

NOTICE OF MEETING
TUESDAY, APRIL 9, 2019 6:00 p.m.

Park District of Highland Park
Board of Park Commissioners
West Ridge Center
636 Ridge Rd.
Highland Park, IL 60035

WORKSHOP MEETING AGENDA

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADDITIONS TO THE AGENDA**
- IV. **COMMUNITY PARK AT THE RECREATION CENTER OF HIGHLAND PARK UPDATE**
- V. **HELLER NATURE CENTER EXHIBIT IMPROVEMENT PROJECT UPDATE**
- VI. **2018 YEAR-END REVIEW**
- VII. **POST ISSUANCE BOND COMPLIANCE REPORT**
- VIII. **REVIEW OF VOUCHERS**
- IX. **OPEN TO PUBLIC TO ADDRESS BOARD**
- X. **CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; 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.
- XI. **ACTION FROM CLOSED SESSION IF ANY**
- XII. **ADJOURNMENT**

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Kathy Donahue, 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.



Memorandum

To: Board of Park Commissioners

From: Rebecca Grill, Natural Areas Manager; Jeff Smith, Assistant Director of Parks and Planning; Dan Voss, Director of Parks and Planning; Kathy Donahue, Interim Executive Director

Date: April 9, 2019

Subject: **Community Park at the Recreation Center of Highland Park Update**

Staff will provide an update on the planning process for the Community Park at the Recreation Center of Highland Park including developments on the potential for stormwater capacity creation on the site.



Memorandum

To: Board of Park Commissioners

From: Kathy Donahue, Interim Executive Director; Brian Romes, Director of Recreation and Facilities; Jessica Reyes, Recreation Supervisor

Date: April 9, 2019

Subject: **Heller Nature Center Exhibit Improvement Project Update**

In 2007, The Heller Nature Center installed a new exhibit in the lobby of the facility. This 600 square foot exhibit highlights the three main biological communities found at Heller Nature Center: oak hickory woodlands, northern flatwoods, and tallgrass prairie. Each area features interactive displays that educate visitors about the plants and animals that make up each community.

Over the past 12 years this exhibit has been enjoyed by many visitors. However, general wear and tear has caused the exhibit to need significant repairs. Additionally, while the exhibit has served a core purpose of inspiring the community to understand, appreciate and explore the 100 acres of natural areas that surround the facility, it is in need of a refresh.

In effort to address the necessary repairs and desired refresh of the Heller Nature Center Exhibit, the Park District has contracted Layman Design to provide design services and incorporate new content into the existing exhibit. Layman Design will also provide project management services and a design package that the Park District will use to solicit fabrication and repair services from a third party. The established budget for the repairs and new features is \$60,000.

The project is nearing completion of the conceptual phase and is ready to begin detailing the final design and development package. Park District staff will share the design concepts with the board and answer questions.



Memorandum

To: Board of Commissioners
From: Annette Curtis Finance Director, Kathleen Donahue Interim Executive Director
Date: April 9, 2019
Subject: 2018 Year in Review

Prior to the audit start date, on March 15, 2019 the Finance Committee meet to review preliminary 2018 year end financial information.

Lauterbach and Amen completed fieldwork for the 2018 audit during the week of March 18, 2019. To date, no adjusting entries have not been recommended.

Tonight's presentation is an overview of the information presented on March 15, 2019.



