

NOTICE OF REGULAR MEETING

Wednesday, March 29, 2023

Regular Meeting

6:00 pm

Park District of Highland Park
Board of Park Commissioners
636 Ridge Road, Highland Park, IL 60035
No Live Stream

REGULAR MEETING AGENDA

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADDITIONS TO THE AGENDA**
- IV. **PUBLIC COMMENT FOR ITEMS ON AGENDA**
- V. **CONSENT AGENDA**
 - A. **Approval of the Minutes from February 1, 2023 Special Meeting**
 - B. **Approval of the Minutes from the February 7, 2023 Special Meeting**
 - C. **Approval of the Minutes from the February 8, 2023 Workshop Meeting**
 - D. **Approval of the Minutes from the February 22, 2023 Regular Meeting**
 - E. **Approval of 2023 Weeding and Landscape Services Bid**
 - F. **Approval of the 2024 Sunset Valley Golf Club Golf Cart and GPS Purchase**
 - G. **Bills and Payroll in the amount of \$2,664,973.16**
- VI. **FINANCIAL FORECASTS TREASURER'S REPORT**
- VII. **UNFINISHED BUSINESS**
 - A. **Approval of the 2023 Asphalt Improvements Project Bid**
 - B. **Approval of the Park Avenue North Beach Project Design Firm Proposal**
- VIII. **NEW BUSINESS**
 - A. **Consideration to Approve the 2023 Park Avenue Dredging Project Rebid**
 - B. **Approval of the 2023 Hidden Creek AquaPark Deck Chair Replacement Bid**
 - C. **Parks Foundation Update**
 - D. **Board Committee Updates**
 - E. **Director's Report**
 - F. **Board Comments**
- IX. **OTHER BUSINESS**
- X. **OPEN TO PUBLIC TO ADDRESS THE BOARD**

NOTICE OF REGULAR MEETING

Wednesday, March 29, 2023

Regular Meeting

6:00 pm

**Park District of Highland Park
Board of Park Commissioners
636 Ridge Road, Highland Park, IL 60035
No Live Stream**

- XI. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- XII. ACTION FROM CLOSED SESSION IF ANY**
- XIII. ADJOURNMENT**

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Brian Romes, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF SPECIAL MEETING
FEBRUARY 1, 2023**

The meeting was called to order at 6:07 p.m. President Grossberg.

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg to allow Commissioner Bernstein to participate in tonight's meeting by electronic means.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Absent: None

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Assistant Director Maliszewski; Assistant Director Murrin; Manager Ochs; Manager Schwartz; Coordinator Hejnowski

Guest Speakers: Rafael Labrador, Parks Foundation of Highland Park President

ADDITIONS TO THE AGENDA

None.

PUBLIC HEARING FOR THE 2023 BUDGET

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg to convene the proposed Budget and Appropriation Ordinance for the Fiscal Year beginning January 1, 2023, and ending December 31, 2023, for the Park District of Highland Park.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

Special Meeting Minutes
February 1, 2023

President Grossberg reported that The public hearing for the proposed Budget and Appropriation Ordinance for the Fiscal Year beginning January 1, 2023 and ending December 31, 2023 for the Park District of Highland Park is now in session.

As required by law, the budget was, with the Board's consensus, laid down for a period of 30 days. The document was available to be reviewed at Recreation Center of Highland Park, the Highland Park Library, and the District's web site. Also, in accordance with the law, notification of tonight's hearing was posted in the Lake County News-Sun.

President Grossberg reported that let the record show that there were no members of the community or Park Board of Commissioners who have chosen to speak on the 2023 Budget and Executive Director Romes did not receive any written communications relative to the proposed Budget and Appropriation Ordinance for the Fiscal Year beginning January 1, 2023, and ending December 31, 2023, for the Park District of Highland Park.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Kaplan to close the public hearing.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSENT AGENDA

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Kaplan to approve the Minutes from December 7, 2022 Workshop Meeting, the Minutes from December 14, 2022 Regular Meeting, the Minutes from December 20, 2022 Special Meeting, the Microsoft Windows Server 2022 Licenses, the Centennial Ice Arena Water Heaters Bid, the Centennial Ice Arena Landscaping Bid, the 2023 Moroney Park Improvements Poured-in-Place Safety Surfacing Bid, the 2023 Moroney Park Improvements General Playground Construction Bid, the Gewalt Hamilton Associates Proposal for Compton Avenue Trail Connection Design, Resolution 2023-01: Authorizing a Contract for Procurement of Playground Equipment, and Bills and Payroll in the amount of \$3,304,797.66.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

FINANCIAL FORECASTS AND TREASURER’S REPORT

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters reported that as of December 31, 2022, actual revenues are exceeding budgeted revenue by about \$950,000 and actual expenses are \$414,000 less than budgeted for a year-to-date net difference of about \$2.3 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$220,000 surplus.

General Fund Budget vs. Actual

As of December 31, 2022, actual revenues are exceeding budgeted revenue by about \$600,000 and actual expenses are \$600,000 less than budgeted for a year-to-date net difference of about \$1.2 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$449,000 shortcoming.

Recreation Fund Budget vs. Actual

As of December 31, 2022, actual revenues are exceeding budgeted revenue by about \$361,000 and actual expenses are \$217,000 more than budgeted for a year-to-date net difference of about \$1.1 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$1.1 million surplus.

Conclusion

The following Park District programs and facilities are performing better than budget: tennis has a \$394,000 surplus and golf has a \$477,000 surplus. Additionally, replacement taxes are \$375,000 greater than anticipated. There is a \$257,000 surplus from property taxes and a \$193,000 surplus from interest income. Lastly, there is a savings of \$700,000 from salaries and wages due to open positions. Overall, the Park District is in a favorable position at the end of 2022.

UNFINISHED BUSINESS

A. Approval of the 2024 Sunset Valley Golf Club Golf Cart Lease Bid

Manager Ochs reported that this year is the final year of the current lease terms for the golf cart fleet operated at Sunset Valley Golf Club. In December 2022, the Park District solicited bids for a new 2024 golf cart lease agreement. Bids were received on December 20, 2022, and two companies submitted bids for 65 lithium-ion battery golf carts and 1 gas beverage cart. The bid also included an alternate for GPS navigation. The navigation system will be incorporated into the Sunset Valley Golf Club operating budget and staff will seek advertising opportunities to help offset the operational cost. The two Staff reviewed the two golf carts under consideration are Harris Golf Carts – Yamaha Roypow

Special Meeting Minutes
February 1, 2023

Lithium-ion battery golf cart and E-Z-G-O: Division of Textron, Inc – EZGO Samsung Lithium-ion battery golf cart.

After careful review of the 2 Golf Cart Specifications, the Yamaha Roypow Lithium-ion battery golf cart User Guide states that the “Battery may experience storage temperatures from -4 degrees Fahrenheit to 32 degrees Fahrenheit for a total not exceeding 1 month.” Since golf carts at Sunset Valley Golf Club are stored in an enclosed wooden shelter without heat and insulation, staff determined that the golf carts may experience storage temperatures below 32 degrees Fahrenheit for longer than 1 month. Additionally, the Yamaha Golf Carts would be subject to irreversible damage for the battery if stored below -4 degrees Fahrenheit. After discussion with Park District legal counsel, staff requested a written enforceable agreement from Harris Golf Carts that if the Yamaha Roypow Lithium-ion battery golf carts will be stored in an enclosed wooden shelter without heat and insulation, the warranty will not be voided during the entire 5-year period of the lease agreement. Harris Golf Carts were unable to provide written confirmation. After discussion with legal counsel, staff recommends a determination that the Harris Golf Carts would not be the lowest responsible bid. The EZGO lithium-ion battery golf carts User Guide states that the battery can be stored below -4 degrees Fahrenheit for a period not to exceed 30 days and can be stored above -4 degrees Fahrenheit for up to 6 months. Additionally, the EZGO lithium-ion battery golf cart is a proven, reliable golf cart in the Chicagoland Market and can accommodate colder storage temperatures than the Yamaha Roypow lithium-ion battery. For the past 4 years, Sunset Valley Golf Club has been leasing the EZGO lithium-ion battery golf carts and has had remarkable success. Therefore, staff recommend accepting the bid from EZGO: Division of Textron, Inc for the EZGO Samsung Lithium-ion battery golf cart.

The current 5-year Capital Plan for the new golf cart lease is budgeted for \$78,000 per year beginning in 2024. If the Park Board approves this recommendation, the 5-year Capital Plan will be adjusted to \$107,780.34 per year from 2024-2028.

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Kaplan to allow the Executive Director to enter into a 5-year lease term with EZ-GO for 65 lithium-ion battery-operated golf carts and 1 gas-operated beverage cart for a 5-year total not to exceed \$538,901.70 and to enter into a 5-year lease term with EZ-GO for Alternate A (GPS System) in the amount of \$165,789.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

B. Approval of Ordinance 2023-01: Combined Budget and Appropriation Beginning January 1, 2023 through December 31, 2023

Director Peters reported that the 2023 proposed budget was presented to the Finance Committee on November 30, 2022, and December 6, 2022. After review and revisions, a final draft was presented to the Park Board at the December 14 Workshop Meeting. At that time, the Park Board provided consensus to make the draft budget document available for public inspection for thirty days. The budget was made available for public review at the Recreation Center of Highland Park, the Highland Park Public Library, West Ridge Center, and on the District's website during this timeframe. No comments from the Public have been received by the District. In accordance with the Park District Code, tonight's public hearing regarding the budget was posted in the Lake County News-Sun on Monday, January 23, 2023.

The proposed budget for fiscal year 2023 includes operating revenues of \$23,823,138, additional revenues of \$3,689,949 and total estimated expenditures (district-wide) of \$37,417,496 resulting in an anticipated deficit, of \$9,904,409. This is a planned use of reserves for capital projects related to master planning.

A motion was made by Commissioner Kaplan, seconded by Commissioner Ruttenberg to approve the 2023 Budget and 2023 Budget and Appropriation Ordinance (2023-01) for the fiscal year ending December 31, 2023.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

NEW BUSINESS

A. Parks Foundation Update

The President of the Parks Foundation, Rafael Labrador, reminded the Park Board of Commissioners that the Champions Gala is the Parks Foundations premier event to help fund the Scholarship programs. To generate more scholarship funds, the Parks Foundation revamped the event into a glamorous

evening of signature cocktails from our open bar, phenomenal hors d'oeuvres, exciting game of chance to win up to \$100,000, and of course our featured guest; Blackhawk's legend Chris Chelios. The night's live auction will feature fabulous trips, dining experiences, one-of-a-kind items, and memorabilia. He asked that Park Board of Commissioners attend the event and help sell tickets to the community.

Executive Director Romes commended Mr. Labrador, Director Gogola, Director Peters, and Director Maliszewski for their tremendous efforts to coordinate and host the upcoming event.

B. Board Committee Updates

Executive Director Romes reported that at the January 18 Policy Committee Meeting staff reviewed a proposed donation from a Highland Park resident to rename a PDHP park in honor of his family and other Italian families that have settled in Highland Park beginning in the early 1900s. Staff also reviewed the updated employee classification plan and salary ranges and proposed salary adjustments. At the January 18 Facility and Recreation Committee Meeting staff reviewed the 2023 Lakefront user fees for Park Avenue Beach and Boating Facility, Rosewood Beach, and Moraine, possible options to covert a portion of the existing tennis courts to pickleball courts at Danny Cunniff Park, and the feasibility study initiative with BerryDunn for the West Ridge Center Facility Planning Improvements.

C. Directors Report

Executive Director Romes shared the February special events which includes a Valentine's Candlelight Yoga, Friday, February 3, from 6:30 p.m. – 7:45 p.m. at the Recreation Center of Highland Park, Break Cabin Fever, Sunday, February 5, from 10:00 a.m. – 12:00 p.m. at the Heller Nature Center, Sweetheart Surprise, Friday, February 10, from 4:00 p.m. – 5:00 p.m. at West Ridge Center, Family Art Night, Friday, February 17, from 5:30 p.m. – 7:00 p.m. at West Ridge Center, the Highland Park Strings have an Annual Benefit Gala Concert, Sunday, February 19, from 3:00 p.m. – 5:00 p.m. at Ravinia Festival, Family Tennis Night, Saturday, February 25, from 6:00 p.m. – 8:00 p.m. at Deer Creek Racquet Club, and Page to Stage, Sunday, February 26, from 10:00 a.m. – 11:00 a.m. at West Ridge Center.

President Grossberg reported that The Park District of Highland Park is partnering with [Zac's Zoo](#), to collect new stuffed animals for children in crisis. Staff and the community can donate brand new (with store tags) stuffed animals at Deer Creek Racquet Club, Recreation Center of Highland Park, West Ridge Center now - Tue, February 28. All donations will be delivered to Highland Park Fire and Police First Responders, who will give a child in crisis a comforting stuffed animal.

Zac's Zoo is a non-profit organization started by Zac Cohen, who was a native of Highland Park, who at the tender age of 7, Zac wanted to help the smallest victims...the children. From his desire to help, Zac's Zoo was formed, along with a cuddle-comfort criteria of which Zac insisted each stuffed animal must possess. Through Zac's efforts over 10,000 stuffed animals were collected and donated to the children impacted by Katrina and similar tragedies.

Sadly, Zac was killed in a tragic motorcycle accident when he was only 20 years old. His sister and mother, Ellen Cohen, are keeping his legacy alive, by collecting and donating new stuffed animals to children in turmoil, with a brand-new stuffed animal.

D. Board Comments

None.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

A motion was made by Commissioner Kaplan, seconded by Vice President Freeman, to adjourn into Closed Session for discussion of Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Kaplan, Commissioner Rutenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 6:39 p.m.

The meeting reconvened into Open Session at 8:00 p.m.

Action From Closed Session If Any

President Grossberg reported that the Park Board of Commissioners met in Closed Session under Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.

No action was taken pertaining to Section 2(c)5 and 2(c)6.

Special Meeting Minutes
February 1, 2023

Pertaining to Section 2(c) 21 it is the advice of staff and legal counsel that the Closed Session minutes from July 27, 2022 Regular Meeting, August 10, 2022 Workshop Meeting, August 31, 2022 Special Meeting, September 28, 2022 Regular Meeting, October 12, 2022 Workshop Meeting, November 9, 2022 Special Meeting, November 16, 2022 Regular Meeting, December 7, 2022 Workshop Meeting, December 14, 2022 Regular Meeting, and December 20, 2022 Special Meeting, that the need for confidentiality still exists as to all or part of those minutes and shall not be released for public inspection.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Kaplan and approved by a unanimous vote. The Board Meeting adjourned at 8:01 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF SPECIAL MEETING
FEBRUARY 7, 2023**

The meeting was called to order at 8:02 a.m. President Grossberg.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Ruttenberg, Vice President Freeman

Absent: Commissioner Kaplan, President Grossberg

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Voss; Director Peters; Assistant Director Maliszewski; Assistant Director Murrin, Manager Schwartz

Guest Speakers: None

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CLOSED SESSION

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Bernstein to go into Closed Session pursuant to Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District;

Roll Call:

Aye: Commissioner Bernstein, Commissioner Ruttenberg, Vice President Freeman

Nay: None

Absent: Commissioner Kaplan, President Grossberg

Abstain: None

Motion Carried

Meeting was adjourned into closed session at 8:17 a.m.

Meeting was reconvened into open session at 9:24 a.m.

ACTION FROM CLOSED SESSION IF ANY

Vice President Freeman reported that the Park Board of Commissioners meet in Closed Session under Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District.

Due to the length of the discussion pertaining to Section 2(c)5, the Park Board of Commissioners voted to table discussions pertaining to Section 2(c)6.

No action was taken from Closed Session pertaining to Section 2(c)5.

ADJOURNMENT

A motion was made by Commissioner Bernstein and seconded by Commissioner Ruttenberg and approved by a unanimous vote. The Board Meeting adjourned at 9:26 a.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
FEBRUARY 8, 2023**

The meeting was called to order at 6:01 p.m. President Grossberg.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Bernstein to allow Vice President Freeman to participate in tonight's meeting by electronic means.

Commissioner Kaplan joined the meeting at 6:13 p.m.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Absent: Commissioner Kaplan

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Maliszewski; Director Murrin; Manager Ochs; Manager Schwartz; Coordinator Hejnowski

Guest Speakers: Jess Wilhite, Kiefer USA, Jeff Carroll Shaw Sports Turf, Inc., Don Matthews, Gewalt Hamilton Associates

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSTRUCTION PROJECT UPDATES

A. Fink Park Athletic Field Development project

Director Maliszewski reported that Gewalt Hamilton Associates is here this evening along with representatives from Kiefer USA and Shaw Sports Turf, Inc. to provide a project update. Mr. Matthews of Gewalt Hamilton Associates shared design plans of the baseball field highlighting drainage and storm sewer piping locations, along with placement for synthetic turf, synthetic grass, and natural grass. Based on the floodplain elevations throughout the site and baseball field, Gewalt Hamilton Associates are recommending Shaw Sports Turf Incorporated Momentum Fiber System which uses silt technology and an interlaced structure to hold down infill and reduce fly-out while maintain a sturdy and reliable playing surface.

Commissioner Ruttenberg would like to know what type of maintenance is needed and how often.

Jeff Carroll of Shaw Sports Turf, Inc. reported that a groomer would need to be purchased, he can provide a list of models, but they could cost up to \$10,000.

Director Maliszewski reported that the District has funds set aside for maintenance.

B. Centennial Ice Arena Facility and Site Renovations project

Manager Schwartz shared images of the entry and lobby drop off progress, along with several interior renovations including the roughings, restrooms, and tile work.

C. Centennial Ice Arena Rink Floor Replacement project

Director Smith reported that the rink floor is completed. Park District staff are painting the area. Afterwards flooring will be installed and the board will go in. Ice will be available to user groups in April.

APPROVAL OF THE ILLINOIS MUTUAL RETIREMENT FUND (IMRF) AUTHORIZED AGENT APPOINTMENT TO LARRY M. CARR AND SUPPORTING RESOLUTION

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg to appoint Larry M. Carr, Deputy Director of Facilities and Operations, as the District's IMRF authorized agent and the supporting resolution # 2023-02.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

RECREATION CENTER OF HIGHLAND PARK FITNESS MEMBERSHIP PRESENTATION

Director Murrin reported that the Fitness Your Way Membership was launched January 6, 2022, to regain members after 2,200 were lost from COVID. Staff focused on acquisition, integration, and retention with this new membership, promoting and offering facility tours, 2-week free trials, orientations and promotions. When COVID restrictions relaxed, and with a strong marketing push, 112 new annual members were gained in the month of April. She provided a summary of each area, reporting that the majority of users have a basic membership, group ex averages 12 participants per class and the average class participant age is 58 years old. In 2022 160 unique users utilized personal training services with the average age being 58 years old. In 2022 3,413 residents and 636 non-residents used the walking track. Added services for 2022 included Kids Club, Wiggle Time, Open Pickleball, Open Gym, and Open Swim. As for 2023 staff set monthly membership goals and she is pleased to report that the actual sales in January surpassed budgeted by 101 memberships. Staff are working closely with the marketing department to attract new members while retaining the current.

President Grossberg would like to know if fitness cafes help attract new members.

Director Murrin reported that her studies and past experiences have always seen a loss in revenue from fitness cafes.

President Grossberg would like to know if there is any synergy from the Preserve and offering more outdoor fitness classes.

Director Murrin reported at this time, staffs efforts are focused on membership and group fitness instead of specialty programs such as those.

Commissioner Kaplan reported that as a daily user he has noticed in the last 7 months that the wow factor has returned. Overall, he feels it is a much better experience.

Commissioner Bernstein would like a presentation regarding the Districts Emergency Action Plans and use of AED's and similar situations.

Director Murrin reported that the Recreation Center of Highland Park recently held an EAP staff training which included AED locations, usage and staffing responsibilities in emergency situations.

Commissioner Ruttenberg would like to know if the District should follow boutique fitness methods.

Director Murrin reported that staff are exploring those options.

REVIEW OF VOUCHERS

Director Peters reported that the only significant check was for Schaeffges Brothers, Inc. for a little less than \$150,000.

OTHER BUSINESS

Commissioner Bernstein requested an update on the Champions Gala.

Director Maliszewski reported that the District is on track to meet or beat the 2019 attendance and shared some of the prizes, which are much more elegant than previous years.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Kaplan, to adjourn into Closed Session for discussion of Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District.

Roll Call:

Aye: Commissioner Bernstein; Commissioner Ruttenberg, Commissioner Kaplan; Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:04 p.m.

The meeting reconvened into Open Session at 8:00 p.m.

Action From Closed Session If Any

President Grossberg reported that the Park Board of Commissioners met in Closed Session under Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District.

No action was taken.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Kaplan and approved by a unanimous vote. The Board Meeting adjourned at 8:01 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
FEBRUARY 22, 2023**

The meeting was called to order at 6:03 p.m. President Grossberg.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Ruttenberg, President Grossberg

Absent: Commissioner Kaplan, Vice President Freeman

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Maliszewski; Director Murrin; Manager Ochs; Manager Schwartz; Coordinator Hejnowski

Guest Speakers: None

Vice President Freeman joined the meeting at 6:05 p.m.

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSENT AGENDA

A motion was made by Commissioner Bernstein, seconded by Commissioner Ruttenberg to approve the Minutes from January 11, 2023 Workshop Meeting, the Minutes from January 18 Policy Committee Meeting, the Minutes from the January 18 Facility and Recreation Committee Meeting, Resolution #2023-02: Authorizing an Increase in the Budgeted Year-End Fund Transfer Amounts, Ordinance #2023-02: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property, 2023 Deer Creek Racquet Club Concrete and Masonry Repairs bid, the 2023 Routine Grounds Maintenance - North Route bid, the 2023 Routine Grounds Maintenance - South Route bid, the Rejection of the 2023 Routine Grounds Maintenance - Electric Route bid, the Changes to Personnel Policy #2.8 Definitions “Introductory Employees”, the Changes to Personnel Policy #3.2 Equal Employment Opportunity, the Changes to Personnel Policy #4.10 Performance Evaluations, the Changes to Personnel Policy #6.2 Fleet Safety, the Changes to Personnel Policy #6.14.2 / #6.15.2 Reimbursement During Business Travel, Personnel Policy #6.17 and #6.17 Nursing Mothers, the Changes to Personnel Policy #8.3 Sick Time, the Changes to Personnel Policy #8.3 / #8.5 Bereavement, and the Changes to Personnel Policy #10.3 Illinois Victims’ Economic and Safety Act (VESSA), Bills and Payroll in the amount of \$2,257,422.75.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

FINANCIAL FORECASTS AND TREASURER’S REPORT

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters reported that as of January 31, 2023, actual revenues are exceeding budgeted revenue by about \$284,000 and actual expenses are \$427,000 less than budgeted for a year-to-date net difference of about \$710,000. When compared to the pre-COVID years (2017-2019), the District has about a \$371,000 shortcoming.

General Fund Budget vs. Actual

As of January 31, 2023, actual revenues are exceeding budgeted revenue by about \$66,000 and actual expenses are \$136,000 less than budgeted for a year-to-date net difference of about \$202,000 surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$32,000 shortcoming.

Recreation Fund Budget vs. Actual

As of January 31, 2023, actual revenues are exceeding budgeted revenue by about \$218,000 and actual expenses are \$283,000 less than budgeted for a year-to-date net difference of about \$500,000 surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$169,000 shortcoming.

Conclusion

The following Park District programs and facilities are performing better than budget: music and youth dance has a \$32,000 surplus, tennis has a \$61,000 surplus, gymnastics has a \$28,000 surplus, and fitness center memberships have a \$16,000 surplus.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Parks Foundation Update

The Parks Foundation is busy preparing for the upcoming Champions Gala. The Parks Foundation would also like to spend time with the Park Board of Commissioners to understand how they could help fund capital projects and similar projects.

Commissioner Bernstein would like to schedule a joint meeting at Sunset Valley Golf Club between the Park Board of Commissioners and the Parks Foundation in April.

Staff will coordinate and schedule a public joint meeting.

B. Board Committee Updates

Executive Director Romes reported that at the February 14 Finance Committee Meeting staff reviewed the preliminary Cost Center results for 2022, Resolution 2023-03 Authorizing and Increase in the Budgeted Year-End Fund Transfer Amounts, and Ordinance 2023-02 Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property. Staff also reviewed the bid openings for the 2023 Deer Creek Racquet Club Concrete and Masonry Repairs and the 2023 Routine Grounds Maintenance Routes.

C. Directors Report

Executive Director Romes shared the February and March special events which includes Friday Fish Fry's at Sunset Valley Golf Club beginning February 24, from 4:00 – 8:00 p.m. No reservations are needed, first-come, first-served. Deer Creek Racquet Club is hosting a Family Tennis Night on Saturday, February 25, from 6:00 – 8:00 p.m. Bring your family and enjoy a night of tennis, pickleball and wallyball. Heller Nature Center is hosting a Maple Syrup Harvest on Saturday, March 4, from 10:00 – 12:00 p.m. Participants will take a short hike to learn about how to identify the right tree, know when trees are ready, how to tap a tree, and the process of making sweet syrup. Lastly, the Recreation Center of Highland Park is hosting its first pickleball social tournament, the Lucky Pickle, on Friday, March 10, from 4:00 – 8:00 p.m. The deadline to register is March 6, it's \$25/person & you must sign up with a partner. Guaranteed 2 games (20-minute timed matches or first to 11 points).

D. Board Comments

None.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

A motion was made by Commissioner Rutenberg, seconded by Bernstein, to adjourn into Closed Session for discussion of Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired;

Roll Call:

Aye: Commissioner Bernstein, Commissioner Rutenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 6:19 p.m.

The meeting reconvened into Open Session at 8:24 p.m.

Action From Closed Session If Any

President Grossberg reported that the Park Board of Commissioners met in Closed Session under Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired;

No action was taken.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman and approved by a unanimous vote. The Board Meeting adjourned at 8:25 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



Memorandum

To: Park Board of Commissioners

From: Dan Voss, Director of Parks; Brian Romes, Executive Director

Date: March 29, 2023

Subject: **Approval of the 2023 Weeding & Landscape Services Bid**

Summary

The Park District of Highland Park received three bids on March 10, 2023, for the Weeding & Landscape Services Bid. The bid proposal specifies monthly weeding, cultivating, edging, and mulching at 10 park sites and five alternate sites, including the North Suburban Special Recreation Association. The work specified in the bid would take place primarily over 6 months, beginning in April and continuing through September.

Bid Results

2023 Weeding & Landscaping Services Bid Tabulation

	Total Base Proposal	Alt. 1: Deer Creek Racquet Club	Alt. 2: Central Park	Alt. 3: NSSRA	Alt. 4: Rosewood Park	Alt. 5: Sunset Schwartz Garden
Delia & Bro's Landscaping Inc.	\$252,455.00	\$80,055.00	\$15,990.00	\$7,345.00	\$17,400.00	\$103,200.00
Langton Group	\$55,994.00	\$1,860.00	\$4,224.00	\$4,974.00	\$5,280.00	\$3,168.00
Fleck's Landscaping	\$39,924.00	\$600.00	\$1,128.00	\$957.00	\$1,866.00	\$960.00

References from the lowest bidder, Fleck's Landscaping, were favorable.

Financial Impact

Total Budgeted Funds for 3 Annual Landscape Maintenance Contracts	\$209,937.00
1. North Route Base Bid & Alternates 1&2 (approved at the February 22, 2023 Board meeting)	\$ 82,394.00
2. South Route Base Bid & Alternates 1, 4-6 (approved at the February 22, 2023 Board meeting)	<u>\$ 81,952.00</u>
3. Weeding & Landscaping Bid base proposal & Alternates 1-5	\$ 45,435.00
Reimbursement from NSSRA	(\$ 1,828.00)
Anticipated Amount Under Budget	\$ 1,984.00

Recommendation

Staff and the Park District Finance Committee recommend approval from the Park Board of Commissioners the acceptance of the 2023 Weeding & Landscape Services base bid proposal and alternates 1-5 from Fleck's Landscaping in the amount of \$ 45,435.00.



Memorandum

To: Park Board of Commissioners

From: Ryan Ochs, General Manager/Superintendent Golf Operations; Mari Lynn Peters, Director of Finance; Jeff Smith, Director of Planning, Projects and IT; Brian Romes, Executive Director

Date: March 29, 2023

Subject: **Approval of the 2024 Sunset Valley Golf Club Golf Cart and GPS Purchase**

Summary

2023 is the final year of the current lease term for the golf cart fleet operated at Sunset Valley Golf Club. In December 2022, the Park District solicited bids for a new 5-year golf cart lease agreement to begin in 2024. Bids were received on December 21, 2022, and two companies submitted bids for 65 lithium-ion battery golf carts and one (1) gas beverage cart. The bid also included an alternate for GPS navigation. At the February 1, 2023, Special Meeting, the Park Board of Commissioners approved the EZGO Lease Bid in the amount not to exceed \$704,690.70 for the 65 Lithium-Ion Golf Carts, 65 GPS units, and one (1) gas beverage cart.

After reviewing the lease documents and assessing the 8.5% interest rate of the lease agreement with EZGO, Staff determined it was fiscally responsible to alternatively explore purchasing the 65 golf carts, 65 GPS units, and one (1) gas beverage cart through the Sourcwell Purchasing Contract.

Staff reviewed both options with the Park Board Finance Committee on March 21, 2023. Below is the cost comparison of purchasing versus leasing over the proposed 5-year term.

Approved 5-year EZGO Lease Bid Total		Sourcwell EZGO Contract Purchase Price (5+ years)	
65 Lithium Ion Carts -	\$524,706.00	65 Lithium Ion Carts -	\$590,579.60
GPS Units -	\$165,789.00	GPS Units -	\$139,512.75
1 Gas Beverage Cart -	\$14,195.70	1 Gas Beverage Cart -	\$13,333.02
5 Year Lease Total -	\$704,690.70	Total Purchase Price -	\$743,425.37
		Estimated Trade In Value (5 yrs) -	(\$227,500.00)
		5 Year Net Cost -	\$515,925.37
		OR	
		Total Purchase Price -	\$743,425.37
		Estimated Trade In Value (6 yrs) -	(\$211,250.00)
		Estimated annual lease savings -	(\$140,000.00)
		6 Year Net Cost -	\$392,175.37

Financial Impact

After carefully reviewing the option to lease or purchase golf carts, Staff and the Finance Committee agreed that it is in the Park District's best interest to purchase the golf carts and GPS units instead of leasing due to estimated net cost savings to be \$312,515.33 over six years.

The current 5-year Capital Plan reflects \$107,780.34 per year for fiscal years 2024 - 2028. If the Park Board of Commissioners approves the purchase of the carts and GPS rather than the lease, the 5-year Capital Plan will be adjusted to reflect the purchase of golf carts and GPS in the amount of \$743,425.37 in 2024.

Recommendation

Staff and the Finance Committee recommend approval from the Park Board of Commissioners to purchase 65 EZGO lithium-ion battery-operated golf carts, 65 Pace GPS units and 1 EZGO gas-operated beverage cart through the Sourcewell Purchasing Contract in the amount not to exceed \$743,425.37. Purchase payment will be made in 2024.



