



LAKE COUNTY FOREST PRESERVES  
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Preservation, Restoration, Education and Recreation

**DATE:** October 1, 2018  
**TO:** Craig Taylor, Chair  
Operations Committee  
S. Michael Rummel, Chair  
Finance Committee  
**FROM:** Nan Buckardt  
Director of Education

**Agenda Item#** 9.7

**RECOMMENDATION:** Recommend Approval of an Ordinance Amending the Annual Fee Ordinance for FY 2018-2019 to include Permit Fees for Private Use of the Bess Bower Dunn Museum of Lake County.

**STRATEGIC DIRECTIONS SUPPORTED:** Public Access and Connections; Organizational Sustainability

**FINANCIAL DATA:** The cost recovery of the proposed permit fees range from 100% for events taking place on Tuesday through Thursday evening, 150% for Friday evening, and 200% for Saturday evening events. These fees align with the Fee Guidelines Subsidy and Cost Recovery approved on April 3, 2014 by the Finance and Administrative Committee.

**BACKGROUND:** Since the Bess Bower Dunn Museum of Lake County (Dunn Museum) opened in March 2018 staff has received several inquiries about private use of the Dunn Museum. Given the uniqueness of the venue in Lake County, staff would like to take advantage of these inquiries to help increase the exposure of the new Dunn Museum while generating additional revenue in support of the operating cost of the Dunn Museum. The current fee ordinance does not include permit fees for the Dunn Museum.

The proposed fees listed on Exhibit A of the Ordinance apply only to private events at the Dunn Museum. Private events would only take place outside of regular museum hours, would be coordinated by museum staff, and would require the permittee to pay for Public Safety staff attendance during the event. Events would be restricted to use of the lobby, museum gift shop, galleries and the North Shore Gas Education Classroom.

The proposed fees are comparable to the current fees for private use of space of similar size at the Chicago Botanic Garden.

**REVIEW BY OTHERS:** Executive Director, Chief Operations Officer, Director of Finance, Superintendent of Educational Facilities, Corporate Counsel.

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF LAKE )

**BOARD OF COMMISSIONERS  
LAKE COUNTY FOREST PRESERVE DISTRICT  
REGULAR OCTOBER MEETING  
OCTOBER 9, 2018**

**MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:**

Your **OPERATIONS COMMITTEE** and **FINANCE COMMITTEE** present herewith “an Ordinance Amending the Annual Fee Ordinance for FY 2018-2019 to include Permit Fees for Private Use of the Bess Bower Dunn Museum of Lake County” and request its approval.

**OPERATIONS COMMITTEE:**

Date: 10/1/18  Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
 Voice Vote Majority Ayes; Nays: 0

**FINANCE COMMITTEE:**

Date: 10/4/18  Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
 Voice Vote Majority Ayes; Nays: 0

**LAKE COUNTY FOREST PRESERVE DISTRICT  
LAKE COUNTY, ILLINOIS**

**AN ORDINANCE AMENDING THE ANNUAL FEE ORDINANCE FOR FY 2018-2019 TO  
INCLUDE PERMIT FEES FOR PRIVATE USE OF THE  
BESS BOWER DUNN MUSEUM OF LAKE COUNTY**

**WHEREAS**, the Lake County Forest Preserve District (the "District") owns and operates the Bess Bower Dunn Museum of Lake County ("Dunn Museum"); and

**WHEREAS**, the Dunn Museum opened to the public at the District's General Offices in March 2018; and

**WHEREAS**, since the Dunn Museum has been open, staff has received inquiries about use of the Dunn Museum for private events; and

**WHEREAS**, it is in the District's best interest to allow private events at the Dunn Museum, which will increase exposure of the Dunn Museum within Lake County and will generate non-tax revenue; and

**WHEREAS**, through its Annual Fee Ordinance, approved by the District's Board of Commissioners on July 11, 2018 (the "Annual Fee Ordinance") the District assesses fees and charges to the users of District programs, services, facilities, and special use areas that provide benefits to a limited and identifiable group of users, which are in addition to those enjoyed by the general public; and

**WHEREAS**, it is in the District's best interests to amend the Annual Fee Ordinance to include fees for the private use of the Dunn Museum;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois **THAT**:

Section 1. Recitals. The recitals set forth above are incorporated as a part of this Ordinance by this reference.

Section 2. Amendment of Annual Fee Ordinance. The Annual Fee Ordinance is hereby amended by adding to it the Education Locations Facility Permits Section set forth in Exhibit A attached hereto.

Section 3. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_, 2018

AYES:

NAYS:

APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Ann B. Maine, President  
Lake County Forest Preserve District

ATTEST:

\_\_\_\_\_  
Julie Gragnani, Secretary  
Lake County Forest Preserve District

Exhibit No. \_\_\_\_\_

## Exhibit A

### (1) Education Locations Facility Permits

Bess Bower Dunn Museum of Lake County  
For Lake County businesses, government agencies, or directly affiliated not-for-profit groups

Tuesday to Thursday, 6:00 to 10:00 pm	\$1,450.00
Friday, 6:00 to 10:00 pm	\$2,050.00
Saturday, 6:00 to 10:00 pm	\$2,650.00
Not for Profit ( <u>Friday and Saturday only</u> ) Ranger Support	20% Discount Hourly Rate