

**NOTICE OF MEETING**  
**TUESDAY, AUGUST 14, 2018 6:00 p.m.**

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

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**WORKSHOP MEETING AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. SUNSET VALLEY GOLF UPDATES
  - A. GOLF COURSE
  - B. CLUBHOUSE
- V. PARKS OPERATIONS/GOLF OPERATIONS UPDATE
- VI. SUSTAINABILITY PLAN
- VII. LAND MANAGEMENT PLAN
- VIII. HPCC PLANNING UPDATE
- IX. REVIEW OF VOUCHERS
- X. OPEN TO PUBLIC TO ADDRESS BOARD
- XI. **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.
- XII. ACTION FROM CLOSED SESSION IF ANY
- XIII. ADJOURNMENT

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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:** Ryan Ochs, Superintendent of Golf;  
Brian Romes, Director of Recreation and Facilities;  
Kathy Donahue, Deputy Director of Operations; Liza McElroy, Executive Director

**Date:** August 14, 2018

**Subject:** **SUNSET VALLEY GOLF CLUB – COURSE RENOVATION UPDATE**

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Staff will present an overview of the course conditions. Staff will be available to answer any questions.



# Memorandum

**To:** Board of Park Commissioners

**From:** Brian Romes, Director of Recreation and Facilities;  
Kathy Donahue, Deputy Director of Operations; Liza McElroy, Executive Director

**Date:** August 14, 2018

**Subject:** **SUNSET VALLEY GOLF CLUB RENOVATION PROJECT UPDATE**

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## **RENOVATION PROGRESS**

On Monday, August 13, Sunset Valley Clubhouse will undergo final building, electric, fire and kitchen inspections to receive a building occupancy permit from the City of Highland Park and a kitchen occupancy permit from Lake County Health Department. Construction contractors and Park District staff have tested all necessary operating systems and are confident we will receive the necessary permitting to occupy the building on Monday.

As of Friday, August 10, all major construction has been completed and a punch list of minor items remains. Staff, along with project management firm WB Olson and Architects at Woodhouse Tinucci are working to complete punch list items prior to opening. Remaining items on the inside include

- Touch up paint throughout the building and re-painting two walls in the Men's and Women's locker rooms.
- Computers, TV's, speakers, and security cameras have all been installed and are functioning properly. A new District-wide telephone system will be installed on Wednesday, August 15, and the clubhouse is planned to be fully operational by Thursday, August 16.
- Kitchen and bar shelving is planned to be completed over the next few days and our new Kitchen Concessionaire, Open Kitchens, will be delivering food and beverages beginning Tuesday, August 14.

On the outside of the building, sod, flowers, plants, shrubs, and mulching have been installed on all sides of the clubhouse per the landscaping plan.

The signs have been installed. The parking lot will be seal coated and striped on August 14. The cart barn is fully operational and golf carts are being charged. Parking lot lights are completed, and the new car charging stations are working. Staff will provide the Park Board of Commissioners with a complete update regarding occupancy and punch list items on Tuesday, August 14.

The grand reopening “First on the Turf” Golf Outing is scheduled for Friday, August 17 and the course and clubhouse will be open to the public on Saturday, August 18. Tee times are currently being accepted.

**FINANCIAL REPORT**

No additional change orders were received in July. However, a variety of change orders were initiated in the final two weeks of construction which will be reported on at the September workshop meeting. As of July 31, WB Olson’s construction contractors were 90% - 100% complete. The Park District will receive one more pay application from WB Olson in September and retains 10% of the contract sum until all punch list items are completed. The Park District’s Owner Contingency for the SVGC Renovation project is \$90,892 of which \$62,042 was remaining at the end of July. The Park District anticipates that with the additional change orders during the final weeks of construction, the contingency will be 90-95% expended. The entire project is planned to remain within the projected budget shared with the board on March 6, 2018.

<b><u>SVGC Clubhouse Renovation</u></b>	<b><u>Budget</u></b>	<b><u>Project YTD</u></b>	<b><u>Variance</u></b>
Total Hard Costs (GMP)	\$ 1,832,234	\$ 1,604,926	\$ (227,208)
Contingency	\$ 90,892	\$ 28,850	\$ (62,042)
Other Soft Costs	\$ 269,426	\$ 197,300	\$ (72,126)
<b><u>Total SVGC Clubhouse Renovation</u></b>	<b><u>\$ 2,192,552</u></b>	<b><u>\$ 1,831,076</u></b>	<b><u>\$ (361,376)</u></b>

**PROJECT TIMELINE**

Clubhouse building/site building and kitchen occupancy permitting	August 13, 2018
Parking Lot Asphalt work to completed	August 14, 2018
Landscaping work to completed	August 14, 2018
All site work/projects completed	August 15, 2018
Grand Opening “First on the Turf” Golf Outing	August 17, 2018
Grand Opening to the public	August 18, 2018



# Memorandum

**To:** Board of Park Commissioners

**From:** Jeff Smith, Assistant Director of Parks, Properties & Planning; Dan Voss, Director of Parks, Properties and Planning; Kathy Donahue, Deputy Director of Operations; Liza McElroy, Executive Director

**Date:** August 14, 2018

**Subject:** **PARK AND GOLF MAINTENANCE FACILITY PROJECT UPDATE**

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## **CONSTRUCTION PROGRESS**

Since the previous POGO update in May, the asphalt surface layer in the parking lot has been installed, the epoxy floor coating in the second level garages has been installed, the final trees for the landscaping plan have been planted and the exterior of the building has been painted. In addition, demolition of the former Parks Garage has been completed, and the site has been graded and seeded.

An evaluation of the retaining wall along the south side of the building was conducted and a method to fill the gap between the building and the upper parking lot is being investigated. Screening for the rooftop HVAC units is being designed.

## **FINANCIAL REPORT**

Below is the current project financial report. Expenses to date cover design, engineering, permitting, site testing, pre-construction management, construction administration, and construction since the approval of the Integrated Project Development Agreement in September 2016. Contingency dollars have been used for various changes to the project as real-time conditions present. The dollar amount reflected below also includes credits to the project identified through ongoing value engineering. Over the past few months, use of contingency dollars have included installation of epoxy flooring in the upper level garages, painting the exterior of the building, and locating and capping the water and sanitary lines at the former Parks Garage site.

<b>Park and Golf Maintenance Facility</b>	<b>Budget</b>	<b>- Project YTD</b>	<b>- Variance</b>
Total Lamp Construction (Base Bid and Alternates)	\$4,891,390.00	\$4,289,879.00	(\$601,511.00)
Total Soft Costs	\$863,530.00	\$823,812.30	(\$39,717.70)
Contingency	\$229,950.00	\$187,511.50	(\$42,438.50)
<b>Total Park and Golf Maintenance Facility Project</b>	<b>\$5,984,870.00</b>	<b>\$5,301,202.80</b>	<b>(\$683,667.20)</b>

**EMP: \$5,984,400**



# Memorandum

**To:** Board of Park Commissioners

**From:** Rebecca Grill, Natural Areas Manager; Jeff Smith, Assistant Director of Parks, Properties & Planning; Dan Voss, Director of Parks, Properties and Planning; Kathy Donahue, Deputy Director of Operations; Liza McElroy, Executive Director

**Date:** August 14, 2018

**Subject:** **Park District Sustainability Plan 2018 Update**

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The Park District continues its role as a leader in the development and use of sound environmental practices and efforts. The District seeks to develop and track practices that: reduce the District's impact on the environment, save resources, and provide the community with beautiful and healthy places to play, relax and learn about the environment.

Since 1992, the Park District environmental policy has served as a foundation for our environmental efforts. In 2015, led by an internal Green Committee, a District sustainability plan was created to identify relevant goals and strategies. Facility managers were surveyed and site visits were conducted to establish a baseline measure of existing practices. The sustainability plan confirms our commitment to environmental and land stewardship, supports industry and local sustainability goals, and serves as a guide to implement the environmental policy.

In 2017-18, the Green Committee updated the Sustainability Plan as part of its efforts for the District 2016-2020 Strategic Plan. This 2018 plan update is intended to better complement the environmental policy and offer an action plan to implement the policy through the strategic planning process. It endorses the following four goals and records some of the District's accomplishments.

**Reduce Waste** (Reduce, Reuse and Recycle materials)

- ❖ Implemented a tracking system for copy and printing stations to provide feedback to Park District staff on paper use to encourage fewer prints and copies

**Use Resources Wisely** (Energy and Water Conservation)

- ❖ Developed a system for baseline and ongoing measurement of energy and water use
- ❖ Energy 360 updated the SEDAC energy efficiency audits at Park District facilities including Rosewood, the Park District's newest facility. The resulting recommendations can be incorporated as appropriate in the District's Capital Plan and facility operations.
- ❖ Identified potential for automated HVAC systems which have been incorporated into the 2018 5-year capital plan
- ❖ Installed Low Flow and hands-free plumbing fixtures in Park District facilities
- ❖ Implemented (2017) a centralized paper purchasing for Districtwide paper purchases

**Protect the Natural Environment** (preserve open space, practice sensitive land and facility management and build sustainably)

- ❖ The District is currently piloting environmentally friendly cleaning products at three facilities throughout the District, with the intent to identify preferred products to be used Districtwide.
- ❖ Identified potential park locations for installation of native plantings to replace turf grass and installed two additional rain gardens with the help of community volunteers
- ❖ Permeable surfacing replaced pervious surfacing at Rosewood Beach (lower parking lot) and Central Park (pathway). The District is exploring other locations where these materials may be suitable and has developed estimated costs for many of the most popular products.
- ❖ Installed low-maintenance drought-tolerant native landscaping at the District's most recent developments at SVGC, POGO and Rosewood Interpretive Center
- ❖ Developed a community garden at West Ridge for residents and filled the 10 available plots for each year
- ❖ Collaborated with City of Highland Park to plant plants that support pollinators along the Green Bay Trail.

**Share What We Know** (Public Outreach and Internal Education)

- ❖ Developed and implemented staff education and guidance for use of new Office technology to save paper and staff travel
- ❖ Created green guidelines for users of facility rental spaces
- ❖ Developing staff resource guides for green building practices in order to encourage use of green practices in future District capital projects
- ❖ Participated in several regional and city public Ravine Stewardship workshops in collaboration with the City and the Alliance for the Great Lakes
- ❖ Promote sustainability efforts at the District through social media and other communication tools

Staff will review the 2018 update and provide a look at current initiatives.

**RECOMMENDATION**

Staff recommends approval for the 2018 Sustainability Plan update and future alignment with Strategic Plan objectives.

# Park District of Highland Park Sustainability Plan Update—2018

## Introduction

The Park District of Highland Park embraces concepts of sustainable practices in its mission statement and in its Environmental Policy. In 1992, the Park District led the effort towards sustainability by developing and approving an environmental policy stating seven Environmental Principles to guide practice (See Exhibit One).

From 1992 to 2015 the District's Environmental Policy served as the primary document guiding sustainable efforts. In 2015, Park District staff developed the District's first sustainability plan to identify strategies to achieve sustainability goals and better coordinate with City-wide priorities. The 2015 plan has since been used as an internal document guiding practices leading to quantifiable achievements in District operations.

The District's GreenPrint 2024 master plan calls for a sustainability strategy that outlines our policy and goals to help preserve the District's natural assets and communicate a clear message about the Park District's commitment to environmental sustainability. This plan update is intended to incorporate the achievements and lessons learned since the 2015 plan, complement the environmental policy and GreenPrint, and identify areas of coordination with citywide priorities.

### *What is sustainability?*

Sustainability is the practice of conserving resources for future use. According to the United States Environmental Protection Agency, sustainability is based on a simple principle: everything we need for our survival and well-being depends, either directly or indirectly, on our natural environment. Sustainability efforts work towards the goal to have, the water, materials, and resources to protect human health and our environment now and for future generations.

