra MOVED TO ADJOURN. Motion seconded by Trustee Montez and carried by unanimous aye of those present.

Full discussion can be viewed at the following link: <https://www.youtube.com/watch?v=7kOgPHWIVhY>

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Respectfully Submitted by Alicia Woodworth  
Executive Assistant and Board Secretary

**PLANNING, DESIGN, CONSTRUCTION DIVISION  
MONTHLY PROJECT REPORT  
MARCH 2025**

[illegible]

PROJECTS IN PLANNING AND/OR DESIGN	PROJECTS OUT TO BID/QUOTE	PROJECTS UNDER CONSTRUCTION	PROJECTS MATERIALLY BEHIND SCHEDULE	COMPLETED PROJECTS
<div>Owens Prev. Maint/Fix Leaks</div> <div>Peoria Players Rooftop Unit Replace</div> <div>Peoria Zoo Path Improvements - Ausi</div> <div>Peoria Zoo Generators (Biocenter &amp; Giraffe)</div> <div>Peoria Zoo Viewing Window Repl - Ph. 2</div> <div>PlayHouse Water Table</div> <div>PlayHouse Porch Exhibit</div> <div>PlayHouse Exhibit Upgrades</div> <div>PlayHouse Sound Dampening</div> <div>Proctor 2nd Floor Restroom Upgrades</div> <div>Proctor Polish Locker Room Floors</div> <div>RiverPlex Whirlpool Replace</div> <div>RiverPlex Arena Floor Replace</div> <div>RiverPlex Arena Curtains &amp; Motors</div> <div>Safety Town Fence</div> <div>Sommer Farm Living History Utility Improv.</div> <div>Stadium Diamond #4 8' Fence on 1st Base Line</div> <div>Stadium #2 Expand Infield for 80' Bases</div> <div>Stadium Service Building Siding Improv.</div> <div>Woodruff Outfield Fence Replace - ph. 1</div>				

## POLICE ACTIVITY SUMMARY – MARCH, 2025



**TOTAL NUMBER OF ALL REPORTS: 12**

**CRIME REPORTS**

<i>Location</i>	<i>Date/Time</i>	<i>Offense Type</i>	<i>Case #</i>
Owens Center	03/02/25 15:30	Disorderly Conduct, Provoking Case Summary: Unknown person took and threw cell phone, no charges pressed	25-20
Charter Oak Park	03/04/25 20:55	Ticket # A31056, #A31055 Case Summary: Indecent Conduct, Obstructing	25-21
Riverplex	03/05/24 11:34	Theft of Credit Card Case Summary: Unknown person online Use of Credit Card with Intent to Defraud	25-22
Pioneer Pkwy & N. Sommar	03/05/24 17:00	Services to Other Agencies Case Summary: Assisted City in taking a report of fraudulent activity	25-23
Detweiller Riverside	03/05/25 17:00	Ticket #A31439 Ticket #A31440 Case Summary: Reckless Driving, Disregard for Public Safety	25-24 25-25
Detweiller Riverside	03/11/25 17:01	Destruction of Property Case Summary: Unknown Person damaged large section of grass	25-26
Glen Oak Park -City Assisted	3/18/25 17:46	Disorderly Conduct/Aggravated Battery/Mob Action/Delinquency of Minor Case Summary: Juvenile Fight in Park Playground area, Incident Cleared, Suspect Reported to DCFS Intake	25-28
Lakeview Park	3/24/25 10:15	Encampment Found Case Summary: Unknown person Illegal Camping, Illegal Dumping	25-29

**MONTHLY TOTAL – CRIME REPORTS: 8**

**NON-CRIME REPORTS**



<b>Location</b>	<b>Date/Time</b>	<b>Offense Type</b>	<b>Case #</b>
Robinson Park	03/06/25 15:51	Services to other Agencies Case Summary: Found Ammunition on Trail. Trail Secured	25-27
Martin Luther King Park	03/25/25 10:19	Other Investigation Case Summary: Third Party Caller Stated Firearm Buried in Park, area Canvassed and Secured	25-30
Riverplex	03/26/25 18:59	Sick Cared For Case Summary: Juvenile Transported to Carle Health	25-31
Glen Oak Park	03/28/25 15:45	Found Property Case Summary: Tablet Found in Park	25-33