Memorandum

To: Board of Park Commissioners

From: Samantha Santizo - Accounts Payable Administrator
 Mari-Lynn Peters - Finance Director
 Brian Romes - Executive Director

Date: March 29, 2023

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written February 23, 2023 through March 23, 2023 to be presented to the Board for approval on March 29, 2023.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
February 23, 2023 Emergency Check	\$ 1,023.95
February 27, 2023 Emergency Check	\$ 711.50
March 01, 2023 Emergency Check	\$ 2,000.00
March 03, 2023 Emergency Check	\$ 5,111.07
March 03, 2023	\$ 558,490.07
March 07, 2023 Emergency Checks	\$ 18,872.39
March 08, 2023 Emergency Checks	\$ 27,355.28
March 09, 2023 Emergency Check	\$ 8,250.00
March 10, 2023 Emergency Check	\$ 2,420.00
March 13, 2023 Emergency Check	\$ 4,464.72
March 16, 2023 Emergency Checks	\$ 420.00
March 23, 2023	\$ 1,037,076.71
Void Payments	\$ (403.32)
Bank Drafts	\$ 62,788.96
P-Card	\$ 191,121.54
TOTAL	\$ 1,919,702.87

PAYROLL DISBURSEMENTS

February 24, 2023	\$ 375,153.61
March 10, 2023	\$ 370,116.68
TOTAL	\$ 745,270.29

GRAND TOTAL \$ **2,664,973.16**

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 03-29-23 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____

Secretary



Park District of Highland Park, IL

Check Register

Packet: APPKT03498 - 02/23/23 Plansource-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19484	PLANSOURCE	02/23/2023	Regular	0.00	1,023.95	188937
021623	Invoice	02/16/2023	IMRF Retiree Insurance-March 2023 Premiu...	0.00	1,023.95	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,023.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,023.95

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	1,023.95
			<hr/>
			1,023.95



Park District of Highland Park, IL

Check Register

Packet: APPKT03502 - 02/27/23 An Apple A Day-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19790	AN APPLE A DAY INC	02/27/2023	Regular	0.00	711.50	188938
022423	Invoice	02/24/2023	Catering for R. Grill retirement 02.28.23	0.00	711.50	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	711.50
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	711.50

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	711.50
			<hr/>
			711.50



Park District of Highland Park, IL

Check Register

Packet: APPKT03506 - 03/01/23 Illinois Department of Natural Resources-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
11183	ILL DEPT OF NATURAL RESOURCES	03/01/2023	Regular	0.00	2,000.00	188939
BA 22-299	Invoice	02/28/2023	Boat Access Area Dev. Grant Award Fee #BA...	0.00	2,000.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,000.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	2,000.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	2,000.00
			<hr/>
			2,000.00



By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
16895	312 COMMUNICATIONS INC	03/03/2023	Regular	0.00	7,700.00	188940
97769	Invoice	01/31/2023	312 Professional Services Jan 2023	0.00	7,700.00	
15147	ABC PRINTING COMPANY	03/03/2023	Regular	0.00	2,624.41	188941
272413	Invoice	02/03/2023	Decals: 7,000 Resident Lakefront, 300 Non-R...	0.00	2,187.61	
272737	Invoice	02/16/2023	72x36 Spring Registr(3), Camp Regist(3) Ban...	0.00	290.00	
272756	Invoice	02/17/2023	3' x 6' Spring Registration Banner	0.00	146.80	
19993	ACP CREATIVIT, LLC	03/03/2023	Regular	0.00	25,806.00	188942
INV97908	Invoice	11/16/2022	Server/Adaptor/Hard Drives/HPE License	0.00	25,806.00	
19734	AECOM TECHNICAL SERVICES INC.	03/03/2023	Regular	0.00	3,903.17	188943
2000725333	Invoice	02/22/2023	Park Ave Boat Launch Parking Lot Restoration	0.00	1,567.26	
2000725333	Invoice	02/22/2023	Park Ave Boat Launch Parking Lot Restoration	0.00	2,335.91	
18286	ALICIA SINGER	03/03/2023	Regular	0.00	22.90	188944
1825085	Invoice	02/22/2023	Refund	0.00	22.90	
16342	AMERICAN UNDERGROUND, INC	03/03/2023	Regular	0.00	1,580.00	188945
9587	Invoice	12/30/2022	Cunniff Bathroom Prep, Clean & Inspect	0.00	1,580.00	
10149	ANCEL, GLINK, DIAMOND, BUSH,	03/03/2023	Regular	0.00	5,300.00	188946
94422	Invoice	02/07/2023	Legal Services January 2023	0.00	5,300.00	
16949	ANDERSON LOCK	03/03/2023	Regular	0.00	795.00	188947
7103766	Invoice	01/17/2023	Install Locks	0.00	795.00	
13696	ANIMAL QUEST ENTERTAINMENT INC	03/03/2023	Regular	0.00	200.00	188948
022223	Invoice	02/22/2023	Animal Show Deposit for 7/6/23 Heller Sum...	0.00	200.00	
20205	BETSY BRISKMAN	03/03/2023	Regular	0.00	287.00	188949
1824972	Invoice	02/22/2023	Refund	0.00	287.00	
10463	CHICAGO TRIBUNE COMPANY	03/03/2023	Regular	0.00	627.45	188950
065595808000	Invoice	12/30/2022	Classified Listings 12/01/22-12/31/22	0.00	335.15	
067415808000	Invoice	02/01/2023	Online Classified Listing 01/01/23 - 01/31/23	0.00	292.30	
10537	COMMONWEALTH EDISON COMPANY	03/03/2023	Regular	0.00	2,492.66	188951
021623 02032300...	Invoice	02/16/2023	1390 Sunset Rd. 01/17/23-02/15/23	0.00	2,492.66	
18393	COPENHAVER CONSTRUCTION INC	03/03/2023	Regular	0.00	9,672.53	188952
Invoice 4	Invoice	02/09/2023	2022 Sunset Valley Cart Path Bridge Replac...	0.00	9,672.53	
20076	COUNSILMAN-HUNSAKER	03/03/2023	Regular	0.00	1,060.00	188953
22513	Invoice	11/15/2022	RCHP Professional Services 10/16/22-11/15/...	0.00	1,060.00	
10624	DANIEL CREANEY COMPANY	03/03/2023	Regular	0.00	2,125.00	188954
45555	Invoice	02/13/2023	Jan 2023- Moraine Park Path-Schmidt Engin...	0.00	1,625.00	
45599	Invoice	02/27/2023	January 2023 Moraine Park Path-Schmidt En...	0.00	500.00	
18562	DAVIS BANCORP INC	03/03/2023	Regular	0.00	1,518.00	188955
110548	Invoice	01/31/2023	Armored Transportation January 2023	0.00	1,518.00	
20075	DIRECT ENERGY BUSINESS	03/03/2023	Regular	0.00	6,278.37	188956
HS33472645	Invoice	02/08/2023	636 Ridge Rd 01/01/23-01/31/23	0.00	3,509.92	
HS33472646	Invoice	02/08/2023	1240 Fredrickson (Hidden Creek) 01/01/23-...	0.00	233.08	
HS33472647	Invoice	02/08/2023	3100 Trail Way (Centennial Ice) 01/01/23-01-...	0.00	2,535.37	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
15283	DOUBLE D BOOKING	03/03/2023	Regular	0.00	1,700.00	188957
02242023	Invoice	02/24/2023	Deposit for 2023 4th of July Community Pici...	0.00	1,700.00	
20171	GYM SALES ARCHITECT LLC	03/03/2023	Regular	0.00	3,000.00	188958
02-0223	Invoice	02/20/2023	Fitness Consulting Services Monthly February..	0.00	3,000.00	
17719	CONSTELLATION NEWENERGY - GAS D	03/03/2023	Regular	0.00	3,374.80	188959
3691496	Invoice	02/22/2023	1201 Park Ave W - January 2023	0.00	3,374.80	
10887	FIRST STUDENT, INC.	03/03/2023	Regular	0.00	2,304.00	188960
2181487	Invoice	02/10/2023	Trip Charges 12/27-12/30	0.00	1,098.00	
2181487	Invoice	02/10/2023	Trip Charges 01/03-01/06	0.00	1,206.00	
10889	FITNESS EQUIPMENT SERVICES, INC	03/03/2023	Regular	0.00	400.00	188961
5360	Invoice	02/21/2023	02/21/23 Equipment Repairs	0.00	400.00	
10974	GEWALT HAMILTON ASSOCIATES INC	03/03/2023	Regular	0.00	15,574.90	188962
5121.050-10	Invoice	02/08/2023	Fink Park Baseball 01/01/23-01/29/23	0.00	9,062.50	
5121.250-23	Invoice	02/10/2023	SVGC Bridge Replacement-Services 1/1/23-1...	0.00	6,512.40	
19811	GILBANE BUILDING COMPANY	03/03/2023	Regular	0.00	5,000.00	188963
202302-J576	Invoice	02/24/2023	PDHP Preconstruction Services-West Ridge	0.00	5,000.00	
17541	GOVTEMPS USA, LLC	03/03/2023	Regular	0.00	5,964.00	188964
4103783	Invoice	12/29/2022	Barb Cremin HR help Periods ending 12/18/...	0.00	567.00	
4126871	Invoice	02/28/2023	Barb Cremin HR help Periods ending 01/29 &...	0.00	1,722.00	
4134636	Invoice	02/23/2023	Barb Cremin HR help Periods Ending 02/12 &...	0.00	3,675.00	
19596	GUEST AUTOMATION INC	03/03/2023	Regular	0.00	2,480.26	188965
IN20232876	Invoice	02/01/2023	Supply & Replace Pressure Sensors	0.00	2,480.26	
17302	HEAD/PENN RACQUET SPORTS	03/03/2023	Regular	0.00	105.41	188966
5193524037	Invoice	02/27/2023	Synthetic Gut Set, Sz 16 WH, 24 PCS	0.00	105.41	
18561	J MILLER MARKETING INC	03/03/2023	Regular	0.00	1,120.00	188967
22396	Invoice	02/20/2023	February 2023 Online Management	0.00	1,120.00	
16866	JEFF COHEN CREATIVE LTD	03/03/2023	Regular	0.00	212.50	188968
021323	Invoice	02/13/2023	1/27/23& 1/29/23 Centennial Hill Photogra...	0.00	212.50	
19934	ZIPLINE CORPORATION	03/03/2023	Regular	0.00	160.00	188969
2-022HP	Invoice	08/30/2022	Photography several locations, editing	0.00	160.00	
20178	KIEFER USA	03/03/2023	Regular	0.00	20,041.00	188970
0002113-IN	Invoice	01/31/2023	Dino Grip 4 Gallon & Vulca-NO High Density ...	0.00	20,041.00	
19928	LAKES AND RIVERS CONTRACTING, INC	03/03/2023	Regular	0.00	263,929.69	188971
Application No. 5...	Invoice	01/31/2023	Park Avenue Launch Project	0.00	176,041.10	
Application No. 5-B	Invoice	01/31/2023	Park Avenue Launch Project	0.00	87,888.59	
18474	LAKESHORE RECYCLING SYSTEMS, LLC	03/03/2023	Regular	0.00	2,168.38	188972
0005166888	Invoice	11/30/2022	833 Sheridan Rd 12/1/22-12/31/22	0.00	80.22	
0005166890	Invoice	11/30/2022	2821 Ridge Rd 12/1/22-12/31/22	0.00	80.22	
0005166891	Invoice	11/30/2022	701 Deer Creek Pkwy 12/1/22-12/31/22	0.00	138.96	
0005194273	Invoice	12/31/2022	Garbage and recycling 01/01/23 01/31/23 8...	0.00	80.22	
0005194274	Invoice	12/31/2022	Garbage and recycling 01/01/23 01/31/23 2...	0.00	80.22	
0005194275	Invoice	12/31/2022	Garbage and Recycling 01/01/23 01/31/23 D...	0.00	138.96	
0005194276	Invoice	12/31/2022	Garbage and Recycling 01/01/23-01/31/23 R...	0.00	205.83	
0005194498	Invoice	12/31/2022	Garbage and Recycling 01/01/23 01/31/23 P...	0.00	363.56	
0005226423	Invoice	01/31/2023	Garbage and recycling 02/01/23 02/31/23 8...	0.00	80.22	
0005226424	Invoice	01/31/2023	Garbage and recycling 02/01/23 02/28/23 2...	0.00	80.22	
0005226425	Invoice	01/31/2023	Garbage and recycling 02/01/23 02/28/23 D...	0.00	138.96	
0005226426	Invoice	01/31/2023	Garbage and Recycling 02/01/23 02/28/23 R...	0.00	205.83	
0005226428	Invoice	01/31/2023	Garbage and Recycling 02/01/23 02/28/23 S...	0.00	131.40	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
0005226655	Invoice	01/31/2023	Garbage and Recycling 02/01/23 02/28/23 P...	0.00	363.56	
20077	COACHABLE CANINES	03/03/2023	Regular	0.00	1,260.00	188973
20231	Invoice	02/07/2023	Winter 2023 Session	0.00	1,260.00	
17710	MNJ TECHNOLOGIES DIRECT, INC	03/03/2023	Regular	0.00	31.73	188974
0003881552	Invoice	01/31/2023	Microsoft Cloud-Exchange Online (Plan 2)	0.00	31.73	
19792	MOWERWORKS LTD	03/03/2023	Regular	0.00	4,679.00	188975
201290	Invoice	02/15/2023	Parks Electric Equipment/Mowers/Blowers/...	0.00	4,679.00	
13604	NORTH SHORE GAS	03/03/2023	Regular	0.00	7,981.47	188976
022023 06011450...	Invoice	02/20/2023	RCHP 01/17/23-02/15/23	0.00	1,833.53	
022023 06011450...	Invoice	02/20/2023	1240 Fredrickson Pl 1/14/23-2/14/23	0.00	2,372.36	
022023 06011507...	Invoice	02/20/2023	Deer Creek 1/17/23-2/14/23	0.00	2,711.92	
022023 06022257...	Invoice	02/20/2023	1390 Sunset Rd 1/14/23-2/14/23	0.00	134.09	
022023 06024052...	Invoice	02/20/2023	2900 TrailWay,Cunniff Park Shelter 1/17/23-...	0.00	251.68	
022023 06024054...	Invoice	02/20/2023	1377 Clavey Rd. 01/17/23-02/14/23	0.00	242.26	
022023 06024054...	Invoice	02/20/2023	3100 TrailWay 01/14/23-02/14/23	0.00	248.32	
022023 06024054...	Invoice	02/20/2023	Aquatic Park 1/14/23-2/14/23	0.00	187.31	
11933	NORTH SHORE SCHOOL DIST 112	03/03/2023	Regular	0.00	110.40	188977
022123	Invoice	02/21/2023	School facility rental 02/25/23	0.00	110.40	
12166	RECORD-A-HIT, INC.	03/03/2023	Regular	0.00	1,575.00	188978
231144	Invoice	02/01/2023	Carnival Games & Green Screen Photos	0.00	1,575.00	
12211	RICOH USA, INC	03/03/2023	Regular	0.00	751.19	188979
5066593075	Invoice	01/17/2023	Copies 12/17/22-01/16/23	0.00	751.19	
16459	SANTO SPORT STORE	03/03/2023	Regular	0.00	823.24	188980
708458	Invoice	02/16/2023	4 All Star Catching Kits-Royal	0.00	823.24	
12321	SCHAEFGES BROTHERS, INC	03/03/2023	Regular	0.00	21,018.15	188981
Invoice No. 3358	Invoice	01/30/2023	Sunset Valley GC Cart Path	0.00	21,018.15	
20206	SHADE SYSTEMS, INC	03/03/2023	Regular	0.00	100,403.36	188982
10683	Invoice	01/11/2023	Shades OSP202008, OSP151508, OTC143008,...	0.00	100,403.36	
18410	SIKICH LLP	03/03/2023	Regular	0.00	8,000.00	188983
7270	Invoice	02/14/2023	Professional services thru 01/30/23	0.00	8,000.00	
12393	SMITHGROUP, INC.	03/03/2023	Regular	0.00	5,150.00	188984
0169441	Invoice	02/24/2023	Park Ave Boat Launch Construction Admn 12...	0.00	5,150.00	
20175	STEPHANIE BROWN	03/03/2023	Regular	0.00	20.00	188985
1825227	Invoice	02/22/2023	Refund	0.00	20.00	
18411	STUDIO E 16, LLC	03/03/2023	Regular	0.00	650.00	188986
PDHP 22423	Invoice	02/24/2023	Edit Vertical Recruitment for SnapChat	0.00	500.00	
PDHP_RECX	Invoice	02/07/2023	1.5 hrs Editing 2023 Summer Recruitment Vi...	0.00	150.00	
17515	WINDSTREAM	03/03/2023	Regular	0.00	2,811.60	188987
75491098	Invoice	02/22/2023	February 2023	0.00	2,811.60	
10650	WOODHOUSE TINUCCI ARCHITECTS LL	03/03/2023	Regular	0.00	3,697.50	188988

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
01-5453	Invoice	02/03/2023	799 Central Feasibility Study	0.00	3,697.50	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	82	49	0.00	558,490.07
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	82	49	0.00	558,490.07

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	558,490.07
			<u>558,490.07</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT03519 - 03/03/23 Plansource-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
19484	PLANSOURCE	03/03/2023	Regular	0.00	5,111.07	188989
030323	Invoice	03/01/2023	IMRF Retiree Insurance March 2023 Premiu...	0.00	5,111.07	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	5,111.07
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	5,111.07

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	5,111.07
			<hr/>
			5,111.07



Park District of Highland Park, IL

Check Register

Packet: APPKT03523 - 3/7/23 City of Highland Park-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10502	CITY OF HIGHLAND PARK	03/07/2023	Regular	0.00	10,712.63	188990
030623	Invoice	12/31/2022	2022 Lot 4 Expenses Refund	0.00	10,712.63	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	10,712.63
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	10,712.63

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	10,712.63
			<u>10,712.63</u>



By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
17541	GOVTEMPS USA, LLC	03/07/2023	Regular	0.00	8,159.76	188991
4044661	Invoice	09/22/2022	Les Pauls Temp Help 9/11/22 & 9/18/22 Peri...	0.00	2,231.46	
4053283	Invoice	10/06/2022	Les Pauls Temp Help 9/25/22 & 10/02/22 Per..	0.00	1,644.30	
4079070	Invoice	11/17/2022	Barb Cremin HR help Period End 11/06/22 &...	0.00	1,659.00	
4079071	Invoice	11/17/2022	Barb Cremin HR help Period Ending on 10/30...	0.00	399.00	
4087259	Invoice	12/01/2022	Barb Cremin HR help Period End 11/20/22 &...	0.00	1,113.00	
4095830	Invoice	12/15/2022	Barb Cremin HR help Period Ending on 12/4/...	0.00	1,113.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	6	1	0.00	8,159.76
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	6	1	0.00	8,159.76

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	8,159.76
			<hr/>
			8,159.76



Park District of Highland Park, IL

Check Register

Packet: APPKT03530 - 3/8/23 John Deere-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19457	JOHN DEERE AG & TURF CORPORATE	03/08/2023	Regular	0.00	27,115.28	188993
117427246	Invoice	12/08/2022	140 ATC ProGator 2020A (Gas)	0.00	27,115.28	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	27,115.28
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	27,115.28

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	27,115.28
			<hr/>
			27,115.28



Park District of Highland Park, IL

Check Register

Packet: APPKT03527 - 3/8/23 Zipline Corporation-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
19934	ZIPLINE CORPORATION	03/08/2023	Regular	0.00	240.00	188992
3-022HP	Invoice	10/30/2022	Photography/Editing for several HP locations	0.00	240.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	240.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	240.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	240.00
			<hr/>
			240.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03534 - 3/9/23 GovHR - Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
15027	GOVHR USA, LLC	03/09/2023	Regular	0.00	8,250.00	188994
1-09-22-485	Invoice	09/09/2022	IL: Classification & Compensation Study	0.00	8,250.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	8,250.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	8,250.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	8,250.00
			<hr/>
			8,250.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03536 - 3/10/23 Fox Valley Fire and Safety-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
10914	FOX VALLEY FIRE & SAFETY CO	03/10/2023	Regular	0.00	2,420.00	188995
IN00564370	Invoice	12/02/2022	Preserve bathroom Fire Alarm	0.00	2,420.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,420.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	2,420.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	2,420.00
			<hr/>
			2,420.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03496 - Bank Draft 2/16/23 Illinois Department of Revenue

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
11188	ILLINOIS DEPT OF REVENUE	02/16/2023	Bank Draft	0.00	83.00	DFT0004069
013123	Invoice	02/16/2023	January 2023 ST-1 Sales/Use Tax-ST-1 Paym...	0.00	83.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	83.00
EFT's	0	0	0.00	0.00
	1	1	0.00	83.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	83.00
			<hr/>
			83.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03499 - Bank Draft 02/23/23 Health Equity
INV4814440

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	02/23/2023	Bank Draft	0.00	200.14	DFT0004070
INV4814440	Invoice	02/23/2023	Visa Card Payments-HCFSA 223	0.00	200.14	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	200.14
EFT's	0	0	0.00	0.00
	1	1	0.00	200.14

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	200.14
			<hr/>
			200.14



Park District of Highland Park, IL

Check Register

Packet: APPKT03508 - Bank Draft 03/02/23 Health Equity

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	02/28/2023	Bank Draft	0.00	92.40	DFT0004079
INV4836958	Invoice	02/28/2023	February 2023 Admin Fees	0.00	92.40	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	92.40
EFT's	0	0	0.00	0.00
	1	1	0.00	92.40

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	92.40
			<hr/>
			92.40



Park District of Highland Park, IL

Check Register

Packet: APPKT03509 - Bank Draft 03/02/23 ICMA 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	02/24/2023	Bank Draft	0.00	4,378.81	DFT0004080
022423 ICMA 457	Invoice	02/24/2023	02/24/23 ICMA 457 Deductions Plan#302037	0.00	4,378.81	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	4,378.81
EFT's	0	0	0.00	0.00
	1	1	0.00	4,378.81

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	4,378.81
			<hr/>
			4,378.81



Park District of Highland Park, IL

Check Register

Packet: APPKT03510 - Bank Draft 03/02/23 ICMA Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	02/24/2023	Bank Draft	0.00	285.00	DFT0004081
022423 ICMA Roth	Invoice	02/24/2023	Pay Period 02/24/23 ICMA Roth IRA Plan# 7...	0.00	285.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	285.00
EFT's	0	0	0.00	0.00
	1	1	0.00	285.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	<u>285.00</u>
			285.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03528 - Bank Draft 3/7/23 AFLAC

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
10058	AFLAC	03/07/2023	Bank Draft	0.00	451.68	DFT0004083
022823 AFLAC	Invoice	03/07/2023	AFLAC Deduction Period Ending 2/28/2023	0.00	451.68	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	451.68
EFT's	0	0	0.00	0.00
	1	1	0.00	451.68

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	451.68
			<hr/>
			451.68



Park District of Highland Park, IL

Check Register

Packet: APPKT03532 - Bank Draft 3/8/23 Health Equity INV4887303

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
19658	HEALTHEQUITY INC	03/08/2023	Bank Draft	0.00	3,782.42	DFT0004084
INV4887303	Invoice	03/08/2023	Visa Card Payments-HCFSA 23/PMB Paymen...	0.00	3,782.42	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	3,782.42
EFT's	0	0	0.00	0.00
	1	1	0.00	3,782.42

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	3,782.42
			<hr/>
			3,782.42



Park District of Highland Park, IL

Check Register

Packet: APPKT03521 - P-Card Statement 01/08/23-02/07/23

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	02/13/2023	Bank Draft	0.00	191,121.54	DFT0004082
123022	Invoice	12/30/2022	P-Card with PA	0.00	69,488.44	
20723	Invoice	02/07/2023	P-Card with PA	0.00	121,633.10	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	1	0.00	191,121.54
EFT's	0	0	0.00	0.00
	2	1	0.00	191,121.54

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	2/2023	191,121.54
			<hr/>
			191,121.54



Park District of Highland Park, IL

Check Register

Packet: APPKT03540 - Bank Draft 3/10/23 ICMA Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	03/10/2023	Bank Draft	0.00	285.00	DFT0004098
031023 ICMA Roth	Invoice	03/10/2023	Pay Period 3/10/23 ICMA Roth IRA Plan#705...	0.00	285.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	285.00
EFT's	0	0	0.00	0.00
	1	1	0.00	285.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	285.00
			<hr/>
			285.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03538 - 3/13/23 Chris Kopka-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
20208	CHRISTINE KOPKA	03/13/2023	Regular	0.00	4,464.72	188996
031323	Invoice	03/13/2023	Reimbursement-Jan, Feb & March Cobra Pr...	0.00	4,464.72	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	4,464.72
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	4,464.72

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	4,464.72
			<hr/>
			4,464.72



Park District of Highland Park, IL

Check Register

Packet: APPKT03548 - 3/16/23 AHYAA-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
18712	A.H.Y.A.A.	03/16/2023	Regular	0.00	375.00	188998
031523	Invoice	03/16/2023	Arlington 8U Tournament Fee	0.00	375.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	375.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	375.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	375.00
			<hr/>
			375.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03547 - 3/16/23 Illinois Department of Agriculture-
Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
11184	ILLINOIS DEPT OF AGRICULTURE	03/16/2023	Regular	0.00	45.00	188997
031623	Invoice	03/16/2023	3 Year Period Pest Control License-Ryan Ochs	0.00	45.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	45.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	45.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	45.00
			<hr/>
			45.00



By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
15147	ABC PRINTING COMPANY	03/23/2023	Regular	0.00	408.68	189001
272969	Invoice	02/27/2023	3 Outdoor Pool Membership Vinyl Banners	0.00	147.84	
272970	Invoice	02/27/2023	3 Beach Passes & Parking Vinyl Banners	0.00	147.84	
273349	Invoice	03/13/2023	Pool Membership 2 Sided Vinyl Banner	0.00	113.00	
10034	ABSOLUTE HOME IMPROVEMENTS	03/23/2023	Regular	0.00	7,075.00	189002
8	Invoice	03/13/2023	2021 Sunset Woods Park-General Constructi...	0.00	7,075.00	
10111	AMALGAMATED BANK OF CHICAGO	03/23/2023	Regular	0.00	475.00	189003
Trust# 1856444008	Invoice	03/01/2023	Administrative Fee 03/01/23-02/29/24	0.00	475.00	
14293	AMAZING MINDS 2 LLC	03/23/2023	Regular	0.00	1,458.00	189004
030823	Invoice	03/08/2023	Winter Session 1/11/23-3/15/23	0.00	1,458.00	
19787	AMBER A JOHNSON, PHD	03/23/2023	Regular	0.00	2,650.00	189005
031323	Invoice	03/13/2023	Strategic Theme Development/Report Docu...	0.00	2,650.00	
17301	WILSON SPORTING GOODS CO.	03/23/2023	Regular	0.00	3,906.00	189006
4541135986	Invoice	03/08/2023	Qty 504 - W/S Prem Range White 24-Ball	0.00	3,906.00	
10149	ANCEL, GLINK, DIAMOND, BUSH	03/23/2023	Regular	0.00	2,799.21	189007
94958	Invoice	03/07/2023	Legal Services February 2023	0.00	2,799.21	
19172	AQUAMOON LLC	03/23/2023	Regular	0.00	640.00	189008
23-0263	Invoice	02/28/2023	Aquarium Service	0.00	640.00	
20071	AVALON PETROLEUM COMPANY	03/23/2023	Regular	0.00	9,106.46	189009
026480	Invoice	02/14/2023	2/14/23 Diesel Fuel	0.00	145.79	
026519	Invoice	02/22/2023	2/22/23 Diesel Fuel	0.00	180.03	
033451	Invoice	02/08/2023	2/8/23 Diesel Fuel	0.00	228.71	
575230	Invoice	02/17/2023	2/17/23 Unleaded Fuel	0.00	1,114.37	
575236	Invoice	02/08/2023	2/8/23 Unleaded Fuel	0.00	1,260.94	
575242	Invoice	02/14/2023	2/14/23 Unleaded Fuel	0.00	1,304.03	
575254	Invoice	02/22/2023	2/22/23 Unleaded Fuel	0.00	1,021.24	
575258	Invoice	02/28/2023	2/28/23 Unleaded Fuel	0.00	1,510.04	
575268	Invoice	03/03/2023	3/3/23 Unleaded Fuel	0.00	1,099.03	
575280	Invoice	03/08/2023	3/8/23 Unleaded Fuel	0.00	1,242.28	
10389	CHICAGO KILN SERVICE INC	03/23/2023	Regular	0.00	320.00	189010
8047	Invoice	02/23/2023	Install pugmill rebuild kit/Bluebird 440	0.00	320.00	
10463	CHICAGO TRIBUNE COMPANY	03/23/2023	Regular	0.00	136.29	189011
068890085000	Invoice	02/28/2023	Online Classified Listings 2/1/23-2/28/23	0.00	136.29	
14371	CHILDREN'S THEATRE COMPANY	03/23/2023	Regular	0.00	4,466.00	189012
030223	Invoice	03/02/2023	Willy Wonka Jr-14 students/Pinkalicious-8 st...	0.00	4,466.00	
10502	CITY OF HIGHLAND PARK	03/23/2023	Regular	0.00	4,913.36	189013
030123 006468	Invoice	03/01/2023	0 Cloverdale Ave 12/1/22-2/28/23	0.00	63.10	
030123 007039	Invoice	03/01/2023	3420 Krenn Ave 12/1/22-2/28/23	0.00	62.77	
030123 007271	Invoice	03/01/2023	0 Kent Ave 12/1/22-2/28/23	0.00	25.50	
030123 008037	Invoice	03/01/2023	636 Ridge Rd 12/1/22-2/28/23	0.00	657.74	
030123 008912	Invoice	03/01/2023	150 Barberry Rd 12/1/22-2/28/23	0.00	144.26	
030123 009261	Invoice	03/01/2023	2821 Ridge Rd 12/1/22-2/28/23	0.00	876.67	
030123 026564	Invoice	03/01/2023	2755 Trail Way 12/1/22-2/28/23	0.00	25.50	
030123 026583	Invoice	03/01/2023	1556 Grove Ave 12/1/22-2/28/23	0.00	25.50	
030123 026585	Invoice	03/01/2023	1240 Fredrickson Pl 12/1/22-2/28/23	0.00	1,846.38	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
030123 026603	Invoice	03/01/2023	850 Clavey Rd 12/1/22-2/28/23	0.00	25.50	
030123 8032	Invoice	03/01/2023	636 Ridge Rd 12/1/22-2/28/23	0.00	1,160.44	
10537	COMMONWEALTH EDISON COMPANY	03/23/2023	Regular	0.00	9,672.65	189014
022323 18122640...	Invoice	02/23/2023	636 Ridge Rd 1/24/23-2/22/23	0.00	4,479.52	
022323 18147670...	Invoice	02/23/2023	ES Egandale 1N Park 1/24/23-2/22/23	0.00	87.46	
022423 72610440...	Invoice	02/24/2023	1240 Fredrickson(POGO) 1/25/23-2/23/23	0.00	1,472.60	
022723 17303300...	Invoice	02/27/2023	NS Clavey 1E Rt 41 1/25/23-2/23/23	0.00	3,633.07	
18562	DAVIS BANCORP INC	03/23/2023	Regular	0.00	1,518.00	189015
111312	Invoice	02/28/2023	Armored Transportation February 2023	0.00	1,518.00	
20075	DIRECT ENERGY BUSINESS	03/23/2023	Regular	0.00	5,304.42	189016
HS33524205	Invoice	03/09/2023	636 Ridge Rd 2/1/23-2/28/23	0.00	3,102.51	
HS33524206	Invoice	03/09/2023	1240 Fredrickson(Hidden Creek) 2/1/23-2/2...	0.00	206.76	
HS33524207	Invoice	03/09/2023	3100 Trail Way(Centennial Ice) 2/1/23-2/28/...	0.00	1,995.15	
17122	DYNEGY ENERGY SERVICES	03/23/2023	Regular	0.00	18,049.27	189017
331665723011	Invoice	01/31/2023	December 2022-January 2023	0.00	8,650.74	
331665723021	Invoice	03/02/2023	January 2023-February 2023	0.00	9,398.53	
19585	ELIZABETH J FINLAYSON	03/23/2023	Regular	0.00	4,650.00	189018
277	Invoice	02/23/2023	Athletic Field-January 2023 Team Support	0.00	4,650.00	
10889	FITNESS EQUIPMENT SERVICES, INC	03/23/2023	Regular	0.00	565.00	189019
5368	Invoice	03/02/2023	Equipment Repairs	0.00	325.00	
5381	Invoice	03/16/2023	Equipment Repairs	0.00	240.00	
10954	MAGIC OF GARY KANTOR	03/23/2023	Regular	0.00	200.00	189020
030823	Invoice	03/08/2023	3/31/23 Magic Event	0.00	200.00	
19596	GUEST AUTOMATION INC	03/23/2023	Regular	0.00	5,000.00	189021
IN20232871	Invoice	02/13/2023	New Underfloor IREMCS per Quotation#202...	0.00	5,000.00	
15996	IBJI HEALTH PERFORMANCE INSTITUTI	03/23/2023	Regular	0.00	3,175.00	189022
032023	Invoice	03/20/2023	2023 Indoor Travel Baseball space rental-2nd..	0.00	3,175.00	
19980	ICE BUILDERS, INC.	03/23/2023	Regular	0.00	16,127.00	189023
6	Invoice	03/14/2023	Centennial Ice Arena Rink Replacement	0.00	16,127.00	
11196	ILLINOIS STATE POLICE	03/23/2023	Regular	0.00	220.00	189024
20230100686	Invoice	01/31/2023	1/1/23-1/31/23 Background Checks	0.00	220.00	
18561	J MILLER MARKETING INC	03/23/2023	Regular	0.00	1,620.00	189025
22369	Invoice	03/06/2023	March 2023 Online Management	0.00	1,820.00	
22369CR	Credit Memo	03/06/2023	Feb 2023 Online Management-Adj for Snapc...	0.00	-200.00	
18254	JAMIE DRAKE	03/23/2023	Regular	0.00	135.00	189026
1857225	Invoice	03/21/2023	Refund	0.00	135.00	
20212	JASON LOEB	03/23/2023	Regular	0.00	150.00	189027
1857051	Invoice	03/21/2023	Refund	0.00	150.00	
16866	JEFF COHEN CREATIVE LTD	03/23/2023	Regular	0.00	417.50	189028
031423	Invoice	03/14/2023	3/2/23 & 3/3/23 Photography at Rec Center	0.00	417.50	
20211	JOANNE DENENBERG	03/23/2023	Regular	0.00	258.00	189029
1852360	Invoice	03/17/2023	Refund	0.00	258.00	
20213	JULIE SCHNEIDERMAN	03/23/2023	Regular	0.00	574.00	189030
1856972	Invoice	03/21/2023	Refund	0.00	574.00	
20209	LORI SILVERMAN	03/23/2023	Regular	0.00	580.00	189031
1850674	Invoice	03/15/2023	Refund	0.00	580.00	
18474	LAKESHORE RECYCLING SYSTEMS, LLC	03/23/2023	Regular	0.00	2,818.05	189032

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
0005226427	Invoice	01/31/2023	3100 TrailWay(Centennial) Roll Off/Landsca...	0.00	950.00	
0005250079	Invoice	02/28/2023	2205 Skokie Valley Rd 3/1/23-3/31/23	0.00	80.22	
0005250187	Invoice	02/28/2023	883 Sheridan Rd 3/1/23-3/31/23	0.00	80.22	
0005250188	Invoice	02/28/2023	2821 Ridge Rd 3/1/23-3/31/23	0.00	80.22	
0005250189	Invoice	02/28/2023	701 Deer Crrek Pkwy 3/1/23-3/31/23	0.00	138.96	
0005250190	Invoice	02/28/2023	636 Ridge Rd 3/1/23-3/31/23	0.00	205.83	
0005250193	Invoice	02/28/2023	1240 Fredrickson Pl 3/1/23-3/31/23 & Roll O...	0.00	919.04	
0005250415	Invoice	02/28/2023	1201 Park Ave W 3/1/23-3/31/23	0.00	363.56	
20108	LIFE FITNESS, LLC	03/23/2023	Regular	0.00	11,729.57	189033
7318404	Invoice	02/24/2023	RCHP Equipment	0.00	11,729.57	
11653	MAG CONSTRUCTION CO.	03/23/2023	Regular	0.00	34,573.20	189034
Application No. 1	Invoice	03/21/2023	2023 Deer Creek Racquet Club	0.00	34,573.20	
14647	MIDWEST FENCING CLUB	03/23/2023	Regular	0.00	3,900.00	189035
51	Invoice	03/17/2023	Fencing Class 1/13/23-2/10/23	0.00	1,950.00	
52	Invoice	03/17/2023	Fencing Class 2/17/23-3/17/23	0.00	1,950.00	
17106	MISS CATHY MUSIC INC	03/23/2023	Regular	0.00	5,275.73	189036
031523	Invoice	03/15/2023	Winter Season 1/31/23-3/21/23 Kindermusik	0.00	5,275.73	
10006	NCPERS GROUP LIFE INSURANCE	03/23/2023	Regular	0.00	56.00	189037
3301032023	Invoice	02/01/2023	NCPERS Group Life Insurance-March 2023 Pr...	0.00	56.00	
13604	NORTH SHORE GAS	03/23/2023	Regular	0.00	8,162.45	189038
030623 06011450...	Invoice	03/06/2023	636 Ridge Rd 2/1/23-2/28/23	0.00	1,250.53	
030623 06024054...	Invoice	03/06/2023	1240 Fredrickson Pl(Hidden Creek) 2/1/23-2...	0.00	271.02	
030623 06081976...	Invoice	03/06/2023	1801 Sunset Rd 2/2/23-3/1/23	0.00	495.18	
031723 06011450...	Invoice	03/17/2023	1240 Fredrickson Pl 2/15/23-3/13/23	0.00	1,717.03	
031723 06011450...	Invoice	03/17/2023	Deer Creek 2/15/23-3/13/23	0.00	2,260.70	
031723 06011450...	Invoice	03/17/2023	RCHP 2/16/23-3/13/23	0.00	1,286.85	
031723 06022257...	Invoice	03/17/2023	1390 Sunset Rd 2/15/23-3/13/23	0.00	126.83	
031723 06024054...	Invoice	03/17/2023	2900 TrailWay Cunniff Park Shelter 2/15/23-...	0.00	188.43	
031723 06024054...	Invoice	03/17/2023	1377 Clavey Rd 2/15/23-3/13/23	0.00	196.69	
031723 06024054...	Invoice	03/17/2023	3100 Trail Way 2/15/23-3/13/23	0.00	184.87	
031723 06024054...	Invoice	03/17/2023	Aquatic Park 2/15/23-3/13/23	0.00	184.32	
14914	NORTH SHORE WATER RECLAMATION	03/23/2023	Regular	0.00	1,579.21	189039
4972416	Invoice	12/24/2022	0 Central Ave 6/15/22-9/15/22	0.00	4.07	
5025100	Invoice	02/18/2023	636 Ridge Rd 8/15/22-11/15/22	0.00	221.82	
5040281	Invoice	03/11/2023	1240 Fredrickson Pl 8/15/22-11/15/22	0.00	83.44	
5040593	Invoice	03/11/2023	0 Central Ave 9/15/22-12/15/22	0.00	2.04	
5040781	Invoice	03/11/2023	1377 Deer Creek Pkwy(Maint) 9/15/22-12/1...	0.00	24.42	
5041091	Invoice	03/11/2023	1220 Fredrickson Pl 9/15/22-12/15/22	0.00	79.37	
5042950	Invoice	03/11/2023	Golf Learning Center:2205 Skokie 9/15/22-1...	0.00	56.98	
5042954	Invoice	03/11/2023	1390 Sunset Rd 9/15/22-12/15/22	0.00	162.80	
5042963	Invoice	03/11/2023	1801 Sunset Rd 9/15/22-12/15/22	0.00	18.32	
5043309	Invoice	03/11/2023	125 Central Av North ShoreYacht Club 9/15-...	0.00	10.18	
5043329	Invoice	03/11/2023	1201 Park Ave W 9/15/22-12/15/22	0.00	596.26	
5043342	Invoice	03/11/2023	1801 Sunset Rd 9/15/22-12/15/22	0.00	103.79	
5043499	Invoice	03/11/2023	3100 TrailWay 9/14/22-12/15/22	0.00	138.38	
5043520	Invoice	03/11/2023	2700 Trail Way 9/15/22-12/14/22	0.00	14.25	
5043569	Invoice	03/11/2023	1377 Deer Creek Pkwy 9/14/22-12/15/22	0.00	63.09	
20210	LITTLE LOUIE'S	03/23/2023	Regular	0.00	300.00	189040
04-29-23	Invoice	03/07/2023	Deposit for 4/29/23 Event at Rec Center	0.00	300.00	
11998	PARK DISTRICT RISK MGMT AGCY	03/23/2023	Regular	0.00	186,066.39	189041
02231333H	Invoice	02/28/2023	February 2023-Employee Health Insurance	0.00	186,066.39	
11998	PARK DISTRICT RISK MGMT AGCY	03/23/2023	Regular	0.00	25,743.70	189042