Put in the larger context of global warming, sustainability efforts have new importance. No longer a theory in the realm of science, changes are apparent in the world around us. Average temperatures in the Chicago area have risen by 2.6 degrees Fahrenheit since 1980. 100-year floods are occurring with greater frequency. In 2006, the Arbor Day Foundation redrew its Zone Hardiness Map to place most of northern Illinois in a warmer climate: Zone 6.

As the status quo of the global environment shifts, the Park District is acting to curb its impact and develop practices for resilience to climate changes.

## Background

Since its founding in 1909, the Park District of Highland Park has been a steward of the environment. Since then it has led the way in sustainability efforts.

- ❖ In 1992, PDHP was the first Park District in Illinois to adopt an Environmental Policy to increase awareness of environmental issues that affect the quality of life in the community. The environmental policy highlights seven environmental principles to guide practice. Following the policy, the District initiated a recycling program for facilities and parks, developed an integrated pest management program aimed at reducing use of pesticides and herbicides on playing fields and lawns, later banned smoking in District buildings and vehicles before that practice became state law, and continued to protect natural areas through local leadership.
- ❖ In 2013, the Park District of Highland Park was recognized by Illinois Parks and Recreational Association for Green efforts
- ❖ The District has an employee led Green Committee formed in 2009 that focuses on green efforts throughout the District as well as spearheading creation of the sustainability plan.
- ❖ The Park District is also active in the City led Green Alliance which bring together sister agencies to collaborate on green efforts throughout the City.

### *Purpose of the Plan*

The District continues its role as a leader in the development and use of sound environmental practices and efforts. The Park District seeks to develop and track practices that: reduce the District's impact on the environment, save resources, and provide the community with beautiful and healthy places to play, relax and learn about the environment. The Park District's sustainability plan confirms the District's commitment to environmental and land stewardship, supports industry and local sustainability goals, and compliments the environmental policy as a guide for the various District departments.

The District's sustainability efforts are in line with the Park and Recreation industry trends. Both the National Recreation and Parks Association and the Illinois Park and Recreation Association recognize the importance of sustainability and conservation at association conferences and in association materials.

Locally, the Park District works towards sustainability alongside the City of Highland Park and other sister agencies. The Park District is a member of the Highland Park's Green Alliance Committee, which brings together sister agencies to coordinate on sustainability efforts and learn from one another. In July of 2017 the City of Highland Park completed

an effort to update the City sustainability plan. The Park District sustainability plan update seeks to keep our efforts in line with the City's to maximize the benefit to the community.

The Park District environmental policy, introduced in 1992 and ratified in 2013, serves as a foundation for the Park District's environmental efforts. The 2015 sustainability plan identified relevant goals and strategies to define action. This plan update is intended to better complement the environmental policy and offer an action plan to effectively implement the policy.

This 2018 Sustainability Plan Update highlights accomplishments and prioritizes goals and objectives following the Environmental Policy. The District's 2018 plan also identifies areas for collaboration with the City's updated plan.

**Methodology:**

The Park District sustainability plan update was a multi-step internal process. The first step taken was to review the existing plan and policies. From there staff reviewed the principles, goals, policies, and recommendations from the existing documents to assess where accomplishments have been made. Additionally, the 2018 plan update is intended to complement existing plans and policies such as the environmental policy ratified in 2013, the City's 2017 Sustainability Plan update, and the Park District 2017-2019 Strategic Plan. Existing plan documents were reviewed and integrated into the recommendations offered in the 2018 Park District Sustainability Plan.

Existing Plans

*Park District of Highland Park 2015 Sustainability Plan*

Furthering the Park District commitment to sustainability, the Park District began working toward the development of a sustainability plan in 2014; the plan was completed in 2015 by a committee of District staff pulled from many departments and disciplines. Facility managers were surveyed, and site visits were conducted to establish a baseline measure of existing practices.

The 2015 plan is rooted in the effort to contribute to the environment for future generations and focuses on the Environmental Principles from the District's environmental policy to ensure lasting benefits to the community:

In line with the values established in the Park District's environmental policy, and through earlier sustainability efforts, the 2015 Plan identified four goals:

1. Reduce Waste (Reduce, Reuse and Recycle materials)
2. Use Resources Wisely (Energy and Water Conservation)
3. Protect the Natural Environment (preserve open space, practice sensitive land and facility management and build sustainably)
4. Share What We Know (Public Outreach and Internal Education)

The plan listed recommended strategies to achieve each objective. A set of Sustainability Standards for Parks and Facilities was developed. The 2015 Plan is attached as an appendix to this document.

*2010 Green Alliance Sustainability Plan*

The City of Highland Park (2010) adopted a sustainability plan to identify sustainability priorities community wide. In September 2014, Park District representatives met with other city partners to discuss ways in which to support the objectives of the 2010 Green Alliance plan. To build on past efforts and support the objectives of the Green Alliance, the District aligned its 2015 sustainability plan following major goals outlined in the City's 2010 plan. The City updated its plan in 2017. The District's 2018 plan identifies areas for collaboration with the City's updated plan.

The City's 2010 plan has 10 sustainability goals. Each goal is focused on a specific topic, the topics include:

1. Community Engagement,
2. Governance,
3. Green Economy,
4. Energy and Built Environment,
5. Mobility,
6. Materials,
7. Water,
8. Ecosystems,
9. Culture, and
10. Legacy.

The Plan emphasizes coordination between city departments, collaboration with sister agencies, and leveraging community involvement. During the plan development phase between 2008 and 2010, the Park District was a contributing partner. Other partners included the Green Alliance, school districts 112 and 113, the Library, Township, Highland Park Hospital, the Chamber of Commerce, the Downtown Alliance, and the Solid Waste Agency of Lake County (SWALCO).

*2016-2020 Strategic Plan*

The District's 2016-2020 Strategic Plan (Objective 9) calls upon the District to "Create a Green Culture" and identifies the following initiatives:

- Educate Staff on the importance of sustainability and energy efficiency
- Identify potential grants
- Conduct a "green infrastructure" audit at parks and facilities including inventory and assessment to identify areas for potential cost savings
- Identify ways, to reduce, reuse, and recycle

Present Day

*2015 – 2018 Park District Accomplishments*

Since the 2015 Sustainability Plan, the District has made progress to promote sustainability throughout the district. The items listed below highlight the efforts successfully implemented or in progress.

Reduce Waste (Reduce, Reuse and Recycle materials)

- ❖ Implemented a tracking system for copy and printing stations to provide feedback to Park District staff on paper use to encourage fewer prints and copies

Use Resources Wisely (Energy and Water Conservation)

- ❖ Developed a system for baseline and ongoing measurement of energy use
- ❖ Energy 360 updated the SEDAC energy efficiency audits at Park District facilities including Rosewood, the Park District's newest facility. The resulting recommendations can be incorporated as appropriate in the District's Capital Plan and facility operations.
- ❖ Identified potential for automated HVAC systems which have been incorporated into the 2019 5-year capital plan.
- ❖ Installed Low Flow and hands-free plumbing fixtures in Park District facilities
- ❖ Implemented (2017) a centralized paper purchasing for Districtwide paper purchases
- ❖ Relocated the rain cistern used at the Park Maintenance facility to Heller Nature Center for stormwater capture and reuse.

Protect the Natural Environment (preserve open space, practice sensitive land and facility management and build sustainably)

- ❖ The District is currently piloting environmentally friendly cleaning products at three facilities throughout the District, with the intent to identify preferred products to be used Districtwide.
- ❖ Identified potential park locations for installation of native plantings to replace turf grass and installed two additional rain gardens with the help of community volunteers.
- ❖ Permeable surfacing replaced pervious surfacing at Rosewood Beach (lower parking lot) and Central Park (pathway). The District is exploring other locations where these materials may be suitable and has developed estimated costs for many of the most popular products.
- ❖ Installed low-maintenance drought-tolerant native landscaping at the District's most recent developments at SVGC, POGO and Rosewood Interpretive Center.
- ❖ Developed a community garden at West Ridge for residents and filled the 10 available plots for each year
- ❖ Collaborated with City of Highland Park to plant plants that support pollinators along the Green Bay Trail.

Share What We Know (Public Outreach and Internal Education)

- ❖ Developed and implemented staff education and guidance for use of new Office technology to save paper and staff travel.
- ❖ Created green guidelines for users of facility rental spaces.
- ❖ Developing staff resource guides for green building practices to encourage use of green practices in future District capital projects.
- ❖ Participated in several regional and city public Ravine Stewardship workshops in collaboration with the City and the Alliance for the Great Lakes.
- ❖ Promote sustainability efforts at the District through social media and other communication tools.

## **Park District's 2018 Sustainability Goals**

The District's sustainability goals are based in the environmental principles stated in the Park District's Environmental Policy that was approved in the 1992 and ratified in 2013. The goals are also in line with the District's 2016-2020 Strategic Plan.

2018 Sustainability Goals:

1. Reduce Waste
2. Use Resources Wisely
3. Protect the Environment
4. Share What We Know

### **Goal 1: Reduce Waste (Reduce, Reuse and Recycle materials)**

#### Objective: Increase Recycling Rates

Recommended Practices:

- Continue implementation of recycling stations in parks.
- Pilot composting program offered by SWALCO at one Park District facility

#### Objective: Promote Wise Use of Paper and other Products

Recommended Practices:

- Provide feedback metrics to staff on Papercut reductions of paper use
- Continue training for employees on waste reduction practices

### **Goal 2: Use Resources Wisely (Energy and Water Conservation)**

#### Objective: Improve Building Energy Efficiency

Recommended Practices:

- Retrofit existing HVAC systems for better efficiency. Create schedule for maintenance and replacement
- Address windows and other building features that need insulation/replacement to achieve more efficient building shells.
- Evaluate current facility appliances and replace with energy star appliances at facilities where needed.
- Evaluate automation for outdoor lighting. Investigate solar and other energy efficient practices

- Implement day-lighting where possible using methods such as light tubes. Turn off lights when they are not needed
- Implement building monitoring automation systems that automatically perform lighting and temperature setbacks.
- Install green roofs when and where possible

Objective: Decrease vehicle miles traveled

Recommended Practices:

- Encourage and facilitate carpooling for meetings
- Install charging stations for electric vehicles at Park District parking lots
- Conduct virtual meetings when possible
- Promote alternative modes of transportation to Parks such as cycling and walking
- Advocate for the inclusion of employee incentives to take alternative transportation to work

**Goal 3. Protect the Environment** (preserve open space, practice sensitive land and facility management and build sustainably)

Objective: Use environmentally sound products

Recommended Practices:

- Continue to seek opportunities to centralize purchasing of green products
- Encourage thoughtful purchasing and the use of reusable bags
- Develop and implement staff guidance for purchasing
- Encourage the use of environmentally friendly cleaning products such as Environex and/or hydrogen peroxide agents
- Encourage the use of vendors/concessions that are local, bio based, non-toxic, energy and water efficient.
- Encourage the use of sustainable lumber rather than old growth wood
- Encourage the use of ecofriendly paints
- Use local sustainable organic food vendors
- Prioritize fuel efficiency with new vehicle purchases\*
- Reduce idling
- Follow IPM standards detailed in the environmental policy

Objective: Reduce Water Consumption

Recommended Practices:

- Continue to install rain gardens at facilities and parks
- Install Low flow and hands-free plumbing fixtures in new and renovated projects
- Consider drought tolerant plantings in facility and park renovations
- Implement a night time irrigation system triggered by moisture levels (Evapotranspiration) instead of time

Objective: Implement Green Infrastructure

Recommended Practices:

- Install stormwater BMPs when and where possible
- Consider Bio retention when replacing parking lot pavement

Objective: Increase habitat

Recommended Practices:

- Landscape with native vegetation when and where possible
- Use plants to support plant pollinators
- Replace turf grass with low mow or native plantings where possible

**Goal 4: Share What We Know (Public Outreach and Internal Education)**

Objective:

- Promote sustainability efforts at the Park District through social media and other communication tools
- Build green topics and practices into District programming especially within Athletics, Camps and Heller Nature Center.
- Partner with the City to feature sustainability at a Park District event

### **Connection with City Plan**

The Park District of Highland Park understands that Citywide sustainability efforts can only be accomplished in coordination with other City agencies. The Park District has been an active member of the Green Alliance and supports the City's sustainability goals. As such, the Park District reviewed the City's 2017 Sustainability plan update and has identified areas of coordination. Park District strategies that coordinate with City initiatives are highlighted above with an asterisk.