**MONTHLY TOTAL – NON-CRIME REPORTS: 4**

## **TRAFFIC CRASH REPORTS**

<b>Location</b>	<b>Date/Time</b>	<b>Tickets Issued</b>	<b>Case #</b>
None			

**MONTHLY TOTAL – TRAFFIC CRASH REPORTS: 0**

## **TRAFFIC CITATIONS**

<b>Location</b>	<b>Date/Time</b>	<b>Offense</b>	<b>Ticket #</b>
Charter Oak Park	03/04/25 20:55	Obstructing Identification	25-2146
Detweiller Park	03/05/25 17:30	Reckless Driving	25-2168
Detweiller Park	03/05/25 17:00	Reckless Driving	25-2167
N. Prospect & E. War Memorial Dr.	03/17/25 12:40	Improper Lane Usage	25-2550
Glen Oak Park	03/22/25 16:55	Reckless Driving No Seatbelt on Child	25-2843
Kinsey Park	03/23/25 16:00	Suspended Motor Vehicle Registration	25-2877

**MONTHLY TOTAL – TRAFFIC CITATIONS: 6**

## **ORDINANCE VIOLATIONS**

<b>Location</b>	<b>Date/Time</b>	<b>Offense</b>	<b>Case #</b>
Charter Oak Park	03/04/25 20:55	Indecent/Lewd Conduct Ticket # A31056	25-21
Charter Oak Park	03/04/25 25-21	Indecent/Lewd Conduct Ticket # A31055	25-21
Detweiller Riverside	03/05/25 17:00	Indecent/Lewd Conduct Ticket # A31440	25-25
Detweiller Riverside	03/05/25 17:00	Indecent/Lewd Conduct Ticket # A31439	25-24

Glen Oak Park	03/18/25 17:46	Disorderly Conduct/Threatening, Abusive Language Ticket #A31443	25-28
Glen Oak Park	03/18/25 17:46	Disorderly Conduct/Threatening, Abusive Language Ticket #A31442	25-28

**MONTHLY TOTAL – ORDINANCE VIOLATIONS: 6**

## **PARKING VIOLATIONS**

<b><i>Location</i></b>	<b><i>Date and Time</i></b>	<b><i>Offense</i></b>	<b><i>Ticket #</i></b>
Bradley Park	03/14/25 19:52	Parked After Hours	06736
Bradley Park	03/14/25 19:56	Parked After Hours	06737
Bradley Park	03/14/25 20:01	Parked After Hours	06738
Glen Oak Park Zoo	03/28/25 12:47	No Parking Zone	05735
	12:45		05734
	12:43		05733
	12:47		05735
	12:48		05736
	13:11		05737
Glen Oak Park Zoo	03/28/25 14:29	No Parking Zone	06739

**MONTHLY TOTAL – PARKING VIOLATIONS: 10**

Reviewed by: Emily Mahill Date: April 3, 2025

# Peoria Park District Naming Rights & Honorific Naming Policy

## 1. Purpose

This policy establishes guidelines for naming rights tied to sponsorships and donations, as well as honorific naming for individuals who have made extraordinary contributions to the Peoria Park District (“District”) or those who have made significant national or international impacts and who preferably have ties to the communities we serve. The goal is to ensure a clear, transparent, and equitable process that reflects the District’s mission, values, and long-term sustainability. This policy is to be applied prospectively from May 1, 2025, and does not require the re-naming of any existing park properties, facilities, amenities, programs, or spaces unless so determined by the Peoria Park District Board of Trustees (“Board”).

## 2. Scope

This policy applies to:

- Naming rights of properties, facilities, amenities, programs, and spaces in exchange for financial sponsorship or philanthropic contributions.
- Honorific naming of properties, facilities, amenities, programs, and spaces for retiring elected officials, staff, or community members who have made extraordinary contributions to the District or to significant national or international figures whom the Board wishes to honor (e.g., Martin Luther King) with an emphasis on those with a tie to the communities we serve.

As used in this policy, the term “programs” refers to the multi-year naming of programs or activities of the District. An annual presenting sponsorship for a program or activity offered to an individual or business is within the discretion of the Executive Director.

## 3. General Naming Principles

- All naming decisions must align with the **mission, values, and long-term strategic vision** of the Peoria Park District.
- The District reserves in its sole discretion the right to **decline or revoke** naming rights if they do not uphold the District’s reputation or if circumstances change.
- A Naming Review Committee will oversee all naming proposals before Board approval.
- Prior to naming or renaming, the Naming Review Committee will review and approve a slate of amenities or locations that are eligible for consideration under this policy.

## 4. Sponsorship Naming Rights

### 4.1 Criteria for Sponsorship Naming

Naming rights may be granted in recognition of:

1. **Monetary Contributions:** A significant financial contribution that supports the District’s facilities, programs, or initiatives
2. **Corporate Sponsorships:** Business partnerships with the District that enhance public services while maintaining alignment with the District’s mission.

