

NOTICE OF MEETING
TUESDAY, December 3, 2013
6:00 p.m.

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

WORKSHOP MEETING AGENDA

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADDITIONS TO THE AGENDA**
- IV. **2013 TAX LEVY ORDINANCE 13-14**
- V. **CENTRAL PARK STAIRS**
- VI. **GREENPRINT 2024 UPDATE**
- VII. **NOVA HP AGREEMENTS**
- VIII. **ROSEWOOD UPDATE**
- IX. **EMERALD ASH BORER UPDATE**
- X. **REVIEW OF VOUCHERS**
- XI. **OPEN TO PUBLIC TO ADDRESS BOARD**
- XII. **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.
- XIII. **ADJOURNMENT**

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



MEMORANDUM

To: Board of Commissioners

From: Finance Director Becker

Date: November 27, 2013

RE: 2013 Tax Levy Draft

c. Executive Director McElroy

The goals for the 2013 property tax levy remain consistent with the Park District's past practice of:

- Funding Current Level of Operations, Maintenance, and Capital
- Manage Reserve Levels
 - Draw Down Surplus Reserves
 - Generate an operating Surplus
 - Insure that resources exist for future capital needs
- Provide Property tax relief

The Corporate Fund and the Recreation Fund are levied as part of the District's tax cap. The District also levies for the Special Recreation Fund to serve those with special needs. There is \$876,182 levied for this purpose.

In 2013, staff is recommending that the levy be allocated, so that the Corporate Fund shows a minimal surplus or deficit. The reason for this recommendation is to present clearly the administrative costs of the District (Corporate Fund). Thus, the remainder is allocated to the Recreation Fund, which supports all of the District's recreational activities. Since the levy is being approved in December, and the budget is not yet complete, staff has prepared the levy based on the best available information.

On November 19, 2013 the Board of Commissioners passed the Truth in Taxation Resolution, an estimate of the tax levy that now appears in draft form. At that time, the Board passed a resolution indicating the levy would for 2013 (2014 tax year) would be \$10,388,432.

A draft of ordinance 13-14, "An Ordinance for the Levy of Taxes for the Park District of Highland Park for 2013" is attached for the Commissioners' review. The levy must be passed and submitted to Lake County no later the final Tuesday of December. As a result, staff will request passage of the Draft at the December 17, 2013 Board of Commissioners meeting.

#13-14

**AN ORDINANCE FOR THE LEVY OF TAXES
FOR THE PARK DISTRICT OF HIGHLAND PARK FOR
2013**

**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE PARK DISTRICT
OF HIGHLAND PARK, COUNTY OF LAKE AND STATE OF ILLINOIS, AS FOLLOWS:**

SECTION 1: That the sum of Ten Million Three Hundred Eighty-Eight Thousand Four Hundred Thirty-Two dollars (\$10,388,432) being the total amount required to be raised by taxation for the year 2013 by the Park District of Highland Park, Illinois for all corporate purposes of said Park District and for purposes of providing for the Corporate Fund, a Recreation Fund, and a Handicapped Recreation Fund be and the same is hereby levied upon all taxable property within said Park District of Highland Park subject to taxation for said year in the amounts and for the uses and purposes itemized below:

- I. The amount to be raised by Tax Levy for Corporate Purposes: (Authority Sec. 5-1 Park District Code)

Salaries	\$2,038,505
Contractual Services	765,429
Utilities	73,020
Materials and Supplies	276,798
Insurance	521,564
Maintenance and Landscaping	70,990
Maintenance	276,798
Pension	<u>76,896</u>

Total Levy for Corporate Fund \$4,100,000

- II. The amount to be raised by Tax Levy for Recreation Purposes:

- A) Recreation Fund: (Authority Sec. 5-2a Park District Code)

Salaries and Wages	\$2,728,806
Contractual Services	977,384
Utilities	462,482
Materials and Supplies	350,483
Maintenance and Landscape	255,874
Insurance	<u>637,221</u>

Total Levy for Recreation Fund \$5,412,250

III. The amount to be raised by Tax Levy for Handicapped Recreation Purposes:
(Authority Sec. 5-8 Park District Code)

District's share of expenses
providing recreational programs
for the handicapped under a joint
agreement with the members of the
North Suburban Special Recreation
Association \$ 359,032
Capital Outlay \$ 517,150

**Total Levy for Handicapped
Recreation Fund \$ 876,182**

TOTAL AMOUNT LEVIED \$ 10,388,432

SUMMARY

Total Tax Levy for General Corporate Purposes: \$ 4,100,000

Total Tax Levy for Recreation Purposes: \$ 5,412,250

Total Tax Levy for Handicapped Recreation Purposes: \$ 876,182

Total Amount Levied \$ 10,388,432

SECTION 2. That the total amount of Ten Million Three Hundred Eighty-Eight thousand, four hundred thirty-two dollars (\$10,388,432) itemized as aforesaid, be, and the same is hereby levied on all property subject to taxation within the Park District of Highland Park according to the value of said property as the same is assessed and equalized for State and County purposes for the year 2013.