Park District of Highland Park, IL

Income Statement

Current Period Ending 12/31/2018

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	-231,653.58	67,250.75	2,753,331.57	3,034,811.59	-281,480.02	3,034,811.59	-329,312.27	2,934,838.40
110 - CAMPS	1,553.75	15,967.42	1,553,827.70	1,549,078.00	4,749.70	1,549,078.00	7,024.50	1,441,042.79
120 - LESSONS	18,511.84	27,561.93	347,613.84	346,684.50	929.34	346,684.50	14,162.20	323,870.60
130 - SPECIAL EVENTS	16,162.00	16,831.09	102,243.50	108,288.00	-6,044.50	108,288.00	13,531.55	93,189.60
410 - TAX	5,122.73	427,166.74	12,780,400.19	13,072,257.00	-291,856.81	13,072,257.00	25,888.29	12,454,109.64
420 - FEES & CHARGES	28,301.70	29,644.26	848,398.37	1,270,299.20	-421,900.83	1,270,299.20	83,168.59	1,273,706.04
440 - MEMBERSHIPS	126,923.28	134,712.37	1,590,739.53	1,717,654.00	-126,914.47	1,717,654.00	181,455.84	1,824,846.89
450 - RENTALS	71,274.91	86,643.22	1,238,656.40	1,263,617.75	-24,961.35	1,263,617.75	63,712.25	1,440,178.26
460 - MERCHANDISING	2,375.62	3,416.65	60,614.24	66,465.00	-5,850.76	66,465.00	47,986.19	1,001,540.03
470 - INTEREST INCOME	56,305.25	8,750.00	284,197.33	105,000.00	179,197.33	105,000.00	70,157.65	154,167.26
480 - MISCELLANEOUS INCOME	60,874.52	16,587.38	269,166.15	193,400.00	75,766.15	193,400.00	23,331.85	707,326.70
510 - OTHER INCOME	11,992.53	1,065.98	86,448.83	37,380.00	49,068.83	37,380.00	0.00	462,987.99
520 - BOND/DEBT PROCEEDS	0.00	0.00	5,500.42	0.00	5,500.42	0.00	15,878.01	8,713,794.78
Total Revenue:	167,744.55	835,597.79	21,921,138.07	22,764,935.04	-843,796.97	22,764,935.04	216,984.65	32,825,598.98
Expense								
100 - PROGRAMS	199,437.37	163,046.74	1,613,308.18	1,647,113.92	33,805.74	1,647,113.92	204,120.06	1,649,720.77
110 - CAMPS	1,499.63	12,301.78	848,892.05	882,710.33	33,818.28	882,710.33	4,966.11	827,625.29
120 - LESSONS	24,340.62	15,320.62	213,319.01	159,167.83	-54,151.18	159,167.83	18,898.50	175,042.72
130 - SPECIAL EVENTS	12,945.51	18,040.53	233,956.29	214,264.61	-19,691.68	214,264.61	10,861.49	170,391.57
610 - SALARIES & WAGES	885,595.32	579,415.84	7,109,767.14	7,537,251.07	427,483.93	7,537,251.07	796,155.58	6,740,757.44
620 - CONTRACTUAL SERVICES	609,621.89	207,242.67	3,338,407.98	2,896,927.79	-441,480.19	2,896,927.79	-232,022.35	5,016,054.99
630 - INSURANCE	73,491.48	175,690.42	1,866,365.48	2,099,502.41	233,136.93	2,099,502.41	83,696.90	1,824,262.15
640 - MATERIALS & SUPPLIES	66,300.07	41,182.22	581,911.49	588,970.66	7,059.17	588,970.66	50,303.84	580,100.36
650 - MAINTENANCE & LANDSCAPING CONTRACTS	36,140.04	25,187.78	515,376.26	435,352.52	-80,023.74	435,352.52	51,559.66	460,133.40
660 - UTILITIES	190,941.59	91,836.60	991,098.63	980,619.05	-10,479.58	980,619.05	153,933.76	971,893.29
670 - PENSION CONTRIBUTIONS	171,294.07	95,740.36	855,047.69	911,368.95	56,321.26	911,368.95	137,868.32	817,505.39
680 - COST OF GOODS SOLD	-898.99	1,318.12	24,631.92	26,546.00	1,914.08	26,546.00	22,234.66	339,341.03
710 - DEBT RETIREMENT	2,779,281.25	2,781,181.25	3,075,462.50	3,077,362.50	1,900.00	3,077,362.50	2,785,781.25	3,041,829.86
720 - CAPITAL OUTLAY	462,533.03	459,267.05	6,625,223.29	8,560,614.00	1,935,390.71	8,560,614.00	2,668,208.36	10,056,160.15
Total Expense:	5,512,522.88	4,666,771.98	27,892,767.91	30,017,771.64	2,125,003.73	30,017,771.64	6,756,566.14	32,670,818.41
Report Total:	-5,344,778.33	-3,831,174.19	-5,971,629.84	-7,252,836.60	1,281,206.76	-7,252,836.60	-6,539,581.49	154,780.57

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	-614,198.63	-33,701.48	116,951.61	-382,023.74	498,975.35	-382,023.74	-504,453.13	658,978.52
25 - SPECIAL RECREATION	0.00	0.00	531,889.82	546,866.00	-14,976.18	546,866.00	-33,863.25	559,061.03
29 - RECREATION	-1,223,126.36	-521,930.23	2,438,447.05	3,106,547.64	-668,100.59	3,106,547.64	-1,365,888.03	2,219,594.06
60 - DEBT SERVICE	-2,779,281.25	-2,781,181.25	-1,554,819.17	-1,562,812.50	7,993.33	-1,562,812.50	-2,785,468.74	-1,556,022.36
70 - CAPITAL PROJECTS	-728,172.09	-494,361.23	-7,504,099.15	-8,961,414.00	1,457,314.85	-8,961,414.00	-1,849,908.34	-1,726,830.68
Report Total:	-5,344,778.33	-3,831,174.19	-5,971,629.84	-7,252,836.60	1,281,206.76	-7,252,836.60	-6,539,581.49	154,780.57



Memorandum

To: Board of Commissioners

From: Annette Curtis, Director of Finance, Kathleen Donahue Interim Executive Director

Date: April 9, 2019

Subject: Debt Certificate/ Bond Post Issuance Compliance Report

Background/Analysis

In conjunction with the Debt Certificates issued on June 18, 2012, the Bond Record-Keeping Policy was adopted by the board. Per the policy, the district agrees to keep and retain sufficient records to support the continued exclusion of interest paid on the Certificates 2012A and 2013 and General Obligation Limited Tax Park Bonds Series 2016 and 2017 from federal income taxation.

The post-issuance tax rules fall into two categories: use of proceeds and other requirements related to the private activity bond tests; and arbitrage yield restriction and rebate requirements. Annually, until the Debt Certificates and Bonds mature plus 3 years, a review of all contracts and other records will be completed to determine whether each issue complies with the federal tax requirements.