3. **In-Kind Contributions:** Substantial non-monetary contributions (e.g., equipment, services) that has permanent or long-term impact on the District's mission.

Qualifying gifts under this section may be made as part of a capital campaign effort focused on a single facility or cause or as a stand-alone donation with intent for support designated by the donor. Specific naming layout will be approved on a case-by-case basis by the Naming Review Committee after negotiation with the proposed sponsor.

## 4.2 Process for Sponsorship Naming

1. **Proposal Submission:** Before any naming proposals are presented for approval under this section, staff will submit an annual recommendation for potential naming sponsorship opportunities for solicitation that make sense with existing inventory available for potential naming.
2. **Review & Negotiation:** The District will assess the proposal for alignment with mission, value, and financial sustainability.
3. **Naming Committee Review:** The Naming Review Committee shall review and evaluate the request and make a recommendation to the Board.
4. **Board Approval:** Naming rights agreements require approval by the Peoria Park District Board.
5. **Agreement Term:**
  - Naming rights are **typically granted for a defined period (e.g., 10-20 years)** unless otherwise negotiated.
  - Renewal options may be considered based on continued financial support.

## 4.3 Revocation of Sponsorship Naming Rights

The District reserves the right to remove a name its sole discretion for any reason, including but not limited to cases where:

- The donor or sponsor engages in activities that harm or threaten to harm the District's reputation.
- The sponsor fails to fulfill financial or contractual commitments.
- The facility, program, or space undergoes redevelopment or rebranding

# 5. Honorific Naming for Retiring Officials & Community Leaders

## 5.1 Eligibility Criteria

To be considered for honorific naming, an individual must:

- Have provided **long-term, extraordinary service** to the Peoria Park District or community. In the case of past Park District officials and employees, honorific naming should be carefully limited to those situations where the case is exceptional and compelling.
- Demonstrate contributions that **align with the District's mission and impact**.
- Be retired or separated from their official role for at least **30 months** before consideration.
- Have no history of **legal, ethical, or reputational concerns** that could negatively impact the District.

## 5.2 Process for Honorific Naming

1. **Nomination Submission:** A community member, staff, or organization shall submit a formal nomination (Appendix A).

2. **Review by Naming Committee:** The committee evaluates the individual's contributions and recommends approval or denial.
3. **Board Approval:** Final approval rests with the Peoria Park District Board after public input (if applicable).
4. **Naming Type & Duration:**
  - Honorific naming is considered permanent. However, the Board may take action to rename or revoke as determined by the Board in its sole discretion.
  - The District may offer **alternative recognition methods** (e.g., plaques, honorary events) if full naming is not appropriate.

### 5.3 Revocation or Renaming

The District reserves the right to modify or revoke an honorific name in its sole discretion for any reason, including but not limited to cases where:

- The individual's actions create reputational risk.
- The named facility or program undergoes rebranding, repurposing, or relocation.

## 6. Implementation & Oversight

- The **Executive Director** will oversee the implementation of this policy.
- The **Naming Review Committee** shall be comprised of the full membership of the Peoria Park District Foundation Board.
- The **Peoria Park District Board** will have final approval on all naming decisions.

# Appendix A: Naming Rights & Honorific Naming Application/Nomination Form

## Peoria Park District Naming Application

Date of Submission: \_\_\_\_\_

### 1. Type of Naming Request (Check One):

- ☐ Sponsorship/Donor-Based Naming
- ☐ Honorific Naming (Retired Official/Community Leader)

### 2. Applicant Information:

- Name: \_\_\_\_\_
- Organization (if applicable): \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_

### 3. Naming Details:

- Proposed Name: \_\_\_\_\_
- Facility/Program/Space to be Named: \_\_\_\_\_
- Requested Duration (if applicable): \_\_\_\_\_

### 4. Justification & Impact:

- **For Sponsorship Naming:**
  - Amount of donation: \$\_\_\_\_\_
  - Contribution details: \_\_\_\_\_
  - Expected public benefit: \_\_\_\_\_
- **For Honorific Naming:**
  - Years of service: \_\_\_\_\_
  - Last date this person worked in a District role \_\_\_\_\_
  - Key contributions to the District: \_\_\_\_\_
  - Alignment with District values: \_\_\_\_\_
  - (If a past District official or employee) Why is the case exceptional and compelling?

### 5. Supporting Documents:

- ☐ Letter of Recommendation (for honorific naming)
- ☐ Evidence of Contributions (e.g., financial commitments, service records)

### Acknowledgment:

I, \_\_\_\_\_, certify that the information provided is accurate and acknowledge that approval of this request is at the discretion of the Peoria Park District.

Signature: \_\_\_\_\_

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