SECTION 3. That there is hereby certified to the County Clerk of Lake County, Illinois, the several sums aforesaid constituting Ten Million Three Hundred Eighty-Eight Thousand Four Hundred Thirty-Two Dollars which said total amount the said Park District of Highland Park requires to be raised by taxation for the year 2013 of said Park District, and the Secretary of said District is hereby ordered and directed to file with the County Clerk of said County on or before the time required by law, a certified copy of this Ordinance, along with the certificate of the Park District's presiding officer pertaining to compliance with the Truth in Taxation Law.

CERTIFICATION

I, LIZA MCELROY, the duly qualified and acting Secretary of the Park District of Highland Park and the keeper of the Official records thereof,

DO HEREBY CERTIFY, that the attached Ordinance is a true, correct and compared copy of an Ordinance entitled "An Ordinance for the levy of Taxes for the Park District of Highland Park for the Year 2013," which was duly passed by the Board of Park Commissioners of the Park District of Highland Park at a regularly convened meeting held on the 17th day of December, A.D., 2013.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 17th day of December, A.D., 2013.

Liza McElroy, Secretary
Board of Park Commissioners
Park District of Highland Park

CERTIFICATE OF PRESIDING OFFICER

I, SCOTT MEYERS, hereby certify that I am the duly elected President of the Board of Park Commissioners of the Park District of Highland Park, Highland Park, Lake County, Illinois, and that as such President, I am the current presiding officer of the corporate authority of said Park District.

I further certify that the attached copy of an ordinance levying and assessing taxes of the Park District of Highland Park for the year 2013 was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-60 through 18-85 of The Truth in Taxation Law ("LAW").

The notice and hearing requirements of Sections 18-70 through 18-85 of the Law are applicable.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the President and current presiding officer of the Board of Park Commissioners of the Park District of Highland Park of Highland Park, Illinois this 17th day of December, 2013.

Scott Meyers, President
Board of Park Commissioners
Park District of Highland Park



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

Date: November 26, 2013

Re: **CENTRAL PARK (AVE.) BLUFF STAIRS**

Cc: Executive Director McElroy

The board will be presented with revised draft plans and cost estimates for the proposed Central Bluff Stairs Project. The footprint of the Central Park Bluff Staircase Project has been altered based on comments received at the October workshop. Also included in the visual review will be alternate options for incorporating wood into the design.

Paul Weise and Patrick Brawley of the design and engineering firm SmithgroupJJR will provide the presentation to the board and will assist in answering additional questions.



MEMORANDUM

To: Board of Park Commissioners

From: Executive Director McElroy and Project Manager Gardocki

Date: November 27, 2013

Re: GREENPRINT 2024 UPDATE

C: Project Manager Gardocki

Staff will be present at the December 3, 2014 Meeting to give an update on the status of GREENPRINT 2024.



MEMORANDUM

To: Board of Park Commissioners

From: Executive Director McElroy

Date: November 27, 2013

Re: NOVA HP

C: Director Donahue

At the October Workshop meeting, staff presented the Park Board with a Draft agreement with District 113. The purpose for the agreement was to provide space for NOVA HP at the High School, as a Park District affiliate. Staff was directed to have Ancel Glink review the agreement, which has been done and is attached with comments.

Staff was also directed to work with Ancel Glink to establish an agreement identifying NOVA HP as an affiliate of the Park District. A draft copy of this agreement is also attached.

The agreement allows for the use of equipment and facilities of the School District to be used by NOVA HP as a Park District affiliate, for the provision of after school programs. The proposed length of the agreement is two years.

The agreement also addresses a non-compete clause in regards to programming, use of meeting and event space at no cost, and proper Insurance and Indemnifications clauses.

Staff would recommend that the Board approve the Intergovernmental Agreement with District 113 to provide space for the NOVA HP program.

Staff would further recommend that the Park Board approve the Affiliate Agreement between the Park District of Highland Park and NOVA HP.

**Affiliate Agreement Between the Park District of Highland Park
And Nova-HP**

THIS AGREEMENT is made as of this _____ day of _____, 2013, by and between the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, an Illinois Park District organized and operating in accordance with the Illinois Park District Code, 70 ILCS 1205/1 et seq. (“Park District”) and Nova-HP, an Illinois nonprofit corporation also known as Highland Park Teen Center NFP (“Nova-HP”) Park District and Nova-HP are hererinafter sometimes individually referred to as a “Party” and jointly referred to as the “Parties”.