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
0223133	Invoice	02/28/2023	February 2023-Liability Insurance	0.00	25,743.70	
16344	PARKS FOUNDATION OF HIGHLAND P/	03/23/2023	Regular	0.00	5,000.00	189043
031323	Invoice	03/13/2023	Gala Sponsorship 2023 from HPBT	0.00	5,000.00	
14901	GAME TIME	03/23/2023	Regular	0.00	211,204.75	189044
PJI-0189845	Invoice	03/22/2023	Sunset Woods-Poured-in-Place Safety Surfac...	0.00	211,204.75	
17984	RACHEL NASS	03/23/2023	Regular	0.00	104.00	189045
1839579	Invoice	03/06/2023	Refund	0.00	104.00	
12166	RECORD-A-HIT, INC.	03/23/2023	Regular	0.00	775.00	189046
231375	Invoice	03/21/2023	Moonwalk Attractions Event Starts 5/24/23	0.00	775.00	
12211	RICOH USA, INC	03/23/2023	Regular	0.00	1,154.43	189047
5066818131	Invoice	02/20/2023	Copies 1/17/23-2/16/23	0.00	1,154.43	
12284	RYDIN DECAL	03/23/2023	Regular	0.00	1,123.00	189048
PS-INV104868	Invoice	03/09/2023	2023 Boat Storage Permits & Beach Decals	0.00	1,123.00	
18900	STUCKEY CONSTRUCTION CO., INC.	03/23/2023	Regular	0.00	348,136.57	189049
Application No. 6	Invoice	02/28/2023	Centennial Arena Project#22-039	0.00	348,136.57	
12521	TEAM REIL INC.	03/23/2023	Regular	0.00	78,851.50	189050
Invoice No. 6	Invoice	02/28/2023	Moraine Park Boardwalk 2/1/23-2/28/23	0.00	78,851.50	
20214	TIFFANI SIEGEL	03/23/2023	Regular	0.00	50.00	189051
1857248	Invoice	03/21/2023	Refund	0.00	50.00	
16912	WISS,JANNEY,ELSTNER ASSOC, INC	03/23/2023	Regular	0.00	3,500.00	189052
0539624	Invoice	02/28/2023	Deer Creek Raquet Club-Leak Repars thru 2/...	0.00	1,500.00	
0541656	Invoice	03/22/2023	Deer Creek Raquet Club-Leak Repairs thru 3...	0.00	2,000.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	114	52	0.00	1,036,673.39
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	114	52	0.00	1,036,673.39

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	1,036,673.39
			<u>1,036,673.39</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT03551 - 3/23/23 Reissuing Refund Check for Bonnie Garfield

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
18989	BONNIE GARFIELD	03/23/2023	Regular	0.00	193.32	188999
1193735	Invoice	11/16/2020	Refund	0.00	193.32	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	193.32
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	193.32

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	193.32
			<hr/>
			193.32



Park District of Highland Park, IL

Check Register

Packet: APPKT03552 - 3/23/23 Reissuing Stale Check for Jim Statza

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
13391	JIM STATZA	03/23/2023	Regular	0.00	210.00	189000
091022	Invoice	09/10/2022	Payment for 3 games-umpire	0.00	210.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	210.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	210.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	210.00
			<hr/>
			210.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03541 - Bank Draft 3/10/23 ICMA 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	03/10/2023	Bank Draft	0.00	4,399.15	DFT0004099
031023 ICMA 457	Invoice	03/10/2023	03/10/23 ICMA 457 Deductions Plan#302037	0.00	4,399.15	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	4,399.15
EFT's	0	0	0.00	0.00
	1	1	0.00	4,399.15

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	4,399.15
			<hr/>
			4,399.15



Park District of Highland Park, IL

Check Register

Packet: APPKT03539 - Bank Draft 3/10/23 IMRF

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
11177	ILL MUNICIPAL RETIREMENT FUND	03/10/2023	Bank Draft	0.00	47,763.83	DFT0004097
022823	Invoice	03/10/2023	February 2023 IMRF Contributions	0.00	47,763.83	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	47,763.83
EFT's	0	0	0.00	0.00
	1	1	0.00	47,763.83

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	47,763.83
			<hr/>
			47,763.83



Park District of Highland Park, IL

Check Register

Packet: APPKT03542 - Bank Draft 3/14/23 Health Equity INV4911976

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	03/14/2023	Bank Draft	0.00	997.53	DFT0004100
INV4911976	Invoice	03/14/2023	HCFSA 2023 Visa/HCFSA 2022 PMP Payments	0.00	997.53	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	997.53
EFT's	0	0	0.00	0.00
	1	1	0.00	997.53

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	997.53
			<hr/>
			997.53



Park District of Highland Park, IL

Check Register

Packet: APPKT03543 - Bank Draft 3/16/23 Illinois Department of Revenue

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
11188	ILLINOIS DEPT OF REVENUE	03/16/2023	Bank Draft	0.00	70.00	DFT0004101
022823	Invoice	03/16/2023	February 2023 ST-1 Sales/Use Tax-ST-1 Pay...	0.00	70.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	70.00
EFT's	0	0	0.00	0.00
	1	1	0.00	70.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	3/2023	70.00
			<hr/>
			70.00



Park District of Highland Park, IL

Payment Reversal Register

APPKT03550 - 3/22/23 Void Check# 188390

Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name				Total Vendor Amount
13391	JIM STATZA				-210.00
Payment Type	Payment Number	Original Payment Date	Reversal Date		Payment Amount
Check	188390	09/22/2022	03/22/2023		-210.00
Payable Number:	Description	Payable Date	Due Date		Payable Amount
091022	Payment for 3 games-umpire	09/10/2022	09/20/2022		210.00

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	0.00	-210.00	-210.00
Report Total:	0.00	-210.00	-210.00



Park District of Highland Park, IL

Payment Reversal Register

APPKT03549 - 3/22/23 Void Refund Check#187812

Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number	Vendor Name				Total Vendor Amount
18989	BONNIE GARFIELD				-193.32
Payment Type	Payment Number	Original Payment Date	Reversal Date		Payment Amount
Check	187812	04/21/2022	03/22/2023		-193.32
Payable Number:	Description	Payable Date	Due Date		Payable Amount
1193735	Refund	11/16/2020	12/01/2020		193.32

Bank Code Summary

Bank Code	Canceled Payables	Payables Left To Pay Again	Total
AP	0.00	-193.32	-193.32
Report Total:	0.00	-193.32	-193.32



Park District of Highland Park, IL

Income Statement

Current Period Ending 02/28/2023

DISTRICT WIDE

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	158,251.58	159,238.46	1,014,958.25	850,481.12	164,477.13	3,191,011.99	128,165.49	1,112,454.91
110 - CAMPS	1,361.25	5,240.40	18,879.15	10,480.80	8,398.35	1,892,552.79	50.00	17.00
120 - LESSONS	50,981.30	47,135.87	103,434.30	98,966.86	4,467.44	492,376.50	55,197.02	100,688.46
130 - SPECIAL EVENTS	405.00	1,884.45	704.84	8,362.87	-7,658.03	131,853.00	506.40	507.85
410 - TAX	0.00	0.00	78,509.21	54,000.00	24,509.21	14,720,156.20	0.00	54,063.75
420 - FEES & CHARGES	34,245.54	43,979.47	62,492.82	66,715.85	-4,223.03	2,582,599.57	57,430.93	105,401.11
440 - MEMBERSHIPS	81,709.80	60,695.37	158,602.89	121,390.74	37,212.15	893,518.36	33,201.42	67,033.55
450 - RENTALS	32,167.64	31,058.91	85,926.63	62,633.58	23,293.05	1,268,593.98	91,136.55	205,202.25
460 - MERCHANDISING	1,524.20	1,037.04	18,756.64	17,589.51	1,167.13	119,463.50	1,685.86	18,899.60
470 - INTEREST INCOME	43,901.07	3,581.90	94,797.30	7,163.80	87,633.50	43,000.00	-198.52	-1,005.68
480 - MISCELLANEOUS INCOME	5,502.25	3,743.74	9,853.89	11,643.20	-1,789.31	1,809,883.22	25,275.00	31,994.30
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	368,078.00	0.00	0.00
520 - BOND/DEBT PROCEEDS	32,473.89	0.00	72,469.45	0.00	72,469.45	0.00	408.64	866.80
Total Revenue:	442,523.52	357,595.61	1,719,385.37	1,309,428.33	409,957.04	27,513,087.11	392,858.79	1,696,123.90
Expense								
100 - PROGRAMS	126,878.76	159,227.87	228,821.64	332,307.33	103,485.69	1,717,096.49	166,115.20	285,315.77
110 - CAMPS	8,589.48	6,902.17	12,404.61	16,814.99	4,410.38	1,015,437.03	4,082.63	11,230.77
120 - LESSONS	22,285.37	23,686.06	35,396.89	46,412.12	11,015.23	270,640.47	21,945.45	32,075.61
130 - SPECIAL EVENTS	14,308.10	15,940.84	18,491.47	20,612.33	2,120.86	185,843.88	1,262.98	6,453.02
440 - MEMBERSHIPS	4,167.55	1,751.74	4,654.95	3,503.48	-1,151.47	21,029.47	1,388.47	1,690.09
610 - SALARIES & WAGES	637,681.57	654,870.30	1,074,684.39	1,154,870.99	80,186.60	9,281,374.46	500,356.07	876,315.76
620 - CONTRACTUAL SERVICES	155,160.87	352,524.01	285,805.48	597,511.57	311,706.09	4,200,987.52	98,001.68	230,392.31
630 - INSURANCE	187,199.15	180,387.20	174,560.89	295,774.65	121,213.76	2,308,794.17	154,829.04	324,973.59
640 - MATERIALS & SUPPLIES	30,459.39	31,194.71	42,211.42	70,501.15	28,289.73	637,723.01	21,214.08	24,523.33
650 - MAINTENANCE & LANDSCAPING CONTRACTS	33,667.95	33,948.75	38,931.74	55,790.20	16,858.46	514,617.04	25,091.88	32,901.28
660 - UTILITIES	56,272.92	65,411.57	62,201.63	125,533.52	63,331.89	1,028,048.56	108,788.19	120,441.43
670 - PENSION CONTRIBUTIONS	52,694.06	59,327.56	90,655.36	103,858.96	13,203.60	791,637.20	35,620.69	74,349.45
680 - COST OF GOODS SOLD	1,363.89	727.61	1,363.89	1,455.22	91.33	57,835.00	1,982.76	2,930.84
710 - DEBT RETIREMENT	475.00	500.00	475.00	500.00	25.00	3,342,200.00	475.00	475.00
720 - CAPITAL OUTLAY	930,349.89	1,040,994.42	1,044,106.08	1,041,869.10	-2,236.98	12,044,232.00	30,776.41	255,495.33
Total Expense:	2,261,553.95	2,627,394.81	3,114,765.44	3,867,315.61	752,550.17	37,417,496.30	1,171,930.53	2,279,563.58
Report Total:	-1,819,030.43	-2,269,799.20	-1,395,380.07	-2,557,887.28	1,162,507.21	-9,904,409.19	-779,071.74	-583,439.68

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	-482,517.34	-503,087.09	-582,692.38	-807,515.02	224,822.64	-298,061.52	-326,047.64	-565,078.90
25 - SPECIAL RECREATION	0.00	0.00	0.00	0.00	0.00	502,044.64	0.00	0.00
29 - RECREATION	-407,487.11	-651,564.37	191,722.92	-555,256.52	746,979.44	2,863,500.69	-425,089.91	233,834.17
60 - DEBT SERVICE	-475.00	-500.00	-475.00	-500.00	25.00	-1,664,778.22	-475.00	-475.00
70 - CAPITAL PROJECTS	-928,550.98	-1,114,647.74	-1,003,935.61	-1,194,615.74	190,680.13	-11,307,114.78	-27,459.19	-251,719.95
Report Total:	-1,819,030.43	-2,269,799.20	-1,395,380.07	-2,557,887.28	1,162,507.21	-9,904,409.19	-779,071.74	-583,439.68

For the General Fund: Taxes are showing a favorable variance as more replacement taxes were collected than budgeted. Interest income is above budget with continued increasing rates and spending bond money on current construction only, while waiting for WRC to commence. The negative for the month is the transfer of some interest to the recreation fund. Contractual services were largely under-budget due to professional fees being allocated across the year and not using such services much, thus far. Maintenance contracts and ecological restoration also have a timing difference of \$14,000. Employee health and life insurance was budgeted for January, however the January bill did not hit until February and the February bill will not hit until March. This is a timing difference.

For the Special Recreation and Debt Service Funds: Tracking as expected.

For the Recreation Fund: Program expenses are showing a favorable variance due to childhood enrichment programming (\$93,000 timing) and youth dance (\$20,000). Additionally, tennis is showing a permanent \$85,000 favorable variance at 2/28. Finally, gymnastics is showing a \$28,000 favorable variance at month end with 87 extra participants. Membership favorable variance is largely due to the rec center and new memberships and marketing. Rentals are showing a favorable variance. \$13,000 is due to Park Ave carry over from 2022 and another \$15,000 is from prime tennis and permanent due to court bookings. Interest income was not budgeted for in this fund, but must be allocated between the rec and general funds. This \$60,000 variance is permanent. Program expense is showing a favorable variance due to \$51,000 in athletics. Another \$7,000 is from the Rec Center. Another \$12,000 is from WRC. Finally, wages for youth and adult tennis are trending favorably due to a timing difference. Private tennis lesson expenses is under budget by \$13,000, as private tennis lessons are coming in short compared to budget. Salary and wages, insurance and pension costs are trending low due to open positions. This should end up as a permanent difference. Contractual Services are under budget due to computer expense, bank charges and fees, and advertising and promotion being under budget due to timing differences. Additionally, at the Rec Center, access control to locker rooms and music was to be improved. Neither project has come to fruition. Materials and supplies are showing a favorable variance largely due to \$8,000 of range balls budgeted to be purchased that were not. Maintenance and landscaping contracts are under budget as many facilities budget for emergencies each month, but the expenses do not always come to fruition, particularly at the Rec Center and at WRC. Several utility bills are trending late. This favorable variance is largely a timing difference. Capital Outlay has had no expense in 2023. \$13,000 was budgeted at the water park for a lane line reel, but it has yet to be ordered.

For the Capital Fund: Interest on the bond money is not budgeted for in the 520 account. Significantly under budget is contractual services as estimated cost of such services is spread across the year and often does not align with work and when invoices are received. Historically, capital invoices received in January relate to the prior year. However, in January 2023, several trucks were received and paid for, as well as district-wide computers for the year and IT infrastructure items. These are timing differences that should shrink over the next few months.



Park District of Highland Park, IL

Income Statement

Current Period Ending 02/28/2023

01 - GENERAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	0.00	0.00	78,509.21	54,000.00	24,509.21	6,419,591.85	0.00	54,063.75
420 - FEES & CHARGES	1,831.57	1,394.64	3,808.16	3,091.14	717.02	35,400.00	2,486.61	4,505.68
460 - MERCHANDISING	0.00	47.99	0.00	81.41	-81.41	396.00	0.00	0.00
470 - INTEREST INCOME	-15,606.34	3,581.90	35,289.89	7,163.80	28,126.09	43,000.00	-198.52	-1,005.68
480 - MISCELLANEOUS INCOME	0.00	999.60	1,800.00	8,654.92	-6,854.92	54,551.00	0.00	2,039.25
Total Revenue:	-13,774.77	6,024.13	119,407.26	72,991.27	46,415.99	6,552,938.85	2,288.09	59,603.00
Expense								
610 - SALARIES & WAGES	261,642.33	263,068.85	434,509.34	462,238.04	27,728.70	3,471,802.45	181,752.95	322,168.29
620 - CONTRACTUAL SERVICES	52,276.90	88,642.82	91,907.45	167,831.16	75,923.71	1,229,881.08	21,767.12	69,051.50
630 - INSURANCE	95,493.48	102,170.93	93,859.71	159,658.05	65,798.34	1,292,998.04	78,684.39	165,200.11
640 - MATERIALS & SUPPLIES	12,527.83	16,237.69	18,125.46	24,159.43	6,033.97	283,165.50	6,663.57	8,393.84
650 - MAINTENANCE & LANDSCAPING CONTRACTS	12,959.09	8,296.62	13,549.17	13,148.08	-401.09	122,788.04	10,878.12	12,284.76
660 - UTILITIES	11,647.05	9,212.22	12,743.18	15,922.55	3,179.37	165,099.16	15,532.49	19,612.50
670 - PENSION CONTRIBUTIONS	22,195.89	21,482.09	37,405.33	37,548.98	143.65	285,266.10	13,057.09	27,970.90
Total Expense:	468,742.57	509,111.22	702,099.64	880,506.29	178,406.65	6,851,000.37	328,335.73	624,681.90
Report Total:	-482,517.34	-503,087.09	-582,692.38	-807,515.02	224,822.64	-298,061.52	-326,047.64	-565,078.90

Taxes are showing a favorable variance as more replacement taxes were collected than budgeted.

Interest income is above budget with continued increasing rates and spending bond money on current construction only, while waiting for WRC to commence. The negative for the month is the transfer of some interest to the recreation fund.

Contractual services were largely under-budget due to professional fees being allocated across the year and not using such services much, thus far. Maintenance contracts and ecological restoration also have a timing difference of \$14,000.

Employee health and life insurance was budgeted for January, however the January bill did not hit until February and the February bill will not hit until March. This is a timing difference.



Park District of Highland Park, IL

Income Statement

Current Period Ending 02/28/2023

25 - SPECIAL RECREATION

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	0.00	0.00	0.00	0.00	0.00	931,842.40	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	931,842.40	0.00	0.00
Expense								
620 - CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00	429,797.76	0.00	0.00
Total Expense:	0.00	0.00	0.00	0.00	0.00	429,797.76	0.00	0.00
Report Total:	0.00	0.00	0.00	0.00	0.00	502,044.64	0.00	0.00

Fund is tracking as expected.



Park District of Highland Park, IL

Income Statement

Current Period Ending 02/28/2023

29 - RECREATION FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	158,251.58	159,238.46	1,014,958.25	850,481.12	164,477.13	3,191,011.99	128,165.49	1,112,454.91
110 - CAMPS	1,361.25	5,240.40	18,879.15	10,480.80	8,398.35	1,892,552.79	50.00	17.00
120 - LESSONS	50,981.30	47,135.87	103,434.30	98,966.86	4,467.44	492,376.50	55,197.02	100,688.46
130 - SPECIAL EVENTS	405.00	1,884.45	704.84	8,362.87	-7,658.03	131,853.00	506.40	507.85
410 - TAX	0.00	0.00	0.00	0.00	0.00	5,691,300.17	0.00	0.00
420 - FEES & CHARGES	32,413.97	42,584.83	58,684.66	63,624.71	-4,940.05	2,547,199.57	54,944.32	100,895.43
440 - MEMBERSHIPS	81,709.80	60,695.37	158,602.89	121,390.74	37,212.15	893,518.36	33,201.42	67,033.55
450 - RENTALS	32,167.64	31,058.91	85,926.63	62,633.58	23,293.05	1,268,593.98	91,136.55	205,202.25
460 - MERCHANDISING	1,524.20	989.05	18,756.64	17,508.10	1,248.54	119,067.50	1,685.86	18,899.60
470 - INTEREST INCOME	59,507.41	0.00	59,507.41	0.00	59,507.41	0.00	0.00	0.00
480 - MISCELLANEOUS INCOME	5,502.25	2,744.14	8,053.89	2,988.28	5,065.61	42,805.00	25,275.00	29,955.05
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	68,078.00	0.00	0.00
Total Revenue:	423,824.40	351,571.48	1,527,508.66	1,236,437.06	291,071.60	16,338,356.86	390,162.06	1,635,654.10
Expense								
100 - PROGRAMS	126,878.76	159,227.87	228,821.64	332,307.33	103,485.69	1,717,096.49	166,115.20	285,315.77
110 - CAMPS	8,589.48	6,902.17	12,404.61	16,814.99	4,410.38	1,015,437.03	4,082.63	11,230.77
120 - LESSONS	22,285.37	23,686.06	35,396.89	46,412.12	11,015.23	270,640.47	21,945.45	32,075.61
130 - SPECIAL EVENTS	14,308.10	15,940.84	18,491.47	20,612.33	2,120.86	185,843.88	1,262.98	6,453.02
440 - MEMBERSHIPS	4,167.55	1,751.74	4,654.95	3,503.48	-1,151.47	21,029.47	1,388.47	1,690.09
610 - SALARIES & WAGES	376,039.24	391,801.45	640,175.05	692,632.95	52,457.90	5,809,572.01	318,603.12	554,147.47
620 - CONTRACTUAL SERVICES	72,208.99	177,663.19	161,599.05	263,494.41	101,895.36	1,194,308.68	71,384.66	156,490.91
630 - INSURANCE	91,705.67	78,216.27	80,701.18	136,116.60	55,415.42	1,015,796.13	76,144.65	159,773.48
640 - MATERIALS & SUPPLIES	17,931.56	14,957.02	24,085.96	46,341.72	22,255.76	354,557.51	14,550.51	16,129.49
650 - MAINTENANCE & LANDSCAPING CONTRACTS	20,708.86	25,652.13	25,382.57	42,642.12	17,259.55	391,829.00	14,213.76	20,616.52
660 - UTILITIES	44,625.87	56,199.35	49,458.45	109,610.97	60,152.52	862,949.40	93,255.70	100,828.93
670 - PENSION CONTRIBUTIONS	30,498.17	37,845.47	53,250.03	66,309.98	13,059.95	506,371.10	22,563.60	46,378.55
680 - COST OF GOODS SOLD	1,363.89	727.61	1,363.89	1,455.22	91.33	57,835.00	1,982.76	2,930.84
720 - CAPITAL OUTLAY	0.00	12,564.68	0.00	13,439.36	13,439.36	71,590.00	7,758.48	7,758.48
Total Expense:	831,311.51	1,003,135.85	1,335,785.74	1,791,693.58	455,907.84	13,474,856.17	815,251.97	1,401,819.93
Report Total:	-407,487.11	-651,564.37	191,722.92	-555,256.52	746,979.44	2,863,500.69	-425,089.91	233,834.17

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	-407,487.11	-651,564.37	191,722.92	-555,256.52	746,979.44	2,863,500.69	-425,089.91	233,834.17
Report Total:	-407,487.11	-651,564.37	191,722.92	-555,256.52	746,979.44	2,863,500.69	-425,089.91	233,834.17

Program expenses are showing a favorable variance due to childhood enrichment programming (\$93,000 timing) and youth dance (\$20,000). Additionally, tennis is showing a permanent \$85,000 favorable variance at 2/28. Finally, gymnastics is showing a \$28,000 favorable variance at month end with 87 extra participants.

Membership favorable variance is largely due to the rec center and new memberships and marketing.

Rentals are showing a favorable variance. \$13,000 is due to Park Ave carry over from 2022 and another \$15,000 is from prime tennis and permanent due to court bookings.

Interest income was not budgeted for in this fund, but must be allocated between the rec and general funds. This \$60,000 variance is permanent.

Program expense is showing a favorable variance due to \$51,000 in athletics. Another \$7,000 is from the Rec Center. Another \$12,000 is from WRC. Finally, wages for youth and adult tennis are trending favorably due to a timing difference.

Private tennis lesson expenses is under budget by \$13,000, as private tennis lessons are coming in short compared to budget.

Salary and wages, insurance and pension costs are trending low due to open positions. This should end up as a permanent difference.

Contractual Services are under budget due to computer expense, bank charges and fees, and advertising and promotion being under budget due to timing differences. Additionally, at the Rec Center, access control to locker rooms and music was to be improved. Neither project has come to fruition.

Materials and supplies are showing a favorable variance largely due to \$8,000 of range balls budgeted to be purchased that were not.

Maintenance and landscaping contracts are under budget as many facilities budget for emergencies each month, but the expenses do not always come to fruition, particularly at the Rec Center and at WRC.

Several utility bills are trending late. This favorable variance is largely a timing difference.

Capital Outlay has had no expense in 2023. \$13,000 was budgeted at the water park for a lane line reel, but it has yet to be ordered.



Park District of Highland Park, IL

Income Statement

Current Period Ending 02/28/2023

60 - DEBT SERVICE

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	0.00	0.00	0.00	0.00	0.00	1,677,421.78	0.00	0.00
Total Revenue:	0.00	0.00	0.00	0.00	0.00	1,677,421.78	0.00	0.00
Expense								
710 - DEBT RETIREMENT	475.00	500.00	475.00	500.00	25.00	3,342,200.00	475.00	475.00
Total Expense:	475.00	500.00	475.00	500.00	25.00	3,342,200.00	475.00	475.00
Report Total:	-475.00	-500.00	-475.00	-500.00	25.00	-1,664,778.22	-475.00	-475.00

Fund is tracking as expected.



Park District of Highland Park, IL

Income Statement

Current Period Ending 02/28/2023

70 - CAPITAL FUND

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
480 - MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	1,712,527.22	0.00	0.00
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	300,000.00	0.00	0.00
520 - BOND/DEBT PROCEEDS	32,473.89	0.00	72,469.45	0.00	72,469.45	0.00	408.64	866.80
Total Revenue:	32,473.89	0.00	72,469.45	0.00	72,469.45	2,012,527.22	408.64	866.80
Expense								
620 - CONTRACTUAL SERVICES	30,674.98	86,218.00	32,298.98	166,186.00	133,887.02	1,347,000.00	4,849.90	4,849.90
720 - CAPITAL OUTLAY	930,349.89	1,028,429.74	1,044,106.08	1,028,429.74	-15,676.34	11,972,642.00	23,017.93	247,736.85
Total Expense:	961,024.87	1,114,647.74	1,076,405.06	1,194,615.74	118,210.68	13,319,642.00	27,867.83	252,586.75
Report Total:	-928,550.98	-1,114,647.74	-1,003,935.61	-1,194,615.74	190,680.13	-11,307,114.78	-27,459.19	-251,719.95

Interest on the bond money is not budgeted for in the 520 account.

Significantly under budget is contractual services as estimated cost of such services is spread across the year and often does not align with work and when invoices are received.

Finally, historically capital invoices received in January relate to the prior year. However, in January 2023, several trucks were received and paid for, as well as district-wide computers for the year and IT infrastructure items. These are timing differences that should shrink over the next few months.



RECREATION BY CENTER

Park District of Highland Park, IL

Account Type	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity	2023 Total Budget	2023 YTD Activity
Fund: 29 - RECREATION				
Center: 11 - ADMINISTRATIVE				
Revenue	\$ 5,390,269.73	\$ (5.00)	\$ 5,732,520.17	59,629.41
Expense	\$ 5,420,948.66	\$ 312,018.03	\$ 5,547,576.13	316,505.25
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	\$ (30,678.93)	\$ (312,023.03)	\$ 184,944.04	(256,875.84)
Net Revenue:	-0.57%	6,240,460.60%	3.23%	-430.79%
Center: 24 - WEST RIDGE CENTER				
Revenue	\$ 512,901.00	\$ 195,942.82	\$ 625,799.00	250,355.85
Expense	\$ 712,673.10	\$ 94,986.68	\$ 837,846.96	100,767.72
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	\$ (199,772.10)	\$ 100,956.14	\$ (212,047.96)	149,588.13
Net Revenue:	-38.95%	51.52%	-33.88%	59.75%
Center: 26 - ATHLETICS				
Revenue	\$ 1,011,527.00	\$ 402,581.35	\$ 1,048,253.99	372,181.46
Expense	\$ 963,107.28	\$ 171,918.02	\$ 1,019,270.68	127,066.20
Center: 26 - ATHLETICS Surplus (Deficit):	\$ 48,419.72	\$ 230,663.33	\$ 28,983.31	245,115.26
Net Revenue:	4.79%	57.30%	2.76%	65.86%
Center: 28 - CAMPS				
Revenue	\$ 1,042,924.00	\$ 100.00	\$ 945,310.00	1,784.65
Expense	\$ 753,080.70	\$ 18,652.25	\$ 622,554.33	24,206.59
Center: 28 - CAMPS Surplus (Deficit):	\$ 289,843.30	\$ (18,552.25)	\$ 322,755.67	(22,421.94)
Net Revenue:	27.79%	-18,552.25%	34.14%	-1,256.38%
Center: 29 - SPECIAL EVENTS				
Revenue	\$ 56,390.00	\$ 10,000.00	\$ 67,028.00	655.00
Expense	\$ 149,234.37	\$ 5,123.25	\$ 177,961.55	13,768.51
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	\$ (92,844.37)	\$ 4,876.75	\$ (110,933.55)	(13,113.51)
Net Revenue:	-164.65%	48.77%	-165.50%	-2,002.06%
Center: 31 - HIDDEN CREEK AQUAPARK				
Revenue	\$ 398,865.00	\$ 522.59	\$ 435,327.00	-132.66
Expense	\$ 543,764.76	\$ 21,951.91	\$ 605,397.89	18,597.36
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	\$ (144,899.76)	\$ (21,429.32)	\$ (170,070.89)	(18,730.02)
Net Revenue:	-36.33%	-4,100.60%	-39.07%	14,118.82%
Center: 32 - ROSEWOOD INTERPRETIVE CENTER				
Revenue	\$ 144,107.00	\$ 3,684.50	\$ 169,347.00	6,922.00
Expense	\$ 112,137.77	\$ 8,919.22	\$ 119,888.92	6,656.20
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):	\$ 31,969.23	\$ (5,234.72)	\$ 49,458.08	265.80
Net Revenue:	22.18%	-142.07%	29.21%	3.84%

Account Type	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity	2023 Total Budget	2023 YTD Activity
Center: 33 - ROSEWOOD BEACH				
Revenue	\$ 193,825.00	\$ 315.00	\$ 178,540.00	584.00
Expense	\$ 280,643.81	\$ 10,905.77	\$ 268,908.94	10,702.73
Center: 33 - ROSEWOOD BEACH Surplus (Deficit):	\$ (86,818.81)	\$ (10,590.77)	\$ (90,368.94)	(10,118.73)
Net Revenue:	-44.79%	-3,362.15%	-50.62%	-1,732.66%
Center: 34 - PARK AVENUE				
Revenue	\$ 268,507.00	\$ 12,039.25	\$ 261,290.00	14,326.06
Expense	\$ 260,750.62	\$ 8,344.94	\$ 265,847.68	2,219.54
Center: 34 - PARK AVENUE Surplus (Deficit):	\$ 7,756.38	\$ 3,694.31	\$ (4,557.68)	12,106.52
Net Revenue:	2.89%	30.69%	-1.74%	84.51%
Center: 38 - ICE ARENA				
Revenue	\$ 1,068,717.20	\$ 316,774.90	\$ 996,120.48	95,373.14
Expense	\$ 883,225.72	\$ 143,693.56	\$ 1,032,446.03	85,383.38
Center: 38 - ICE ARENA Surplus (Deficit):	\$ 185,491.48	\$ 173,081.34	\$ (36,325.55)	9,989.76
Net Revenue:	17.36%	54.64%	-3.65%	10.47%
Center: 41 - MAINTENANCE				
Expense	\$ 834,343.54	\$ 69,268.28	\$ 897,675.43	76,587.52
Center: 41 - MAINTENANCE Total:	\$ 834,343.54	\$ 69,268.28	\$ 897,675.43	76,587.52
Net Revenue:				
Center: 42 - PRO SHOP				
Revenue	\$ 1,689,725.00	\$ 51,993.43	\$ 1,929,231.00	38,103.57
Expense	\$ 613,503.82	\$ 48,729.22	\$ 694,153.85	47,846.39
Center: 42 - PRO SHOP Surplus (Deficit):	\$ 1,076,221.18	\$ 3,264.21	\$ 1,235,077.15	(9,742.82)
Net Revenue:	63.69%	6.28%	64.02%	-25.57%
Center: 49 - RECREATION CENTER ADMIN				
Revenue	\$ 100,827.50	\$ 18,515.96	\$ 107,270.00	21,833.63
Expense	\$ 728,034.67	\$ 89,801.17	\$ 704,720.08	74,778.88
Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):	\$ (627,207.17)	\$ (71,285.21)	\$ (597,450.08)	(52,945.25)
Net Revenue:	-622.06%	-384.99%	-556.96%	-242.49%
Center: 51 - RECREATION CENTER FITNESS				
Revenue	\$ 1,360,180.00	\$ 95,119.12	\$ 954,714.68	195,158.19
Expense	\$ 859,672.59	\$ 79,837.60	\$ 767,995.46	97,534.84
Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):	\$ 500,507.41	\$ 15,281.52	\$ 186,719.22	97,623.35
Net Revenue:	36.80%	16.07%	19.56%	50.02%
Center: 53 - RECREATION CENTER AQUATICS				
Revenue	\$ 184,612.50	\$ 45,623.36	\$ 235,643.75	61,206.56
Expense	\$ 308,079.11	\$ 40,410.07	\$ 335,706.89	53,696.32
Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):	\$ (123,466.61)	\$ 5,213.29	\$ (100,063.14)	7,510.24
Net Revenue:	-66.88%	11.43%	-42.46%	12.27%

Account Type	Fiscal 2022 Total Budget	Fiscal 2022 YTD Activity	2023 Total Budget	2023 YTD Activity
Center: 55 - INDOOR TENNIS				
Revenue	\$ 1,278,727.00	\$ 450,576.63	\$ 1,754,621.79	383,501.52
Expense	\$ 1,063,959.35	\$ 155,186.73	\$ 1,379,971.25	164,815.37
Center: 55 - INDOOR TENNIS Surplus (Deficit):	\$ 214,767.65	\$ 295,389.90	\$ 374,650.54	218,686.15
Net Revenue:	16.80%	65.56%	21.35%	57.02%
Center: 61 - HELLER NATURE CENTER				
Revenue	\$ 357,928.25	\$ 13,455.93	\$ 303,718.00	9,227.18
Expense	\$ 625,442.22	\$ 72,312.66	\$ 671,514.54	63,629.20
Center: 61 - HELLER NATURE CENTER Surplus (Deficit):	\$ (267,513.97)	\$ (58,856.73)	\$ (367,796.54)	(54,402.02)
Net Revenue:	-74.74%	-437.40%	-121.10%	-589.58%
Center: 74 - HPCC LEARNING CENTER				
Revenue	\$ 585,953.00	\$ 17,578.26	\$ 546,750.00	16,799.10
Expense	\$ 538,786.24	\$ 39,856.26	\$ 532,296.56	49,813.36
Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):	\$ 47,166.76	\$ (22,278.00)	\$ 14,453.44	(33,014.26)
Net Revenue:	8.05%	-126.74%	2.64%	-196.52%
Center: 76 - HPCC BUILDING				
Revenue	\$ 38,874.58	\$ -	\$ 46,878.00	0.00
Expense	\$ 38,872.78	\$ 4,219.21	\$ 46,367.00	1,210.38
Center: 76 - HPCC BUILDING Surplus (Deficit):	\$ 1.80	\$ (4,219.21)	\$ 511.00	(1,210.38)
Net Revenue:	0.00%	0.00%	1.09%	0.00%
Fund: 29 - RECREATION Surplus (Deficit):	\$ (5,400.35)	\$ 238,683.27	\$ (189,737.31)	191,722.92
Net Revenue:	-0.03%	14.60%	-1.16%	12.55%
Report Surplus (Deficit):	\$ (5,400.35)	\$ 238,683.27	\$ (189,737.31)	191,722.92
Net Revenue:	-0.03%	14.60%	-1.16%	12.55%



Sunset Valley Golf Course

	2022	2022	2023	2023
	Budget	YTD Activity	Budget	YTD Activity
Revenue	1,689,725.00	51,993.43	1,929,231.00	38,103.57
Expense	1,447,847.36	117,997.50	1,591,829.28	124,433.91
Report Surplus (Deficit):	241,877.64	(66,004.07)	337,401.72	(86,330.34)

Recreation Center of HP

	2022	2022	2023	2023
	Budget	YTD Activity	Budget	YTD Activity
Revenue	1,645,620.00	159,258.44	1,297,628.43	278,198.38
Expense	1,895,786.37	210,048.84	1,808,422.43	226,010.04
Report Surplus (Deficit):	(250,166.37)	(50,790.40)	(510,794.00)	52,188.34