### **Implementation**

The Park District has a committee system focused on specific topics. The District's Green Committee, led by staff, will spearhead the implementation of the strategies outlined in the Sustainability Plan as part of the Strategic Planning Initiative. The Green Committee will work with the appropriate departments on the various strategies.

It is recommended that the 2018 Sustainability Plan and 2016-20 Strategic Plan Objectives (Objective 9: Create a Green Culture) be brought into alignment to create a clear vision of the District's efforts.

### **Evaluation**

The District is currently investigating the use of key performance indicators (KPI) to evaluate the success of Strategic Plan initiatives. It is recommended that once Sustainability Plan and Strategic Plan Objectives are aligned, results-oriented measures of performance can be developed for key objectives of the plan.

### **Conclusion**

The Park District is committed to environmental stewardship and working collaboratively with regional and local partners. The 2018 Sustainability Plan provides strategies to accomplish goals reflective of the District's Environmental Policy. The Plan will be used as a tool for staff and will be revisited in the future as trends and priorities change. The District's Green Committee will apply the strategies listed in the plan to work towards a more environmentally friendly future.

###

Exhibit One

Environmental Principles (Park District Environmental Policy):

1. Promote the acquisition, protection and environmentally sensitive management of open space and natural habitat areas
2. Protect, enhance and interpret the historic natural resource heritage exemplified by Highland Park's lakefront, ravines, bluffs, prairie remnants and woodlands
3. Design, develop and maintain parks, facilities and natural areas in a manner that enhances and protects the environment through conservation of soil, water, and energy; by minimizing the adverse impact on air and water quality; by reducing waste; and by utilizing utilities in the most efficient manner possible.
4. Encourage recycling practices that utilize renewable resources and minimize the use of nonrenewable ones
5. Practice integrated pest management which reduces or eliminates the District's dependence on pesticides.
6. Abide by the federal and state Endangered Species Protection Acts to avoid adverse impacts on endangered or threatened species during park operations.
7. Function as a role model within the community by actively promoting public awareness and educational programs which encourage environmentally sensitive lifestyles.

Park District of Highland Park  
Sustainability Statement

## What is sustainability?

Sustainability is the practice of conserving resources for future use. According to the United States Environmental Protection Agency, sustainability is based on a simple principle: everything we need for our survival and well-being depends, either directly or indirectly, on our natural environment. Sustainability is important to making sure that we have and will continue to have, the water, materials, and resources to protect human health and our environment now and for future generations.

## The Park District's Role

The Park District of Highland Park embraces concepts of sustainable practices in its mission statement and in its Environmental Policy:

*Assume a leadership role in establishing and following environmental practices within the District and throughout the community that promote a healthy environment and enhance our quality of life.*

–Park District of Highland Park Environmental Policy

To further these values, we endorse this Sustainability Statement and will focus our commitment to **SUSTAINABILITY GOALS** in four primary areas of which we are most capably aligned:

- **Reduce Waste** (Reduce, Reuse and Recycle materials)
- **Use Resources Wisely** (Energy and Water Conservation)
- **Protect the Natural Environment** (preserve open space, practice sensitive land and facility management and build sustainability)
- **Share What We Know** (Public Outreach and Internal Education)

Our guiding principles are to ensure lasting benefits to our community by:

- Reducing our impact on the environment
- Saving resources including public tax dollars
- Providing our community with beautiful and healthy places to play, relax and learn about the environment.

## Our Priority Objectives

In 2008–2010, Park District was a contributing partner in the development of a city-wide sustainability plan for Highland Park. Other partners in this Green Alliance included the City of Highland Park and school districts 112 and 113, the Library, Township, Highland Park Hospital, the Chamber of Commerce, the Downtown Alliance, and the Solid Waste Agency of Lake County (SWALCO). See <http://www.cityhpil.com/documents/21/sustainabilityplan.PDF>.

To build on past efforts and support the objectives of the Green Alliance, the committee recommends that the District align its sustainability initiative with the following city-wide Goals:

- **Energy:** Leverage all opportunities to reduce the use, cost and impact of building energy use through aggressive deployment of energy efficiency, renewable energy and energy technologies community-wide.

**SUSTAINABILITY GOAL = Use Resources Wisely**

- **Mobility:** Satisfy the community’s mobility needs with an efficient, safe and accessible intermodal transportation system that relies heavily on public transit, biking, pedestrian traffic, car sharing and clean fuels.

**SUSTAINABILITY GOAL = Use Resources Wisely**

- **Materials:** Achieve efficiency and prosperity through infrastructure, services and procurement policies that encourage smart design and enable the widespread use of durable and non-toxic products, recycling, composting and reuse. **SUSTAINABILITY GOAL = Reduce Waste**

- **Water:** Act as responsible stewards of the quality and abundance of the surface and groundwater resources Highland Park shares with its neighbors through conservation, storm water management and other water quality initiatives. **SUSTAINABILITY GOAL = Protect the Natural Environment**
- **Ecosystems:** Nourish the productive capacity of the North Shore by preserving habitat for threatened and endangered species, promoting the health and diversity of local animals, plants and microorganisms, practicing responsible land use and supporting sustainable local and community agriculture conservation and share this knowledge with the community. **SUSTAINABILITY GOALS = Share What We Know, Protect the Natural Environment**

This plan outlines actions the District can take to help the community achieve the Primary Objectives set forth In the Green Alliance Sustainability Plan, while pursuing our own core activities and mission.

## Background

Since its founding in 1909, the Park District of Highland Park has been a steward of the environment. In 1992, we were the first Park District in Illinois to adopt an Environmental Policy to increase awareness of environmental issues that affect the quality of life in our community. Through this program, the District initiated a recycling program for facilities and parks, developed an integrated pest management program aimed at reducing use of pesticides and herbicides on playing fields and lawns, later banned smoking in District buildings and vehicles before that practice became state law, and continued to protect our natural areas through local leadership.

Put in the context of global warming, our work has new importance. No longer a theory in the realm of science, we are witnessing changes in the world around us. Average temperatures in the Chicago area have risen by 2.6 degrees

Fahrenheit since 1980. 100-year floods are occurring with greater frequency. In 2006, the Arbor Day Foundation redrew its Zone Hardiness Map to place most of northern Illinois in a warmer climate: Zone 6.

Recently, the District formed a citizen led Sustainability Committee and an employee led Green Committee. As one of its tasks, the Green Committee has been asked to create a guideline for sustainability for the Park District. In earlier work, the committee established four Areas of Concern for sustainability within the District:

- Protect the Environment
- Reduce Waste
- Use Resources Wisely
- Share What We Know



our **SUSTAINABILITY GOALS**

In September 2014, Park District representatives met with other city partners to discuss ways in which to support the objectives of the 2010 Green Alliance plan. To support the priority objectives of this plan (stated below), continue to work within previously identified District Areas of Environmental Concern and to maximize our already significant contributions to sustainability, the committee recommends that the District align its sustainability initiative with the city-wide objectives. The following potential action steps have been identified by the committee.

## Primary Plan Objectives

### Energy and Built Environment:

#### Improve building energy efficiency

- Develop a system for baseline and ongoing measurement of energy and water use. See the [Energy Star Portfolio Manager](#)
- Retro Commission Existing Facilities. See the [EPA Guide to Retro Commissioning](#). Evaluate mechanicals for upgrades. Assess cost benefit ratios for HVAC /water heaters to DOE standards. Prepare a schedule of ongoing systems maintenance for energy efficiency.
- Address windows and other features that need insulation/replacement
- Install energy star appliances at facilities. Evaluate current equipment.
- Prioritize fuel efficiency with new vehicle purchases
- Reduce night time activities or use solar lighting
- Use day-lighting where possible Including light tubes
- Energy 360 audit. Centennial Heller Rec Center
- Adopt City of Highland Park [green building checklist](#) for construction and remodeling.
- Building monitoring automation. Central monitoring that performs lighting and temperature setbacks.

### Mobility:

#### Decrease household vehicle miles traveled

- Implement carpooling for meetings
- Charging stations for electric vehicles
- Take advantage of virtual meetings

**Materials:**

Increase recycling rates

Use environmentally sound cleaning and office products

- Centralize purchasing
- Staff education and guidance for purchasing
- Use vendors/concessions that are local, bio based, non-toxic, energy and water efficient.
- Use sustainable lumber rather than old growth wood
- Use eco-friendly paints
- Training for employees on waste reduction

**Water:**

Reduce water consumption

- Install rain gardens at facilities and parks
- Rain cisterns
- Bio retention parking lots replace pavement
- Low flow and hands-free plumbing fixtures in facilities
- Low maintenance drought tolerant landscaping
- Use night time irrigation triggered by moisture levels (Evapotranspiration) not time

**Ecosystems:**

Increase habitat

- Use local sustainable organic food vendors
- Install green roofs
- Landscape with native vegetation
- Offer vegetable garden space at facilities for staff

**Action Steps.** To give clear and meaningful direction to the District’s Sustainability Initiative, the Committee recommends that these Sustainability Standards be adopted, based on the Action Steps identified above.

In addition, we underscore the importance of gathering baseline data against which future achievements can be measured. Thus, we recommend that the District seek assistance in conducting an analysis of current electric, gas and water usage for facilities and parks, as appropriate. Also, we recommend that the Park District adopt as possible, the City of Highland Park’s [Checklist for Environmentally Friendly Design](#) for future design and redesign of building projects (See Appendix).

## **Park District of Highland Park Sustainability Standards**

Every Community Park should have minimally:

- one recycling container for every trash container

- A refillable water bottle station

- A lighting efficiency feature

- A water conservation feature (raingarden, rain barrel, computer irrigation, native landscape)

- A set of amenities to promote an alternative to automobile transportation

Every Neighborhood Park should have:

- one recycling container for every trash container

- A water conservation feature (raingarden, rain barrel, computer irrigation, native landscape)

Every Facility should have:

- One recycling container for every trash container in public areas

- A refillable water bottle station

- A lighting efficiency feature

- A study of HVAC efficiency

- A policy of purchasing green products for administration and indoor/outdoor maintenance

- A water conservation feature

- A maintenance plan in place that controls energy use and measures energy efficiency

- A feature to reduce heat island impact

The District should have:

A green construction/remodeling checklist (see APPENDIX)

A policy for Fertilizer and pest control products and practices

Central purchasing for green products for administration and indoor/outdoor maintenance

A master plan for replacement of turf grass areas w. native plants, bioswales, permeable pavers etc.