To facilitate the review, Chapman and Cutler has provided the district with a check list which provides a methodology for compliance. The attached report summarizes the findings for the reviews related to Debt Certificate 2012A, 2013, & Bond 2016, 2017. The District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

POST-ISSUANCE TAX COMPLIANCE REPORT

To: Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois

Pursuant to my responsibilities as the Compliance Officer as set forth in a Bond Record Keeping Policy (the "*Policy*") adopted by the Board of Park Commissioners (the "*Board*") of the Park District of Highland Park, Lake County, Illinois (the "*District*"), on the 18th day of June, 2012, I have prepared a report reviewing the District's contracts and records to determine whether the Tax Advantaged Obligations (as defined in the Policy), comply with the applicable federal tax requirements. In accordance with the proceedings and agreements under which the Tax Advantaged Obligations were issued, the District has covenanted generally to take all action necessary to comply with the applicable federal tax rules and regulations relating to the Tax Advantaged Obligations, including covenants necessary to preserve the excludability of interest on the Tax Advantaged Obligations from gross income for federal income taxation purposes. The following sets forth a summary demonstrating the District's compliance with such covenants and expectations.

(a) *Records.* [I have in my possession all of the records required under the Policy.] [I am taking appropriate action to recover the records required under the Policy.]

(b) *Arbitrage Rebate Liability.* I have reviewed the agreements of the District with respect to each issue of the Tax Advantaged Obligations. At this time, the District [does not have any rebate liability to the U.S. Treasury] [has a rebate liability of approximately \$ _____ to the U.S. Treasury]. [The District is exempt for arbitrage rebate liability under the _____ exemption.]

(c) *Contract Review.* I have reviewed copies of all contracts and agreements of the District, including any leases, with respect to the use of any property owned by the District and acquired, constructed or otherwise financed or refinanced with the proceeds of the Tax Advantaged Obligations and other records. At this time, [each issue of the Tax Advantaged Obligations complies] [certain Tax Advantaged Obligations may not

comply] with the federal tax requirements applicable to such issue, including restrictions on private business use, private payments and private loans.

(d) *IRS Examinations or Inquiries.* The Internal Revenue Service (the "IRS") [has not] [has] commenced an examination of any issue of the Tax Advantaged Obligations. The IRS [has not] [has] requested a response to a compliance check, questionnaire or other inquiry.

Based upon the foregoing, I [believe that the District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time] [recommend that the District consult with outside, independent professional counsel and, if necessary, seek correction of such violations or potential violations through remedial actions described in the United States Treasury Regulations or the Tax Exempt Bonds Voluntary Closing Agreement Program described in Treasury Notice 2008-31 or any similar program instituted by the IRS]. This report will be entered into the records of the District and made available to all members of the Board at the next regular meeting thereof.

Respectfully submitted this 9 day of April, 2019

By 
Compliance Officer



To: Board of Park Commissioners

From: Karen Lakoske - Accounts Payable Administrator
Annette Curtis - Finance Director
Kathleen Donahue - Interim Executive Director

Date: April 9, 2019

Subject: Bills presented for the Board's review on April 9, 2019.
Checks written March 15, 2019 through April 4, 2019.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
March 22, 2019	\$ 144.00
April 4, 2019	\$ 311,374.39
Void Payments	\$ (155.00)
Bank Drafts	\$ 19,070.27
P-Card	\$ 105,612.93
TOTAL	\$ 436,046.59

PAYROLL DISBURSEMENTS

TOTAL	\$ -
GRAND TOTAL	\$ 436,046.59



Park District of Highland Park, IL

Check Register

Packet: APPKT01919 - 20190322 3

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	
10697	ILLINOIS DEPT OF NATURAL RESOUF	03/22/2019	Regular	0.00	144.00	183115
<u>032119</u>	Invoice	03/22/2019	01-13 Rec trail grant program application	0.00	144.00	

Bank Code: AP-AP BANK

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	144.00
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	144.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01932 - 20190404 2