Deer Creek Raquet Club

	2022	2022	2023	2023
	Budget	YTD Activity	Budget	YTD Activity
Revenue	1,542,288.10	450,576.63	1,754,616.79	383,501.52
Expense	1,268,703.32	159,447.28	1,380,004.25	164,815.37
Report Surplus (Deficit):	273,584.78	291,129.35	374,612.54	218,686.15

Park District of Highland Park
Investment Schedule
February 28, 2023

02.28.2023

Security	Type		Purchase Date	Maturity Date	Interest Rate	Purchase Price	Monthly Interest	Expected Interest
First Bank of Highland Park	CD	1,000,000.00	6/27/22	5/26/23	1.50%	1,000,000.00	1,250.00	15,000.00
PMA Financial Securities	Limited Series	1,000,000.00	7/29/21		0.30%	1,000,000.00	250.00	5,000.00
		2,000,000.00				2,000,000.00	1,500.00	20,000.00



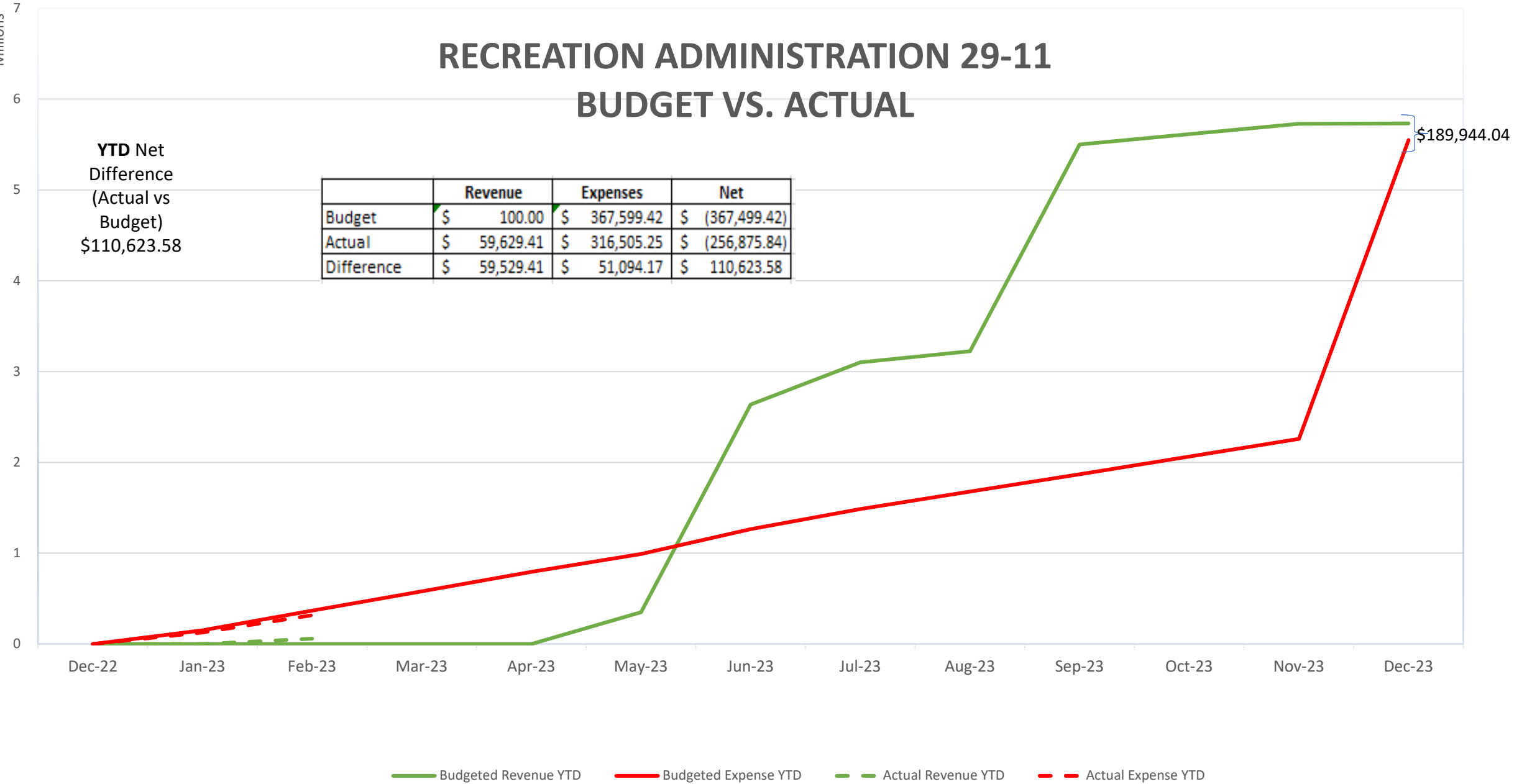
Revenue and Expense Charts by Center – February 2023

RECREATION ADMINISTRATION 29-11

BUDGET VS. ACTUAL

**YTD Net
Difference
(Actual vs
Budget)
\$110,623.58**

	Revenue	Expenses	Net
Budget	\$ 100.00	\$ 367,599.42	\$ (367,499.42)
Actual	\$ 59,629.41	\$ 316,505.25	\$ (256,875.84)
Difference	\$ 59,529.41	\$ 51,094.17	\$ 110,623.58

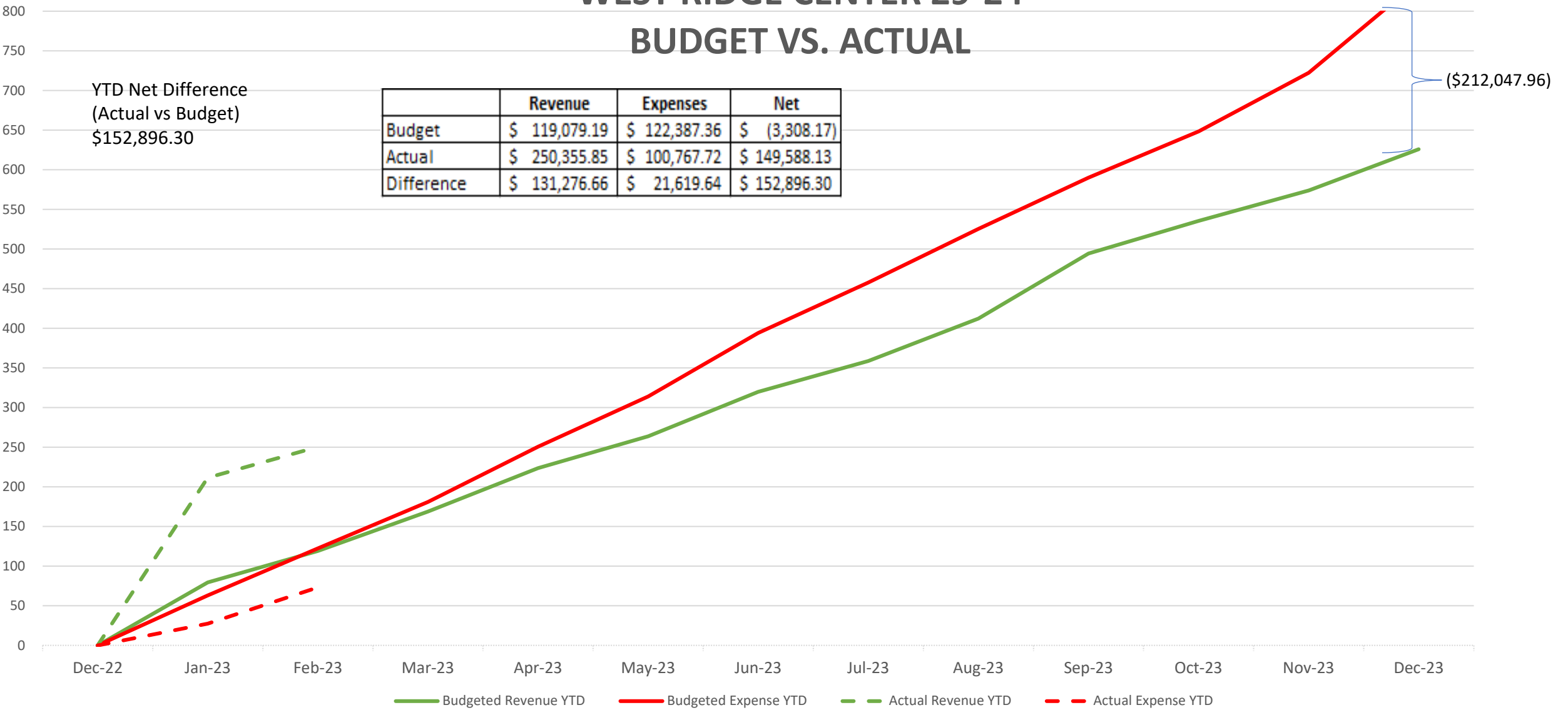


WEST RIDGE CENTER 29-24

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$152,896.30

	Revenue	Expenses	Net
Budget	\$ 119,079.19	\$ 122,387.36	\$ (3,308.17)
Actual	\$ 250,355.85	\$ 100,767.72	\$ 149,588.13
Difference	\$ 131,276.66	\$ 21,619.64	\$ 152,896.30

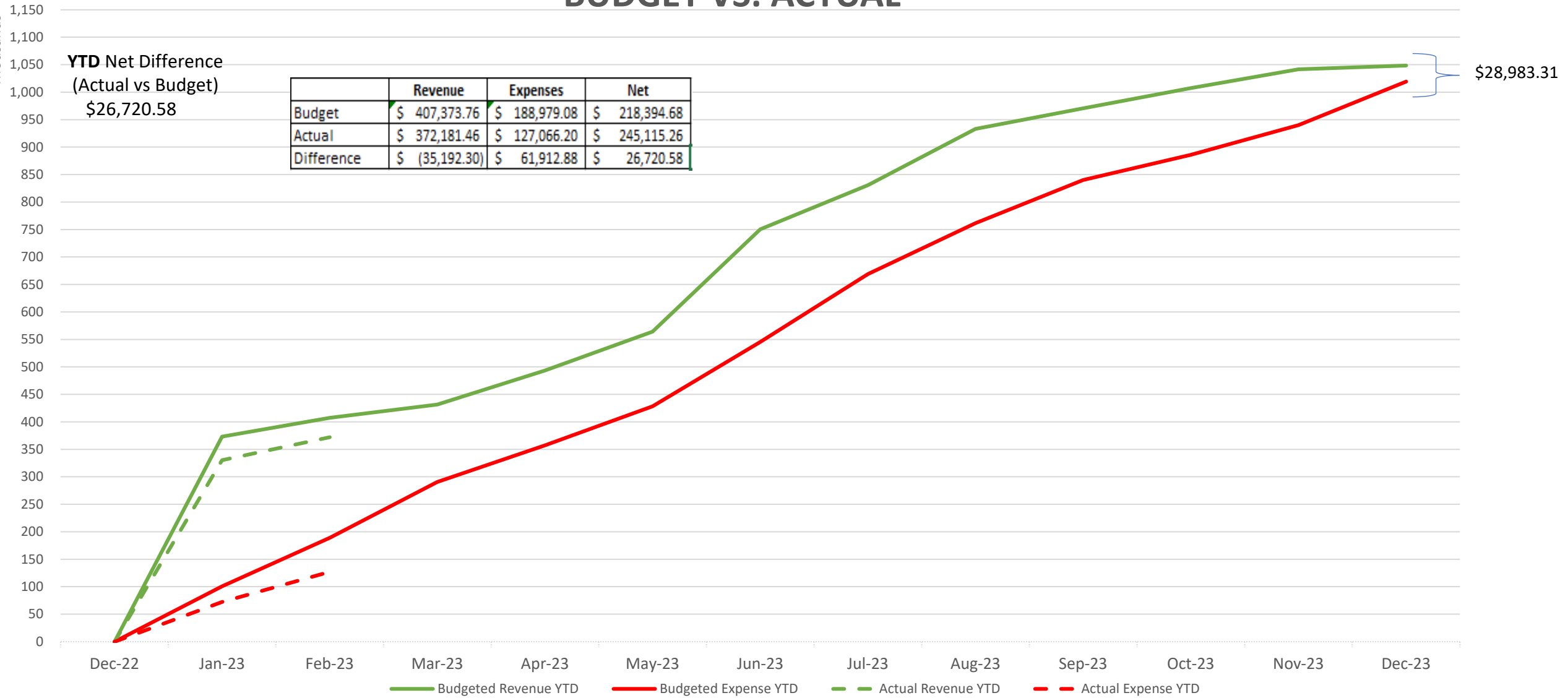


ATHLETICS 29-26

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$26,720.58

	Revenue	Expenses	Net
Budget	\$ 407,373.76	\$ 188,979.08	\$ 218,394.68
Actual	\$ 372,181.46	\$ 127,066.20	\$ 245,115.26
Difference	\$ (35,192.30)	\$ 61,912.88	\$ 26,720.58



\$28,983.31

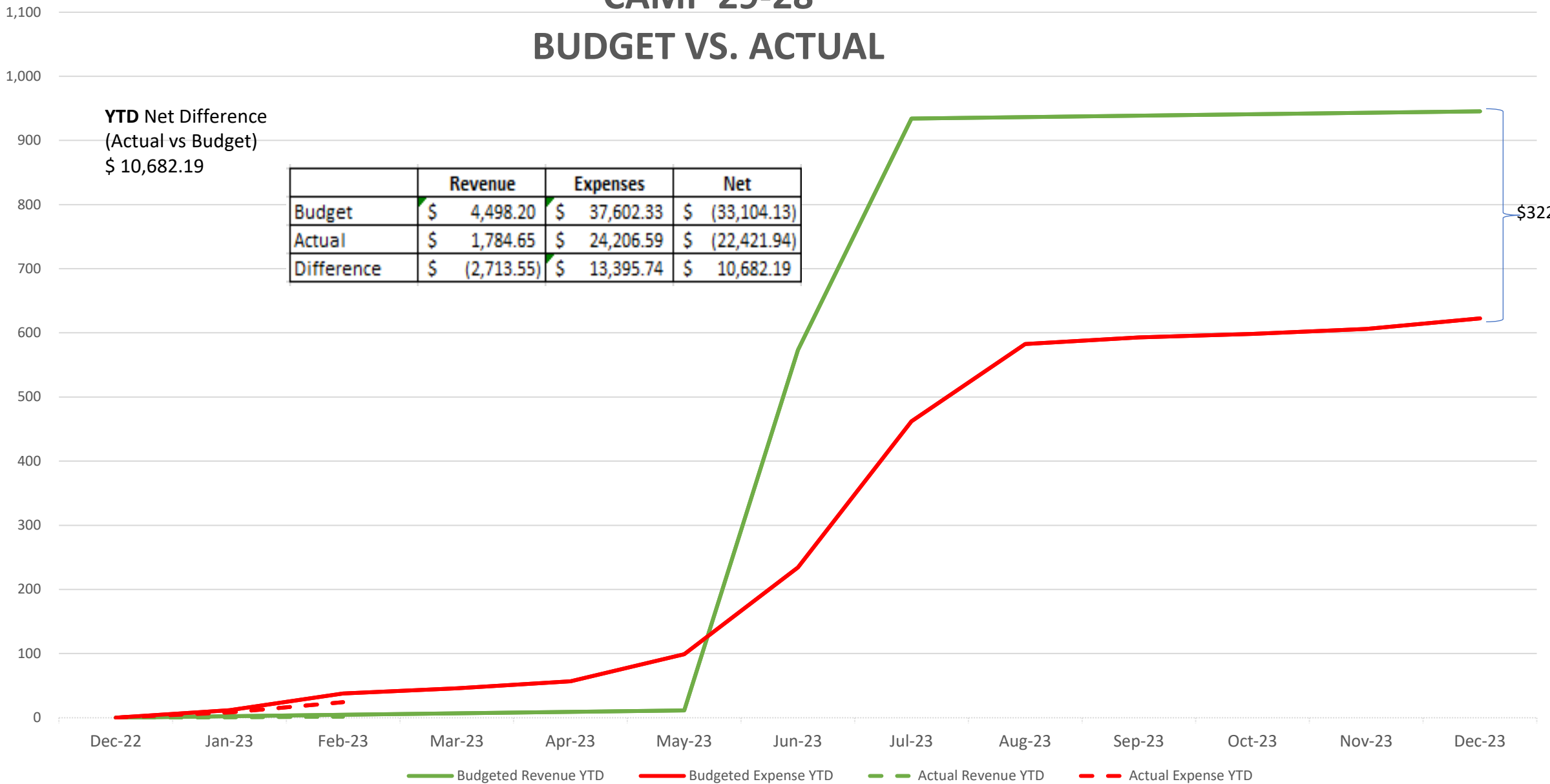
CAMP 29-28

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 10,682.19

	Revenue	Expenses	Net
Budget	\$ 4,498.20	\$ 37,602.33	\$ (33,104.13)
Actual	\$ 1,784.65	\$ 24,206.59	\$ (22,421.94)
Difference	\$ (2,713.55)	\$ 13,395.74	\$ 10,682.19

\$322,751.67



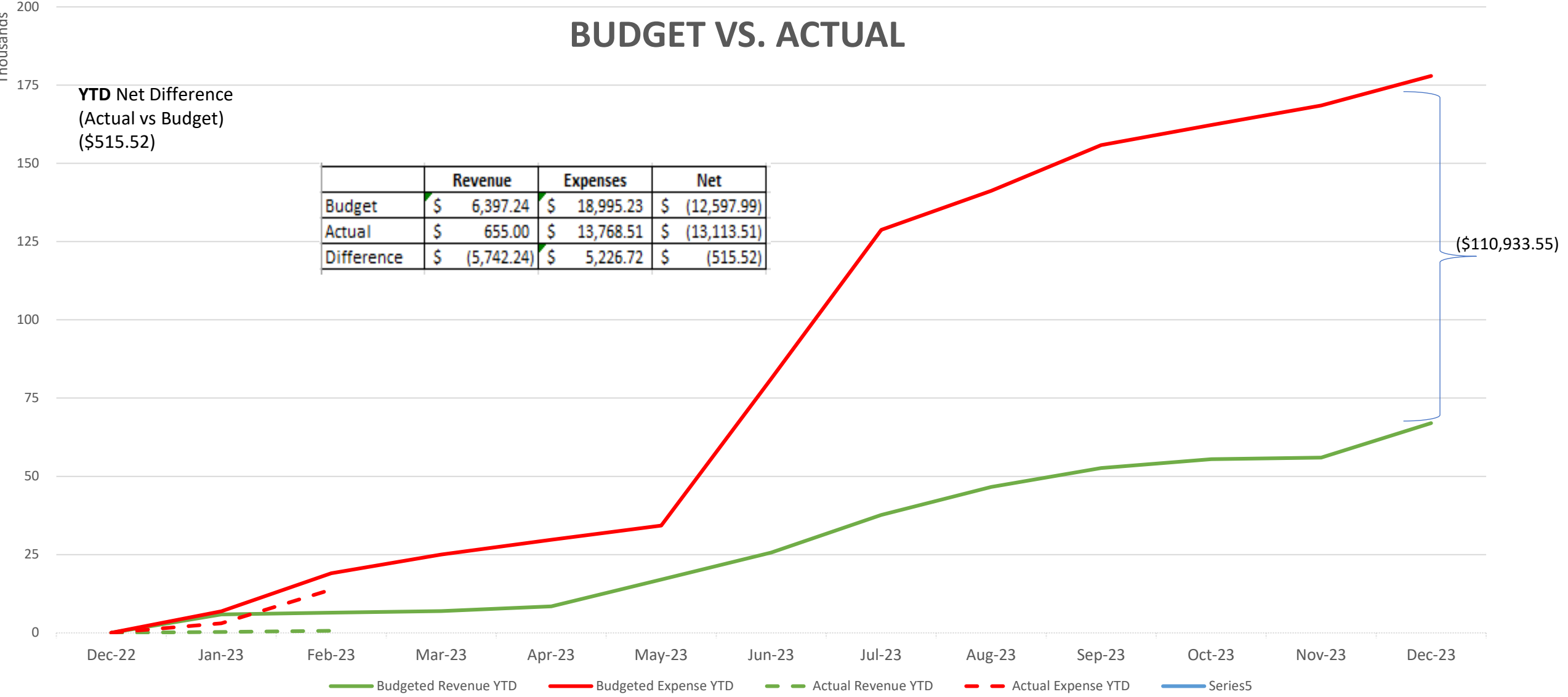
— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

SPECIAL EVENTS 29-29

BUDGET VS. ACTUAL

YTD Net Difference
 (Actual vs Budget)
 (\$515.52)

	Revenue	Expenses	Net
Budget	\$ 6,397.24	\$ 18,995.23	\$ (12,597.99)
Actual	\$ 655.00	\$ 13,768.51	\$ (13,113.51)
Difference	\$ (5,742.24)	\$ 5,226.72	\$ (515.52)



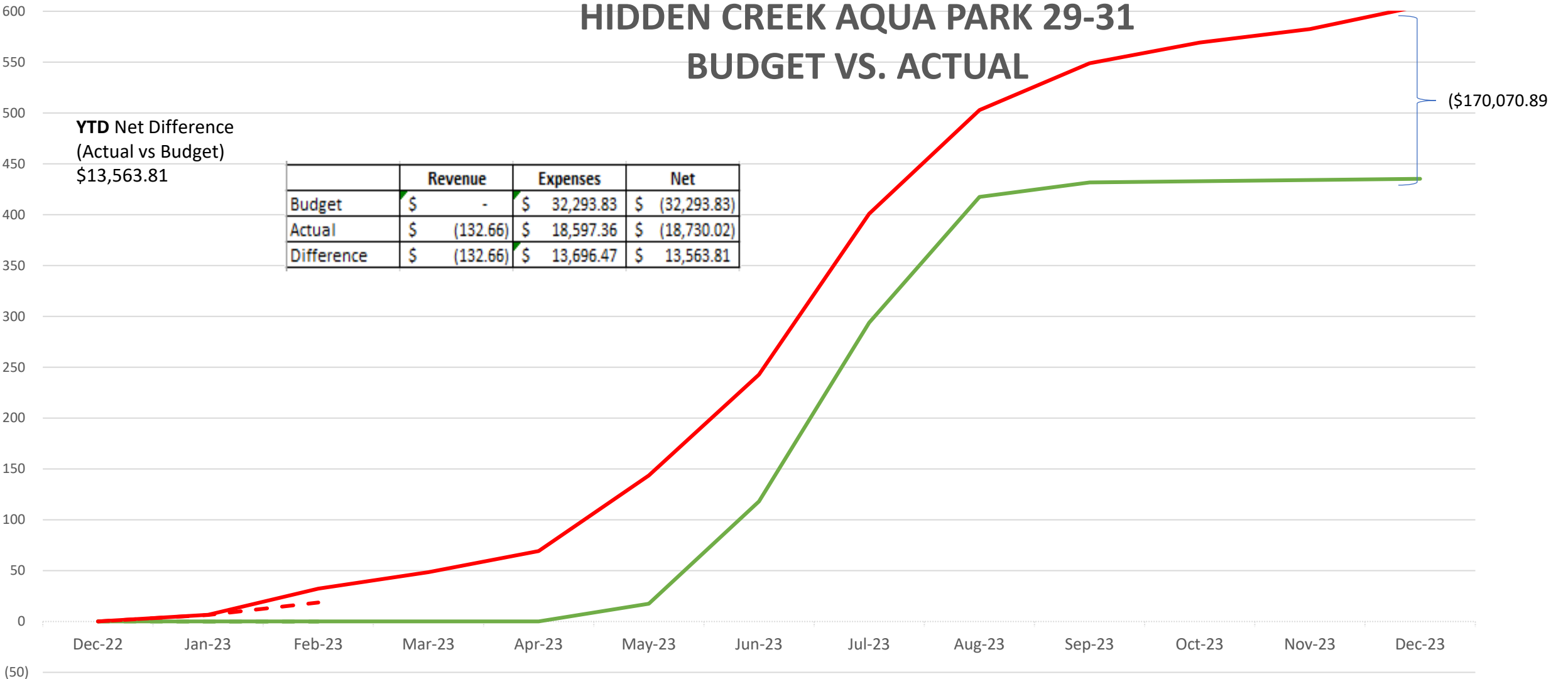
(\$110,933.55)

HIDDEN CREEK AQUA PARK 29-31

BUDGET VS. ACTUAL

YTD Net Difference
 (Actual vs Budget)
\$13,563.81

	Revenue	Expenses	Net
Budget	\$ -	\$ 32,293.83	\$ (32,293.83)
Actual	\$ (132.66)	\$ 18,597.36	\$ (18,730.02)
Difference	\$ (132.66)	\$ 13,696.47	\$ 13,563.81



— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

ROSEWOOD INTERPRETIVE CENTER 29-32

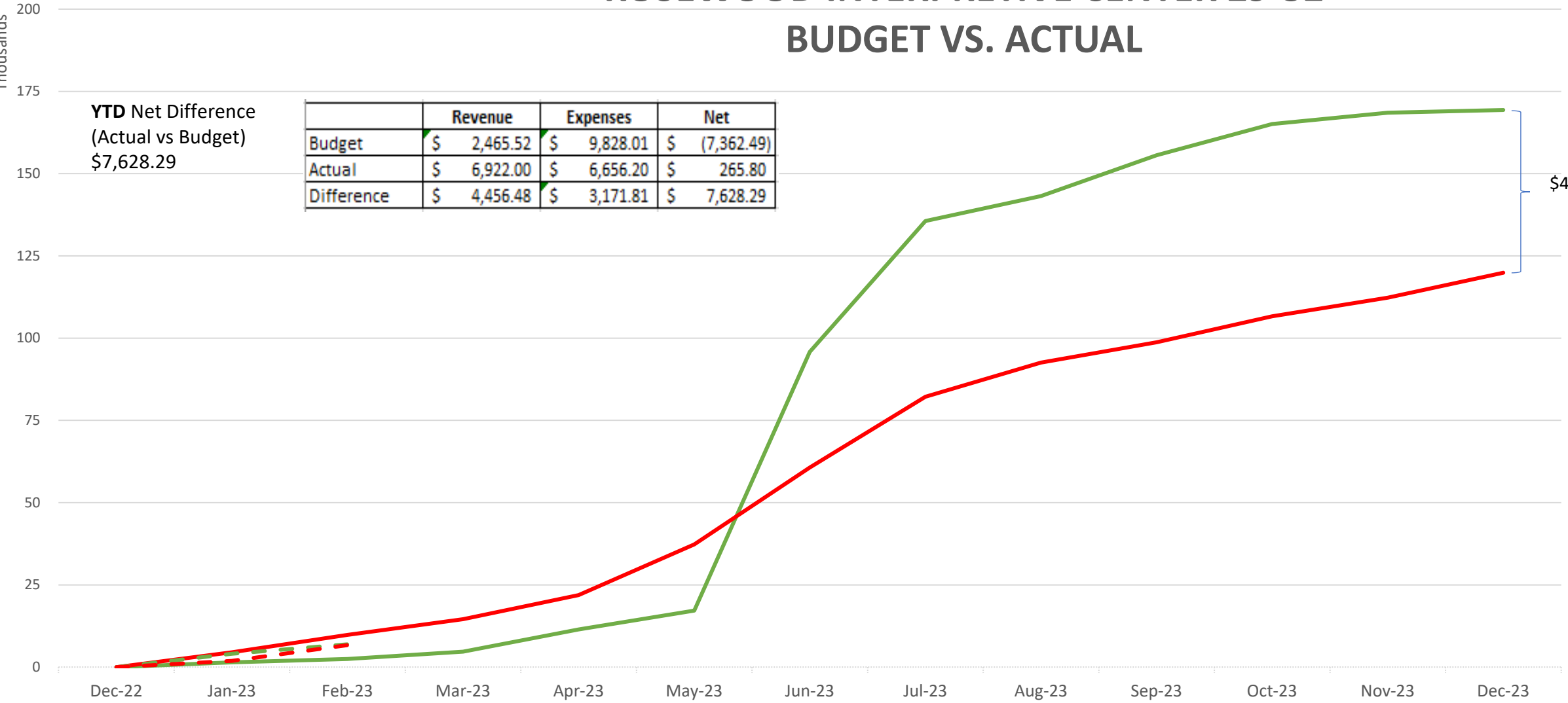
BUDGET VS. ACTUAL

Thousands

**YTD Net Difference
(Actual vs Budget)
\$7,628.29**

	Revenue	Expenses	Net
Budget	\$ 2,465.52	\$ 9,828.01	\$ (7,362.49)
Actual	\$ 6,922.00	\$ 6,656.20	\$ 265.80
Difference	\$ 4,456.48	\$ 3,171.81	\$ 7,628.29

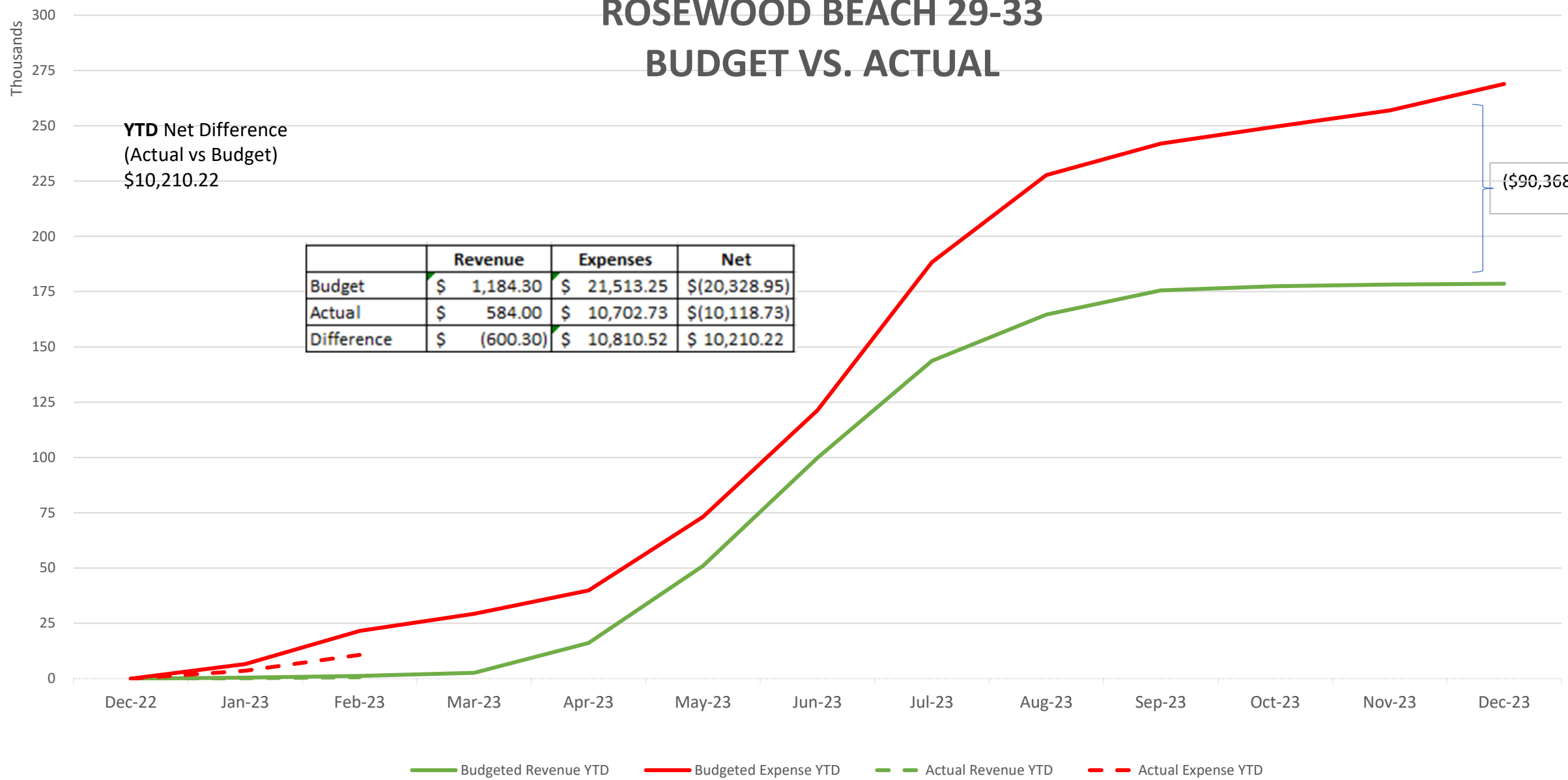
\$49,458.08



— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

ROSEWOOD BEACH 29-33

BUDGET VS. ACTUAL



YTD Net Difference
(Actual vs Budget)
\$10,210.22

	Revenue	Expenses	Net
Budget	\$ 1,184.30	\$ 21,513.25	\$(20,328.95)
Actual	\$ 584.00	\$ 10,702.73	\$(10,118.73)
Difference	\$ (600.30)	\$ 10,810.52	\$ 10,210.22

(\$90,368.94)

— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

PARK AVENUE 29-34

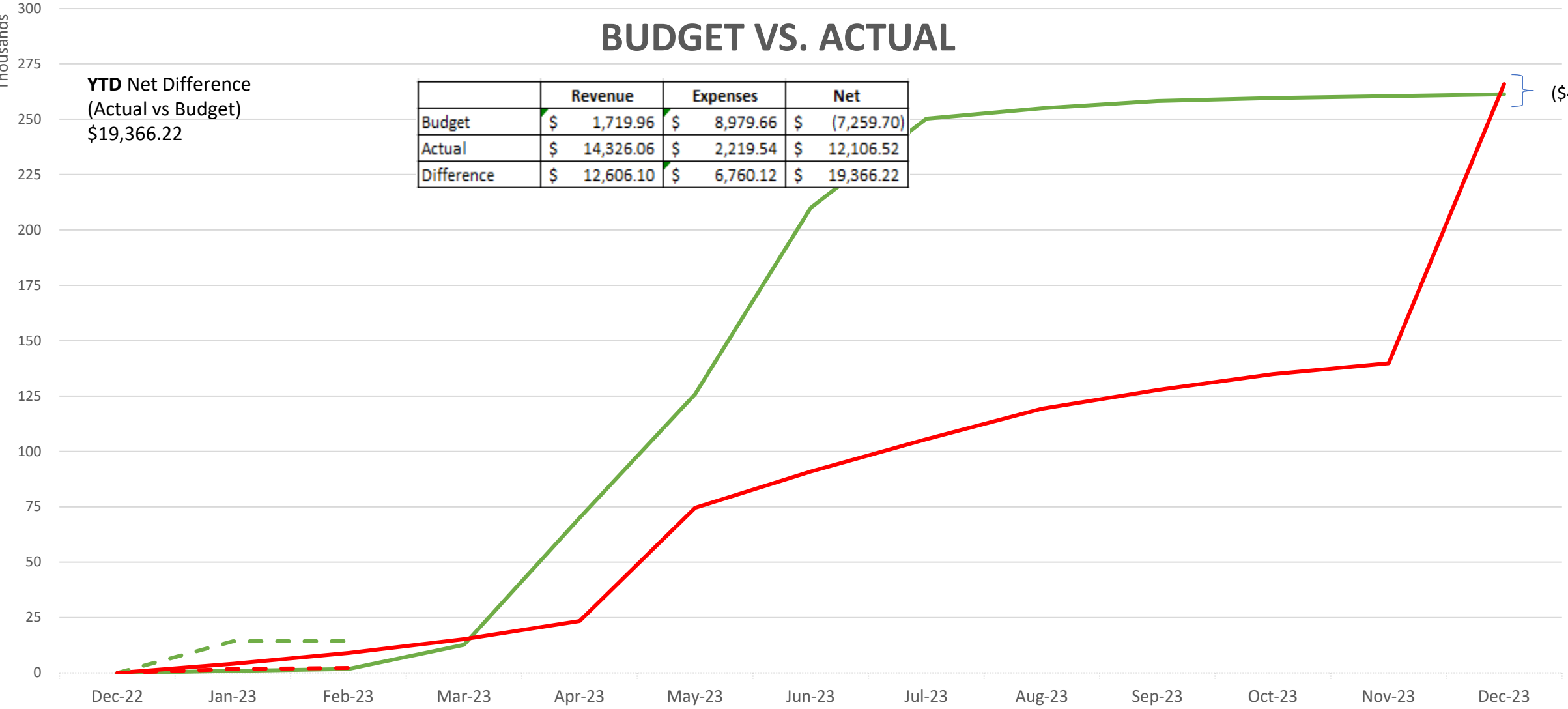
BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$19,366.22