A training program on sustainability for employees

A master plan for retro commissioning and energy efficiency improvements at all facilities

Lighting Efficiency Feature	<ul style="list-style-type: none"> <li>• Timers</li> <li>• Occupancy Sensors</li> <li>• Energy Efficient Bulbs</li> </ul>	
Water Conservation Measure	<ul style="list-style-type: none"> <li>• Mulching</li> <li>• Surface Permeability</li> <li>• Native Plants</li> <li>• Perennial Plant Selections</li> </ul>	
Reduce Heat Island Impact	<ul style="list-style-type: none"> <li>• Planting trees and shrubs for shade heat absorbing surfaces—asphalt, concrete, buildings</li> <li>• Placement of ground cover in high traffic areas</li> <li>• Green roofs</li> <li>• Alternative paving products</li> </ul>	



# Memorandum

**To:** Board of Park Commissioners  
**From:** Amalia Schwartz, Senior Planner; Jeff Smith, Assistant Director of Parks, Properties & Planning; Dan Voss, Director of Parks, Properties & Planning; Kathy Donahue, Deputy Director of Operations; Liza McElroy, Executive Director  
**Date:** August 14, 2018  
**Subject:** Land Management Plan

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Park District Staff completed a Land Management Plan and are seeking approval of the plan from the Board of Commissioners.

## **Overview**

The Park District of Highland Park completed the GreenPrint 2024 Master Plan in 2015. GreenPrint provides a guide for future facility and program development decision for the Park District. The plan recommended that staff develop a Land Management Plan to review the zoning of park properties and use of undeveloped parks. GreenPrint also recommended other planning initiatives including Stormwater Management, Natural Area Planning, Cultural Asset Planning, and Trail Planning. These efforts were combined into a comprehensive Land Management Plan.

The completed Land Management Plan is a demonstration of thoughtful collaboration between the various land managers at the Park District of Highland Park and is intended to serve as a foundation for future efforts to improve land management at the District. The recommendations aim to improve operational efficiency and the quality of Park District properties.

## **Planning Process**

The Land Management committee began planning efforts in February of 2017. The team included Amalia Schwartz, Dan Voss, Jeff Smith, Rebecca Grill, and Mike Evans with contributions from Liz Ettelson, Liz Gogola, and Ryca Shih. The committee met monthly for about 2 hours. Each month the committee covered a land management topic and discussed existing conditions, opportunities, and challenges. From these discussions, we developed goals and objectives. The written plan supports the recommended goals. Topics include: Real estate, Natural areas, Park Maintenance, Stormwater Management, Lakefront Maintenance, Park Amenities, Cultural Assets, and Connectivity.

## **About the Plan**

The plan details existing conditions, opportunities, and challenges that support the objectives to achieve the plan goals. The goals and objectives are intended to be accomplished over the next five years. The Park, Properties, and Planning Department is leading the implementation, evaluation, and tracking of the goals recommended in the plan. The executive summary of the plan has been provided. The full-length plan is available as well.



# Land Management Plan



## EXECUTIVE SUMMARY

# Overview

The Land Management Plan is a demonstration of thoughtful collaboration between the various land managers at the Park District of Highland Park and is intended to serve as a foundation for future efforts to improve land management at the District. The recommendations aim to improve operational efficiency and the quality of Park District properties.

The land management planning effort was initiated as a result of The Green Print 2024 Plan which recommended the creation of a land management plan. The resulting plan covers nine major topics: Park Maintenance, Stormwater Management, Lakefront Maintenance, Natural Areas, Park Inventory, Real Estate, Park Amenities, Cultural Resources, and Connectivity. The planning committee met over the course of seven months to identify goals and objectives related to the land management topics.

The plan details existing conditions, opportunities and challenges that support the objectives to achieve the plan goals. The goals and objectives are intended to be accomplished over the next five years. The Park, Properties, and Planning Department is leading the implementation, evaluation, and tracking of the goals recommended in the plan. A detailed timeline is included in the plan's implementation section.

# Land Management Plan Topics



1. Park Inventory // Page 4
2. Real Estate // Page 5
3. Park Maintenance // Page 6
4. Natural Areas // Page 7
5. Stormwater Management // Page 8
6. Lakefront Maintenance // Page 9
7. Park Amenities // Page 10
8. Cultural Assets // Page 11
9. Connectivity // Page 12

# Park Inventory



**T**hroughout the Park District's 700+ acres of park land, visitors will find a variety of amenities and park elements that contribute to the park experience such as courts, bathroom buildings, and play equipment. These amenities and park elements are managed and maintained by the Parks, Properties, and Planning Department.

## Challenges / Opportunities

Currently a central inventory of park properties and elements is not available for all staff. Staff maintain separate lists which can result in dated or inconsistent information. The Park District has tools available to effectively share information across the District, these tools can be applied to develop a central list.

## Goals / Objectives

*Maintain one central inventory with reliable information that is accessible to all staff in the office and in the field*

- ◆ Develop and maintain a dynamic up-to-date inventory that is accessible to all Park District staff.
- ◆ Develop a process to systematically update the inventory.
- ◆ Educate staff on how to access and use the inventory.



# Real Estate



The Park District manages 44 parks throughout Highland Park that provide public open space for residents. Industry standards recommend that residents live within 1/2 mile of a park—94% of Highland Park residents meet this standard.

Of the Park District's park properties, 10 are fully or partially owned by other City entities. The Parks, Properties, and Planning Department is responsible for managing the property records including agreements, easements and deeds.

## Challenges / Opportunities

The history of Park District properties is preserved through internal knowledge and recorded in property files. As staff changes, maintaining the various leases,

easements, and agreements tied to the Park District's properties becomes challenging due to the lack of a central tracking system. The Park District has the tools and access to the information to develop a detailed and central summary of existing property information to ensure that information is accurate, consistent, and transferable.



## Goals / Objectives

*Provide optimum level of open space service to the residents of Highland Park as determined by national standards*

*Maintain an up-to-date inventory of Park District real estate agreements*

- ◆ Review and update the acquisition policy and identify areas of need.
- ◆ Review existing leases and develop an inventory.
- ◆ Renew or renegotiate existing property agreements as needed.

# Park Maintenance



**P**ark Maintenance staff, referred to as ‘parks staff’, is responsible for the maintenance of the Park District’s parks to ensure that the District’s properties are clean and safe for patrons and programs. Depending on the time of year, the parks staff ranges from 26-47 employees and includes electricians, ground keepers, carpenters, and mechanics. The men and women that make up the parks staff work behind the scenes to make park spaces ready for regular and special park programming while also keeping the public parks open and accessible for patrons to enjoy.

## Challenges / Opportunities

Park District properties endure heavy wear and tear from regular use. Keeping up with routine maintenance can prove challenging when also trying to respond to service requests. The three major maintenance challenges facing the District are balancing time between park and facility maintenance, weeds, and creating time for improvements.



## Goals / Objectives

*Provide accessible, clean, and safe parks for all patrons*

- ◆ Prioritize low-maintenance materials.
- ◆ Develop a system to quantify staff time to budget for future growth needs.

# Natural Areas



The Natural Areas Program has been promoting ecologically based land management and restoration activities on behalf of the District since 1993. Twenty-nine natural areas have been identified in the Park District's 44 parks totaling approximately 250 acres. At least 10 distinct ecological communities can be found throughout the Park District's parks including: forest, woodlands, savanna, prairie, lakefront, and constructed communities.

The Natural Areas team manages and maintains the natural areas. Annual activities include: clearing of invasive trees, shrubs and plants, habitat monitoring, prescribed burns, seed collection, planning, funding pursuits, school group programs, and volunteer coordination as well as oversight of grant funded capital projects. To date, Natural Areas staff, with assistance from volunteers, has restored more than half of the natural areas acreage.

## Challenges / Opportunities

The primary challenge facing the Natural Areas Program is increasing work load -- a direct result of the success of the program. As such, there are opportunities to expand natural areas, but with that requires additional capacity. As the Natural Areas Program grows, there is a need for a process to assess staff capacity.

## Goals and Objectives

*Maintain natural areas for continued optimal health of restored land*

*Promote efficiency of Park Maintenance and Natural Area staff by reducing duplicative maintenance efforts and increasing collaboration*

- ◆ Conduct bi-annual review of restoration needs in priority parks, as well as integrate new natural areas (either recently acquired or converted) into the work schedules, to determine staffing requirements to meet performance and safety standards.
- ◆ Establish quarterly planning meetings between Parks and Natural Areas staff to set priorities and coordinate efforts.

# Stormwater Management



Over the past decades, Illinois has experienced more frequent heavy rain events. As rain events have increased so have impervious surfaces throughout the community. The increase of precipitation and impervious surfaces results in stormwater runoff that pollutes local and regional waterways as well as contributes to flooding.

The Park District is committed to environmental stewardship and stormwater management to conserve the surrounding environment and reduce the flooding in parks.

The Skokie River bisects Highland Park from north to

south and is located adjacent to two of the Park District's community parks: Danny Cunniff Park and Larry Fink Park. These two parks are directly affected by flooding after heavy rains. Other Park District properties within a the flood plain boundary include



the Sunset Valley Golf Course, Sleepy Hollow Park, Buckthorn Park, Leonardi Park, Rory Deutsch Pay Lot, Skokie River Woods, Highland Park Country Club, and Hidden Creek Aqua

Park. While these parks are fully or partially within the flood plain, the increasing magnitude and rate of storm events has affected all park district properties.

## Challenges / Opportunities

Stormwater impacts parks through increased flooding and non-point source pollutants affecting the natural areas. Flooding impacts programming, can cause repeated facility damage, and requires staff time for maintenance. Stormwater carrying non point sourced pollutants flow into Park District natural areas affecting the ecosystem.

The Park District has implemented best practice solutions to manage stormwater in some of the parks that can serve as a model for other implementation efforts.

## Goals / Objectives

*Implement stormwater best practices that benefit the environment and reduce maintenance costs and impact on play*

*Reduce the impact of stormwater runoff on Park District Managed natural areas*

- ◆ Develop standards for pathways and parking lots to standardize Park District best practice.
- ◆ Identify additional no-mow areas.
- ◆ Identify Park District capital funds and outside funding sources for stormwater projects.
- ◆ Collaborate with athletic field master planning effort.

# Lakefront Maintenance



Lake Michigan provides the Highland Park community with recreation, beauty and vital fresh water. The Park District's four lakefront properties require special maintenance and management pertaining to the water quality, sand replenishment, and shoreline repair. The Park District works with partner agencies in the management of Lake Michigan and is an active participant in regional shoreline management studies.

## Challenges / Opportunities

The ever-changing and complex environment along the lakefront and the maintenance required is a challenge for the Park District, but local, state and federal partners serve as a resource. While the Park District has a Lakefront Master Plan, the emphasis is on capital development and recreational programming. The Park District lacks a lakefront maintenance strategy to guide management of lakefront properties. The available internal knowledge and expertise of local and regional partners is an opportunity to develop an effective maintenance strategy to address water quality, sand replenishment, and shoreline repair.



## Goals / Objectives

*Maintain lakefront parks for the enjoyment of patrons and to improve lakefront sustainability*

- ◆ Develop a long-term plan for sustainable maintenance of lakefront parks.
- ◆ Identify areas of weakness along the District's shoreline properties and develop a plan to restore and protect the shoreline.

# Park Amenities



The Park District provides amenities that contribute to a comfortable experience and encourage the use of the park elements. For the purposes of the Land Management Plan, Park Amenities are defined as elements of the built environment that offer convenience at the parks. This definition differentiates between destination elements such as playgrounds, courts, or sports fields and focuses on support elements such as drinking fountains, grills, and bike racks. Destination elements are covered in the annual capital planning process and for purposes of land management are not considered park amenities.



## Challenges and Opportunities

With the exception for park amenities around the District's major indoor facilities, park amenities and signage lack consistency in design, style, and placement. The lack of consistency creates a patchwork appearance and can complicate maintenance and repair. The Park District has made initial steps towards standardization. The existing standards serve as a model to continue to standardize park amenities. Park inspections offer an opportunity to build on an existing maintenance procedure to improve amenity maintenance and procurement.