By Check Number

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP BANK						
10006 <u>3301042019</u>	3301-NCBERS - IL IMRF Invoice	04/04/2019 03/13/2019	Regular NCBERS Group Life Insurance	0.00 0.00	80.00 80.00	183116
16061 <u>778136</u>	AGUEDA SEMRAD Invoice	04/04/2019 03/15/2019	Regular Refund	0.00 0.00	248.00 248.00	183117
17881 <u>781799</u>	AMY BAUER Invoice	04/04/2019 03/19/2019	Regular Refund	0.00 0.00	10.16 10.16	183118
15775 <u>283238</u>	A-Z ENTERTAINMENT, LTD Invoice	04/04/2019 03/22/2019	Regular 750 05/21/19 event deposit	0.00 0.00	200.00 200.00	183119
10420 <u>7242261</u>	CENTERPOINT ENERGY SERVICES, IN Invoice	04/04/2019 03/22/2019	Regular 02/01/19-02/28/19	0.00 0.00	4,984.77 4,984.77	183120
14270 <u>038</u>	CLUB MOMENTUM ATHLETICS Invoice	04/04/2019 03/25/2019	Regular 135 2019 Winter Volleyball Clinic	0.00 0.00	1,214.46 1,214.46	183121
14826 <u>69394</u>	COMMERCIAL CAPITAL COMPANY L Invoice	04/04/2019 03/29/2019	Regular 01-13 Lease scanner station	0.00 0.00	276.00 276.00	183122
17877 <u>777144</u>	DANIEL WITZ Invoice	04/04/2019 03/14/2019	Regular Refund	0.00 0.00	65.00 65.00	183123
17882 <u>783578</u>	DENISLAVA DOMINGUEZ Invoice	04/04/2019 03/20/2019	Regular Refund	0.00 0.00	13.60 13.60	183124
15283 <u>07042019</u>	DOUBLE D BOOKING Invoice	04/04/2019 04/01/2019	Regular 823 07/04/19 event deposit	0.00 0.00	1,100.00 1,100.00	183125
16075 <u>PDHP20190311</u>	EVAN KANE Invoice	04/04/2019 03/11/2019	Regular 01-22 Rec Center Activities	0.00 0.00	295.00 295.00	183126
16915 <u>030519</u>	FALCONS HOCKEY ASSOCIATION Invoice	04/04/2019 03/05/2019	Regular 077 2019 Winter class fee	0.00 0.00	7,709.71 7,709.71	183127
10954 <u>011419</u>	MAGIC OF GARY KANTOR Invoice	04/04/2019 01/14/2019	Regular 557 January 2019 class fee	0.00 0.00	13.65 13.65	183128
10974 <u>5430.200-3</u>	GEWALT HAMILTON ASSOCIATES IN Invoice	04/04/2019 03/20/2019	Regular 70-11 PDHP Danny Cunniff Tennis Court	0.00 0.00	2,672.28 2,672.28	183129
17895 <u>960</u>	GOLF CLUB MASTERS, INC Invoice	04/04/2019 03/08/2019	Regular 29-42 Full page ad	0.00 0.00	4,990.00 4,990.00	183130
17512 <u>5987</u>	HIGHLAND ENGINEERING, P.C. Invoice	04/04/2019 02/28/2019	Regular 70-11 Retaining Wall	0.00 0.00	1,200.00 1,200.00	183131
11194 <u>441</u>	ILLINOIS SHOTOKAN KARATE CLUBS Invoice	04/04/2019 04/01/2019	Regular 417 2019 Winter class fee	0.00 0.00	4,226.24 4,226.24	183132
16340 <u>030619</u>	FUNDWAYS OF ILLINOIS INC Invoice	04/04/2019 03/06/2019	Regular 823 07/04/19 event deposit	0.00 0.00	3,637.50 3,637.50	183133
17879 <u>777156</u>	JANICE WRIGHT Invoice	04/04/2019 03/14/2019	Regular Refund	0.00 0.00	12.00 12.00	183134
17440 <u>788681</u>	JENNI LAKHANI Invoice	04/04/2019 03/26/2019	Regular Refund	0.00 0.00	73.61 26.02	183135