	Revenue	Expenses	Net
Budget	\$ 1,719.96	\$ 8,979.66	\$ (7,259.70)
Actual	\$ 14,326.06	\$ 2,219.54	\$ 12,106.52
Difference	\$ 12,606.10	\$ 6,760.12	\$ 19,366.22

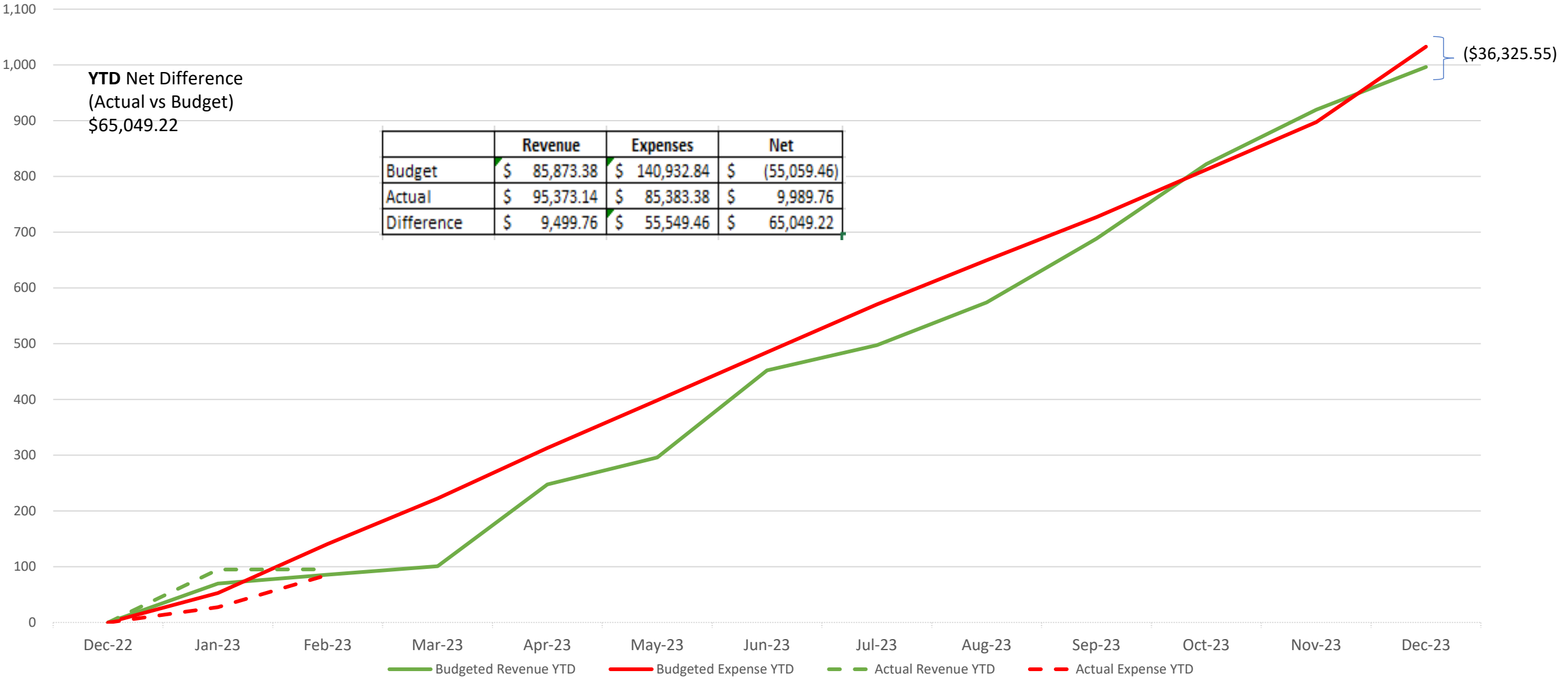
} (\$4,557.6



— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

CENTENNIAL 29-38

BUDGET VS. ACTUAL



YTD Net Difference
 (Actual vs Budget)
 \$65,049.22

} (\$36,325.55)

	Revenue	Expenses	Net
Budget	\$ 85,873.38	\$ 140,932.84	\$ (55,059.46)
Actual	\$ 95,373.14	\$ 85,383.38	\$ 9,989.76
Difference	\$ 9,499.76	\$ 55,549.46	\$ 65,049.22

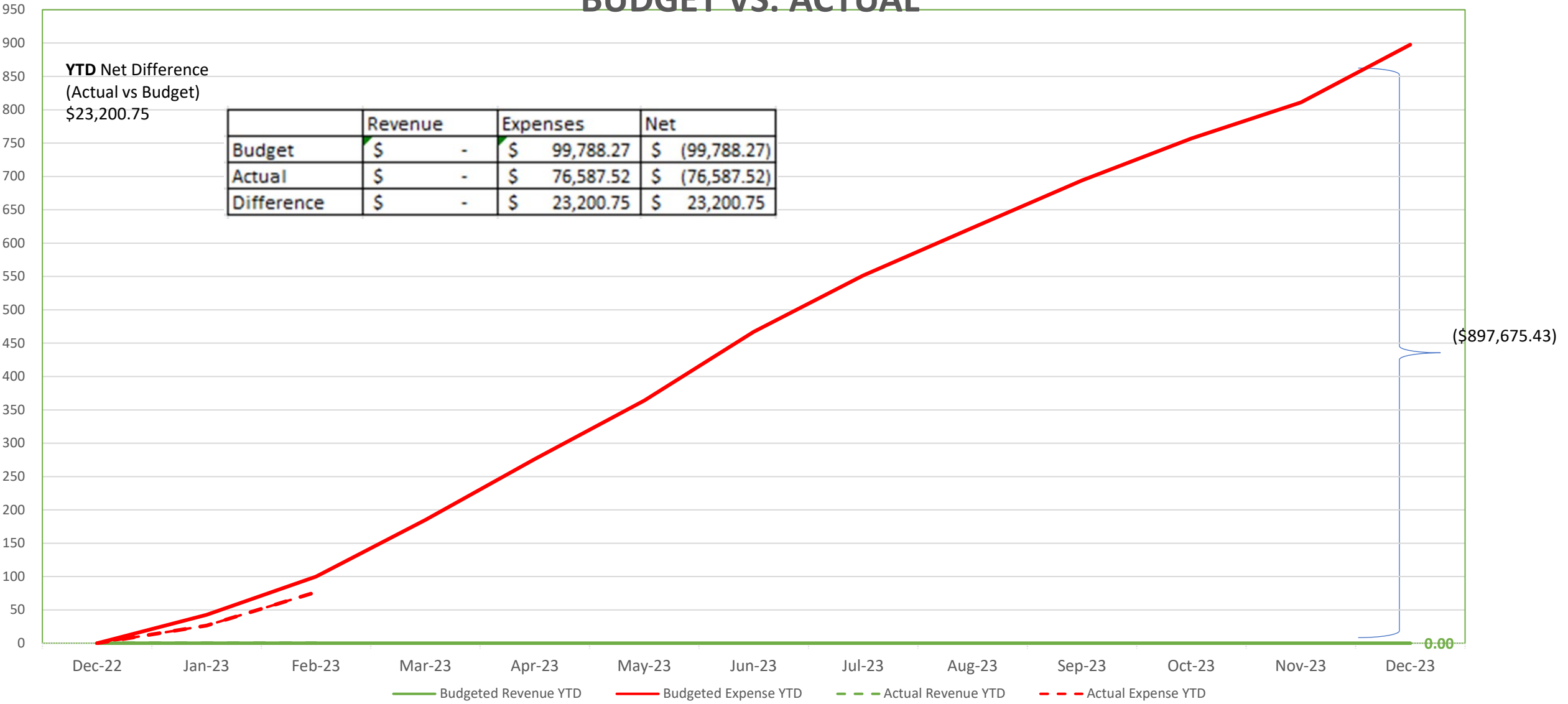
— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

MAINTENANCE 29-41

BUDGET VS. ACTUAL

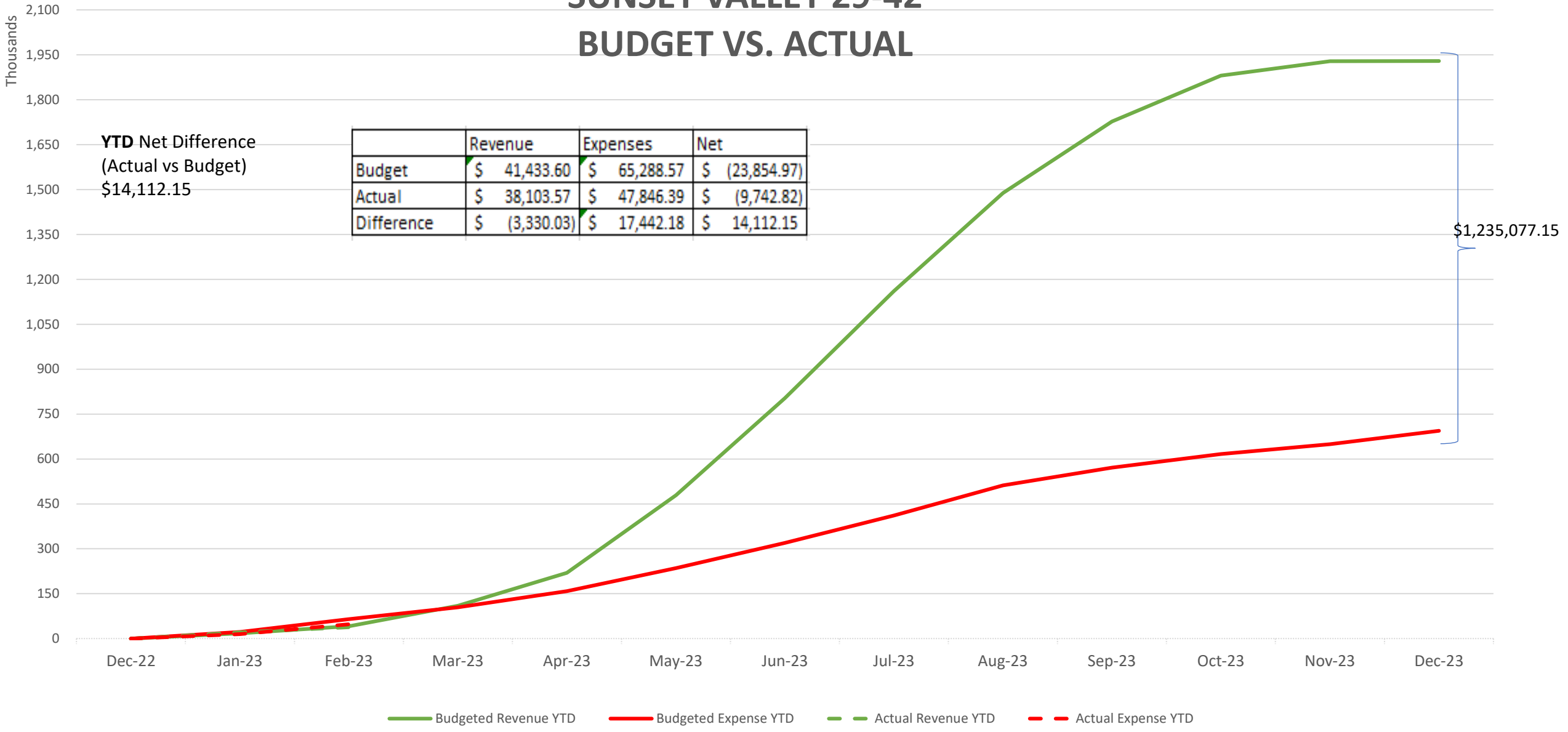
YTD Net Difference
 (Actual vs Budget)
 \$23,200.75

	Revenue	Expenses	Net
Budget	\$ -	\$ 99,788.27	\$ (99,788.27)
Actual	\$ -	\$ 76,587.52	\$ (76,587.52)
Difference	\$ -	\$ 23,200.75	\$ 23,200.75



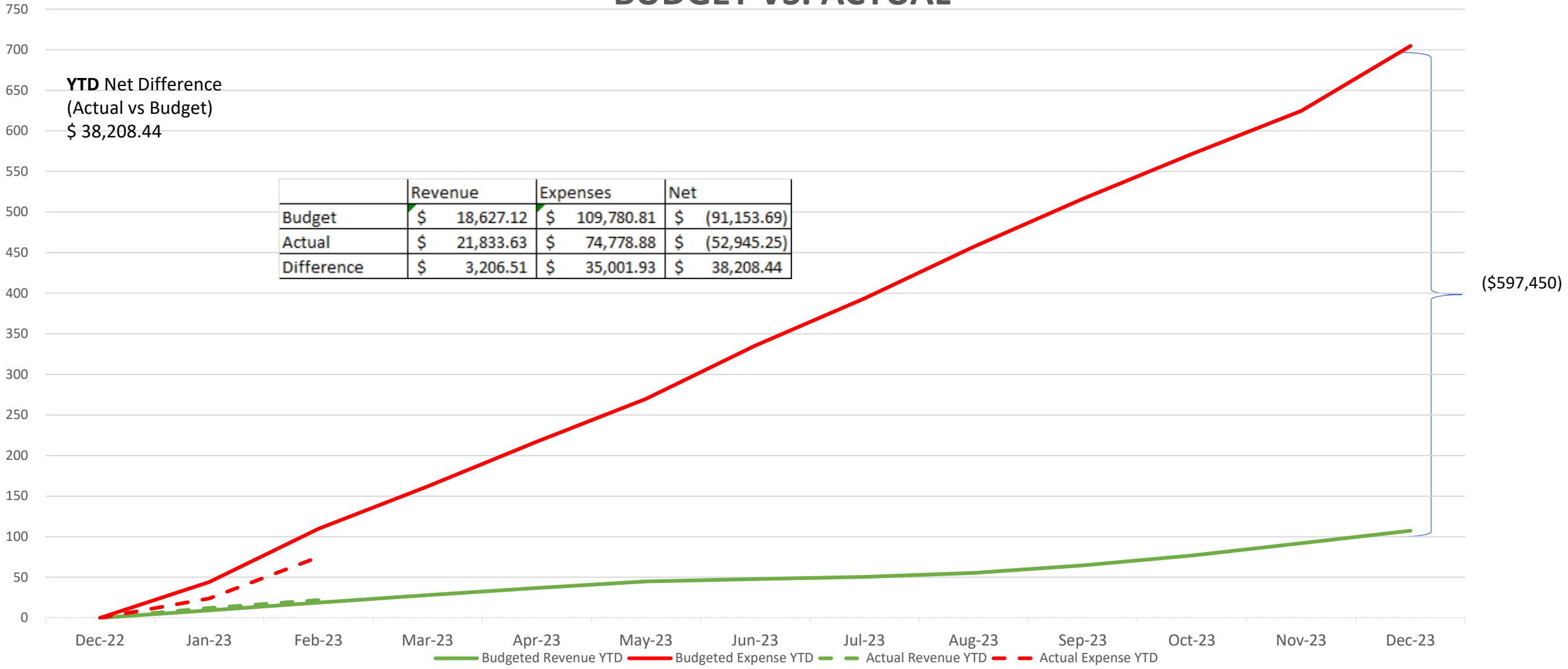
SUNSET VALLEY 29-42

BUDGET VS. ACTUAL



REC CENTER ADMIN 29-49

BUDGET VS. ACTUAL



YTD Net Difference
 (Actual vs Budget)
\$ 38,208.44

	Revenue	Expenses	Net
Budget	\$ 18,627.12	\$ 109,780.81	\$ (91,153.69)
Actual	\$ 21,833.63	\$ 74,778.88	\$ (52,945.25)
Difference	\$ 3,206.51	\$ 35,001.93	\$ 38,208.44

(\$597,450)

RECREATION CENTER FITNESS 29-51

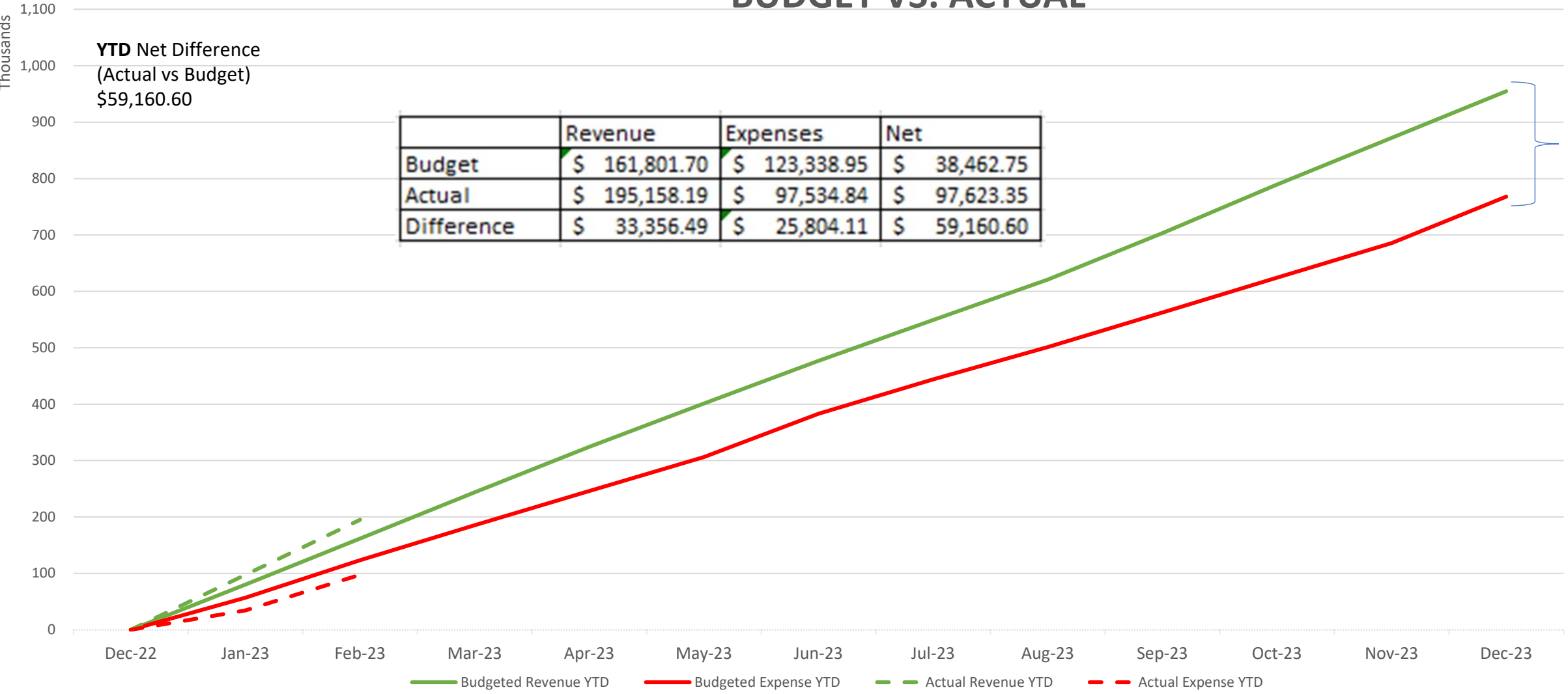
BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$59,160.60

	Revenue	Expenses	Net
Budget	\$ 161,801.70	\$ 123,338.95	\$ 38,462.75
Actual	\$ 195,158.19	\$ 97,534.84	\$ 97,623.35
Difference	\$ 33,356.49	\$ 25,804.11	\$ 59,160.60

\$186,719.



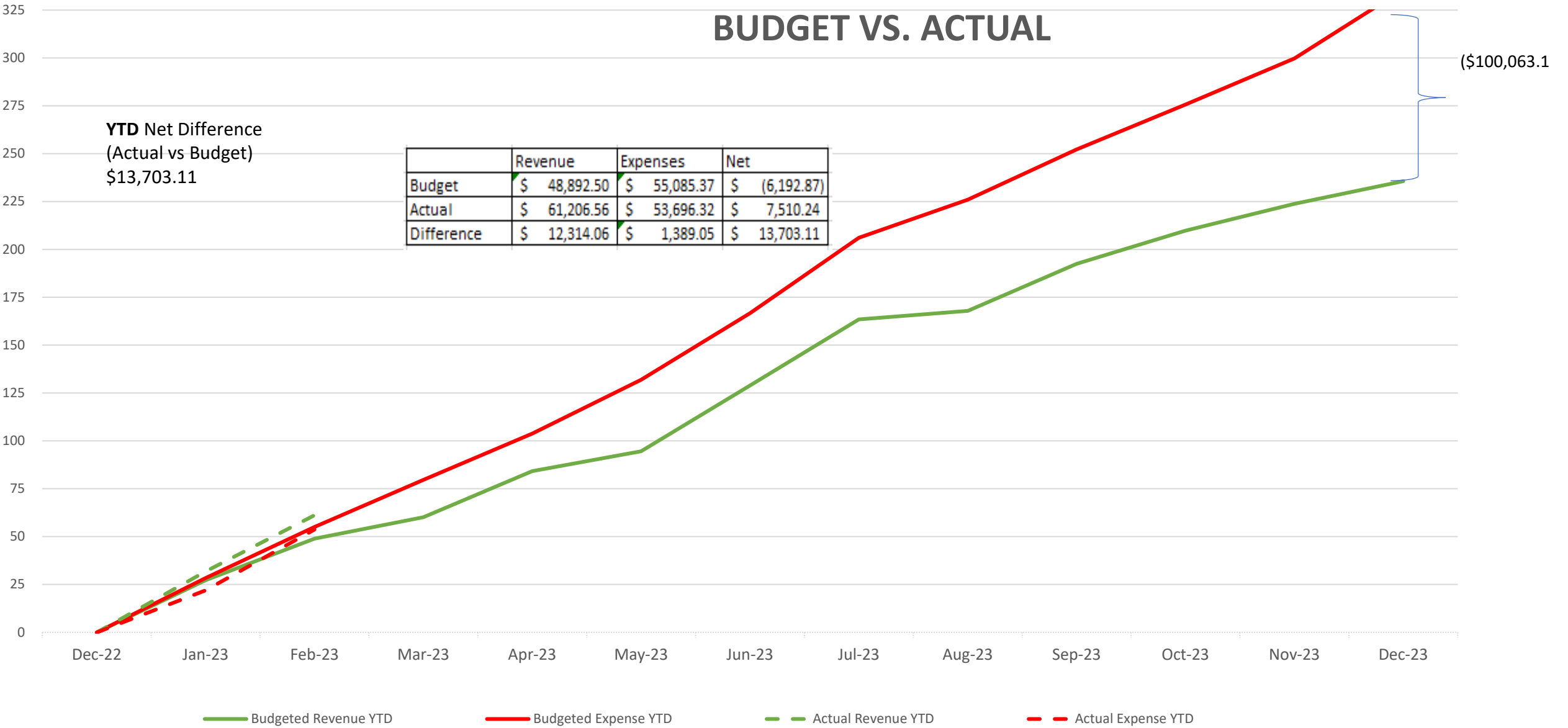
— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

RECREATION CENTER AQUATICS 29-53

BUDGET VS. ACTUAL

**YTD Net Difference
(Actual vs Budget)
\$13,703.11**

	Revenue	Expenses	Net
Budget	\$ 48,892.50	\$ 55,085.37	\$ (6,192.87)
Actual	\$ 61,206.56	\$ 53,696.32	\$ 7,510.24
Difference	\$ 12,314.06	\$ 1,389.05	\$ 13,703.11



(\$100,063.1)

TENNIS 29-55

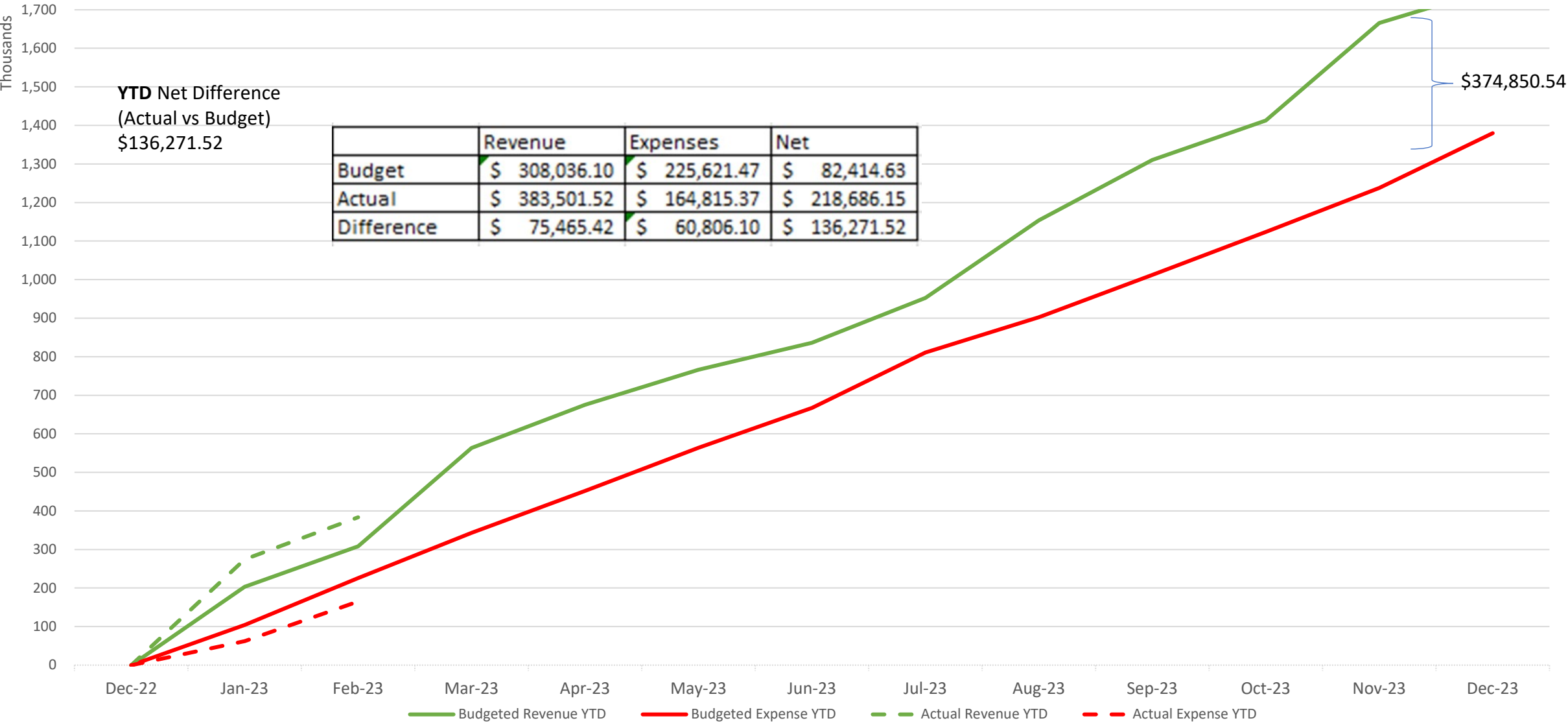
BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$136,271.52

	Revenue	Expenses	Net
Budget	\$ 308,036.10	\$ 225,621.47	\$ 82,414.63
Actual	\$ 383,501.52	\$ 164,815.37	\$ 218,686.15
Difference	\$ 75,465.42	\$ 60,806.10	\$ 136,271.52

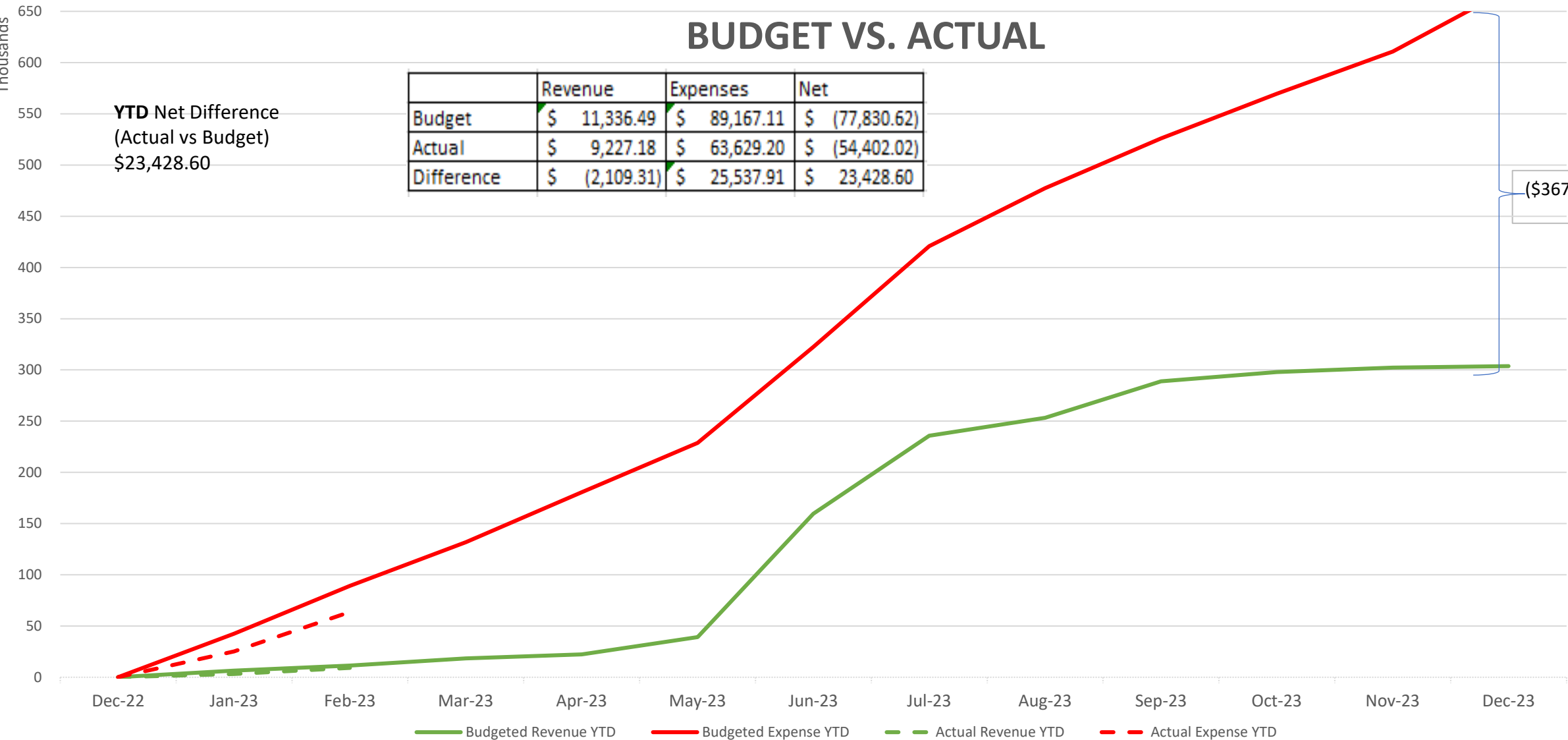
\$374,850.54



— Budgeted Revenue YTD — Budgeted Expense YTD - - - Actual Revenue YTD - - - Actual Expense YTD

HELLER NATURE CENTER 29-61

BUDGET VS. ACTUAL



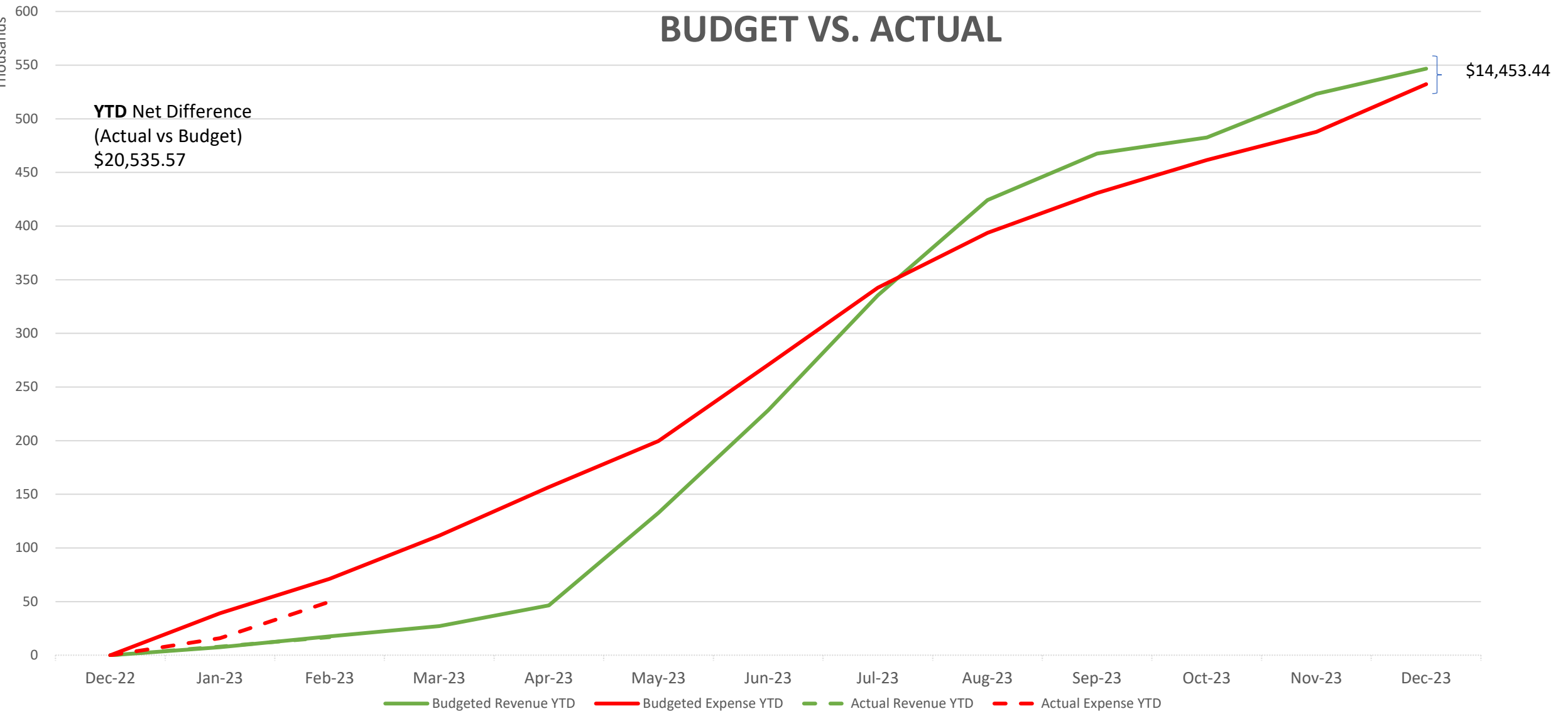
YTD Net Difference
 (Actual vs Budget)
 \$23,428.60

	Revenue	Expenses	Net
Budget	\$ 11,336.49	\$ 89,167.11	\$ (77,830.62)
Actual	\$ 9,227.18	\$ 63,629.20	\$ (54,402.02)
Difference	\$ (2,109.31)	\$ 25,537.91	\$ 23,428.60

(\$367,796.54)