### Goal/Objectives:

*Park amenities across the District have a consistent style and placement*

- ◆ Develop and implement standards for park amenities detailing style and placement.
- ◆ Collaborate with communication department to implement signage design standards.
- ◆ Identify opportunities to standardize and consolidate amenity replacement and procurement.

# Cultural Assets



The art pieces and historical landmarks located throughout the Park District are highly valued by the community and contribute to the aesthetic of the parks. Highland Park's appreciation for the arts is apparent by the art institutions within the community, for example, the City's Cultural Arts Commission and the Art Center — Highland Park.

There are 21 cultural resources located in Park District properties consisting of culturally or historically significant art work, landscapes or structures, for example the Jen's Jensen landscape at Rosewood Park, the Memorial Park Monument and Bandstand, and the sculptures at Moraine Park. The Park District, as an engaged public agency, seeks to support the inclusion of cultural arts throughout the parks. The Land Management Plan assesses these cultural assets from a management and maintenance perspective from acquisition of the cultural resources through years installed in the parks.

## Challenges and Opportunities

The existing foundation of organizations and committees dedicated to cultural resources in Highland Park serves as an opportunity for partnership. However, the lack of standards and lack of funding for maintenance poses challenges for further growth of cultural resources in the parks.

## Goals and Objectives

*Evaluate cultural donations in accordance to Park District Master Planning*

*Promote and support cultural resources in the parks*



- ◆ Partner with organizations to support cultural resources throughout Highland Park.
- ◆ Consider development of friends' groups to maintain and promote cultural resources in the parks.
- ◆ Develop evaluation standards.
- ◆ Identify key locations for future placement.

# Connectivity

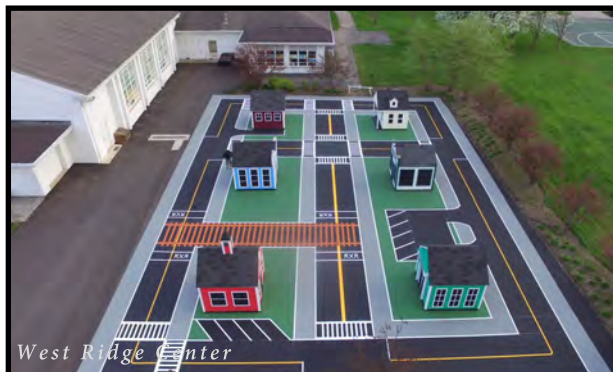


The Park District of Highland Park supports the City's Bike/Walk 2030 Plan which seeks to achieve a transportation network with safe access to regional destinations that serve all users, including cyclists, pedestrians, transit users, and motor vehicles.

## Goals and Objectives

### *Support biking and walking in Highland Park*

- ◆ Assess available bike amenities to encourage biking to the parks.
- ◆ Explore marketing opportunities to highlight bike and pedestrian access to parks.
- ◆ Work with the City on providing directional signage to existing pathways.



# Implementation



Implementation of the land management plan will be led by the Park, Properties, and Planning Department which includes planning, parks, and natural area staff. The success of the implementation will be tracked by the Parks, Properties, and Planning Department.

## Priorities

The goals are prioritized based on input from the Parks, Properties, and Planning Department staff.

## Timeline

The recommended goals in the Land Management Plan are to be accomplished over the next five years. A detailed timeline is included in the plan.

## Cost/Funding

The primary cost to accomplish the recommendations of the Land Management Plan is in staff time. Dollars may be spent for consultants, for example to evaluate Lakefront infrastructure or software to improve process.

## Evaluation

Each recommendation will be assessed for completion of success on a quarterly basis.

### Prioritization Chart: Goals in order of Priority

1. Provide accessible, clean, and safe parks for all patrons.
2. Implement stormwater best practices that benefit the environment and reduce maintenance costs and impact on play.
3. Maintain lakefront parks for the enjoyment of patrons and to improve lakefront sustainability.
4. Maintain natural areas for continued optimal health of restored land.
5. Promote efficiency of Park Maintenance and Natural Area staff by reducing duplicative maintenance efforts and increasing collaboration.
6. Maintain one central inventory with reliable information that is accessible to all staff in the office and in the field.
7. Provide optimum level of open space service to the residents of Highland Park as determined by national standards.
8. Park amenities across the District have a consistent style and placement.
9. Reduce the impact of stormwater runoff on Park District managed natural areas.
10. Support biking and walking in Highland Park.
11. Maintain an up-to-date inventory of Park District real estate agreements.
12. Promote and support cultural resources in the parks.
13. Evaluate cultural donations in accordance to Park District Master Planning.

## Conclusion

The Land Management Plan is a demonstration of thoughtful collaboration between the various land managers at the Park District of Highland Park. The recommendations are intended to improve efficiency and increase the standard to which Highland Park's park land is maintained for future generations. The plan focuses on internal processes however the success of this plan is intended for the enjoyment of all park patrons.

*Millard Park*



# Memorandum

**To:** Board of Park Commissioners

**From:** Rebecca Grill, Natural Areas Manager; Jeff Smith, Assistant Director of Parks, Properties & Planning; Dan Voss, Director of Parks, Properties and Planning; Kathy Donahue, Deputy Director of Operations; Liza McElroy, Executive Director

**Date:** August 14, 2018

**Subject:** **HPCC Planning Progress Update**

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Staff will give an overview of progress on the Highland Park Country Club conversion project, focusing on land planning aspects, grant development and public outreach.

A spatial analysis, completed by Hey and Associates, has revealed areas with potential for wetland restoration as well as places of special significance for habitat and potential programming by District staff. This analysis will create the framework for the efforts of the public advisory committee.

With this preliminary information, staff has applied for funds from two granting agencies (a third in process) to support wetland restoration, amenities and potentially expand restoration of the pond shorelines to enhance the site for visitors.

Staff has begun preparing a schedule for appropriate site preparation this fall to create better outcomes for next years' plantings.

Take a Walk, a community outreach campaign, was launched to encourage residents to explore the natural features of the property and provide their thoughts on amenities and activities that might be incorporated into the HPCC conversion plan. Residents can visit [www.pdhp.org/hpcc2nature/](http://www.pdhp.org/hpcc2nature/) to provide feedback. Recruitment for advisory committee members is strong. Potential members have been identified in all areas of interest.

## **RECOMMENDATION**

Staff seeks approval from the Board to set a date in September for the first Advisory Committee meeting in order to:

- Provide input to grant applications for park development (due October 1)
- Give adequate advance notice to advisory committee members for scheduling
- Allow us to work with planning consultants on a revised schedule for work



To: Board of Park Commissioners

From: Karen Lakoske - Accounts Payable Administrator  
Annette Curtis - Finance Director  
Liza McElroy - Executive Director

Date: August 14, 2018

Subject: Bills presented for the Board's review on August 14, 2018.  
Checks written July 20, 2018 through August 9, 2018.

**BILLS**

<b><u>DATE</u></b>	<b><u>AMOUNT</u></b>
August 6, 2018	\$ 50.00
August 9, 2018	\$ 579.52
August 9, 2018	\$ 635,721.88
Void Payments	\$ (7,175.35)
Bank Drafts	\$ 71,972.28
P-Card	\$ 282,082.80
<b>TOTAL</b>	<b>\$ 983,231.13</b>

**PAYROLL DISBURSEMENTS**

**TOTAL**

**GRAND TOTAL** \$ **983,231.13**



Park District of Highland Park, IL

# Check Register

Packet: APPKT01673 - 20180806 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: AP-AP BANK						
17419	DAVID TOLEDO	08/06/2018	Regular	0.00	50.00	181974
<u>062618</u>	Invoice	06/26/2018	Refund	0.00	50.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	50.00
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
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>50.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT01680 - 08092018 1 HPCC

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	
<b>Bank Code: AP-AP BANK</b>						
17055	COMED*	08/09/2018	Regular	0.00	579.52	181975
<u>0203254004 071</u>	Invoice	07/16/2018	Golf Learning 06/14/18-07/16/18	0.00	579.52	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	579.52
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
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>579.52</b>



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
<b>Bank Code: AP-AP BANK</b>						
10006 <u>071918</u>	3301-NCPERS - IL IMRF Invoice	08/09/2018 07/19/2018	Regular NCPERS Group Life Insurance	0.00 0.00	32.00 32.00	181976
16396 <u>AEI 0297473</u> <u>AEI 0300313</u>	ACRES GROUP Invoice Invoice	08/09/2018 04/30/2018 05/31/2018	Regular April 2018 Lawn Service May 2018 Lawn Maintenance	0.00 0.00 0.00	7,417.00 676.00 6,741.00	181977
10049 <u>518929495</u>	ADP, INC. Invoice	08/09/2018 08/03/2018	Regular July 2018 Payroll Services	0.00 0.00	10,171.92 10,171.92	181978
17409 <u>073118</u>	ALEXIS KAPLAN Invoice	08/09/2018 07/31/2018	Regular Refund - Hidden Creek Aqua Park	0.00 0.00	42.00 42.00	181979
15914 <u>547810</u>	ALMA REYES Invoice	08/09/2018 07/23/2018	Regular Refund	0.00 0.00	50.00 50.00	181980
17407 <u>549349</u> <u>549390</u>	AMY LEE Invoice Invoice	08/09/2018 07/24/2018 07/24/2018	Regular Refund Refund	0.00 0.00 0.00	192.00 96.00 96.00	181981
17410 <u>072418</u>	ANITA NEBEL Invoice	08/09/2018 07/24/2018	Regular Learn to Skate Membership reimbursed	0.00 0.00	19.25 19.25	181982
17402 <u>547881</u>	BARBARA PERLMUTTER Invoice	08/09/2018 07/23/2018	Regular Refund	0.00 0.00	200.00 200.00	181983
17404 <u>547885</u>	BETH TROSS Invoice	08/09/2018 07/23/2018	Regular Refund	0.00 0.00	11.90 11.90	181984
17396 <u>555987</u>	BRETT EKENBERG Invoice	08/09/2018 07/30/2018	Regular Refund	0.00 0.00	11.70 11.70	181985
17418 <u>1367</u>	CANYON CONTRACTING Invoice	08/09/2018 07/09/2018	Regular 70-11 SVGC Parking Lot Storm Sewer Imp	0.00 0.00	16,742.00 16,742.00	181986
17423 <u>559649</u>	CARMEN QUINTON Invoice	08/09/2018 08/02/2018	Regular Refund	0.00 0.00	43.00 43.00	181987
17411 <u>072418</u>	CARRIE ROSEN Invoice	08/09/2018 07/24/2018	Regular Learn to Skate Membership reimbursed	0.00 0.00	19.25 19.25	181988
17304 <u>26880</u>	CHICAGOSTYLE WEDDINGS Invoice	08/09/2018 08/08/2018	Regular 29-74 July 2018 Advertising	0.00 0.00	1,125.00 1,125.00	181989
17294 <u>SVGS2018</u>	CHANNEL FORE INC Invoice	08/09/2018 07/07/2018	Regular 29-42 Golf Scene Show Advertising	0.00 0.00	1,000.00 1,000.00	181990
14371 <u>080618</u> <u>080718</u> <u>080818</u>	CHILDREN'S THEATRE COMPANY Invoice Invoice Invoice	08/09/2018 08/06/2018 08/07/2018 08/08/2018	Regular 29-24 Summer 2018 Theatre class fee 29-24 Summer 2018 Dance class fee 29-24 Summer 2018 Spotlighters Theatre	0.00 0.00 0.00 0.00	6,690.40 468.00 1,022.40 5,200.00	181991
10502 <u>003875</u> <u>004546</u> <u>005735</u> <u>006536</u> <u>024593</u>	CITY OF HIGHLAND PARK Invoice Invoice Invoice Invoice Invoice	08/09/2018 08/01/2018 08/01/2018 08/01/2018 08/01/2018 07/01/2018	Regular Water/Sewer 05/01/18-07/31/18 0 Burto Water/Sewer 05/01/18-07/31/18 750 Lin Water/Sewer 05/01/18-07/31/18 0 Cavel Water/Sewer 05/01/18-07/31/18 1800 S Water/Sewer 06/01/18-06/30/18 1755 St	0.00 0.00 0.00 0.00 0.00	485.75 12.75 151.66 75.32 28.18 8.50	181992

