

Cooperative Guidelines for Park Ridge Recreation and Park District & Park Ridge Senior Services, Inc.

WHEREAS, the Board of Park Commissioners of the Park Ridge Recreation and Park District ("District") adopted Resolution No. 11-1 on February 17, 2011 (the "Resolution"); and

WHEREAS, the District's Executive Director, Gayle Mountcastle, has reviewed the matters pertaining to the operation of the Park Ridge Senior Center and the relationship between the District and Park Ridge Senior Services, Inc. and has recommended to the Park Board that such relationship going forward (if it is to continue) should continue on the basis of the following Cooperative Guidelines, with which the Park Board has concurred, with the mutual expectation that SSI and the District will proceed to work together, if at all, in good faith, with the expectation of mutual reliance on the points hereinafter set forth:

SSI is a 501-C3 corporation that provides the Park Ridge Senior Center with financial and advisory support. SSI has an eleven member Board of Directors that meets six times per year at the Senior Center.

The mutual expectations of the parties are set forth below:

It shall be the responsibility of Park Ridge Senior Services, Inc. ("SSI") to:

- Serve as advocates for Park Ridge seniors for the purpose of further providing healthy living opportunities during the aging process.
- Conduct fundraising, accept donations, and encourage bequests to the District for the District's use in supporting the operation of senior programs.
- Invest donations, fundraising dollars and bequests in a manner to obtain the best income yield consistent with due regard for the conservation of principal.
- Provide input into applications for financial support submitted to obtain additional funding.
- Accept financial support from donors, both individual and/or organizational.
- Approve expenditures of SSI funds when intended to be used for the purchase of equipment and supplies for senior center programs.
- Turn over to the District all monies received by SSI during each calendar quarter from all sources (including but not limited to proceeds of donations, fundraising, and grants) not later than 30 days after the end of each quarter, but not in excess of \$15,000 per quarter; provided, however, that in addition to the foregoing required payments any monies received by SSI in a calendar quarter shall be paid by SSI to the District at the end of the next succeeding quarter, if any, during which monies received by SSI were less than \$15,000, to the extent necessary to result in the District being paid \$15,000 or as much thereof as possible for such succeeding quarter, and further provided that any monies received by SSI in a calendar year in excess of the sum of \$60,000 shall be paid by SSI to the District within 30 days after the end of such year. All monies thus paid to the District shall be used solely to defray the expense of programs and operations for seniors.
- Notify the District within 30 days of receipt of any bequests received.

- Plan and implement at least one annual fundraising event.
- Offer fundraising events which will produce worthwhile net revenue, review proposed events with District staff prior to committing to the event for the purpose of determining if it is likely such event(s) will achieve such goal, or otherwise to not offer such event(s).
- Insure against loss, theft, and other perils to its own personal property which as of June 2011, consists of the items listed below and any additional personal property which SSI acquires or owns in the future, to be added to this list on an annual basis:
 - Baby Grand Piano
 - Ceramic Kiln
 - Four (4) Pool Tables
 - Two (2) Big Screen TV Sets
 - All Lobby Furniture and Display Cases
 - All Tables(7 card tables, 12 banquet tables) and Chairs (50) in the "Drop-In" Area at the Center
 - Game (4) Tables
 - All Equipment in the Kitchen other than the Major Appliances
 - Projector used for Computer Club
 - Two (2) Digital Pianos
 - Banquet Tables
- Prepare periodic financial reports showing only its own direct revenues and expense [not those provided by or expended by the District] such that same are timely available for SSI Board meetings and usable for the annual audit.
- Prepare and provide a year-end income and expense statement to the District within 30 days after the end of each calendar year of its operation.
- Prepare, timely file and provide to the District copies of all required State and Federal governmental reports and timely pay all amounts due in connection therewith.
- Promptly inform the District of any revocation of its tax-exempt status and of any involuntary dissolution of its corporate existence.
- Make no claim at any time against the District, its officials, commissioners, agents, employees, successors and/or assigns for reimbursement or repayment to SSI of any unamortized capital improvements cost such as might arguably otherwise be required had any previous Agreement between SSI and the District been canceled by the District prior to its expiration.
- Provide District with a certified copy of a resolution, in form reasonably acceptable to the District, duly adopted by the SSI Board of Directors not later than July 21, 2011, indicating its approval and acceptance of these Cooperative Guidelines.

It shall be the sole responsibility of the District to:

- Provide leisure, recreational and social opportunities for seniors at 100 S. Western Avenue, Park Ridge, Illinois or at any other location(s) which the District deems appropriate to offer and/or facilitate such senior opportunities.
- Provide District employees to carry out senior programming at the above location or at any other location(s) which the District deems appropriate to offer and/or facilitate such senior programming.
- Have sole responsibility for the hiring, evaluation, and discipline of such employees in accordance with the District's Personnel Policy Manual and to the extent applicable, the District's Collective Bargaining Agreement.
- Offer a wide variety of senior programs and evaluate continuously to assure the success of such programs.
- Allow all seniors in Park Ridge the opportunity to register and participate in programs.
- Have the sole responsibility for setting and collecting membership dues and fees and charges for all activities.
- Permit others use of the building at such times and on such days as the District determines will not frustrate the purpose of these Guidelines.
- Permit SSI to remove its personal property from the building, but not fixtures or capital improvements, upon request.
- Make any improvements or alterations in, to or upon the building which District may deem necessary or desirable, from time to time.
- Periodically require those District employees who serve as staff at the building, with approval from the Superintendent of Recreation, to submit a list of requested equipment and supplies for consideration for funding from SSI.
- Provide a Park Commissioner to serve as a liaison to SSI, to be appointed by the President of the Park Board from time to time.
- Provide SSI with a certified copy of a resolution duly adopted by the Park Board not later than July 21, 2011, indicating its approval and acceptance of these Cooperative Guidelines.

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