HPCC LEARNING CENTER 29-74

BUDGET VS. ACTUAL



HPCC BUILDING 29-76

BUDGET VS. ACTUAL

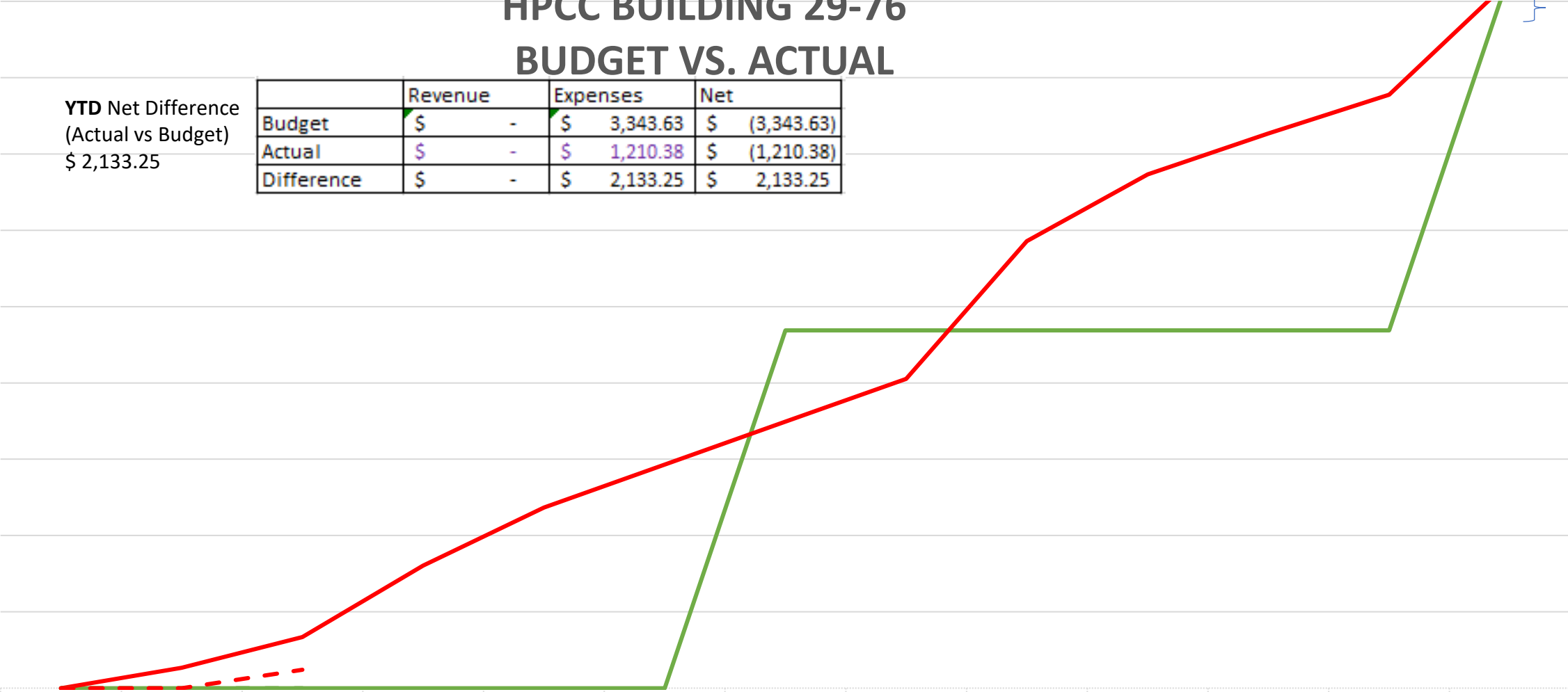
YTD Net Difference
 (Actual vs Budget)
 \$ 2,133.25

	Revenue	Expenses	Net
Budget	\$ -	\$ 3,343.63	\$ (3,343.63)
Actual	\$ -	\$ 1,210.38	\$ (1,210.38)
Difference	\$ -	\$ 2,133.25	\$ 2,133.25

Dec-22 Jan-23 Feb-23 Mar-23 Apr-23 May-23 Jun-23 Jul-23 Aug-23 Sep-23 Oct-23 Nov-23 Dec-23

— Budgeted Revenue YTD — Budgeted Expense YTD — Actual Revenue YTD - - - Actual Expense YTD

} \$511

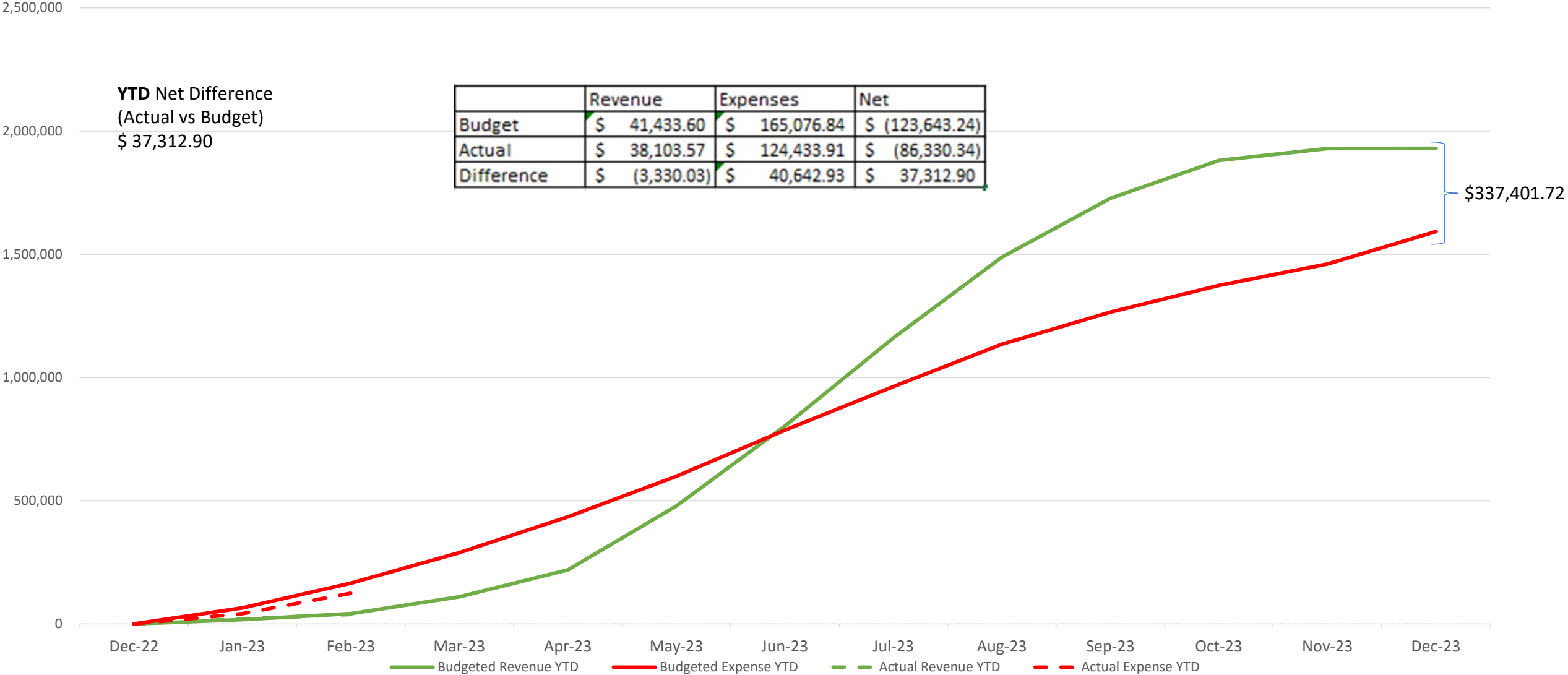


SUNSET VALLEY 29-41 and 42

BUDGET VS. ACTUAL

YTD Net Difference
 (Actual vs Budget)
 \$ 37,312.90

	Revenue	Expenses	Net
Budget	\$ 41,433.60	\$ 165,076.84	\$ (123,643.24)
Actual	\$ 38,103.57	\$ 124,433.91	\$ (86,330.34)
Difference	\$ (3,330.03)	\$ 40,642.93	\$ 37,312.90



\$337,401.72

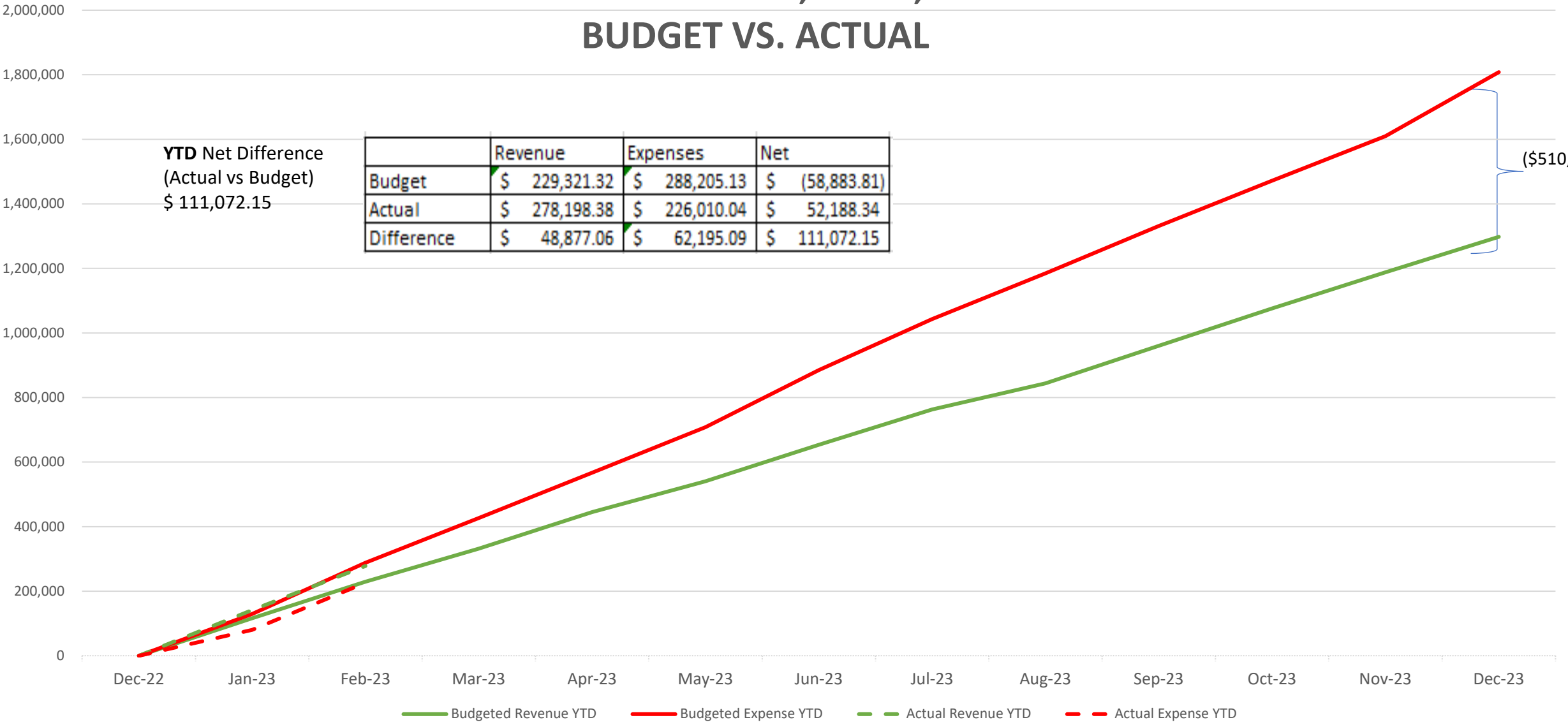
RECREATION 29-49, 29-51, 29-53

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 111,072.15

	Revenue	Expenses	Net
Budget	\$ 229,321.32	\$ 288,205.13	\$ (58,883.81)
Actual	\$ 278,198.38	\$ 226,010.04	\$ 52,188.34
Difference	\$ 48,877.06	\$ 62,195.09	\$ 111,072.15

(\$510,794)





2023

**FINANCIAL
FORECASTS
AND
TREASURER'S
REPORT**

2/28/23



Memorandum

To: Park Board of Commissioners

From: Mike Evans, Landscape Architect, Amalia Schwartz, Planning and Projects Manager, Jeff Smith, Director of Planning and Projects, Brian Romes, Executive Director

Date: March 29, 2023

Subject: **Approval of the 2023 Asphalt Improvements Project Bid**

Summary

The Park District of Highland Park received three (3) sealed bids on Thursday, March 2, 2023 for materials and labor to complete the 2023 Asphalt Improvements Projects. Work is scheduled to occur May through June 2023. Staff discussed the bid results with the Finance Committee on Tuesday, March 21. Staff will provide a summary of recommended alternates regarding the pickleball courts at Danny Cunniff, and cart paths at Sunset Valley Golf Club.

Bid Results

<i>Base Bid/Alternate Items</i>	<i>Troch-McNeil Paving Company</i>	<i>Chicagoland Paving Contractors Inc</i>	<i>Schroeder Asphalt Services Inc</i>
Base Bid 1 (Lincoln, Basketball Court Color)	\$6,050.00	\$6,500.00	\$10,000.00
Base Bid 2 (SVGC, Hole 12)	\$43,120.00	\$54,000.00	\$52,000.00
Base Bid 3 (SVGC Hole 13)	\$40,694.50	\$51,000.00	\$58,890.00
Base Bid 4 (SVGC Hole 14)	\$21,856.45	\$38,500.00	\$36,495.00
Alternate 1 (Central, Parking Lot Striping)	\$1,500.00	\$750.00	n/a
Alternate 2 (Cunniff, 12 Pickleball Courts)	\$84,205.00	\$80,000.00	\$95,000.00
Alternate 3 (Cunniff, 10 Pickleball Courts)	\$75,565.00	\$70,000.00	\$80,000.00
Alternate 4 (SVGC, Hole 1)	\$51,090.00	\$75,000.00	\$74,256.00
Alternate 5 (SVGC, Hole 10)	\$15,933.75	\$25,000.00	\$230,696.00
Alternate 6 (SVGC, Hole 11)	\$33,745.00	\$15,000.00	\$34,245.00
Alternate 7 (SVGC, E. Parking Lot)	\$2,000.00	\$1,750.00	\$1,750.00
Alternate 8 (SVGC, S. Parking Lot)	\$1,800.00	\$1,750.00	\$1,750.00

The low bidder is Troch McNeil Paving Company. This contractor has favorable references and experience working with the Park District.

Financial Impact

Total Approved 2023 Capital Fund	\$140,300.00
Base Bid Items 1, 2, 3, 4	(\$111,720.95)
Alternates Items 1, 4, 6,7, 8	(\$90,135)
Total Bid and Alternates	\$201,855.95
Amount Over Budget	(\$61,555.95)

Recommendation

Staff recommend approval from the Park Board of Commissioners to authorize the Executive Director to enter into an agreement for base bid items 1,2,3, & 4 and Alternates 1,4, 6, 7, & 8 from Troch McNeil Paving Company for the 2023 Asphalt Improvements Project in the amount not to exceed \$201,855.95.



Memorandum

To: Park Board of Commissioners

From: Amalia Schwartz, Planning and Projects Manager; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: March 29, 2023

Subject: **Approval of the Park Avenue North Beach Project Design Firm Proposal**

Summary

In 2022 Staff was awarded \$400,000 from the Illinois Department of Natural Resources Open Space Land Acquisition and Development (OSLAD) Grant program for the Park Avenue Beach Access Improvement Project. The resolution committing funds to this project was approved by the Park Board on August 24, 2021. The project proposed for the grant is consistent with the Park Avenue Preferred Concept Plan Drawings also approved on August 24, 2021.

The Park District has two years to complete the project. Staff is seeking approval from the Park Board to award the design and engineering contract to begin project design.

The OSLAD approved project scope, or phase 1, focuses on the north beach area and includes improvements to pedestrian access, an ADA-compliant boardwalk along the beach, reconfiguring and rehabilitation of the vehicular parking lot, landscaping, and a fishing area.

Phase 2 of the Park Avenue Site Plan includes the following proposed improvements to the north side: a pergola, an extension of the boardwalk to the north boundary of the property, and resurfacing of the motorized boat storage. Phase 2 improvements to the southern portion of the property include a painted walkway loop, a painted active-use zone, reconfigured asphalt drive, formalized storage on the beach, and a refurbished deck and landscaping.

The Park District received two proposals for design and engineering services. The proposals are structured to provide the Park District Board of Commissioners with approach options. The lower-cost option is from Hitchcock Design Group (HDG). HDG is a nationally recognized firm that most recently worked with the Park District on the Sunset Woods Playground renovation and master plan project. Their experience includes park projects in the region and along Lake Michigan.

Lakota Group also submitted a proposal. Lakota is familiar with the Park District of Highland Park and Park Avenue Beach, most recently completing the site master plan for Park Avenue. Their experience includes lakefront projects and master planning for neighboring Northshore suburbs.

Financial Impact

A summary of the proposals received is detailed below. The 2023 budget has \$88,000 allocated towards design and engineering for this project. Staff and the finance committee recommend selecting the option to focus design and engineering for the North Beach. HDG’s proposal including the deduct to focus on the North Beach would be \$1,900 under budget.

	<i>HDG</i>	<i>LAKOTA</i>
<u>Base Proposal (Design/Engineering Phase 1 and 2)</u>		
Total Cost for Design/Engineering of Phase 1 and 2	\$105,600	\$149,100
<i>Deduct to focus on North Beach</i>	-\$30,000	-\$12,300
Total Cost for Design/Engineering of the North Beach	\$75,600	\$136,800
 <u>Allowances</u>		
<i>Reimbursables</i>	\$2,500	\$4,000
Rendering	\$2,500	\$4,500
Wetland delineation/USACE	\$5,500	\$20,000
 <u>Design/Engineering (Phase 1 and 2)</u>		
<i>Potential 2023 Expense</i>	\$116,100	\$177,600
<i>2023 Budget variance</i>	\$28,100	\$89,600
 <u>Design/Engineering (Focus on North Beach)</u>		
<i>Potential 2023 Expense</i>	\$86,100	\$165,300
<i>2023 Budget variance</i>	-\$1,900	\$77,300

Recommendation

Staff and the Finance Committee recommend approval from the Park Board of Commissioners to authorize the Executive Director to enter a contract with Hitchcock Design Group for the design and engineering of the north beach in the amount of \$75,600 (Base Items 1-4) with allowances as listed in the proposal for reimbursables, renderings, and wetland delineation/USACE permitting.

JANUARY 12, 2023

RESPONSE TO REQUEST FOR PROPOSAL

Park Avenue Beach Improvements

Park District of Highland Park



TABLE OF CONTENTS

Your Project	05
approach	
scope of services	
schedule	
Your Team	12
hitchcock design group	
hey & associates	
mccluskey engineering corporation	
nova engineering	
vanderstappen land surveying	
rubino engineering	
Our Experience	24
Appendix	32
proposal form	
references form	
firm profile and qualifications	
contractor's certification of eligibility	





PARK AVENUE BEACH IMPROVEMENTS

Amalia Schwartz, Planning and Projects Manager
Park District of Highland Park
636 Ridge Road
Highland Park, Illinois 60035

Dear Amalia,

We appreciate this opportunity to submit a proposal for your Park Avenue Beach Improvements project and continue to assist the Park District of Highland Park (PDHP) with valuable park improvements for your community! With our team's park design and technical expertise, community and lakefront experience, OSLAD grant knowledge, and staff commitment, we are the right partnership for the Park Avenue Beach project.

OUR EXPERIENCE

As you know from our recent work with your team, our recreation studio is a group of dedicated experienced park planners and grant writers that have exclusively served recreation providers (park districts and municipalities) for over 40 years. Our goal is to help you and your team create recreation settings that meet the needs of your community, represent the high quality parks PDHP expects, embraces environmental practices, and improves the Park Avenue Beach property to provide a great lakefront experience for your residents.

Helping design and implement creative parks that serve all generations and abilities defines who we are as professionals. We have built an extensive portfolio around parks and facilities over the decades with a few key examples included with this submittal. HDG also has extensive experience assisting park and recreation providers to obtain and implement IDNR OSLAD funding for their projects. Since 1998 we have assisted public agencies in submitting over 100 OSLAD grant applications with a success rate over 90% leading to over \$50,000,000 dollars of grant funding.

We work with many nearby agencies to the Park District of Highland Park that have selected Hitchcock Design Group's Recreation Studio for our depth of experience, senior level leadership, and track record of award-winning creativity and cost control. Some of these communities include Northbrook, Lake Forest, Deerfield, Skokie, Glenview, Glencoe, and Highland – just to name a few.

YOUR TEAM

Hitchcock Design Group and the Recreation Studio are positioned on most of the projects we are involved with as the Prime consultant and have extensive experience working in a collaborative team environment. We strive to work as one unified team so that we provide seamless services to the park districts and municipalities we work for. We have established long-lasting relationships with a large network of experienced consultants for services such as water resources, civil engineering, electrical engineering, and other support services so that we inherently understand the needs of those team members and how to best integrate our work.

We are prepared to dedicate substantial talent and supporting resources to your project. Our team is uniquely positioned with senior-level talent that has experience working with your Park District team, a recreation focus, grant funding experience, and lakefront/environmental expertise to help make this project a success! Designing top quality parks, engaging the



community and elected officials when needed, and helping agencies obtain and implement grant funds is how we create distinction for our clients and value for the communities they serve.

As the Managing Principal of our Recreation Studio with over 25 years of experience, I will be the Project Principal for this project and oversee our team's work. We will also commit other senior-level talent to your projects. Andy Howard, our Design Principal on our studio with 27 years of experience, will be the Project Manager and Design Lead responsible for day-to-day communications, coordinating with you and your consultants, and bringing his design and technical expertise to the team. Andy will have the full support of our fourteen-member recreation studio to ensure the project is advanced with creativity, responsiveness, and diligence. In addition to our team experience, we also maintain significant information on park construction costs to test the budget at the very beginning and guide the project design choices through the process.

Other members of our team selected specifically for this project will include Hey & Associates as our Water Resource and Civil Engineer to add their renowned expertise developing green infrastructure and water resources solutions on difficult sites, and their experience working along the lakefront and within the community of Highland Park. We have teamed with Hey on numerous projects over the past two decades. McCluskey Engineering will be our Structural Engineer for pergola and bridge foundation design. Nova Engineering will be our electrical engineer. Nova has extensive park experience and has teamed with us on many past projects. Vanderstappen Land Surveying will add professional data collection for topographic surveying, and Rubino Engineering will provide our team's geotechnical analysis services. We have extensive experience with each of these firms and have trust and confidence in this partnership.

Thank you for considering the Hitchcock Design Group team. We look forward to an opportunity to meet with you in person to discuss the project and our qualifications in much greater detail. Please see the Scope of Services for our step-by-step approach. Thanks, again, for considering the Hitchcock Design Group team for the Park Avenue Beach Improvements project.

Sincerely,
Hitchcock Design Group


Steve Fonters
Senior Principal



Your Project

UNDERSTANDING

We understand the Park District has an existing Master Plan for Park Avenue Beach, received OSLAD funding for Phase One, and would like to proceed with Final Design and Construction potentially for Phases One and Two.

Since this project is focused on the renovation of existing improvements with the addition of a few new amenities, we do not anticipate stormwater detention to be required so that is not included in our proposal. Should it be determined during the project that stormwater detention design and permitting is needed, we can provide an additional service proposal to add that work to the project. While there are no improvements planned along the actual water line or beach, planning and design will still need to consider best practices for the lakefront environment. Also, to be most cost effective with your design and engineering budget, we have constructed a scope and fee structure that will explore high quality park grade prefabricated pergola and bridge structures. Our team will work with the final selected manufacturers to explore custom design and fabrication options if desired.

A topographic survey of the site will be needed to conduct the final design work and to produce a set of plans for bidding and construction. We will include a professional land surveyor on our team to obtain this information. We also recommend obtaining soil and pavement borings in the proposed location of the improvements to understand the potential subgrade conditions. We will also include a geotechnical engineer on our team to provide this information.

Scope of Services

FINAL DESIGN SERVICES

The goal for this part of the scope of work is to use the existing master plan to confirm the preliminary design, update opinion of probable cost, finalize the design, and complete documentation suitable for permit applications, bidding, and construction.

A. Program and Analysis Phase

Objective: Confirm the project's concept design, budget, grant requirements, permit requirements, equipment preferences, and schedule

Process: Specifically, the Hitchcock Design Group team will:

1. **[Meeting #1: Staff]** Conduct a **Kick-off Meeting** with Park District representatives and the other project team members confirming:
 - a. Project team structure and responsibilities
 - b. Design concept
 - c. Grant application requirements
 - i. ****Park District will prepare and submit IDNR OSLAD grant reports**
 - d. Anticipated permitting requirements and timelines
 - e. Available data and data gathering needs
 - f. Budgeted costs
 - g. Schedule
2. Directly following the kick-off meeting, walk the site with team representatives to **Photograph the Project Area** and document readily apparent physical conditions
3. **Identify Jurisdictional Interests** by discussing the project with representatives of appropriate constituent and regulatory groups including:
 - a. City of Highland Park Watershed development permit
 - b. IEPA NPDES permit
 - c. U.S. Army Corps of Engineers Letter of No Permit Required
 - d. **[OPTIONAL SERVICE #1]:** Wetland permitting if work is proposed below the Lake Michigan Ordinary High-Water Mark
4. **Collect Data** for the project area and the immediate surroundings including:
 - a. Existing master plan documents
 - b. IDNR OSLAD grant application and award documents
 - c. Aerial photography
 - d. Existing site engineering plans
 - e. National wetland inventory map and waters of the United States
 - f. Flood Insurance Rate Map information
5. **[OPTIONAL SERVICE #1]:** Prepare an **On-Site Wetland Delineation and jurisdictional determination** using USACE Wetland Delineation Manual methodology and to prepare a natural systems report to be used with the permit application



6. Conduct and prepare a **Geotechnical Investigation and Report** at select locations of the proposed improvements to define:
 - a. Strength, consolidation and bearing capacities of the existing sub-surface
 - b. Presence of any unsuitable sub-grade materials
7. Conduct and prepare a **Topographic Survey** from establishing horizontal and vertical ground control and locating natural features and manmade improvements within the project area limits.
8. Prepare **Base Maps** at Appropriate Scales using the inventoried data and the topographic survey.
9. Prepare a written **Project Program** that includes:
 - a. Project design program
 - b. Grant funding factors
 - c. Jurisdictional factors
 - d. Budget information
 - e. Project Schedule
10. **[Meeting #2: Online/Staff] Review the Program and Analysis** by forwarding the written Project Program and discussing with client representatives and other project team members.

Deliverables: **Geotechnical Report, Topographic Survey, Base Map, Written Project Program**

B. Schematic Design Phase

Objective: Confirm the concept design and develop consensus with the Park District on the final design and probable cost for the proposed improvements

Process: Following your confirmation of the program phase and using the existing master plan, the team will:

1. Prepare a **Refined Schematic Design** for phase one and two illustrating site geometry and the scale, type and organization of the project elements including:
 - a. Parking lot improvements and striped pedestrian crossings
 - b. Fenced boat storage and beach boat storage areas
 - c. Pedestrian entry, walks, and seating areas
 - d. Renovated deck
 - e. Boardwalk with prefabricated bridge
 - f. Prefabricated pergola
 - g. Landscape improvements, native plantings, and bioswale
2. Prepare **Preliminary Engineering Recommendations** including:
 - a. Grading and drainage
 - b. Site lighting
3. Prepare the **Schematic Design Documents** including:
 - a. Plan view drawings at an appropriate scale
 - b. Cross-sections, elevations and enlarged plan view drawings if needed
4. Prepare a preliminary **Construction Cost Opinion** using recognized systems and unit costs in the Construction Specification Institute format.
5. **[Meetings #3: Online / Staff]** Review the Schematic Design Documents with you at the 30% complete design milestone for approval to proceed with Design Development. Prepare written summary of discussion and update the Project Program if needed.

Deliverables: **Schematic Design Documents, Construction Cost Opinion, Meeting Summary**



C. Design Development and Construction Document

Objective: Reach consensus with the Park District on the final design, probable cost and construction strategy for the proposed improvements, produce the final drawings, specifications, and other bid documents that will be used to competitively bid and construct the improvements

Process: Following your approval of the Schematic Design, the team will:

1. **Finalize the Design** including size, horizontal and vertical geometry, structure, materials and finish, as appropriate, for the proposed improvements including:

Base Scope of Services Phase One and Two

- a. Parking lot improvements and striped pedestrian crossings
- b. Fenced boat storage and beach boat storage areas
- c. Pedestrian entry, walks, and seating areas
- d. Designated fishing areas
- e. Renovated deck
- f. Boardwalk with prefabricated bridge
- g. Prefabricated pergola
- h. Landscape improvements, native plantings, and bioswale
- i. Grading and drainage
- j. Site lighting
- k. Signage

Reduced Scope of Services Phase One only

- a. Parking lot improvements pedestrian sidewalk
- b. Fenced boat storage reconfiguration
- c. Landscaping for parking lot and entry
- d. Enhanced native landscaping along beach
- e. Boardwalk WITHOUT prefabricated bridge
- f. Designated fishing area
- g. Relocated storage area
- h. Signage

2. **Coordinate with your Selected Pergola and Bridge Structure**

Manufacturers for development of preliminary structure plans, details, specifications and product quotes.

3. **Prepare the Design Development Documents** including:

- a. Existing conditions information
- b. Plan view drawings
- c. Descriptive supplemental drawings
- d. Outline specifications and Product data

4. Prepare a summary of estimated quantities and Update the **Construction Cost Opinion**.

5. **[Meetings #4 & #5: Staff]** Review the Design Development Documents with you at the 50% and 70% completion milestones. Prepare written summaries of discussions following each meeting

6. Conduct a **Community Open House** meeting at a facility designated by the Park District and public invitation by the Park District between the 30% and 50% design completion milestones to update the community on the project and solicit general feedback. Summary comments received.

- a. **[OPTIONAL SERVICE #2]:** In place of an open house, provide a project webpage from the beginning of the project to design completion to provide updates to the community on the project at each "design phase" of completion. Provide an opportunity between the 30% and 50% completed design milestones for community input via webpage.





7. Finalize the **Graphic Documentation** that will be used to bid and construct the improvements including:
 - a. Digital construction drawings
 - i. Cover sheet, notes and legend
 - ii. Existing conditions plans
 - iii. Site preparation plans
 - iv. Grading and drainage plans
 - v. Electrical and site lighting plans
 - vi. Storm Water Pollution Prevention plans (SWPPP)
 - vii. Layout and materials plans
 - viii. Landscape plans
 - ix. Site construction details
 - x. Pergola and boardwalk construction plans and details provided by selected manufacturers
8. **Finalize the Written Documentation** that will be used to bid and construct the improvements including:
 - a. CSI General and Supplementary Conditions, Contracting Requirements, and Bidding Requirements
 - b. CSI Technical specifications
9. Prepare a summary of estimated quantities and Update the **Construction Cost Opinion**.
10. **[Meetings #6 and #7: Online / Staff]** Review the Construction Documents with you at 90% and 100 % completion. Prepare written summary of discussion.

Deliverables: Design Development Documents, Construction Drawings, Technical Specifications, Construction Cost Opinion, Meeting Summaries

D. Permitting Phase

Objective: Obtain the required permits

Process: Following approval of the Construction Documentation Phase, the Hitchcock Design Group team will:

1. Prepare and assemble **Permit Documents** including:
 - a. Watershed Development Permit with City of Highland Park
 - b. IEPA (NPDES permit)
 - c. US Army Corps of Engineers (ACOE) Letter of No Permit

- d. **[OPTIONAL SERVICE #1]:** Wetland permitting through ACOE if work is proposed below the Lake Michigan Ordinary High-Water Mark
2. **Submit Permit Documents** as required to the respective regulatory agencies.
3. Communicate with you as necessary to **Discuss Review Letter(s)** received from regulatory agencies.
4. Make One (1) Set of Authorized **Revisions** to the appropriate Permit Documents and resubmit to the respective regulatory agencies

Deliverables: Final Construction Documents, Permit Applications, Revisions to Plans for Permit

CONSTRUCTION PHASE SERVICES (HOURLY)

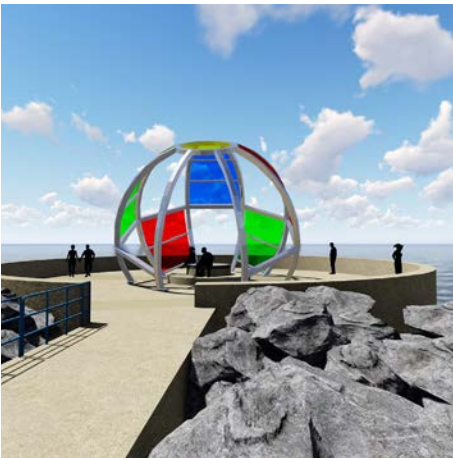
The goal for this part of the engagement is to help the Park District get the improvements constructed. Following award of the work to a one (1) General Contractor, Hitchcock Design Group will provide these Construction Services until the specified Final Acceptance date of the work, or until 60 days after Substantial Completion of the work, whichever occurs first.

A. Bidding and Negotiation Phase

Objective: Help the Park District solicit bids from qualified contractors to construct the improvements

Process: Following your approval, the team will:

1. **Provide Bidding Documents** for the CM to Place in **Online Digital Plan Room** for bidding distribution and Management.
2. Help you advertise the bid letting by preparing **Legal Notice** for your use in publicizing the bid.
3. **[Bid Meeting #1: Staff / Prospective Bidders] Attend a Pre-Bid Meeting** for interested bidders.
4. **Answer Questions and Issue Written Addenda**, when appropriate, for the CM to issue to all bidders regarding changes to or clarifications of the Contract Documents.



5. ~~[Bid Meeting #2: Staff / Prospective Bidders]~~ **Attend the bid opening and record the results. Assist the CM to Prepare a Bid Tabulation spreadsheet.**

Deliverables: **Bidding Documents, Legal Notice, Addenda, Bid Tabulation**

B. Construction Administration

Objective: Help you finalize and administer your construction contract with the Contractor

Process: Following your award of the work to a Contractor, the team will:

1. Prepare the (IFC) Issue for Construction set of plans. The Park District will prepare the Owner / Contractor Agreement.
2. **[Construction Meeting #1: Staff / Contractor]** Attend a **Pre-Construction Meeting** with you and the Contractor to review:
 - a. Contractor mobilization and staging
 - b. Contractor schedules
 - c. Contractor submittals
 - d. Responsibilities
 - e. Communications
 - f. Payment procedures
3. Issue **Interpretations or Clarifications** of the Contract Documents when requested by you.
4. Prepare recommendations for construction **Change Orders**, as requested by you for:
 - a. A change that you wish to make to the scope of the Contractor's work
 - b. The discovery of job site conditions or necessary plan adjustments.
5. **Review Submittals and Shop Drawings**, product data and material samples which the Contractor is required to submit for the limited purpose of determining their general conformance with the design concept and information contained in the Contract Documents.
6. **Review Testing Procedures** and data provided by independent testing services.
7. Prepare written **Payment Recommendations** upon review of Contractor's monthly payout applications.

Deliverables: **Issue for Construction Plans, Clarifications, Change Orders, Submittal Review, Testing Review, Payment Recommendations**

C. Construction Observation

Objective: Become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents

Process: During construction, we will:

1. **[Construction Meetings #2 - #9: Staff / Contractor]** Assuming a 4 to 5 month active construction period, participate in Site Meetings approximately every 2 to 3 weeks (eight (8) total progress meetings budgeted) with you and the contractor to become familiarized with the progress and quality of the Contractor's work and to determine if the work is proceeding in general conformance with the Contract Documents.

2. Prepare **Field Reports** of the progress meetings at the site with you and the Contractor.

Deliverables: **Field Reports**

D. Contract Close-out

Objective: Help the client close out its construction contract with the Contractor

Process: After the Contractor notifies the Park District that the work is Substantially Complete, Hitchcock Design Group will:

1. **[Construction Meeting #10: Staff / Contractor]**
Participate in one (1) site visit to conduct a walk through and **Prepare a Punch List** upon substantial completion of the construction of the work documented by us.
2. **Review Contract Close-out Submittals** required as provided by the Contractor, such as but not limited to:
 - a. Operating and maintenance manuals
 - b. As-built record drawings
 - c. Final Payment application
3. **[Construction Meeting #11: Staff / Contractor]**
Participate in one (1) site visit to conduct a walk through to verify completion of a punch list items and **Establish Final Acceptance.**
4. Prepare **Final Payment Recommendations** regarding the Contractor's request for acceptance of substantially and finally completed work.