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>024593 080118</u>	Invoice	08/01/2018	Water/Sewer 07/01/18-07/31/18 1755 St	0.00	8.50	
<u>026489</u>	Invoice	08/01/2018	Water/Sewer 05/01/18-07/31/18 2255 Ri	0.00	25.50	
<u>026496</u>	Invoice	08/01/2018	Water/Sewer 05/01/18-07/31/18 1160 C	0.00	149.84	
<u>026500</u>	Invoice	08/01/2018	Water/Sewer 05/01/18-07/31/18 1435 Ar	0.00	25.50	
14270	CLUB MOMENTUM ATHLETICS	08/09/2018	Regular	0.00	120.00	181993
<u>035</u>	Invoice	07/30/2018	165 2018 Camp Volley Ball Clinic	0.00	120.00	
10537	COMED	08/09/2018	Regular	0.00	1,388.20	181994
<u>1814767015 072</u>	Invoice	07/23/2018	Egandale Sec Light at Boat Beach,Cuniff 6	0.00	182.48	
<u>7261044014 072</u>	Invoice	07/25/2018	1240 Fredrickson 06/22/18-07/25/18	0.00	1,205.72	
15574	CONSERVATION LAND STEWARDSHI	08/09/2018	Regular	0.00	2,170.00	181995
<u>72320</u>	Invoice	07/23/2018	Prof Services (Stewardship Visits) thru 07/	0.00	2,170.00	
16142	CONSTELLATION NEWENERGY INC	08/09/2018	Regular	0.00	23,445.91	181996
<u>12438382701</u>	Invoice	07/20/2018	June-July 2018	0.00	9,558.11	
<u>12438382701 07</u>	Invoice	07/20/2018	May-June 2018	0.00	13,887.80	
16474	EVA GARCIA	08/09/2018	Regular	0.00	50.00	181997
<u>555698</u>	Invoice	07/30/2018	Refund	0.00	50.00	
10954	MAGIC OF GARY KANTOR	08/09/2018	Regular	0.00	2,600.00	181998
<u>073118</u>	Invoice	07/31/2018	320 July 2018 Summer Camp class fees	0.00	2,600.00	
17426	GENESIS ELECTRIC INC	08/09/2018	Regular	0.00	123,325.20	181999
<u>1</u>	Invoice	07/31/2018	Sunset Valley Cart Barn Electric	0.00	123,325.20	
14827	MOLLY MAID OF SE LAKE & NE COO	08/09/2018	Regular	0.00	147.00	182000
<u>071818</u>	Invoice	07/18/2018	29-42 Cleaning services	0.00	147.00	
11060	HALLORAN & YAUCH, INC.	08/09/2018	Regular	0.00	1,294.24	182001
<u>10833</u>	Invoice	07/05/2018	Labor/material pump station & driving ra	0.00	1,294.24	
13401	HIGHLAND PARK MONTESSORI SCH	08/09/2018	Regular	0.00	22.00	182002
<u>548048</u>	Invoice	07/23/2018	Refund	0.00	22.00	
11194	ILLINOIS SHOTOKAN KARATE CLUBS	08/09/2018	Regular	0.00	7,175.35	182003
<u>149</u>	Invoice	06/15/2018	417 2018 Spring class fee	0.00	2,941.90	
<u>916</u>	Invoice	04/24/2018	417 2018 Winter class fee	0.00	4,233.45	
15152	ILLINOIS STATE TREASURER'S OFFICI	08/09/2018	Regular	0.00	4,532.06	182004
<u>UPD601 073018</u>	Invoice	07/30/2018	Unclaimed property 07/01/2010-06/30/2	0.00	4,532.06	
17412	INGA FEDOROVA	08/09/2018	Regular	0.00	19.25	182005
<u>072418</u>	Invoice	07/24/2018	Learn to Skate Membership reimbursed	0.00	19.25	
17422	JACQUELINE KOLLINGER	08/09/2018	Regular	0.00	250.00	182006
<u>565624</u>	Invoice	08/07/2018	Refund	0.00	250.00	
13602	JEFF SCHWARZ	08/09/2018	Regular	0.00	850.00	182007
<u>073018</u>	Invoice	07/30/2018	145 Fall 2018 League fees	0.00	850.00	
13602	JEFF SCHWARZ	08/09/2018	Regular	0.00	1,850.00	182008
<u>072318</u>	Invoice	07/23/2018	145 Fall 2018 League fees	0.00	1,850.00	
17413	JULIE CLARKE	08/09/2018	Regular	0.00	19.25	182009
<u>072618</u>	Invoice	07/26/2018	Learn to Skate Membership reimbursed	0.00	19.25	
14823	KATELIN SCHRERO	08/09/2018	Regular	0.00	20.61	182010
<u>555998</u>	Invoice	07/30/2018	Refund	0.00	20.61	
17403	KELSEY MOSHER	08/09/2018	Regular	0.00	58.70	182011
<u>547883</u>	Invoice	07/23/2018	Refund	0.00	58.70	
17303	KOPPEL ADVERTISING INC	08/09/2018	Regular	0.00	316.00	182012

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>22168</u>	Invoice	07/12/2018	320 50 imprinted backpacks	0.00	316.00	
11522	LAKE FOREST RECREATION DEPT	08/09/2018	Regular	0.00	799.00	182013
<u>00003</u>	Invoice	06/27/2018	326 Camp field trip	0.00	240.00	
<u>00004</u>	Invoice	07/11/2018	320 Camp field trip	0.00	559.00	
17401	LINDSEY PATE	08/09/2018	Regular	0.00	20.00	182014
<u>547847</u>	Invoice	07/23/2018	Refund	0.00	20.00	
17398	LISA NIELSEN	08/09/2018	Regular	0.00	14.31	182015
<u>556001</u>	Invoice	07/30/2018	Refund	0.00	14.31	
17414	LYLANN BAUGHMAN	08/09/2018	Regular	0.00	19.25	182016
<u>072418</u>	Invoice	07/24/2018	Learn to Skate Membership reimbursed	0.00	19.25	
17397	MARIA-LAURA LARA	08/09/2018	Regular	0.00	96.60	182017
<u>555997</u>	Invoice	07/30/2018	Refund	0.00	96.60	
16875	MARIANA HENRIQUES - PETTY CAS-	08/09/2018	Regular	0.00	412.70	182018
<u>080618</u>	Invoice	08/06/2018	Petty cash reimbursed	0.00	412.70	
17399	MARK FISHER	08/09/2018	Regular	0.00	40.90	182019
<u>556003</u>	Invoice	07/30/2018	Refund	0.00	40.90	
17424	MARTIN ZOBERMAN	08/09/2018	Regular	0.00	44.01	182020
<u>559580</u>	Invoice	08/02/2018	Refund	0.00	44.01	
16928	E-QUANTUM CONSULTING, LLC	08/09/2018	Regular	0.00	165.00	182021
<u>4657</u>	Invoice	08/01/2018	01-11 Natural Gas Consulting Services	0.00	165.00	
16230	MICHELLE SILBER	08/09/2018	Regular	0.00	1,073.00	182022
<u>550837</u>	Invoice	07/25/2018	Refund	0.00	1,073.00	
14647	MIDWEST FENCING CLUB	08/09/2018	Regular	0.00	561.60	182023
<u>28</u>	Invoice	07/18/2018	557 2018 Summer sessions 06/08/18-06/	0.00	561.60	
17415	MOLLY ANDERSON	08/09/2018	Regular	0.00	19.25	182024
<u>072418</u>	Invoice	07/24/2018	Learn to Skate Membership reimbursed	0.00	19.25	
11860	MUTUAL ACE HARDWARE	08/09/2018	Regular	0.00	12,678.45	182025
<u>1191 073118</u>	Invoice	07/31/2018	Supplies	0.00	12,678.45	
16822	NEW WAVE LAX LLC	08/09/2018	Regular	0.00	211.25	182026
<u>HP 2018 # 102</u>	Invoice	06/04/2018	160 LAX coaching services Spring 2018	0.00	211.25	
17421	NORMA ASTUDILLO	08/09/2018	Regular	0.00	100.00	182027
<u>565633</u>	Invoice	08/07/2018	Refund	0.00	100.00	
13604	NORTH SHORE GAS	08/09/2018	Regular	0.00	1,500.30	182028
<u>0601145072-000</u>	Invoice	08/02/2018	Deer Creek 07/02/18-08/01/18	0.00	264.71	
<u>0601145072-000</u>	Invoice	07/19/2018	RCHP 06/02/18-07/12/18	0.00	829.15	
<u>0601145072-000</u>	Invoice	08/02/2018	1240 Fredrickson Pl 07/02/18-08/01/18	0.00	98.81	
<u>0602405421-000</u>	Invoice	08/02/2018	1377 Clavey Rd 07/02/18-08/01/18	0.00	40.12	
<u>0602405421-000</u>	Invoice	08/02/2018	3100 Trail Way 07/02/18-08/01/18	0.00	39.06	
<u>0602405421-000</u>	Invoice	08/02/2018	Aquatic Park 07/02/18-08/01/18	0.00	136.58	
<u>0608197647-000</u>	Invoice	08/02/2018	Sunset Rd N of Bldg 07/02/18-08/01/18	0.00	91.87	
11998	PARK DISTRICT RISK MGMT AGCY	08/09/2018	Regular	0.00	30,537.26	182029
<u>0718133</u>	Invoice	07/31/2018	Property/Liability/Workers Comp/Emp	0.00	30,537.26	
11998	PARK DISTRICT RISK MGMT AGCY	08/09/2018	Regular	0.00	2,040.92	182030
<u>080118</u>	Invoice	08/01/2018	Health Invoice	0.00	2,040.92	
11998	PARK DISTRICT RISK MGMT AGCY	08/09/2018	Regular	0.00	150,730.87	182031
<u>0718133H</u>	Invoice	07/31/2018	Health Invoice	0.00	150,730.87	