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	
<u>788681-1</u>	Invoice	03/26/2019	Refund	0.00	47.59	
15530	JENSEN ENTERTAINMENT INC	04/04/2019	Regular	0.00	375.00	183136
<u>032519</u>	Invoice	03/25/2019	814 04/13/19 event	0.00	375.00	
11332	JMS ENVIRONMENTAL ASSO	04/04/2019	Regular	0.00	400.00	183137
<u>2327300</u>	Invoice	03/20/2019	29-24 WRC asbestos testing	0.00	400.00	
11427	K H KIM TAEKWONDO	04/04/2019	Regular	0.00	5,255.90	183138
<u>021519</u>	Invoice	02/15/2019	417 2019 Winter class fee	0.00	5,255.90	
17171	CATERED BY DESIGN	04/04/2019	Regular	0.00	4,167.70	183139
<u>15697</u>	Invoice	02/21/2019	01-11 02/21/19 Community Event	0.00	4,167.70	
16119	LAMP INC	04/04/2019	Regular	0.00	39,440.45	183140
<u>17</u>	Invoice	02/28/2019	POGO-HP General Construction	0.00	39,440.45	
11539	LANDMARK FORD INC	04/04/2019	Regular	0.00	295.00	183141
<u>165412</u>	Invoice	03/21/2019	70-11 Spare tire	0.00	295.00	
17870	LATA VARGHESE	04/04/2019	Regular	0.00	41.62	183142
<u>777138</u>	Invoice	03/14/2019	Refund	0.00	41.62	
17161	LITRONIX LTD	04/04/2019	Regular	0.00	3,192.50	183143
<u>480</u>	Invoice	03/06/2019	099 05/18/19 event 50% deposit	0.00	3,192.50	
16875	MARIANA HENRIQUES - PETTY CASH	04/04/2019	Regular	0.00	117.31	183144
<u>040319</u>	Invoice	04/03/2019	Petty cash reimbursed	0.00	117.31	
17896	MEREDITH HELLEBUSCH	04/04/2019	Regular	0.00	8.00	183145
<u>788683</u>	Invoice	03/26/2019	Refund	0.00	8.00	
16928	E-QUANTUM CONSULTING, LLC	04/04/2019	Regular	0.00	495.00	183146
<u>5298</u>	Invoice	04/01/2019	01-11 Natural Gas & Electric Consulting S	0.00	495.00	
17898	RELADYNE, LLC	04/04/2019	Regular	0.00	482.95	183147
<u>1198595-IN</u>	Invoice	03/22/2019	01-14 Oil	0.00	482.95	
14647	MIDWEST FENCING CLUB	04/04/2019	Regular	0.00	702.00	183148
<u>32</u>	Invoice	03/14/2019	417 2019 Winter session 01/11/19-02/08	0.00	702.00	
17106	MISS CATHY MUSIC INC	04/04/2019	Regular	0.00	1,019.20	183149
<u>032519</u>	Invoice	03/25/2019	308 2019 Winter class fee	0.00	1,019.20	
17899	NICOLE LANTZY	04/04/2019	Regular	0.00	2,269.00	183150
<u>794485</u>	Invoice	04/02/2019	Refund	0.00	2,099.00	
<u>795498</u>	Invoice	04/03/2019	Refund	0.00	170.00	
10016	AWESOME AMUSEMENTS PARTY RE	04/04/2019	Regular	0.00	5,375.00	183151
<u>44772</u>	Invoice	02/21/2019	823 07/04/19 event deposit	0.00	5,375.00	
13604	NORTH SHORE GAS	04/04/2019	Regular	0.00	16,579.39	183152
<u>0601145072-000</u>	Invoice	03/14/2019	Deer Creek 12/02/18-01/15/19 #12 2018	0.00	4,292.12	
<u>0601145072-000</u>	Invoice	03/14/2019	Deer Creek 02/14/19-03/12/19	0.00	2,236.40	
<u>0601145072-000</u>	Invoice	03/14/2019	Deer Creek 01/15/19-02/14/19 #1 2019	0.00	2,842.04	
<u>0601145072-000</u>	Invoice	03/18/2019	RCHP 02/15/19-03/13/19	0.00	1,826.31	
<u>0601145072-000</u>	Credit Memo	04/03/2019	1240 Fredrickson Pl 12/04/18-12/26/18 c	0.00	-65.97	
<u>0601145072-000</u>	Invoice	03/14/2019	1240 Fredrickson Pl 12/04-12/26/18#12 2	0.00	1,250.94	
<u>0601145072-000</u>	Invoice	03/14/2019	1240 Fredrickson Pl 02/12/19-03/12/19	0.00	1,486.95	
<u>0601145072-001</u>	Invoice	03/14/2019	1240 Fredrickson Pl 12/26/18-2/12/19 19'	0.00	2,710.60	
11998	PARK DISTRICT RISK MGMT AGCY	04/04/2019	Regular	0.00	3,116.85	183153
<u>040119</u>	Invoice	04/01/2019	Health Invoice	0.00	3,116.85	
11998	PARK DISTRICT RISK MGMT AGCY	04/04/2019	Regular	0.00	30,269.23	183154

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	
<u>0319133</u>	Invoice	03/31/2019	Property/Liability/Workers Comp/Emp	0.00	30,269.23	
11998	PARK DISTRICT RISK MGMT AGCY	04/04/2019	Regular	0.00	146,022.96	183155
<u>0319133H</u>	Invoice	03/31/2019	Health Invoice	0.00	146,022.96	
17880	PATRICIA DAUGHERTY	04/04/2019	Regular	0.00	7.20	183156
<u>777160</u>	Invoice	03/14/2019	Refund	0.00	7.20	
17761	PDC LABORATORIES, INC	04/04/2019	Regular	0.00	66.00	183157
<u>19360455</u>	Invoice	03/21/2019	01-14 Water fountain re-testing	0.00	66.00	
12065	PIONEER PRESS	04/04/2019	Regular	0.00	41.16	183158
<u>167567903</u>	Invoice	03/06/2019	01-22 Subscription thru 08/29/19	0.00	41.16	
12091	POSTMASTER OF HIGHLAND PARK	04/04/2019	Regular	0.00	10,000.00	183159
<u>#127 Permit</u>	Invoice	03/27/2019	29-11 Replenish Bulk Mail Permit #127	0.00	10,000.00	
12211	RICOH USA, INC	04/04/2019	Regular	0.00	650.69	183160
<u>5056188224</u>	Invoice	03/18/2019	Copies 02/17/19-03/16/19	0.00	650.69	
16239	RICOH USA, INC.	04/04/2019	Regular	0.00	3,337.90	183161
<u>101837906</u>	Invoice	03/06/2019	Ricoh Lease 03/25/19-04/24/19	0.00	3,337.90	
17878	ROSA REBOLLEDO	04/04/2019	Regular	0.00	12.10	183162
<u>777154</u>	Invoice	03/14/2019	Refund	0.00	12.10	
17876	SAL MACASIEB	04/04/2019	Regular	0.00	23.44	183163
<u>777141</u>	Invoice	03/14/2019	Refund	0.00	23.44	
17897	TIMOTHY GIARDINA	04/04/2019	Regular	0.00	13.00	183164
<u>788715</u>	Invoice	03/26/2019	Refund	0.00	13.00	
12664	JOHNSON CONTROLS SECURITY SOL	04/04/2019	Regular	0.00	174.15	183165
<u>32238172</u>	Invoice	03/11/2019	Quarterly Billing 04/01/19-06/30/19	0.00	174.15	
12703	UNITED WAY OF METRO CHICAGO	04/04/2019	Regular	0.00	31.00	183166
<u>032919</u>	Invoice	03/29/2019	United Way	0.00	31.00	
13788	WATERTECH OF AMERICA, INC	04/04/2019	Regular	0.00	987.50	183167
<u>INV0050780</u>	Invoice	04/01/2019	29-38 Water treatment Apr/May/Jun	0.00	987.50	
17301	WILSON SPORTING GOODS	04/04/2019	Regular	0.00	279.21	183168
<u>4527263833</u>	Invoice	02/15/2019	29-55 Racquet	0.00	126.15	
<u>4527266537</u>	Invoice	02/16/2019	29-55 Strings	0.00	153.06	
17515	WINDSTREAM	04/04/2019	Regular	0.00	2,354.00	183169
<u>71147097</u>	Invoice	03/22/2019	March 2019	0.00	2,354.00	
12794	WORKPLACE SOLUTIONS, LLC	04/04/2019	Regular	0.00	750.00	183170
<u>INV16712</u>	Invoice	03/15/2019	03/12/19 & 03/13/19 Harassment Trainin	0.00	750.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	65	55	0.00	311,374.39
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
	65	55	0.00	311,374.39