Deliverables: **Punch List, Closeout Submittal Review, Final Payment Recommendation**

ADDITIONAL SERVICES

We may provide additional services, at your approval that are not included in the Basic Services, such as:

1. Revisions to previously completed and approved phases of the Basic Services
2. The services of additional consultants not specified in the proposal documents
3. Meetings with you or presentations to other parties not specified in the Basic Services
4. Detailed quantity estimates and construction cost opinions using data or formats other than our own
5. Detailed written summaries of our work or our recommendations
6. Services required due to the discovery of concealed conditions, actions of others, or other circumstances beyond our control
7. Services required to restart the project if you suspend our work at your convenience for more than 90 days during the performance of our services
8. Preparation of segregated or multiple contract bid sets or more than one Owner / Contractor agreement

AUTHORIZATION

Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent and probable additional cost of the additional services, and perform only such additional services following your written authorization.





Your Team

HITCHCOCK DESIGN GROUP



PRINCIPAL-IN-CHARGE
Steve Konters



PROJECT MANAGER & DESIGN LEAD
Andy Howard



PROJECT DESIGNER
Jenna Beck

NOVA ENGINEERING



ELECTRICAL ENGINEER
Mike Zuccarelli

VANDERSTAPPEN LAND SURVEYING



SURVEYING
Arthur Gritmacker

HEY & ASSOCIATES



CIVIL ENGINEER
David Kraft



ENVIRONMENTAL SERVICES
Stephen Rauch

MCCLUSKEY ENGINEERING



STRUCTURAL ENGINEER LEAD
Seth Michael



PROJECT ENGINEER
Merrick Miller

RUBINO ENGINEERING



GEOTECHNICAL ENGINEER
Michelle Lipinski



Hitchcock Design Group

TYPE OF SERVICES

Landscape Architecture
& Planning

ESTABLISHED IN

1980

CORPORATE NAME

Hitchcock Design, Inc.
(dba Hitchcock Design Group)

Since 1980, Hitchcock Design Group has earned a reputation for client-focused planning and design. From our offices in Austin, Chicagoland, Indianapolis, and South Florida, our planners and landscape architects have produced an extensive portfolio of award-winning projects. We employ a sustainable approach to our work by creating places that are memorable, attractive, functional, maintainable, and environmentally sound as well as cost-effective. Our goal is to increase the value of our clients' land resources in ways that advance their missions and improve their communities. We are proud of the long-term relationships we have developed with our clients through creative and responsive advocacy and are pleased to share these success stories and insights through many presentations and publications.

By collaborating with other experienced professional firms, we offer a full range of large-scale, multidisciplinary project capabilities while maintaining the focused, personalized attention of a smaller firm.

Hitchcock Design Group provides clients with a superior level of creative and logistical expertise. We have the capacity to tackle challenging assignments within tight timeframes through our studios that align with our areas of focus: Recreation, Education, Healthcare / Life Care, Civic Design, and Real Estate Development.

**“They have a very collaborative and innovative team.
I love that they are always ready with options.”**

Janhvi Jakkal, Principal and Office Director for HKS Chicago

Austin

1601 Rio Grande
Suite 450
Austin, Texas 78701
512.770.4503

Indianapolis

405 Massachusetts Avenue
Suite 3B
Indianapolis, Indiana 46204
317.536.6161

Naperville

22 E. Chicago Avenue Suite
200A
Naperville, Illinois 60540
630.961.1787

South Florida

Virtual Office



Steve Konters, PLA, ASLA

Senior Principal | Principal-in-Charge



Steve's passion for achieving balance between community and environment makes him a valuable member of any project team. His ability to build successful relationships with contractors, consultants, manufacturers' representatives, and community members provides him the experience necessary to facilitate projects from design through construction. Steve has been serving the recreation industry for over 25 years and has played key design and management roles for many award-winning projects within the recreation studio. Steve has been instrumental in helping clients obtain funding through grant opportunities including Illinois Department of Natural Resources (IDNR) Open Space Lands Acquisition and Development (OSLAD) grants.

EDUCATION

Bachelor of
Landscape
Architecture,
cum laude,
University of
Illinois, 1995

REGISTRATION

Licensed Landscape
Architect: State
of Illinois

AFFILIATIONS

Illinois Association of Park Districts
Illinois Park and Recreation Association
National Recreation and Park Association

PROJECT EXPERIENCE

Camera Park Master Plan, Glendale Heights, Illinois
Cary Grove Park and Aquatic Facility, Cary, Illinois
Cary Park District Comprehensive Plan Update, Cary, Illinois
Centennial Park Master Plan, Champaign, Illinois
Central Area Park, Maywood, Illinois
Forest Glen Park, Woodridge, Illinois
Glendale Heights Park and Facilities Study, Glendale Heights, Illinois
Glenview Park District Ice Center, Glenview, Illinois
Glenview Park District Wagner Farm Master Plan and Interpretive Playspace Design, Glenview, Illinois
Jaycee Ehlert Park, Brookfield, Illinois
Kalk Park, Glencoe, Illinois
Kiwanis Park, Brookfield, Illinois
Main Beach Park Improvements, Crystal Lake, Illinois
Manhattan Park District Parks and Open Space Plan, Manhattan, Illinois
McCaslin Park, Carol Stream, Illinois
McHenry County Conservation District Comprehensive Plan, McHenry County, Illinois
Meadowhill North Park Master Plan, Northbrook, Illinois
Melvin Berlin Park, Glencoe, Illinois
Park West Redevelopment Master Plan and Phase One Final Design, Oregon, Illinois
Phil's Beach, Wauconda, Illinois
Porter Park, Champaign, Illinois
The Quarry Cable Park, Crystal Lake, Illinois
Reskin Park, Glendale Heights, Illinois
Richmond Hill Park Master Plan and Phase One Final Design, Geneseo, Illinois
Riverwalk Park, Winfield, Illinois
Shelton Park, Glencoe, Illinois
South Park Master Plan, Lake Forest, Illinois
Sports Center Park, Round Lake Area, Illinois
Sunset Meadows Community Center Feasibility Study, Crystal Lake, Illinois
Sunset Ridge Park, Champaign, Illinois
Sunset Woods Park Master Plan and Playground Renovations, Highland Park, Illinois
Techy Prairie Park and Fields, Northbrook, Illinois
Three Oaks Recreation Area, Crystal Lake, Illinois
Trail Through Time, Northbrook, Illinois
Veteran Acres Park, Crystal Lake, Illinois
Veterans Memorial Park, Glendale Heights, Illinois



Andy Howard, PLA

Principal | Project Manager & Design Lead



Andy's creative vision and construction knowledge have played an instrumental role in a variety of projects ranging from community parks to large-scale master plans. His passion for connecting children with the natural environment has resulted in some of the Chicago region's most innovative, nature-based play environments. Andy's award-winning work on outdoor learning environments has been recognized by numerous professional organizations including the Illinois Chapter American Society of Landscape Architects and Illinois Park and Recreation Association.

EDUCATION

Bachelor of Science, Landscape Architecture, *cum laude*, Purdue University, 1996

REGISTRATION

Licensed Landscape Architect: State of Illinois

EDUCATIONAL LEADERSHIP

Presenter, National Recreation and Park Association Annual Conference

Presenter, Illinois Park and Recreation Association / Illinois Association of Park Districts Annual Conference, Nature-Based Play

Presenter, Indiana Parks and Recreation Annual Conference

Co-Presenter, Chicago Metro Association for Education of Young Children, Opening Minds Conference

Presenter, American Horticultural Therapy Association and Chicago Botanical Garden In Our Nature Conference

AFFILIATIONS

Chicago Wilderness Regional Alliance

Children and Nature Network

Leave No Child Inside - Chicago Region, Co-Chair (2013-2016)

Illinois Association of Park Districts

Illinois Park and Recreation Association

Indiana Park and Recreation Association

National Recreation and Park Association

National Playground Safety Institute, Certified Playground Safety Inspector

PROJECT EXPERIENCE

Bellaboos Outdoor Discovery Center, Lake Station, Illinois

Bison's Bluff Nature Play Area, Schaumburg, Illinois

Bowen Park, Waukegan, Illinois

Chicago Park District Playgrounds, Chicago, Illinois

Diamond Point Park, Bourbonnais, Illinois

Festival Park, Elgin, Illinois

Garfield Park Conservatory - EMG Children's Garden Master Plan, Chicago, Illinois

Hawks Hollow Nature Playground at Peck Farm, Geneva, Illinois

Indianapolis Canal Walk Play Space, Indianapolis, Indiana

Northbrook Park District Parks Master Plan, Northbrook, Illinois

Plum Creek Nature Center Interpretive Garden, Beecher, Illinois

Quad City Botanical Garden Children's Garden, Rock Island, Illinois

Sunset Woods Park Master Plan and Playground Renovations, Highland Park, Illinois

The Morton Arboretum Arbor Court and Maze Garden, Lisle, Illinois

The Morton Arboretum Children's Adventure Garden, Lisle, Illinois

Taltree Arboretum Outdoor Learning and Adventure Garden, Valparaiso, Indiana

Techny Prairie Park and Fields, Northbrook, Illinois

Three Oaks Recreation Area, Crystal Lake, Illinois

Washington Park Master Plan, Michigan City, Indiana



Jenna Beck, CPSI

Associate | Project Designer



Jenna began her career at Hitchcock Design Group as an intern, and in that role, it became apparent that her attention to detail and use of innovative technologies made her a valued member of each project team that she was involved with. While an intern, she gained experience in each of the firm's studios before deciding to focus on recreation. Upon her graduation, Jenna returned to the firm and has continued to use her clear, concise, and practical manner to insure that the overall goals for a project are met and achieved. Her passion for recreation is evident in her continued push to create plans and designs that engage users while meeting deadlines and remaining on budget.

EDUCATION

Bachelor of
Science, Landscape
Architecture,
cum laude, Purdue
University, 2016

AFFILIATIONS

Illinois Association of Park Districts
Illinois Park and Recreation Association
Indiana Park and Recreation Association
National Recreation and Park Association

PROJECT EXPERIENCE

Apollo Park, Alsip, Illinois
Arroyo Trails, Channahon, Illinois
Batavia Park District Comprehensive Plan, Batavia, Illinois
Bellaboos Outdoor Discovery Center, Lake Station, Indiana
Bison Bluff Nature Play Area, Schaumburg, Illinois
Cary Grove Master Plan Update, Cary, Illinois
Cary Park District Comprehensive Plan Update, Cary, Illinois
Central Park, Channahon, Illinois
Clearview Park, Waukegan, Illinois
Discovery Park, Romeoville, Illinois
Dolton Park District Comprehensive Plan, Dolton, Illinois
Glenview Park District Comprehensive Master Plan, Glenview, Illinois
Lions Park, DeKalb, Illinois
Lower City Park Adventure Playground, Iowa City, Iowa
Oak Creek Park, Lockport Township, Illinois
Olympia Fields Park District Comprehensive Plan Update, Olympia Fields, Illinois
Oregon Park District Comprehensive Master Plan Update, Oregon, Illinois
Rose Park, Waukegan, Illinois
Schiller Park, Itasca, Illinois
Skokie Park District Comprehensive Plan, Skokie, Illinois
Sunset Woods Park Master Plan and Playground Renovations, Highland Park, Illinois
Villa Olivia Study, Bartlett, Illinois
Village of Libertyville Park and Recreation Comprehensive Plan, Libertyville, Illinois
Wagner Park Master Plan, Glenview, Illinois
Willowhaven Park and Nature Center, Bourbonnais Township, Illinois
Wynstone Park, Shorewood, Illinois

Hey and Associates, Inc



TYPE OF SERVICES

Engineering

- Civil Engineering
- Stormwater & Floodplain Management
- Water Quality Planning
- Soil Erosion & Sediment Control
- Construction Engineering

Ecology

- Wetland Delineation & Permitting
- Ecological Restoration & Management
- Wetland Mitigation Design
- Lake Assessment & Management
- Ecological Inventories/Surveys

Landscape Architecture

- Site Design
- Green Infrastructure
- Natural Areas
- Transportation
- Parks and Recreation

Support Services

- Subsurface Draining Analysis & Design
- Certified Arborist Services
- Unmanned Aerial reconnaissance
- Topographic & Bathymetric Studies
- Presentation Graphics

Hey and Associates, Inc. is a professional engineering firm founded in 1976 to deliver comprehensive solutions to complex water resources and natural resources challenges. Over the last 40 years, the firm has grown to offer a full range of professional services.

Hey's multi-disciplinary staff of engineers, scientists, landscape architects, and support staff collaborate to identify opportunities, design creative solutions, and implement projects that are grounded in the fundamental principles of water resources, environmental science, and sustainability. Regulatory requirements, constructibility cost effectiveness and long-term management requirements are thoughtfully considered for all projects to ensure we meet our clients' expectations.

ENGINEERING

Our talented engineers are trained in traditional civil, ecological, and water resources engineering. Experienced in planning and designing stormwater management and flood control projects, green infrastructure, streambank and shoreline projects, conveyance improvements, site improvements, and utilities, Hey's engineering staff provides civil engineering services for institutional, public, and private sectors.

ECOLOGY

Staff ecologists and environmental scientists have an excellent working knowledge of the wetland and water quality regulations of the federal, state and local governments and are some of the most experienced practitioners in the Midwest. They continually strive to be at the forefront of ecological restoration principles in order to deliver superior results. We work closely with our clients to identify restoration goals, and then tailor restoration plans to meet specific site opportunities, constraints, budgets, and schedules.

SPECIALTY AND SUPPORT SERVICES

Additional specialty staff round out our team. These specialty departments include surveying, lakes management, erosion and sediment control planning, GIS, drain tile services, and CAD.

PREQUALIFICATIONS

Hey is prequalified by the Illinois Department of Transportation in the following categories: Roads and Streets, Location Drainage Studies, Waterways Typical, Waterways Complex, Pump Stations, Landscape Architecture, and Construction Inspection. Other prequalifications include the City of Chicago, Cook County, DuPage County, KCDOT, Illinois CDB, InDOT, WisDOT, and the Illinois State Toll Highway Authority.

Hey and Associates, Inc



David Kraft, PE, CFM

Civil Engineer

Mr. Kraft has over 20 years of professional experience in civil and water resources engineering design, permitting, construction observation, contract administration, project management, and review. He has managed and been lead engineer on dozens of projects, including natural areas restorations, streambank stabilizations, hydrologic restorations, access improvements, trail design, stormwater management systems, roadway and parking design, urban flooding improvements, and general site development tasks. In addition to design, he has substantial experience with hydrologic and hydraulic modeling and all facets of water resources permitting.

EDUCATION

Bachelor of Science,
Civil/Environmental
Engineering,
University of
Wisconsin –
Madison, 2002

AFFILIATIONS

Illinois Association of Floodplain Managers
Wisconsin Association for Floodplain, Stormwater and Coastal Management
Chairman, Village of Lindenhurst Lakes Commission
Alternate Member, McHenry Co., Stormwater Technical Advisory Committee

REGISTRATION

Professional
Engineer: States of
Illinois and Wisconsin

RELEVANT EXPERIENCE

City of Lake Forest – Forest Park Bluff Assessment and Preliminary Design, Lake Forest, Illinois

Performed bluff assessment and preliminary design services to explore bluff stabilization and restoration opportunities at the Forest Park site.

Illinois Certified
Floodplain Manager

Lake Forest Open Lands Association - McCormick Ravine Access and Trail Improvements, Lake Forest, Illinois

Acted as project engineer for design and permitting of ravine restoration, site access, and new trail at the John and Jean Green Nature Preserve.

Qualified Engineer
Review Specialist,
Kane County, Illinois

Lake Forest Open Lands Association - Jamie J. Field Trail Improvements, Lake Forest, Illinois

Acted as project engineer for design and permitting of trail improvements and new trail at the Derwen Mawr Nature Preserve.

IDPH Prequalified
Swimming Facility
Engineer

Nippersink Watershed Association – 319 Grant Projects, McHenry County, Illinois

Acted as project manager and engineer for preparation of design and permit documents for nine non-point sources pollution control projects in the Nippersink watershed funded through the IEPA 319 grant program, including stream, lake shoreline, ravine, and wetland restoration and enhancement.

Lake County Forest Preserves – Grant Woods Preserve Hydrologic Restoration, Lake County, Illinois

Acted as project manager and engineer for design and permitting of hydrologic restoration elements such as tile disablement, surface drainage improvements, water level modification, and channel restoration at the Grant Woods Preserve.

City of Lake Forest – Rosemary Drive Ravine Stabilization, Lake Forest Illinois

Acted as project manager and engineer for design and permitting of ravine and roadway culvert and embankment repairs on a failing aged masonry roadway culvert within a 30-foot earthen fill embankment.

Lake County Forest Preserves – McCormick Ravine Remediation, Lake Forest, Illinois

Acted as project manager and engineer for redesign of previous ravine stabilization project designed by USACE that experienced failure as a result of a substantial 2017 rain event.

Village of Lake Bluff – Moffett Ravine Restoration, Lake Bluff, Illinois

Acted as project manager and project engineer for IDOT funded design and permitting of toe and bed stabilization, culvert headwall, scour pool, and roadway embankment and slope stabilization efforts at the Moffett Ravine.

Hey and Associates, Inc



Steven Rauch

Environmental Services

Mr. Rauch has 22 years of experience conducting field surveys such as wetland delineations, tree inventories, and vegetation inventories. He is well versed in regulatory permitting issues, having successfully obtained federal, state, and county wetland permits for many public and private sector clients throughout northeastern Illinois and in southeastern Wisconsin. From 2010 through 2014, Mr. Rauch was a consultant to IDOT-District 1. His main responsibilities were wetland impact evaluations review, Section 404 permit applications review and coordination, and participating in meetings covering projects that were in the NEPA/404 merger process and in Phases 1, 2, and 3 of IDOT's process. Mr. Rauch received his Bachelor of Arts in Environmental Studies from Northeastern Illinois University and completed graduate coursework in Urban Planning at the University of Wisconsin-Milwaukee. As Environmental Services Manager since 2004 at Hey and Associates, Mr. Rauch's supervisory role includes staff coordination and he is responsible for wetland delineations, wetland reports, wetland permitting, and listed species consultations. In 2020, Mr. Rauch was appointed a supervisory role for Hey's natural area restoration services. He is a Certified Wetland Specialist in Lake and McHenry Counties, Illinois and a Qualified Wetland Review Specialist in Kane County, Illinois.

EDUCATION

Graduate Studies,
Urban Planning
and GIS, University
of Wisconsin
- Milwaukee,
2005-2006

Bachelor of Arts,
Environmental
Studies,
Northeastern Illinois
University, 1998

REGISTRATION

Certified Wetland
Specialist: Lake
County, Illinois

Certified Wetland
Specialist: McHenry
County, Illinois

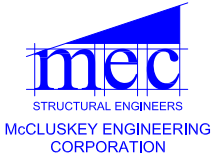
Kane County
Qualified Wetland
Review Specialist

AFFILIATIONS

Society of Wetland Scientists
Association of State Wetland Managers
Wisconsin Wetlands Association
Illinois Association of Environmental Professionals

PROJECT EXPERIENCE

- **Park District of Highland Park** – The Recreation Center at Community Park, Highland Park, Lake County, Illinois. Performed wetland delineation and coordinated the Isolated Waters of Lake County permit.
- **Park District of Highland Park** – The Recreation Center at Community Park, Highland Park, Lake County, Illinois. Performed wetland delineation and coordinated the Isolated Waters of Lake County permit.
- **Schaumburg Park District** – Abrahamsen Park, Schaumburg, Cook County, Illinois. Performed wetland delineation and coordinated the USACE permit.
- **Forest Preserve District of Cook County** – Buses Woods Canoe Launch, Elk Grove Village, Cook County, Illinois. Performed wetland delineation and coordinated the USACE permit.
- **Lake County Forest Preserve District** – Fort Sheridan Preserve, Lake Forest, Lake County, Illinois. Performed wetland delineation and coordinated the Isolated Waters of Lake County permit.
- **Itasca Park District** – Ray Frozen Bird Sanctuary, Itasca, DuPage County, Illinois. Performed wetland delineation and coordinated the USACE and DuPage County wetland permits.
- **Central Lake County Joint Action Water Agency** – Water System Expansion-Northeast, Northwest, and West Routes, Lake County. Performed wetland delineations and coordinated USACE and Isolated Waters of Lake County approvals.
- **Forest Preserve District of Will County** – Kankakee Sands Forest Preserve Hydrologic Restoration and Trail Improvements, Wilmington, Will County, Illinois. Performed wetland delineation and coordinated the USACE permit.
- **IDOT-District 1** – Review and coordination of the Section 404 wetland permit applications and biological/cultural resource consultations to the USACE-Chicago District and Rock Island District 2010-2014.
- **Wauconda Park District** – Phil's Beach Improvements, Wauconda, Lake County, Illinois. Performed wetland delineation and coordinated USACE approval.



McCluskey Engineering Corporation

BACKGROUND

McCluskey Engineering Corporation (MEC) was founded in 1988 to provide a wide range of structural engineering design and consulting services to Architects, Contractors and Owners.

The firm's Co-Presidents, Seth Michael, a Master's graduate of the University of Cincinnati College of Engineering and Doug Colclasure, a Master's graduate of Purdue University College of Engineering, each have over 30 years of experience in structural engineering.

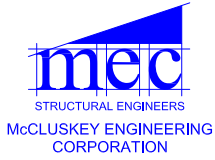
SERVICES OFFERED

The extensive experience of the firm's Co-Presidents and key staff personnel allows MEC to offer a full range of structural engineering services:

- Preparation of contract structural documents for new construction or remodeling of existing structures
- Consultation of construction methods, including cost comparisons and value engineering
- Evaluation of existing structures including distressed conditions
- Structural design and shop drawing preparation for the precast concrete industry

TYPES OF PROJECTS

- Education
- Multi-Family Residential
- Municipal/Institutional Buildings
- Parking Structures
- Commercial / Retail Buildings
- Retaining Structures
- Recreational / Religious Buildings
- Tank and Equipment Foundations
- Hospitals
- Culverts
- Hotels and Restaurants
- Crane Bridges and Runways



Seth Michael, SE

Principal | Structural Engineering Lead



EDUCATION

Master of Science,
Civil Engineering,
University of
Cincinnati

Bachelor of Science,
Civil Engineering,
University of
Cincinnati

PROFESSIONAL REGISTRATION

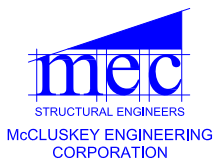
Licensed Structural Engineer, Illinois
Licensed Professional Engineer, Colorado
Licensed Professional Engineer, Florida
Licensed Professional Engineer, Indiana
Licensed Professional Engineer, Kentucky
Licensed Professional Engineer, Louisiana
Licensed Professional Engineer, Michigan
Licensed Professional Engineer, Minnesota
Licensed Professional Engineer, New Mexico
Licensed Professional Engineer, Ohio
Licensed Professional Engineer, Texas
Licensed Professional Engineer, Wisconsin

AFFILIATIONS

Structural Engineers Association of Illinois
American Society of Civil Engineers

EXPERIENCE

January 2010 to Present – McCLUSKEY ENGINEERING CORPORATION, Principal
August 1999 to January 2010 – McCLUSKEY ENGINEERING CORPORATION, Vice President
February 1988 to August 1999 – ALTA ENGINEERING, LTD., Senior Project Engineer
June 1985 to June 1986 – SARGENT & LUNDY, Project Engineer



Merrick Miller, SE, PE

Senior Project Engineer | Project Engineer



EDUCATION

Master of Science, Civil Engineering, University of Illinois Urbana-Champaign
Bachelor of Science, Civil Engineering, University of Illinois Urbana-Champaign

PROFESSIONAL REGISTRATION

Licensed Structural Engineer, Illinois

AFFILIATIONS

American Society of Civil Engineers

EXPERIENCE

July 1995 to Present - McCLUSKEY ENGINEERING CORPORATION, Senior Project Engineer
September 1993 to June 1995 – STS CONSULTANTS, INC., Project Engineer
June 1991 to June 1993 – SARGENT & LUNDY, Project Engineer



Nova Engineering

FIRM PROFILE

Nova Engineering, PC is a full-service consulting engineering firm specializing in the design of mechanical, electrical and plumbing systems for the Commercial, Healthcare, Civic, Educational and Industrial markets.

Our engineers have the experience and qualifications to perform mechanical, electrical and plumbing engineering services for new construction, renovations and studies. We take pride in our ability to quickly understand the client's needs and adjust our scope of services to economically meet those needs. We have the experience to analyze and design a project to the latest technical advancements and within its budgetary constraints.

Nova Engineering coordinates with the Client and other Professionals involved with the project to deliver a high-quality product.

SERVICES

Nova Engineering offers our clients the following services:

General Engineering Services

- Feasibility Studies
- Cost Estimates
- Bidding Assistance and Analysis
- Shop Drawing Review
- Project Observation
- Value Engineering
- Construction Observation

Electrical Engineering Services

- Lighting Systems
- Power Systems
- Emergency Generation Systems
- Communication Systems
- Fire Alarm Systems
- Substation Design
- Power Distribution

Mechanical Engineering Services

- Building Heating & Ventilation Systems
- Building Air Conditioning Systems
- Building Plumbing Systems
- Chiller & Boiler Plants
- Campus Planning



Michael Zuccarelli, PE

Vice President | Electrical Engineer

GENERAL BACKGROUND

Responsible for the day-to-day operations of Nova Engineering. These responsibilities include client development, preparing proposals, project management and electrical design.

EXPERIENCE

Mr. Zuccarelli has a wide range of engineering experience in the electrical engineering field. Responsible for designing power distribution and lighting systems for hospitals, commercial buildings, institutions and industrial facilities. Responsible for all aspects of projects including the development of construction specifications and drawings, construction cost estimates, load studies, voltage drop calculations, short circuit calculations and system coordination studies.

EDUCATION

Bachelor of Science Degree in Electrical Engineering Purdue University (1988)

PROFESSIONAL REGISTRATION

Registered Professional Engineer in Illinois and Indiana

Registered Chicago Energy Professional

Our Experience





Client
City of Crystal Lake

Contact
Gary Mayerhofer, City Manager
815.459.2020

Size
450 acres

Construction Budget
\$14,000,000

Awards
Project of the Year, American Public
Works Association, 2010;
Honor Award, Illinois Chapter American
Society of Landscape Architects, 2011

Three Oaks Recreation Center

Crystal Lake, Illinois

Hitchcock Design Group led a consultant team to transform the former Vulcan Materials industrial mining property into a recreational amenity – and a source of revenue – for the City of Crystal Lake. The four-year project involved converting an under-utilized dual quarry (previously known as “Vulcan Lakes”) into a recreational area to serve generations to come. Hitchcock Design Group created the master plan for a new beach, playground, boat rental marina, island boardwalk, and a 2,000-square-foot pavilion that serves as the project centerpiece. To complement bioswales and other unique ecosystem features, HDG added approximately 28 acres of restorative native plantings. After developing the north and south lakes for recreational fishing and boating, designers created a series of auxiliary picnic shelters for family and corporate outings. A three-mile, multi-use trail with an interpretative boardwalk that leads to a peninsula neatly ties the entire system together.





Phil's Beach Master Plan

Client

Wauconda Park District

Contact

Nancy Burton,
Director of Parks and Recreation
847.526.3610

Size

4.50 acres

Construction Budget

\$2,500,000

Design Team

Dewberry

Wauconda, Illinois

Opened in 1926, Phil's Beach was the first privately owned "fee" beach resort with recreational facilities located on Bang's Lake in Wauconda. Aquatic amenities included the "Dizzy Lizzy," a 30-foot J-slide and floating rafts that attracted families and tourists. The beach was also featured in several scenes from "The Blues Brothers" film. Privately owned and operated until 1989, the beach was then closed to the public. The Wauconda Park District purchased the land in 2016 for redevelopment with the goal of returning the site to a public beachfront. Hitchcock Design Group was retained by the Park District to prepare a long-term vision for the future development of the beach. After conducting workshops and stakeholder interviews, the team prepared a final design that addressed future fiscal planning and capital improvements. These improvements include a concessions building, bath house, picnic pavilion, open lawn areas, splash pad, expansive boardwalk, beachfront and inflatable water play features. The proposed structures will mimic the architecture of the existing historic buildings.





Client
Crystal Lake Park District

Main Beach

Crystal Lake, Illinois

Contact
Ann Viger,
Director of Planning and Development
779.994.4239

Jason Herbster, Executive Director
779.994.4248

Design Team
Hey and Associates; Nova Engineering;
Apex Management

Engaged by the Crystal Lake Park District, Hitchcock Design Group developed a master plan for complete renovation of their beach and park facility. In addition to helping the park district obtain an Open Space Land Acquisition and Development grant for phase one, HDG provided final design and construction phase services for a new community playground, shade sail structures and picnic areas, a small sand play area and beach expansion, baggo courts, new paths, a boat house, boardwalk, and floating pier system. To create fishing access, HDG also did some minor shoreline restoration and stone outcropping stabilization.





Washington Park Master Plan

Michigan City, Indiana

Client
City of Michigan City
Parks and Recreation Department

Contact
Shannon Eason,
Assistant Park Superintendent
219.873.1506

Size
144 acres

Awards
Merit Award – Planning and Analysis,
Illinois Chapter American Society of
Landscape Architects

Recognizing the need to improve an outstanding but well-used asset on Lake Michigan, the City of Michigan City Parks & Recreation Department engaged a team led by Hitchcock Design Group to develop a master plan for the historic Washington Park. Washington Park, serving the Chicago and Indianapolis metropolitan areas, and everyone in between, is the biggest and best-positioned lake front park in the region. As the centerpiece of the Lake Michigan Gateway Implementation Strategy, opportunities exist to create a world class, eco-recreation destination that can also serve as a catalyst for development within the downtown Michigan City area. By planning for the future of Washington Park, the Board and Staff aim to create a regional destination that fosters year-round recreation opportunities, enriching programs and events, and improves the quality of life for residents, visitors and future generations.





Client
City of East Chicago

Jeorse Park and Marina Harborwalk

East Chicago, Indiana

Contact
Milton Reed, Program Manager Global
Consulting Solutions
219.808.2175

Construction Budget
\$750,000

Design Team
Selbert Perkins Design Collaborative;
Heavy Industries; Hugh Lighting Design;
Robinson Engineering;
McCluskey Engineering;
Millies Engineering Group

The Hitchcock Design Group team is working with the City of East Chicago, Indiana, to develop plans for improvements to Jeorse Park and the breakwater from the park out into Lake Michigan. Strategically located on the lakeshore, near the Ameristar Casino, Jeorse Park currently offers renovated facilities for picnicking, a spray pool and concession stand, new beach access, all with updated lighting. A new approach to the park will feature a new sculpture wall with hyper-graphic letters, sail sculptures, lighting, and landscaping. A large beachball sculpture will be located in one of the overlooks and will provide an iconic emblem for the park and community. Other improvements include gateway pylons, concrete monumental steps to the beach, graphics to the existing park building, and other placemaking improvements.





Contact

Sherri Ziller, Northwest Indiana Regional
Development Authority
219.644.3500

Size

241 acres

Construction Budget

\$28,200,000

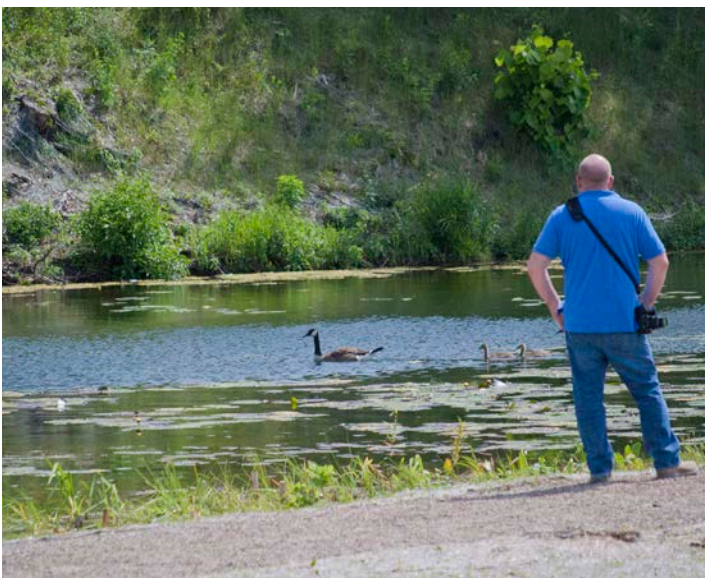
Awards

President's Award, Illinois Chapter American
Society of Landscape Architects, 2010;
The Cook Cup for Outstanding Restoration,
Indiana Landmarks, 2014; Award of Merit,
Renovation / Restoration, ENR Magazine, 2014;
Award of Excellence, Indiana Parks and
Recreation Association, 2014

Marquette Park Lakefront East

Gary, Indiana

As part of the larger Marquette Park restoration initiative, Hitchcock Design Group, as program manager and lead consultant, collaborated with the project team and construction manager on the capital improvements for the park. The improvements included the restoration of the three historic structures within the park: the Father Marquette Monument, the Recreation Pavilion, and the Gary Bathing Beach Aquatorium. Significant improvements were made to the beach areas which included a new festival space, new picnic facilities, playground improvements, the refurbishment of an existing concession building and the development of a beach front promenade. Parking facilities were upgraded and decorative lighting, new gatehouses and a boat ramp were added. Portions of over 200-acres of the natural areas were also restored and green infrastructure was incorporated throughout the park. Recreational access to natural areas throughout the park was improved with the construction of new trail systems as well as the refurbishment of the pedestrian bridges.





References

CHRIS LEINER

Director of Parks & Properties
Northbrook Park District
cleiner@nbparks.org
847.291.2960

CHUCK MYERS

Superintendent of Parks & Forestry
City of Lake Forest
myersc@cityoflakeforest.com
847.810.3565

JASON HERBSTER

Executive Director
Crystal Lake Park District
jherbster@crystallakeparks.org
779.994.4248

TIM BECKMANN

Division Director of Park & Facility Services
Glenview Park District
tim.beckmann@glenviewparks.org
224.521.2254

MICHELLE TUFT

Executive Director
Skokie Park District
mtuft@skokieparks.org
847.674.1500 x2100

DEDICATED TO REACHING
YOUR GOALS



Appendix

*Park District of Highland Park
Design and Engineering 2023 Park Avenue Beach Improvements*

PROPOSAL FORM

(Page 1 of 2)

TO: Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035

FROM: Hitchcock Design Group
Company
22 E. Chicago Avenue, Suite 200A
Street Address
Naperville, Illinois 60540
City, State, Zip
630.961.1787
Phone

2,500 for reimbursable allowance
5,500 Wetland Delineation/USACE permitting allowance

FOR: Design and Engineering 2023 Park Avenue Beach Improvements

BASE PROPOSAL:

Base Item 1: Concept Plan Confirmation

\$24,000

\$ ~~32,000~~ fixed fee

Base Item 2: Design and Engineering (DD and CDs)

\$ 72,000 fixed fee

Base Item 3: Community Engagement

\$500

\$ ~~3,500~~ fixed fee

Base Item 4: Permitting and Bidding Assistance

\$9,100

\$ ~~9,800~~ fixed fee

~~Base Item 5: Construction Administration~~

\$ ~~30,000~~ hourly

TOTAL BASE PROPOSAL

\$105,600

\$ 147,300

Alternate 1: Rendering (price for one)

\$ 2,500

~~Alternate 2: Deduct to focus on OSLAD awarded scope elements (refer to page 11 & 24)~~

\$ 30,000 deducted

Receipt of Addenda: The receipt of the following addenda is hereby acknowledged:

Addendum No. _____,

Dated _____

Addendum No. _____,

Dated _____

Amended deduct to focus on phase 1 and 2 elements on the north beach

Park District of Highland Park
Design and Engineering 2023 Park Avenue Beach Improvements

PROPOSAL FORM

(Page 2 of 2)

SUBCONTRACTORS: List Name, Address, Phone and Work Assignment

- | | |
|--|--|
| 1. Hey & Associates
8755 W. Higgins Road, #835
Chicago, Illinois 60631
773.693.9200
Water Resources and Civil Engineer | 4. Vanderstappen Land Surveying, Inc.
1316 N. Madison St. A
Woodstock, Illinois 60098
815.337.8310
Surveying |
| 2. McCluskey Engineering Corporation
1887 High Grove Lane
Naperville, Illinois 60540
630.717.5335
Structural Engineer | 5. Rubino Engineering, Inc.
425 Shepard Drive
Elgin, Illinois 60123
847.931.1555
Geotechnical Engineer |
| 3. Nova Engineering
2338 S. Cline Avenue
Scherverville, Indiana 46375
219.865.3352
Electrical Engineer | |

Pursuant to and in compliance with the general information, terms and conditions, scope of work, the undersigned agrees to supply the product in the quantities/perform all work in accordance with these contract documents for the prices and/or amounts specified herein in the Fee Proposal attached. All amounts shall reflect the Firm's complete and thorough understanding of conditions which might affect the proposal. All amounts shall reflect the Firm's complete and thorough understanding of any and all provisions, restrictions and requirements of these contract documents including any proposal guaranties, proposal form signatures, project meetings or other proposal requirements.