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	
17425	PNC EQUIPMENT FINANCE	08/09/2018	Regular	0.00	5,238.80	182032
<u>212502000</u>	Invoice	07/10/2018	Lease May/June/July/Aug Utility Carts	0.00	5,238.80	
16993	POLSINELLI PC	08/09/2018	Regular	0.00	147.00	182033
<u>1552358</u>	Invoice	07/24/2018	Professional Services	0.00	147.00	
17416	REBECCA WILLIAMS	08/09/2018	Regular	0.00	17.25	182034
<u>072418</u>	Invoice	07/24/2018	Learn to Skate Membership reimbursed	0.00	17.25	
12211	RICOH USA, INC	08/09/2018	Regular	0.00	1,978.78	182035
<u>5053925202</u>	Invoice	07/09/2018	Copies 05/17/18-06/16/18	0.00	1,978.78	
12211	RICOH USA, INC	08/09/2018	Regular	0.00	1,028.66	182036
<u>5053972020</u>	Invoice	07/17/2018	Copies 06/17/18-07/16/18	0.00	1,028.66	
17405	SALLY ADAMS	08/09/2018	Regular	0.00	11.02	182037
<u>547888</u>	Invoice	07/23/2018	Refund	0.00	11.02	
17400	SALVADOR HERNANDEZ	08/09/2018	Regular	0.00	50.00	182038
<u>547806</u>	Invoice	07/23/2018	Refund	0.00	50.00	
17417	SARA STANKE	08/09/2018	Regular	0.00	270.36	182039
<u>072418</u>	Invoice	07/24/2018	29-28 Bus driver appreciation lunch reim	0.00	270.36	
17395	SEAN KRAVITZ	08/09/2018	Regular	0.00	502.00	182040
<u>551784</u>	Invoice	07/26/2018	Refund	0.00	502.00	
12362	SHEILA LONERGAN	08/09/2018	Regular	0.00	19.25	182041
<u>072318</u>	Invoice	07/23/2018	Learn to Skate Membership reimbursed	0.00	19.25	
12497	SURFACE AMERICA INC.	08/09/2018	Regular	0.00	143,104.90	182042
<u>27599</u>	Invoice	06/07/2018	70-11 SYS-001 PlayBound Poured-In-Plac	0.00	143,104.90	
14646	SUSAN SCHAFFER	08/09/2018	Regular	0.00	75.00	182043
<u>551707</u>	Invoice	07/26/2018	Refund	0.00	75.00	
10587	CREEKSIDE PRINTING	08/09/2018	Regular	0.00	13,790.00	182044
<u>07101802</u>	Invoice	07/10/2018	13,700 Fall Brochures 2018	0.00	13,790.00	
12551	THE BRAVE WAY, LLC	08/09/2018	Regular	0.00	266.05	182045
<u>180719-01</u>	Invoice	07/20/2018	165 07/19/18 Class instructor fee	0.00	125.00	
<u>180721-01</u>	Invoice	07/21/2018	557 07/21/18 Class instructor fee	0.00	141.05	
17406	TODD ZIMMERMAN	08/09/2018	Regular	0.00	18.50	182046
<u>547927</u>	Invoice	07/23/2018	Refund	0.00	18.50	
12844	TOM GINDORFF	08/09/2018	Regular	0.00	250.00	182047
<u>559165</u>	Invoice	08/02/2018	Refund	0.00	250.00	
17420	TRI-STATE DOOR SOLUTIONS LLC	08/09/2018	Regular	0.00	323.00	182048
<u>12691R</u>	Invoice	03/05/2018	5 Larco transmitters	0.00	323.00	
12703	UNITED WAY OF METRO CHICAGO	08/09/2018	Regular	0.00	34.00	182049
<u>073118</u>	Invoice	07/31/2018	United Way	0.00	34.00	
16348	WADSWORTH GOLF CONST CO	08/09/2018	Regular	0.00	50,751.60	182050
<u>434-10</u>	Invoice	06/13/2018	2017 SVGC Renovation	0.00	50,751.60	
12733	WAGNER FARM	08/09/2018	Regular	0.00	92.00	182051
<u>071818</u>	Invoice	07/18/2018	532 07/18/18 Field Trip	0.00	92.00	
13788	WATERTECH OF AMERICA, INC	08/09/2018	Regular	0.00	987.50	182052
<u>INV0047329</u>	Invoice	07/02/2018	29-38 Water treatment cooling tower	0.00	987.50	
17301	WILSON SPORTING GOODS	08/09/2018	Regular	0.00	327.80	182053
<u>4525448181</u>	Invoice	06/21/2018	29-55 Strings	0.00	327.80	

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	
14420	ZIYAD H AL-ASULI	08/09/2018	Regular	0.00	1,466.80	182054
<u>INV2</u>	Invoice	07/27/2018	Ice Cream Bars	0.00	320.00	
<u>INV3</u>	Invoice	07/31/2018	Ice cream bars	0.00	110.00	
<u>INV5</u>	Invoice	08/03/2018	Ice cream bars	0.00	1,036.80	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	104	79	0.00	635,721.88
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
	<b>104</b>	<b>79</b>	<b>0.00</b>	<b>635,721.88</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT01670 - 20180806 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	
11194	ILLINOIS SHOTOKAN KARATE CLUBS	08/06/2018	Regular	0.00	-2,941.90	181776

### 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	-2,941.90
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>0</b>	<b>1</b>	<b>0.00</b>	<b>-2,941.90</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT01671 - 20180806 2

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						
11194	ILLINOIS SHOTOKAN KARATE CLUBS	08/06/2018	Regular	0.00	-4,233.45	181698

### 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	-4,233.45
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>0</b>	<b>1</b>	<b>0.00</b>	<b>-4,233.45</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT01663 - 07262018 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	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11161	ICMA RETIREMENT TRUST #302037	07/26/2018	Bank Draft	0.00	8,264.62	DFT0001844
<u>ICMA 457 07201</u>	Invoice	07/20/2018	Wire Transfer ICMA 457 Deferred Comp	0.00	8,264.62	
12825	ICMA RETIREMENT TRUST #705568	07/26/2018	Bank Draft	0.00	325.00	DFT0001845
<u>ICMA Roth 07201</u>	Invoice	07/20/2018	Wire Transfer ICMA Roth	0.00	325.00	
11177	ILL MUNICIPAL RETIREMENT FUND	07/26/2018	Bank Draft	0.00	53,292.10	DFT0001846
<u>IMRF July 2018</u>	Invoice	07/23/2018	IMRF 07/23/18	0.00	53,292.10	

**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	61,881.72
EFT's	0	0	0.00	0.00
	<b>3</b>	<b>3</b>	<b>0.00</b>	<b>61,881.72</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT01665 - 20180801 2

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	07/31/2018	Bank Draft	0.00	1,337.45	DFT0001852
<u>AFLAC 073118</u>	Invoice	07/31/2018	AFLAC 07/31/18	0.00	1,337.45	

**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	1,337.45
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,337.45</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT01667 - 20180802 2

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	
11188	ILLINOIS DEPT. OF REVENUE	07/30/2018	Bank Draft	0.00	122.00	DFT0001853
<u>July 2018</u>	Invoice	07/30/2018	July 2018	0.00	122.00	

**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	122.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>122.00</b>



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	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11161	ICMA RETIREMENT TRUST #302037	08/07/2018	Bank Draft	0.00	8,306.11	DFT0001859
<u>ICMA 457 08031</u>	Invoice	08/03/2018	Wire Transfer ICMA 457 Deferred Comp	0.00	8,306.11	
12825	ICMA RETIREMENT TRUST #705568	08/07/2018	Bank Draft	0.00	325.00	DFT0001860
<u>ICMA Roth 08031</u>	Invoice	08/03/2018	Wire Transfer ICMA Roth	0.00	325.00	

**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	8,631.11
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>2</b>	<b>0.00</b>	<b>8,631.11</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT01661 - 20180724 2

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	
<b>Bank Code: AP-AP BANK</b>						
10313	BOA P-CARD STATEMENTS	07/24/2018	Bank Draft	0.00	282,082.80	DFT0001843
<u>070718</u>	Invoice	07/07/2018	P-Card with PA	0.00	282,082.80	

**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	282,082.80
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>282,082.80</b>

P-Card Transactions  
06/08/18 - 07/07/18

Vendor Name	Transaction Count	Amount Total
0829 AMC NORTHBROOK 14	4	\$538.63
10-S TENNIS SUPPLY	1	\$1,585.43
22ND CENTURY MEDIA, LL	1	\$2,275.00
2765 Dominos Pizza	1	(\$4.19)
32487 - AQUA	3	\$70.00
4IMPRINT	2	\$2,342.74
71930 - MLK SELF PARK	3	\$69.00
802 - BOWLERO - EC - B	4	\$781.21
845 - BRUNSWICK ZONE -	7	\$373.43
9640 AMC ONLINE	1	\$36.40
ABC BUSINESS FORMS INC	1	\$296.87
About Faces Entertainm	1	\$137.50
ABT ELECTRONICS	1	\$596.61
ACT ILHF prod INTERNET	2	\$32.78
ACT Mundelein Parks	1	\$256.00
ACTIVE INSTANT ADS	1	\$345.79
ACUSHNET COMPANY	1	\$274.46
ADOLPH KIEFER AND ASSO	3	\$554.56
AED SUPERSTORE	1	\$393.00
AIR COMFORT CORPORATIO	4	\$3,027.43
Air Products Equipment	1	\$9,000.00
AMAZON DIGITAL SVCS AM	1	\$3.27
AMAZON MKTPLACE PMTS	24	\$1,813.24
AMAZON MKTPLACE PMTS W	31	\$1,484.03
Amazon.com	6	\$518.24
AMAZON.COM AMZN.COM/BI	7	\$447.46
AMC DESERT STAR 15 #64	1	\$79.05
AMC NORTHBROOK 14 #082	5	\$1,081.88
AMERICAS ACTION TERRIT	5	\$4,539.15
ANDERSON LOCK CO	3	\$10,054.00
ANDERSON PEST SOLUTION	1	\$277.07
APPLIED ECOLOGICAL SVC	1	\$489.16
AQUAVISIONS	1	\$180.50
ARC SERVICES/TRAINING	6	\$618.00
AT&T PREMIER EBIL	1	\$1,416.42
ATT BUS PHONE PMT	4	\$2,229.98
AUTOMATIC ICEMAKERS	1	\$300.00
AVALON PETROLEUM	1	\$4,685.99
BANNER PLUMBING SUPPLY	1	\$87.70
BARNES & NOBLE #2020	1	\$13.97
BEST BUY MHT 00011650	1	\$59.99
BEST WESTERN INDIAN OA	1	\$246.38
BHFX #10	2	\$95.00
BLS SPAMTITAN	1	\$180.00
BP#5000104TYRANENA QPS	1	\$102.92
BP#8935488HIGHLAND QPS	2	\$30.37
BTSI	6	\$12,399.60
BUILDASIGN.COM	1	\$76.49
CANTEEN COFFEE78052560	1	\$178.00
CARDIAC LIFE PRODUCTS	1	\$1,676.36
CENTRAL PARTS WAREHOUS	4	\$1,202.21

P-Card Transactions  
06/08/18 - 07/07/18

CERAMIC SUPPLY CHICAGO	1	\$545.00
CHICAGO SHAKESPEARE TH	2	\$724.00
CHICAGO SKY	4	\$1,368.00
CHICAGO TRIB SUBSCRIPT	1	\$51.87
CHUCK E CHEESE 342	2	\$259.74
CITY OF HIGHLAND PARK	13	\$12,487.01
CITY OF HIGHLAND PARK	1	\$75.00
COMCAST	1	\$11,670.79
COMCAST CHICAGO	1	\$144.85
COMCAST CHICAGO CS 1X	9	\$1,944.30
CONSERV FS INC	1	\$2,939.90
CRAFTWOOD LUMBER & HAR	66	\$2,621.47
CVS/PHARMACY #04787	5	\$220.87
DD/BR #306048	3	\$219.88
DEVIL S LAKE CNCESSNS	3	\$49.50
DICK'S CLOTHING&SPORTI	1	\$35.97
DIRECT FITNESS SOLUTIO	1	\$128.25
DLX FOR BUSINESS	1	\$330.09
DNR DEVILS LAKE STATE	1	\$38.00
DNR E PAY WIN ACS	2	\$75.75
DNR EPAY WIN ACS SERV	2	\$1.33
DOLLAR GENERAL #15021	1	\$2.00
DOLLAR TREE	9	\$114.59
DOLLAR-GENERAL #4175	1	\$24.50
DOMESTIC UNIFORM IL	1	\$221.25
DONE DEAL PROMOTIONS	3	\$4,311.67
DROP ZONE PORTABLE SER	2	\$945.00
DROPBOX H61T5RBFWRRH	1	\$9.99
DS SERVICES STANDARD C	1	\$50.45
DSS ACHIEVMNTPRODUCTS	1	\$150.99
DTV DIRECTV SERVICE	2	\$452.95
DUNBAR ARMORED	1	\$1,378.78
DUNKIN #352004 Q35	1	\$9.49
DUNLOP SPORTS	1	\$1,782.00
EAGLE FENCE DISTRIBUTI	1	\$311.12
ECOLAB INC MF	3	\$1,678.99
ELIVATE	2	\$690.54
EMERGENCY MEDICAL PROD	1	\$145.93
ENGINEERING FOR KIDS	1	\$1,730.00
EQUIPATRON	1	\$361.75
ESIGNS.COM	1	\$169.98
EXTENDEDSTAY 532	1	\$87.99
EXXONMOBIL 97472211	1	\$10.00
FACEBK 8YVSTFJ4D2	1	\$182.72
FACEBK W937EFWQ62	1	\$14.17
FAUCET SHARK INC	1	\$229.78
FCC FRANKLINCYSEMINAR	2	\$3,432.72
FEDEX 385565678	1	\$25.09
FEDEX 386896139	1	\$29.42
FEDEXOFFICE 00036335	3	\$29.54
FELLERS INC	1	\$44.29
FIELDTEX PRODUCTS, INC	1	\$234.95