Park District of Highland Park, IL

Check Register

Packet: APPKT01920 - 20190322 4

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 10697	ILLINOIS DEPT OF NATURAL RESOUF	03/11/2019	Regular	0.00	-155.00	183086

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	1	0.00	-155.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-155.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01921 - 20190322 5

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: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	03/22/2019	Bank Draft	0.00	8,874.15	DFT0002044
<u>ICMA 457 03211</u>	Invoice	03/22/2019	Wire Transfer ICMA 457 Deferred Comp	0.00	8,874.15	
12825	ICMA RETIREMENT TRUST #705568	03/22/2019	Bank Draft	0.00	335.00	DFT0002045
<u>ICMA Roth 03211</u>	Invoice	03/22/2019	Wire Transfer ICMA Roth	0.00	335.00	

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	2	2	0.00	9,209.15
EFT's	0	0	0.00	0.00
	2	2	0.00	9,209.15



Park District of Highland Park, IL

Check Register

Packet: APPKT01928 - 04022019 3

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: PAYROLL-PAYROLL BANK						
10058	AFLAC	04/02/2019	Bank Draft	0.00	1,607.52	DFT0002085
<u>AFLAC 040219</u>	Invoice	04/02/2019	AFLAC 04/02/19	0.00	1,607.52	
11161	ICMA RETIREMENT TRUST #302037	04/02/2019	Bank Draft	0.00	7,918.60	DFT0002086
<u>ICMA 457 04011</u>	Invoice	04/01/2019	Wire Transfer ICMA 457 Deferred Comp	0.00	7,918.60	
12825	ICMA RETIREMENT TRUST #705568	04/02/2019	Bank Draft	0.00	335.00	DFT0002087
<u>ICMA Roth 04011</u>	Invoice	04/01/2019	Wire Transfer ICMA Roth	0.00	335.00	

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	3	3	0.00	9,861.12
EFT's	0	0	0.00	0.00
	3	3	0.00	9,861.12



Park District of Highland Park, IL

Check Register

Packet: APPKT01924 - 20190326 1

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						
10313	BOA P-CARD STATEMENTS	03/07/2019	Bank Draft	0.00	105,612.93	DFT0002046
<u>030719</u>	Invoice	03/07/2019	P-Card with PA	0.00	105,612.93	

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	105,612.93
EFT's	0	0	0.00	0.00
	1	1	0.00	105,612.93