The Owner reserves the right to accept any part, or all of any proposal, and to reject any and all or parts of any and all proposal. Any proposal which contains items not specified, or which does not complete all the items scheduled for proposal, shall be considered informal and may be rejected on this basis.

BY: Steve Konters, Senior Principal
Name and Title of Authorized Agent

Authorized Signature

01/12/2023
Date

Park District of Highland Park
Design and Engineering 2023 Park Avenue Beach Improvements

REFERENCES

Please include at least three (3) references with which the Firm has completed similar work of approximate magnitude required under this contract.

Project Name Various
Project Location Northbrook, Illinois
Contact Person Chris Leiner, Director of Parks & Properties
Telephone Number/E-Mail 847.291.2960 / cleiner@nbparks.org
Project Completion Date Various

Project Name South Park Master Plan
Project Location Lake Forest, Illinois
Contact Person Chuck Myers, Superintendent of Parks & Forestry
Telephone Number/E-Mail 847.810.3565 / myersc@cityoflakeforest.com
Project Completion Date May 2017

Project Name Main Beach
Project Location Crystal Lake, Illinois
Contact Person Jason Herbster, Executive Director
Telephone Number/E-Mail 779.994.4248 / jherbster@crystallakeparks.org
Project Completion Date June 2018

Project Name Wagner Farm Master Plan and Interpretive Playspace
Project Location Glenview, Illinois
Contact Person Tim Beckmann, Division Director of Park & Facility Services
Telephone Number/E-Mail 224.521.2254 / tim.beckmann@glenviewparks.org
Project Completion Date September 2018

Project Name Comprehensive Master Plan
Project Location Skokie, Illinois
Contact Person Michelle Tuft, Executive Director
Telephone Number/E-Mail 847.674.1500 x2100 / mtuft@skokieparks.org
Project Completion Date April 2014

Park District of Highland Park
Design and Engineering 2023 Park Avenue Beach Improvements

FIRM PROFILE AND QUALIFICATIONS

(Page 1 of 2)

Name Hitchcock Design Group
Address 22 E. Chicago Avenue, Suite 200A
City, State, Zip Code Naperville, Illinois 60540
Contact Person Steve Konters, Senior Principal
Telephone Number 630.476.3578 E-Mail skonters@hitchcockdesigngroup.com

of Employees 42 Annual Sales # \$9,250,000
Firm's organization has been in business under its present business name for 43 years.

Firm's organization has had experience in work comparable with that required under the proposed contract:

as a prime contractor 43 years;
as a subcontractor 43 years.

The following Firm's employees will be involved with the proposed contract:

Name Steve Konters
Position Principal-in-Charge
Years of Experience 25
Responsibility/Task oversight of the team's work

Name Andy Howard
Position Project Manager and Design Lead
Years of Experience 27
Responsibility/Task day-to-day communications

Name Jenna Beck
Position Project Designer
Years of Experience 7
Responsibility/Task project design and coordination

Firm may attach additional project detail to demonstrate ability to successfully complete work comparable with that required under the proposed contract.

FIRM PROFILE AND QUALIFICATIONS

(Page 2 of 2)

1. Within the past ten (10) years, has your firm, any officer or other individual employed by your firm, been the subject of any administrative or judicial proceeding for alleged violations of any law, or any rule or regulation of any governmental body. If yes, please provide a detailed explanation of the proceeding, including the nature of the charge or claim, the disposition of the matter and the specific individuals/entities involved.

No

2. Within the past ten (10) years, has your firm been the subject of any other type of claim, including by way of example and not limitation, for breach of contract? If yes, please provide a detailed explanation of the proceeding, including the caption, claimant, court or other dispute forum, nature and disposition of the claim.

No

3. Has your firm ever been terminated prior to completion of its services from any project? If yes, please provide a detailed explanation, including the identities of all entities and individuals involved, the nature of the services which your firm was to provide, the individuals who were assigned to provide the services and the reason given for the termination

Hitchcock Design Group has been involved with a variety of projects that have not come to fruition due to funding, COVID-19, staffing changes and more. We have never had a contract terminated mid-work due to circumstances within our control.

Park District of Highland Park
Design and Engineering 2023 Park Avenue Beach Improvements

CONTRACTOR'S CERTIFICATION OF ELIGIBILITY

In Compliance 720 ILCS 5/33E-11:

Hitchcock Design Group _____,a(n) S-Corporation _____
Print name of Contractor Individual, Partnership, Corporation

as part of his bid or proposal on the above referenced Contract, hereby certifies that the Contractor is not barred from bidding on the above referenced contract or entering into a contract with the Park District of Highland Park as a result of a violation of either Section 33E-3 Bid-rigging or 33E-4 Bid-stating of Article 33E of the Illinois Criminal Code, 720 ILCS 5/33E-1, *et. seq.*, as amended.

01/12/2023 _____
Date

Contractor Steve Konters
By: Steve Konters _____

Its: Senior Principal _____
Title

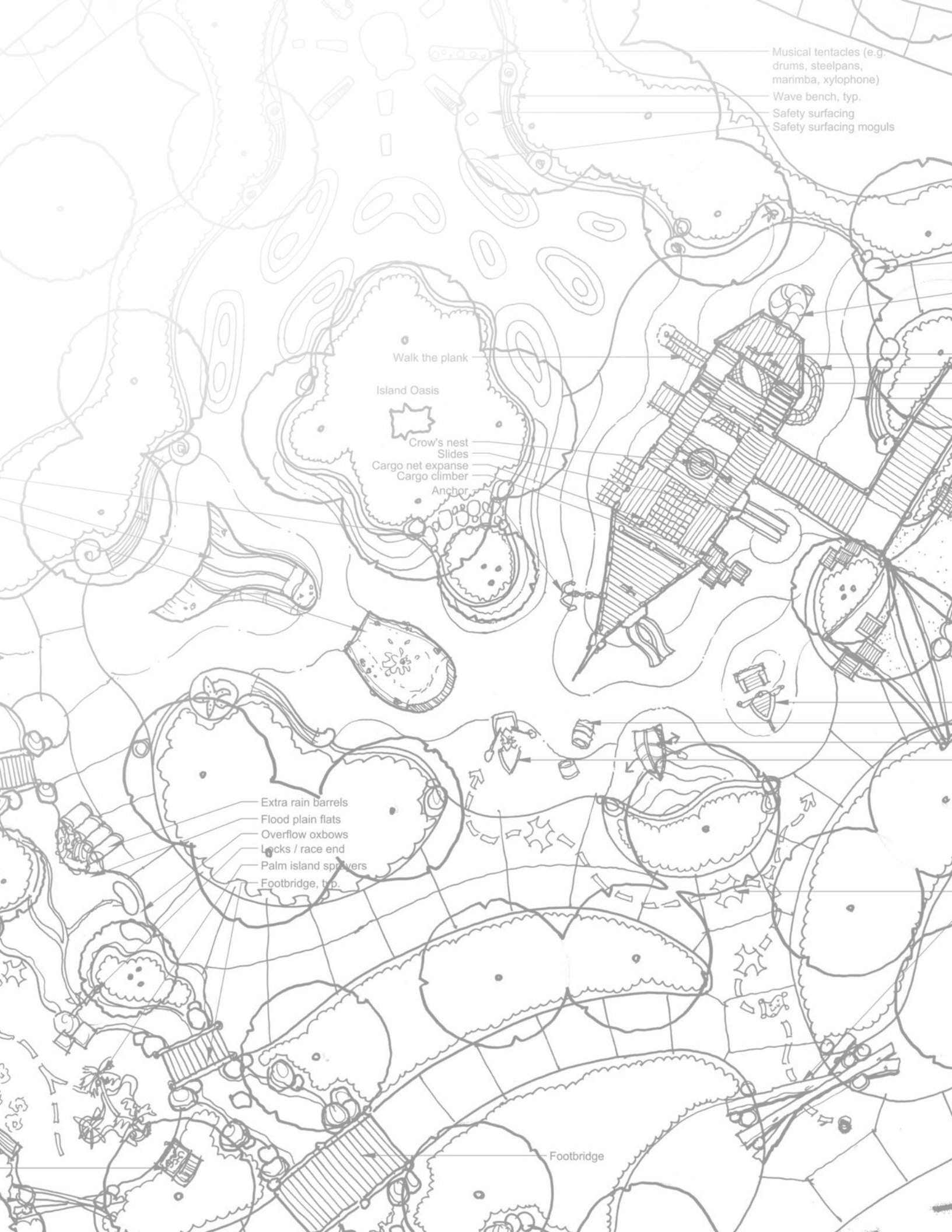
STATE OF ILLINOIS)
) SS
COUNTY OF DuPage)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that appeared before me this day in person and, being first duly sworn on oath, acknowledged that he/she is authorized to act on behalf of Contractor, and that he/she executed the foregoing certificate as his/her free act and deed and as the act and deed of Contractor.

DATED: January 12, 2023
Notary Public Deidre Ewers _____

[Notary Seal]





- Musical tentacles (e.g. drums, steelpans, marimba, xylophone)
- Wave bench, typ.
- Safety surfacing
- Safety surfacing moguls

Walk the plank

Island Oasis

- Crow's nest
- Slides
- Cargo net expanse
- Cargo climber
- Anchor

- Extra rain barrels
- Flood plain flats
- Overflow oxbows
- Locks / race end
- Palm island sprayers
- Footbridge, typ.

Footbridge



From: [Steve Konters](#)
To: [Amalia Schwartz](#)
Subject: RE: Park Ave proposal
Date: Friday, March 10, 2023 7:46:15 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Hi Amalia

Yes, the survey and Geotech work is part of the Concept Plan Confirmation Phase fee. We suggest setting aside \$2,500 for the expense allowance which would also cover mileage for all meetings including construction phase site visits for the team.

Sincerely,

Steve Konters, PLA
Senior Principal

Hitchcock Design Group
O 630.961.1787 C 630.476.3578

22 E. Chicago Avenue, Suite 200A, Naperville, Illinois 60540
P.O. Box 5126, Naperville, Illinois 60567-5126

Austin | Chicagoland | Indianapolis | South Florida
hitchcockdesigngroup.com



From: Amalia Schwartz <aschwartz@pdhp.org>
Sent: Thursday, March 9, 2023 5:14 PM
To: Steve Konters <skonters@hitchcockdesigngroup.com>
Subject: RE: Park Ave proposal

CAUTION: Heads-up: this email came from outside the firm. Please do not click any links or attachments unless you recognize the sender and their email address.

Steve,

Please confirm that the adjusted proposal for Park Ave includes a site survey and Geotech/soil borings. What would you expect the reimbursable allowance to be?

Thanks,

Amalia

From: Steve Konters <skonters@hitchcockdesigngroup.com>
Sent: Tuesday, January 31, 2023 7:23 PM
To: Amalia Schwartz <aschwartz@pdhp.org>

Subject: RE: Park Ave proposal

Hi Amalia,

Thanks for taking the time to review our scope and fee in more detail and discuss potential options for adjustment.

See the following information per your request. Let me know if another call would be helpful or if you need any further information.

1. Omit Schematic Design 30% milestone for Concept Plan Confirmation and move directly into Design Development following the Program Phase completion
 - a. This would reduce the Base Item 1 cost by \$8,000.
2. The Bidding Assistance scope is already fairly limited with a total of 16 hours estimated. The highest amount of hours associated with bidding is for the Pre-Bid Meeting and Bid Opening Attendance. If you don't need as at those two meetings, the Permitting and Bidding Phase, Base Item 4, can be reduced by \$1,400. Most of that item is Permitting effort.
3. If the Park District conducts the community meeting and provides HDG the input results, the Community Engagement, Base Item #3, can be reduced by \$3,000 leaving a small amount for minor assistance in providing site plan documents for the meeting.
4. If a wetland delineation and wetland permit is needed through the ACOE, that optional cost would be \$5,500.
5. One other suggestion for reduced costs would be to reduce the budgeted quantity of construction site visits. Let me know if there is a minimum amount of meetings different than what we have in the scope that you would prefer we include, and then I can work up an estimated allowance reduction.

Sincerely,

Steve Konters, PLA
Senior Principal

Hitchcock Design Group
O 630.961.1787 C 630.476.3578

22 E. Chicago Avenue, Suite 200A, Naperville, Illinois 60540
P.O. Box 5126, Naperville, Illinois 60567-5126

Austin | Chicagoland | Indianapolis | South Florida
hitchcockdesigngroup.com





Memorandum

To: Park Board of Commissioners

From: Mike Evans, Landscape Architect; Amalia Schwartz, Planning and Projects Manager; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: March 29, 2023

Subject: **Consideration to Approve the 2023 Park Avenue Dredging Project Rebid**

Summary

The Park District of Highland Park received one (1) sealed bids on Friday, March 17, 2023, for materials and labor to complete the 2023 Park Avenue Dredging Project. The bid was over budget and the project has been rebid. New bids are currently being received and will be opened on Wednesday, March 29. Staff will present results to the Park Board of Commissioners and request approval for the lowest responsive and responsible bidder.

The intent of this project is to address the build-up of sand located in the boat launch channel and surrounding boat access areas. The scope of this project includes the removal of lake bottom sand in the affected areas and relocation into open water south of the dredging area per the Park District's IEPA and IDNR permit. The project is scheduled to take place from May 8 through May 12, 2023.

Recommendation

The Park Board of Commissioners will consider a motion to approve the lowest responsible bidder for the 2023 Park Avenue Dredging Project Rebid.



Memorandum

To: Park Board of Commissioners

From: Kari Acevedo, Aquatics Manager; Amy Murrin, Director of Recreation and Facilities; Brian Romes, Executive Director

Date: March 29, 2023

Subject: **Approval of the 2023 Hidden Creek AquaPark Deck Chair Replacement Bid**

Summary

The Park District of Highland Park received six sealed bids on March 16, 2023, for the replacement of Deck Chairs at the Hidden Creek AquaPark.

Bid Results

Company	Base Bid 150 qty Oasis Crossweave Nesting Chaise Lounge	Base Bid 75 qty Oasis Crossweave Nesting Game Chair	Base Bid 50 qty Oasis Crossweave Nesting Sand Chair	Net Delivered Price (Less federal and state tax)
ConServ Company	\$258.89	\$171.89	\$168.89	\$60,169.75
Holzberg Communications, Inc	\$46,100.00	\$14,000.00	\$9,300.00	\$69,400.00
Misfits Construction Company	\$39,000.00	\$11,625.00	\$7,750.00	\$58,375.00
SCP Distributors, LLC dba Lincoln Aquatics	\$37,575.00	\$11,812.50	\$8,025.00	\$57,412.50
Quality Specialty Products	\$33,600.00	\$10,050.00	\$6,700.00	\$50,350.00
Tiles in Style, LLC dba Taza Supplies	\$47,081	\$14,322.75	\$9,633.00	\$71,037

The low bidder was Quality Specialty Products. This contractor has two unfavorable and two favorable references and indicated that they would not be able to meet the stated delivery deadline. The second lowest, responsible bidder was SCP Distributors, LLC dba Lincoln Aquatics. This contractor received two favorable references and indicated they would be able to meet the stated delivery deadline.

Financial Impact

Capital Budget	\$50,000.00
Recommended Contract Amount	\$57,412.50
Anticipated Amount Over Budget	-\$7,412.50

Recommendation

Staff recommends approval from the Park Board of Commissioners to accept the Bid from SCP Distributors, LLC dba Lincoln Aquatics for the 2023 Hidden Creek AquaPark Deck Chairs in the amount of \$57,412.50.



Memorandum

To: Park Board of Commissioners
From: Brian Romes, Executive Director
Date: March 29, 2023
Subject: **Board Committee Updates**

Summary

Executive Director Romes will provide a summary of the items discussed at the March Committee Meeting.

EXECUTIVE DIRECTOR'S MONTHLY REPORT

MARCH 29, 2023

UPCOMING MEETINGS

- Wednesday, April 12, 2023 / 6:00 p.m. / Workshop Meeting
- Wednesday, April 26, 2023 / 6:00 p.m. / Regular Board Meeting

UPCOMING EVENTS

- **Doogieland & Wonderland Egg Hunt followed By Mad Hatter Tea Party, Sat. April 1 at the Preserve**
8:30 – 8:40 a.m. your dog will help sniff out eggs filled with special treats.
9 – 9:40 a.m. Children ages 1 – 9 will collect eggs and meet characters from Alice's in Wonderland.
10:30 – 11:45 a.m. Egg Hunt participants will enjoy a continental breakfast and storywalk with Alice in Wonderland characters at the Highland Park Country Club. (egg hunt free / \$22R/\$28NR for tea party)
- **Geocache and Glow Egg Hunt, Sat. April 1 from 6 – 7:30 p.m. at HNC**
grab your family and friends for a glow in the dark egg hunt. (\$15/person)
- **Underwater Eggstravaganza, Sun. April 2 from 1 – 3:00 p.m. at RCHP**
Swim for eggs in the indoor pool! Egg hunters will be divided into age groups. (\$12R/\$15NR)
- **Rock and Dodge, Fri. April 14 from 6:30 – 8:00 p.m. at the RCHP**
Get a team together to play dodgeball against the Highland Park Police Department. No cost to register, however, participants are encouraged to bring a non-perishable donation for the Moraine Township Food Pantry.
- **Family Tennis and Pickleball Night, Sat. April 15 from 6 – 8:00 p.m. at DCRC**
Come out for a fun night of tennis and pickleball. Pizza included! \$12/player or \$38/family)
- **Sips and Succulents, Thu. April 20 from 6 – 8:00 p.m. at RIC**
Our instructors will guide you step-by-step to design a succulent garden. Succulents, decorations, and light refreshments will be provided. Open to Ages 21+. (\$50R/\$63NR)
- **Everyday is Earth Day, Sat. April 22 from 9 – 12:00 p.m. at HNC**
Come volunteer with Heller Nature Center to remove invasive species and beautify trails, making a positive impact on our earth. (Free event).
- **Cozy Campfires, Fri. April 28 from 6 – 7:15 p.m. at HNC**
Take a short hike with a naturalist along the trails at Heller Nature Center and enjoy marshmallows roaster over a campfire. (\$10/person).
- **Under the Big Top Dance, Sat. April 29 from 5 – 7:00 p.m. at RCHP**
Come enjoy a night full of games, exciting circus acts, incredible food, music, and dancing under the Big Top! (\$45R/\$57NR).

DEER CREEK RACQUET CLUB – FEBRUARY 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Daily Court Rentals (Hours)			
Tennis	236.25	144	273.5
Pickleball	N/A	N/A	86.5
Racquetball	15.25	41	55.5
Private Lessons (Hours)	301.75	297	254.25
Drop-Ins	187	204	165
Memberships	580	449	842

News & Events:

- Hosted 1 - USTA Girls 12 & Under Tournament (February 11) and 1 – USTA Matches Sunday nights (February 26).
- Family Tennis Night (February 25) – 10 families participated.
- No classes on February 20, Presidents Day – open court time all day
- Customers continue to call regarding private lessons and court availability with lack of opportunities for customers to play due to limited court availability.

CENTENNIAL ICE ARENA – FEBRUARY 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Daily Drop-in Fees			
Public Skate	676	0	0
Freestyle and Adult	492	0	0
Open Hockey	11	0	0
Open Gymnastics	32	0	0
Skate Rental	670	0	0
Punches Passes Sold			
Public and Adult Skate	5	0	0
Freestyle	0	0	0
Skate Rental	0	0	0
Facility Rentals Total Hours	177.56	0	0

News & Events:

- Ice was taken out at the end of May 2022, for regular ice maintenance when an issue was discovered and therefore, the facility did not have any ice throughout February. Ice will be out until April 2023.
- Gymnastics programs are at Lincoln School. The winter session runs January 9 - March 25, 2023, and has 379 gymnasts enrolled.
- Our Gymnastics Team participated in their second meet of the season on February 19 at Gymnastics Factory Meet in Grayslake, IL. We had 5 girls competing at Level 3.
- Spring registration for skating and gymnastics began on February 15 with strong enrollment numbers.

RECREATION CENTER OF HIGHLAND PARK – FEBRUARY 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Group Exercise Classes Conducted	164	188	186
Group Exercise Participation/Visits	1,593	2,000	2,182
Fitness Floor Visits	3,384	9,000	9,160
Track Visits	971	1,600	1,612
Personal Training Participation	368	425	396
Personal Training Sales (Units)	216.75	245	179.75
Personal Training Revenue	\$12,631.50	24,384.88	\$21,060.77
Private Swim Lesson Participation	120	132	152
Private Swim Lesson Sales (Units)	72	68	67
Private Swim Lesson Revenue	\$7,537.50	\$5,521	\$11,231

MEMBERS	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Basic	459	1134	1212
All-Inclusive	112	266	278
Group Exercise only	77	172	167
Promotional	0	0	0
Month to Month	166	N/A	N/A
30 Day	19	8	28
Annual 2021	35	N/A	N/A
Non-Annual 2021	N/A	N/A	N/A
Total Members	868	1580	1685

RECREATION CENTER OF HIGHLAND PARK – FEBRUARY 2023

Fitness and Membership

- February gained 92 new annual memberships and (28) 30-Day memberships for a total of 120 new members. We had 28 cancellations for a total of 64 Net annual memberships for the month.
- The membership team is in the final stages of implementing the CRM (Client Relationship Management) software. The system launches March 5.
- February's member retention plan included a visit challenge, The Beat Goes On, for the Top 10 users of the facility in fitness, aquatics and pickleball. 10 winners received a RCHP/PDHP swag bag and recognition.
- Personal Training revenue was -14% below budget due to 2 trainers on vacation.
- Group Exercise class participation continues to increase with membership. The average class size is 12 participants.
- Pickleball and Wiggle Time continue to fill our gym time contributing to daily fee revenue. Pickleball and Wiggle Time revenue = \$1,274.00 for the month.

Aquatics

- Compared to January there were 22 more private swim lesson packages purchased in February. The 30-minute prime lesson package increased by 65% in February. Supervisor Mephram and Gonzalez continue to teach a handful of lessons to help get our swimmers in the water and shorten the waitlist while we continue to recruit additional swim instructors. Three new instructors were hired in February.
- Staff have been able to utilize a lane during HPAC team practice, which has increased our capacity to offer more private swim lessons.

HELLER NATURE CENTER & ROSEWOOD INTERPRETIVE – FEBRUARY 2023

Cross-Country Ski Rentals

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Number of Rentals	352	437	59
Revenue	\$3,527	\$4,375	\$649

Community Programs

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Heller Nature Center			
Participants / Programs	172/14		173/9
Rosewood Interpretive Center			
Participants / Programs	38/2		45/3

News & Events

- On March 1 Cross Country Ski Rentals closed for the season.
- School's Days out programs were well attended.

SUNSET VALLEY GOLF CLUB - FEBRUARY 2023

GOLF	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Golf Shop Sales			
Golf Balls	8	0	0
Accessories	0	0	1
Total Golf Shop Sales	8	0	1
Golf Rentals			
Carts	0	0	0
Golf Greens Fees			
Resident	0	0	0
Nonresident	0	0	0
Outing/Tournaments	0	0	0
Other	0	0	0
Total Golf Greens Fees	0	0	0
Misc. Sales			
Sapphire Club	9	8	6
Permanent Tee Time	16	10	29
Total Misc. Sales	25	18	35

News & Events

- The course remains closed.

HIGHLAND PARK LEARNING CENTER – FEBRUARY 2023

Driving Range Monthly Sales Report (buckets sold)

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
January	428	543	458
February	567	750	496
March	585	680	
April	677	1,388	
May	1,675	3,562	
June	2,202	4,402	
July	2,413	4,787	
August	2,268	4,750	
September	1,537	3,210	
October	711	1,125	
November	193	167	
December	303	292	
Totals	13,559	25,656	954

Mini Golf Monthly Sales Report (rounds sold)

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
March	-	-	-
April	255	786	
May	998	1,357	
June	1,764	2,057	
July	2,090	2,571	
August	2,115	2,428	
September	1,035	1,514	
October	725	714	
November	131		
Totals	9,113	10,714	

News & Event

- Miniature golf is closed.
- Indoor range started the month slowly but picked up the last 2 weeks.

DISTRICT WIDE RENTALS – FEBRUARY 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Heller Nature Center			
Rentals	5	3	10
Party Package	0	0	0
Rosewood Interpretive Center			
Rentals	3	4.5	10
Party Package	0	0	0
Recreation Center of Highland Park			
Rentals	26.55	55	56
Party Packages	2	0	0
Athletics	128.5	-	156.25
Total Rentals	157.05	-	212.25
West Ridge Center			
Rentals	8	18	25
Party Packages	0	1	3
Centennial Ice Arena			
Party Packages	-	-	-
Hidden Creek Aqua Park			
Party Packages	-	-	-
Park Avenue Yacht Club			
Rentals	-	-	-

Rentals listed as number of rental hours; Party Packages listed as number of packages.

GRANT-IN-AID – FEBRUARY 2023

	2022 ACTUAL	2023 BUDGET	2023 ACTUAL
Total YTD Subsidy	\$7,190.00	\$100,000.00	\$2272.15
Households			
100% Subsidy YTD	14		22
50% Subsidy YTD	1		1
Total YTD	15		23

News & Events:

- N/A

Marketing Board Report (Feb 3 – March 14)

SOCIAL MEDIA



5,731
FOLLOWERS



2,256
FOLLOWERS

EMAIL



27,746
TOTAL AUDIENCE

PDHP.ORG



51,964
VISITORS

68,386
VISITS

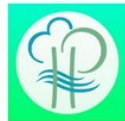
112,404
PAGEVIEWS

DIGITAL GUIDE



1,093
VIEWS

APP



1,187
INSTALLATIONS

Updates

- The website had an increase of 37% visitors and 33% visits when compared to the previous month.
 - When compared to 2022, there was an increase of 92% visitors, 64% visits and 28% pageviews.
- Our Facebook engagement was almost 4,000 and reached over 35,500 accounts. Instagram reached over 12,000 accounts.

Graphics

Nature... Beyond the Lens

PHOTOGRAPHY EXHIBITION
Kathryn Lentz

7 SESIONES DE UNA SEMANA DESDE

JUN 19 - AGO 4 • 9AM - 3PM
Oak Terrace Elementary School • 260 Prairie Ave, Highland

¡Solo las visitas al nuevo campamento de verano en Oak Terrace Campamento SPCC está regido por todas las actividades que hacen que la experiencia de campamento de verano sea fabulosa.

• 7 Sesiones (una por semana) a las 9 am.
• 2 Sesiones (una por semana) de actividades acuáticas, juegos, música y eventos especiales.
• 1 Sesión (una por semana) de actividades acuáticas, juegos, música y eventos especiales.
• 1 Sesión (una por semana) de actividades acuáticas, juegos, música y eventos especiales.
• 1 Sesión (una por semana) de actividades acuáticas, juegos, música y eventos especiales.
• 1 Sesión (una por semana) de actividades acuáticas, juegos, música y eventos especiales.
• 1 Sesión (una por semana) de actividades acuáticas, juegos, música y eventos especiales.

Tarifa por semana: \$300/\$225 Res/Non-Res*

¡Regístrate en pdhp.org

OPENING RECEPTION
Sat, Mar 4 • Noon - 2pm
Prairie Room, Heller Nature Center
2821 Ridge Road

CAMPAMENTO SPOT (VERANO DE JUEGO EN OAK TERRACE)

Edades 6-12

7 SESIONES DE UNA SEMANA DESDE

JUN 19 - AGO 4 • 9AM - 3PM
Oak Terrace Elementary School • 260 Prairie Ave, Highland

¡Solo las visitas al nuevo campamento de verano en Oak Terrace Campamento SPCC está regido por todas las actividades que hacen que la experiencia de campamento de verano sea fabulosa.

• 7 Sesiones (una por semana) a las 9 am.
• 2 Sesiones (una por semana) de actividades acuáticas, juegos, música y eventos especiales.
• 1 Sesión (una por semana) de actividades acuáticas, juegos, música y eventos especiales.
• 1 Sesión (una por semana) de actividades acuáticas, juegos, música y eventos especiales.
• 1 Sesión (una por semana) de actividades acuáticas, juegos, música y eventos especiales.
• 1 Sesión (una por semana) de actividades acuáticas, juegos, música y eventos especiales.
• 1 Sesión (una por semana) de actividades acuáticas, juegos, música y eventos especiales.

Tarifa por semana: \$300/\$225 Res/Non-Res*

¡Regístrate en pdhp.org

the lucky pickle pickleball tournament

JOIN THE FUN!

Fri Mar 10 • 4-8pm
Recreation Center of Highland Park
1207 Park Ave West

DINK YOUR WAY INTO OUR FIRST EVER SOCIAL PICKLEBALL TOURNAMENT!

Here's the Dill

- Must be 18 years or older to participate
- Guaranteed 2 games
- 20-minute timed matches or first to 11 points

Big Dill Prizes

- 1st Place: Pickleball court time at Deer Creek Recreational Club
- 2nd Place: 10 punch pickleball passes at the Recreation Center of Highland Park
- 3rd Place: \$50 Park District gift card

Register Today!
Teams of Two • \$25/person
Both players must register

RECREATION CENTER OF HIGHLAND PARK

Champions GALA A CHARITY AUCTION

WED, MARCH 15 | 6:30PM
STUDIO ONE | 1799 GREEN BAY RD.
TICKETS: \$125

Chris Chelios
CHICAGO BLACKHAWKS
HALL OF FAMES

BUY TICKETS NOW!

PROCEEDS WILL FUND CARE FOR HIGHLAND PARK'S YOUTH CENTER AND SUPPORT THE RECREATION CENTER OF HIGHLAND PARK'S COMMUNITY PROGRAMS.

THANK YOU TO OUR PRESENTING SPONSORS:

BANNER

UNDERWATER EGGSTRAVAGANZA

SUN, APR 2 • 1 - 3 PM
Recreation Center of Highland Park • All Ages

SEARCH AND SWIM FOR EGGS AT THE INDOOR POOL!

Egg hunters will be divided into age groups and are encouraged to stay after for open swim (included with enrollment). Coast Guard-approved flotation devices may be used.

SIGN UP TODAY AT PDHP.ORG

2773402-4

Residents	\$12
Non-Residents	\$15

RECREATION CENTER OF HIGHLAND PARK

EARLY BIRD SAVINGS

Wed, Mar 1 thru Fri, Mar 31

Save 10% On Outdoor Pool Memberships! & Get 3 FREE Guest Passes

Category	10% OFF	Resident	Nonresident
Individual	\$126/171	\$146/196	
Family of two	\$180/257	\$200/285	
Family of three	\$274/335	\$290/375	
Family of four	\$280/419	\$320/465	
Family of five	\$352/500	\$380/535	
Family of six	\$396/581	\$440/645	
Senior couple (65 & Up)	\$122/158	\$135/175	

Residents must be 18 or older to register.

RECREATION CENTER OF HIGHLAND PARK

GET STRONG THIS SPRING

THIS IS YOUR TIME!

STARTING AT \$59/MONTH

GET IN. GET FIT. GET HAPPY.

RECREATION CENTER OF HIGHLAND PARK

You on an 82-foot Yacht with Chris Chelios and 11 of your Closest Friends?

YOU BET!

ONLINE AUCTION BEGINS MARCH 1

Champions GALA A CHARITY AUCTION

MAKE A Splash THIS SUMMER

ON SALE NOW!

- HIDDEN CREEK AQUAPARK MEMBERSHIP PASSES
- ROSEWOOD BEACH SWIMMING PASSES
- LAKEFRONT PARKING DECALS

PARK DISTRICT OF HIGHLAND PARK

SPRING REGISTRATION GOING ON NOW!

PARK DISTRICT OF HIGHLAND PARK

WELCOME Champions GALA A CHARITY AUCTION

THANK YOU TO OUR GENEROUS SPONSORS

PRESENTING SPONSOR: BANNER

GIFTING SPONSOR: HIGHLAND PARK BANK & TRUST

SUPPORTING SPONSORS: Anet Clink

Page ?	Pageviews ? ↓
	112,453 % of Total: 100.00% (112,453)
1. /	14,647 (13.02%)
2. /get-involved/jobs/	5,329 (4.74%)
3. /recreation-center-of-highland-park/	4,510 (4.01%)
4. /recreation-center-of-highland-park/open-gym-2/	2,036 (1.81%)
5. /recreation-center-of-highland-park/group-exercise-2/	1,996 (1.77%)
6. /recreation-center-of-highland-park/membership-passes/	1,656 (1.47%)
7. /deer-creek-racquet-club/	1,644 (1.46%)
8. /camp/	1,477 (1.31%)
9. /events	1,441 (1.28%)
10. /heller-nature-center/	1,187 (1.06%)
11. /youre-invited-to-the-parks-foundations-5th-annual-champions-gala/	1,165 (1.04%)
12. /deer-creek-racquet-club/pickleball-programs/	1,164 (1.04%)
13. /spring-2023/	1,095 (0.97%)
14. /baseball-programs/	985 (0.88%)
15. /centennial-ice-arena/gymnastics-programs/	935 (0.83%)
16. /centennial-ice-arena/	930 (0.83%)
17. /deer-creek-racquet-club/junior-tennis-programs/	903 (0.80%)
18. /recreation-center-of-highland-park/lap-open-swim/	853 (0.76%)
19. /our-story/staff-directory/	817 (0.73%)
20. /rentals	784 (0.70%)
21. /highland-park-golf-learning-center/	782 (0.70%)
22. /recreation-center-of-highland-park/learn-to-swim-programs/	779 (0.69%)
23. /centennial-ice-arena/figure-skating-hockey-programs/	760 (0.68%)
24. /bids-rfps/	758 (0.67%)
25. /hidden-creek-aquapark/	722 (0.64%)
26. /contact/	686 (0.61%)
27. /recreation-center-of-highland-park/membership-passes/contact-us/	669 (0.59%)
28. /heller-nature-center/nature-programs/	659 (0.59%)
29. /highland-park-golf-learning-center	644 (0.57%)
30. /rosewood-beach/interpretive-center-rentals/	632 (0.56%)
31. /lakefront-parking-decals/	604 (0.54%)
32. /deer-creek-racquet-club/adult-tennis-programs/	597 (0.53%)
33. /west-ridge-center/dance-programs/	529 (0.47%)
34. /rosewood-beach/	498 (0.44%)
35. /basketball-programs/	495 (0.44%)
36. /parkschool/	487 (0.43%)
37. /camp/one-week-camps/	475 (0.42%)
38. /west-ridge-center/	444 (0.39%)
39. /heller-nature-center/cross-country-ski-rentals/	441 (0.39%)
40. /camp/registration/	428 (0.38%)
41. /rosewood-beach-passes/	428 (0.38%)
42. /west-ridge-center/art-programs/	421 (0.37%)
43. /project/centennial-ice-arena-renovation/	402 (0.36%)
44. /west-ridge-center/music-programs/	397 (0.35%)
45. /highland-park-golf-learning-center/golf-programs/	376 (0.33%)
46. /projects	374 (0.33%)
47. /registration-dates/	374 (0.33%)
48. /recreation-center-of-highland-park/indoor-pickleball/	364 (0.32%)
49. /camp/specialty-camps/	356 (0.32%)
50. /dog-parks/	354 (0.31%)