P-Card Transactions  
06/08/18 - 07/07/18

FISH TECH	4	\$35.88
FIVE BELOW 705	1	\$19.00
FLEET US LLC	1	\$119.84
FORE SUPPLY CO.	1	\$66.60
FORESTRY SUPPLIERS INC	1	\$133.00
FOX VALLEY FIRE AND SA	1	\$611.00
FRIENDS OF DEVILS LK	1	\$44.00
FUNTOPIA	1	\$641.74
FUNWAY ENTERTAINMENT C	1	\$840.00
G&O THERMAL SUPPLY CO	4	\$616.64
GAMEWORKS SCHAUMBURG	1	\$100.80
GOODWILL RETAIL #091	1	\$9.95
GOOGLE SVCSAPPS_pdhp.	1	\$4.16
GRAINGER	3	\$1,044.69
GROWER EQUIPMENT & SUP	2	\$670.32
GUITAR CENTER #337	3	\$51.97
HALOGEN SUPPLY COMPANY	8	\$10,717.66
HARRELLS LLC	7	\$11,153.66
HEINEN'S #43	1	\$8.37
HOMEDPOT.COM	3	\$1,984.78
HORNUNG S GOLF PRODS	1	\$267.27
ID WHOLESALER	1	\$260.00
IDLEWOOD ELECTRIC SUPP	12	\$1,029.34
IL TOLLWAY-WEB	1	\$50.00
INDIANA DUNES SP	2	\$87.96
INT IN BULLDOG SECURI	1	\$1,350.00
INT IN CURRENT TECHNO	1	\$419.37
INTERNATIONAL TRANSACTION	2	\$1.74
J J KELLER & ASSOCIATE	3	\$97.79
J2 EFAX SERVICES	1	\$33.90
JEWEL-OSCO	32	\$2,401.54
JEWEL-OSCO # 3475	4	\$62.64
JIMMY JOHNS - 488	2	\$153.98
JIMMY JOHNS # 533 - E	1	\$386.92
JOANN STORES #2113	1	\$23.99
JOANN STORES #612	1	\$48.30
JOHNSTONE SUPPLY OF VH	1	\$2.88
JORSON AND CARLSON COM	1	\$175.05
JW TURF INC	1	\$376.95
K & M PRINTING	2	\$285.00
KALAHARI RESORT - WI	1	\$420.00
KAYAK CHICAGO	1	\$735.75
KEYTH TECHNOLOGIES	1	\$436.00
KEYTH TECHNOLOGIES	4	\$207.40
KULLY SUPPLY	3	\$170.74
LAKESHORE IT SOLUTIONS	6	\$3,059.92
LAKESHORE RECYCLING SY	10	\$5,373.20
LIFE FITNESS	3	\$475.00
LIFE TIME FITNESS 183	2	\$550.00
LIFEGUARD STORE - ONLI	1	\$894.00
LINCOLN MARSH	1	\$628.00
LINKSOUL	1	\$1,604.52

P-Card Transactions  
06/08/18 - 07/07/18

LITTLE TOMMY S PLUMBIN	1	\$389.00
MAILCHIMP MONTHLY	1	\$240.00
MARIANOS #501	1	\$7.98
MARIANOS #542	4	\$104.38
MARK VEND CO.	3	\$737.76
MARVIN DESIGN GALLERY	1	\$860.12
MCDONALD'S F33824	1	\$180.83
MCMASTER-CARR	1	\$145.26
MEDIEVAL TIMES SCHA TI	3	\$7,155.18
MEIJER #228 Q01	1	\$136.17
MENARDS 3327	1	\$7.91
MENONI AND MOCOGNI	8	\$1,074.85
METAVANTE-TDS CONV FEE	2	\$3.90
MICHAELS STORES 2037	4	\$75.80
MICHAELS STORES 9961	1	\$62.80
MID-WEST SIGN SUPPLY C	1	\$95.34
MOBILE AIR INC	1	(\$184.96)
Mobile Room Escape	1	\$362.50
MUNCHS SUPPLY 1	2	\$828.81
MUSKEGON STATE PARK	1	\$42.00
MUTUAL ACE HARDWARE	1	\$45.00
MUTUAL ACE HARDWARE &	46	\$2,799.70
MYSTIC WATERS FAMILY A	1	\$408.00
NAAEE	1	\$325.00
NAPA AUTO PARTS	34	\$3,092.00
NATIONAL LIFT TRUCK	1	\$328.79
NATIONAL SEED	1	\$2,163.20
NELS J JOHNSON TREE EX	1	\$1,140.00
NICKEL CITY	1	\$63.00
NORTHSHORE PHYSICIAN	3	\$1,935.00
OFFICEMAX/DEPOT 6045	1	\$6.00
OFFICESUPPLY.COM	9	\$2,311.27
OREGONPARTS	1	\$133.71
P & W GOLF SUPPLY LLC	1	\$350.16
PALOS SPORTS	1	\$159.00
PANERA BREAD #204019	1	\$14.99
PANERA BREAD #204027	1	\$374.55
PANERA BREAD #601763	1	\$86.93
PARK DISTRICT OF HIGHL	2	\$77.00
PARTY CITY	7	\$315.31
PELLA CHICAGO	1	\$752.31
PETCO 1941 63519417	1	\$4.99
PETRA 1	1	\$630.00
PIEROS PIZZA - MOTO	1	\$267.50
PITMAN	1	\$456.80
PITNEY BOWES PI	2	\$2,028.90
PLAYGROUND GAMES	3	\$1,206.25
POPUKBANNER LLC	1	\$203.37
POTBELLY #8	1	\$75.40
PRO AM TEAM SPORTS	8	\$2,738.50
PULSEWAY SUBSCRIPTION	1	\$37.55
QUICKSCORES COM	1	\$168.00

P-Card Transactions  
06/08/18 - 07/07/18

RapidAir	1	\$83.55
READYREFRESH BY NESTLE	1	\$309.70
REINDERS - SUSSEX AR	1	\$1,160.18
REINDERS - SUSSEX CS	4	\$2,627.97
RESTROOM STRATEGIC RES	1	\$149.98
REVDANCE/TENTH HOUSE	1	(\$119.96)
RINK SIDE SPORTS FAM	1	\$435.46
RIVER RAND BOWL	1	\$300.00
ROADSIDE EXPRESS	1	\$30.80
ROGANS SHOES INC WAUKE	1	\$123.25
RR PRODUCTS INC	1	\$119.68
S&S WORLDWIDE-ONLINE	9	\$1,716.34
SAFARI LAND	1	\$30.00
SAMS CLUB #6228	1	\$716.92
SAMS CLUB #8184	3	\$458.26
SAMSClub.COM	1	\$365.00
SANTO SPORT STORE	18	\$12,227.90
SCHAUER HARDWARE 3	1	\$12.99
SCHWAAB AR	1	\$22.45
SCHWAAB STAMP INC	1	(\$4.87)
SHELL OIL 521881000QPS	2	\$110.59
SHELL OIL 57444088504	1	\$13.50
SHOP & SAVE - DES	2	\$22.96
SIGNSONTHECHEAP.COM	1	\$477.32
SKOKIE VALLEY CLEANERS	1	\$1,298.70
SLE EQUIPMENT	2	\$1,018.48
SMITHEREEN PEST MANAGE	4	\$226.00
SP LINKSOUL	1	\$73.95
SPORTSMAN COUNTRY CLUB	1	\$7.00
SQ SQ KONA DUNES LEA	2	\$46.95
SQ SQ WINDY OF CHICA	1	\$2.00
SSI SCHOOL SPECIALTY	1	\$398.71
STAPLES 00116616	9	\$499.73
SUNSET FOODS #1	10	\$453.44
SUNSHINE ARTS AND CRAF	2	\$590.00
SWANK MOTION PICTURES	1	\$435.00
T C FURLONG INC	2	\$251.13
TALL SHIP WINDY	2	\$367.36
TARGET 00011676	1	\$6.89
TARGET 00011684	31	\$1,825.72
TARGET 00028605	2	\$23.35
TDS PAYMENT	2	\$1,256.26
TEAMSNAP	1	\$9.99
TEC #106	1	\$425.54
TEC #126	1	\$15.70
TEC #129	1	\$944.31
TELEPHONEONHOLD.COM	1	\$177.00
THE HOME DEPOT #1922	1	\$13.65
THE HOME DEPOT #1926	14	\$858.46
THE HOME DEPOT #1938	1	(\$7.46)
THE HOME DEPOT 1926	1	\$502.95
THE SALVATION ARMY #46	1	\$13.97

P-Card Transactions  
06/08/18 - 07/07/18

THERMAL APPLICATIONS G	1	\$378.38
THORNTONS #0312	4	\$199.36
THUNDERBIRD LANES	1	\$251.68
TICKETS CHICAGO CUBS	2	\$890.50
TICKETS CHICAGO DOGS	2	\$1,093.00
TLF FLORAL GARDENS INC	1	\$570.00
TOPGOLF WOOD DALE 006-	1	\$90.00
TRIBUNE PUBLISHING COM	1	\$317.60
UPS 1ZD8F35T0333721664	1	\$10.42
UPS 2955S3FOJKC	1	\$6.90
USPS PO 1636060035	3	\$23.05
VERTICAL ENDEAVORS-GLE	2	\$1,520.00
VHPD SULLIVAN	1	\$211.50
WALGREENS #1438	1	\$28.76
WALGREENS #3273	1	\$17.66
WALGREENS #5428	1	\$10.29
WAL-MART #1489	3	\$32.08
WAL-MART #1668	1	\$20.94
WAL-MART #1681	1	\$38.87
WAL-MART #1735	1	(\$30.67)
WAL-MART #2815	2	\$112.65
WAL-MART #4405	1	\$13.41
WAREHOUSE DIRECT	27	\$14,653.58
WASHBURN MACHINERY INC	1	\$170.25
WATERTRONICS INC	1	\$185.14
WAYFAIR WAYFAIR	4	\$12,962.04
WEB NETWORKSOLUTIONS	2	\$27.97
WHEELING PARK DISTRICT	1	\$206.00
WHENTOWORK INC	1	\$288.00
WHIRLYBALL VERNON	1	\$125.00
WHIRLYBALL VERNON HILL	1	\$125.00
WINNETKA GOLF CLUB	2	\$184.00
WM SUPERCENTER #1735	2	\$66.64
WM SUPERCENTER #2204	1	\$30.67
WM SUPERCENTER #2544	1	\$48.54
WM SUPERCENTER #3893	1	\$28.10
WRISTBANDEXPRESSCOM	1	\$132.86
WRISTCO	1	\$218.55
WWW.ISTOCK.COM	1	\$260.00
WWW.NORTHERNSAFETY.COM	2	\$684.27
YOUR ADVANTAGE II LTD	1	\$233.00
ZEUS BATTERY	1	\$211.75
<b>Total</b>		<b>\$282,082.80</b>