P-Card Transactions
02/08/19 - 03/07/19

Vendor Name	Transaction Count	Amount Total
2XL CORP/CARE-GYMWIPES	1	\$840.00
ABC BUSINESS FORMS INC	1	\$54.10
ACT Dupage Forest	1	\$60.00
ACT Mundelein Parks	1	\$50.00
ACUSHNET COMPANY	1	\$152.39
ALL STATE BANNERS & SI	1	\$82.25
Amazon.com MI0DV9RB1	1	\$369.72
AMAZON.COM MI2E14BP0 A	1	\$56.88
AMAZON.COM MI3S912J1 A	1	\$46.86
AMAZON.COM MI4EM68W1 A	1	\$55.57
AMAZON.COM MI5S23DX0 A	1	\$414.08
AMAZON.COM MI6ZM3Y61 A	1	\$41.98
AMAZON.COM MI7O244A2 A	1	\$36.48
AMERICAN BUILDING SERV	1	\$95.00
AMZN MKTP US AMZN.COM/	3	(\$40.83)
AMZN MKTP US MB0XU6U22	1	\$40.93
AMZN MKTP US MB3549W72	1	\$91.28
AMZN MKTP US MB4QQ1WB2	1	\$172.13
AMZN Mktp US MB8J539V2	1	\$119.49
AMZN Mktp US MB8P73WM2	1	\$39.00
AMZN MKTP US MI1P39A41	1	\$52.08
AMZN MKTP US MI2B60WR1	1	\$15.98
AMZN MKTP US MI3J334T0	1	\$141.27
AMZN Mktp US MI4HS2YF1	1	\$50.91
AMZN Mktp US MI56496Z0	1	\$74.00
AMZN MKTP US MI59K0MA2	1	\$14.99
AMZN MKTP US MI5ID1TL1	1	\$48.59
AMZN Mktp US MI5QQ6S71	1	\$14.95
AMZN MKTP US MI6746AY1	1	\$102.75
AMZN Mktp US MI6GV2BX1	1	\$5.82
AMZN Mktp US MI6RO9NF0	1	\$50.99
AMZN MKTP US MI72L5FN0	1	\$139.67
AMZN Mktp US MI77J39I0	1	\$298.60
AMZN Mktp US MI7RE6860	1	\$22.14
AMZN MKTP US MI82Q6PK2	1	\$37.99
AMZN Mktp US MI8QU59Y0	1	\$8.29
AMZN MKTP US MI92E88K1	1	\$116.50
ANIMOTO INC	1	\$264.00
ANTHEM SPRT	1	\$88.82
APL APPLE ONLINE STORE	4	(\$2,632.00)
AQUAVISIONS	2	\$1,719.21
AT&T PREMIER EBIL	1	\$1,133.56
ATT BUS PHONE PMT	2	\$155.83
AVALON PETROLEUM	1	\$4,069.96
AWARDSCO	1	\$65.41
BABOLAT VS NORTH AMERI	1	\$722.98
BANNER PLUMBING SUPPLY	2	\$123.68
BARNES & NOBLE #2020	1	\$12.98
BECKER ARENA PRODUCTS	1	\$342.63
BHFX #10	2	\$95.00
BLN MAGISTO	1	\$15.00

P-Card Transactions
02/08/19 - 03/07/19

BLS SPAMTITAN	1	\$180.00
BP#8934507HIGHLAND QPS	1	\$21.32
BSN SPORTS LLC	1	\$886.79
CANTEEN COFFEE78052560	1	\$245.20
CAPITAL DATA, INC.	1	\$4,165.00
CAROLINA BIOLOGIC SUPP	1	\$55.40
CARTS ZONE	1	\$71.39
CATERED BY DESIGN	1	\$1,161.84
CERAMIC SUPPLY CHICAGO	1	\$49.80
CHALET NURSERY	1	\$59.98
CHICAGO LOCKER ROOM 81	1	\$300.00
CITY OF HIGHLAND PARK	1	\$7,933.75
CKO WWW.ISTOCKPHOTO.C	1	\$187.00
CLIFFORD WALD AND COMP	1	\$510.00
CLUCKERS CHARCOAL CHIC	1	\$113.11
COMCAST	1	\$11,876.09
COMCAST CHICAGO	1	\$146.85
COMCAST CHICAGO CS 1X	10	\$2,110.58
CRAFTWOOD LUMBER & HAR	22	\$2,075.07
CUSTOMINK LLC	2	\$48.90
CVS/PHARMACY #04787	3	\$29.63
DICK'S SPORTING GOODS	1	\$119.95
DIRECT FITNESS SOLUTIO	1	\$210.48
DISCOUNT-TIRE-CO ILC-1	1	\$442.00
DOLLAR TREE	2	\$31.00
DOMESTIC UNIFORM IL	1	\$245.50
DROPBOX 6YMHXFPLW19V	1	\$9.99
DTV DIRECTV SERVICE	3	\$917.53
DUNBAR ARMORED	1	\$1,152.62
EASTER EGG	1	\$960.00
ECOLAB INC MF	1	\$781.14
EMPIRE COOLER SERVICE	1	\$150.00
Etsy.com - BourbonandB	1	\$48.76
FACEBK S3YXEJJQ62	1	\$50.00
FEDEX 470829299	1	\$71.88
FELLERS INC	1	\$150.86
FISH TECH	2	\$17.94
FRG FANATICS.COM	1	\$215.12
G&O THERMAL SUPPLY CO	4	\$559.61
GENESIS EDUCATION INC	1	\$180.25
GFS STORE #1919	1	\$46.98
GOOGLE GSUITE_pdhp.or	1	\$4.15
GROOT INDUSTRIES INCOR	1	\$59.38
HALOGEN SUPPLY COMPANY	3	\$1,212.30
HARBOR FREIGHT TOOLS 5	2	\$634.40
HEY AND ASSOCIATES INC	1	\$3,340.00
HUMPHRYS COVERSPO RTS G	1	\$142.84
IDLEWOOD ELECTRIC SUPP	10	\$1,224.35
ILLINOIS ASSOC PARK DI	1	\$6,944.17
INT IN EXPERIENTIAL S	1	\$75.75
INT IN SOUND OF MUSIC	1	\$38.00
INT IN THE MULCH CENT	1	\$555.77

P-Card Transactions
02/08/19 - 03/07/19

INTERNATIONAL TRANSACTION	2	\$9.30
IQ DESIGN PRODUCTS	1	\$103.04
J2 EFAK SERVICES	1	\$33.90
JEWEL-OSCO	14	\$389.69
JORSON AND CARLSON COM	1	\$105.03
KRITZ VACUUM & ALLERGY	2	\$124.91
LAKE COUNTY TRUCK SALE	1	\$1,425.55
LAKE GENEVA CANOPY TOU	1	\$550.00
LAKESHORE LEARNING #33	1	\$210.03
LAKESHORE RECYCLING SY	7	\$956.61
LENOVO GROUP	1	\$39.72
LINCOLN MARSH	1	\$380.00
LOGSDON OFFICE SUPPLY	2	\$199.00
LUC RETREAT & ECOLOGY	1	\$50.00
MACYS NORTHBROOK CT	2	\$28.38
MAILCHIMP MONTHLY	1	\$265.63
MARK VEND CO.	1	\$174.40
MEETMAKER COM	5	\$414.00
MENARDS GURNEE IL	3	\$195.76
MENONI & MOCOJNI, INC.	16	\$3,006.88
MENONI AND MOCOJNI	6	\$2,899.40
MICHAELS STORES 2037	1	\$24.52
MICHAELS STORES 5019	1	\$30.62
MICHAELS STORES 9961	1	\$55.09
MUTUAL ACE HARDWARE	1	\$114.97
MUTUAL ACE HARDWARE &	42	\$1,803.24
NAPA AUTO PARTS	42	\$3,144.59
NASP INC	1	\$165.00
NBF NATL BIZ FURNITURE	1	\$578.73
NORTHSHORE PHYSICIAN	2	\$202.00
OFF BROADWAY SHOES #50	1	\$142.48
OFFICESUPPLY.COM	6	\$1,535.82
ONCE UPON A BAGEL	1	\$31.22
OREGONPARTS	1	\$128.88
PALOS SPORTS	1	\$84.10
Park District Risk Man	4	(\$91.00)
PARTY CITY 168	5	\$186.59
PARTY CITY 5283	1	\$9.98
PEERLESS FENCE	1	\$2,165.00
PELLA ENGRAVING COMP	1	\$153.93
PIEROS PIZZA - MOTO	1	\$173.98
PITMAN	1	\$96.17
READY CARE-PURE FIJI	1	\$456.00
READYREFRESH BY NESTLE	1	\$205.50
RED WING SHOES #712	1	\$127.49
REINDERS - SUSSEX AR	2	\$1,102.50
REINDERS - SUSSEX CS	3	\$1,142.62
ROGANS SHOES INC KENOS	1	\$143.48
ROSEMONT EXPOSITION SE	1	\$60.00
SAMSClub.COM	1	\$39.99
SANTO SPORT STORE	6	\$1,766.80
SMITHEREEN PEST MANAGE	2	\$108.00

P-Card Transactions

02/08/19 - 03/07/19

SN KESSEL HEAT	1	\$202.85
SQU SQ BENT FORK BAKE	1	\$255.00
STAPLES 00116616	1	\$18.27
STEINER ELEC ELK GROVE	2	\$725.71
STEINER ELEC TINLEY PK	1	\$233.18
SUNSET FOODS #1	2	\$77.59
TARGET 00011684	6	\$115.27
teamviewer.com	1	\$982.80
TEE TIME- EZLINKS	1	\$1,816.50
THE HOME DEPOT #1926	15	\$700.91
THE MORTON ARBORETUM -	3	\$165.00
THORNTONS #0312	3	\$114.19
TICKETS CHICAGO DOGS	1	\$150.00
TLF FLORAL GARDENS INC	1	\$100.00
TST REAL URBAN BBQ HP	1	\$58.94
TYCOINTEGRATEDSECURITY	1	\$460.00
ULINE SHIP SUPPLIES	1	\$83.64
UPS 1ZNT73Y10323238628	1	\$10.24
USPS PO 1636060035	2	\$22.60
VERIZON ONETIMEPAYMENT	1	\$281.26
VILLAGE OF ROSEMONT	1	\$15.00
WALGREENS #1438	1	\$1.99
WAL-MART #1735	1	\$14.76
WAL-MART #3893	2	\$59.43
WAREHOUSE DIRECT	19	\$3,205.33
WARREN DUNES STATE PAR	4	\$0.00
WEB NETWORKSOLUTIONS	1	\$11.98
WHEELING PARK DISTRICT	1	\$200.00
WM SUPERCENTER #3893	1	\$32.78
WWW.1877FLOORGUY.COM	1	\$121.31
WWW.NORTHERNSAFETY.COM	2	\$401.57
YELPINC 855 380 9357	1	\$1,920.00
YOUR ADVANTAGE II LT	1	\$240.00
ZOHO CORPORATION	1	\$2,395.00
TOTAL		\$105,612.93