Recitals

1. The Park District has entered into an Intergovernmental Agreement for Maintenance and Use of Certain School Property with Township High School District No. 113 (“School District”) dated _____, 2013.
2. The terms of said Intergovernmental Agreement with the School District contemplate this Agreement and authorize the Park District to assign to Nova-HP the Park District’s right under that Intergovernmental Agreement.
3. Article VII, Section 10(a) of the Illinois Constitution authorizes units of local government to contract and otherwise associate with individuals, associations, and corporations in any manner not prohibited by law or by ordinance.
4. The Board of Park Commissioners of the Park District finds that it is in the best interest of the Park District and its residents to enter into this Affiliate Agreement with Nova-HP.
5. The Parties agree that this Agreement will allow for the provision of after school programs for high school students and will give the public increased utilization and benefit of school properties.

NOW, THEREFORE, in consideration of the mutual promises of the Parties hereinafter contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals. The above recitals are hereby incorporated into and made a part of this Agreement.
2. Term. This Agreement shall be for an initial period of two (2) years commencing on _____, provided that either Party may terminate this Agreement at any time upon written notice to the other Party of its intent to terminate the agreement. Such notice shall be sent by certified mail return receipt requested to the other Party at its

address set forth below (or such other address as either Party may hereinafter designate to the other Party in writing) or by hand delivery evidenced by receipt.

3. Designation of Nova-HP as a Park District Affiliate Organization. The Park District hereby acknowledges and designates Nova-HP as an Affiliate Organization. For purposes of this Agreement, an Affiliate Organization is a group organized and operating within Park District boundaries, currently registered as an Illinois not-for-profit corporation, with its own governing board, which has adopted written bylaws or guidelines to guide the board in policymaking decisions. An Affiliate Organization shall conduct its own financial business and recordkeeping, shall be financially self-supporting and shall be dedicated to offering and promoting leisure, educational or recreational activities which are compatible with and supplement programs conducted or sponsored by the Park District.
4. Assignment of Rights and Delegation of Duties. The Park District hereby assigns to Nova-HP its rights and delegates to Nova-HP its duties as described in the aforementioned Intergovernmental Agreement.
5. Nova-HP shall not to represent itself or its members, employees or volunteers as employees, volunteers, or agents of the Park District. Nova shall not offer or conduct programs or events that compete with programs or events offered by the Park District.
6. Nova-HP acknowledges and agrees it is responsible for any and all expenses, including, but not limited to, the provision of supplies, equipment and materials related to its activities and use of School District property and facilities, the cost of security personnel and custodial services outside of normal operating hours, and the cost of telephone and copier costs in connection with any of the programs conducted under the terms of the Intergovernmental Agreement.
7. Activities, programs, and events sponsored by Nov-HP shall not, other than to adhere to specific program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, disability, or any other characteristic protected by local, state, or federal law.
8. Nova-HP shall ensure that all programs and activities conducted under the authority granted in this agreement are properly supervised by adults. Nova-HP agrees to conduct criminal background checks for all employees and volunteers, irrespective of age or duration of employment or volunteer tenure and to cross-reference all staff, employees and volunteers with the state and/or local Child Offender Database. Nova-HP shall not

knowingly employ any person who has been convicted of violating any of the offenses enumerated in Section 8-23(c) of the Illinois Park District Code.

9. The Park District shall retain its rights to utilize School District meeting and event space, including but not limited to athletic fields and gymnasiums, as needed and at no cost to the Park District. Nova-HP acknowledges that Park District programs and events scheduled at School District facilities have priority over Nova-HP events and may preempt Nova-HP programs and events. Further, Nova-HP acknowledges that the Park District retains its rights to conduct programs and events similar to Nova-HP programs and events, including, but not limited to programs and events which are designed to attract the same age group audience as Nova-HP programs and events.
10. The Park District agrees to promote, through its usual and customary means of promotion, Nova-HP events.
11. The Parties agree that a Park District representative chosen by the Park District may be appointed to serve on the Nova-HP Advisory Board of Directors during the term of this Agreement and any subsequent renewal or extension of this Agreement.
12. Nova-HP shall comply with all applicable local, state, and federal laws, including, but not limited to, the Illinois Human Rights Act, the Americans with Disabilities Act, and the Civil Rights Act of 1964. Nova-HP shall base employment, volunteer, and participation criteria upon personal capabilities and qualifications without discrimination because of race, color, religion, sexual orientation, sex (except as appropriate division for athletics programming) national origin, age (except as an appropriate division of programming levels for youth athletics programming) marital status, or any other protected characteristic as established by law.
13. Insurance. Nova-HP shall procure and maintain for the duration of this agreement insurance coverage as described in Exhibit A against claims for injuries to persons or damages to property which may arise from or in connection with any of the activities conducted by their organization on or in any Park District or School District property and/or facilities. The Park District and School District shall have the right, but not the obligation, of prohibiting Nova-HP from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the Park District and School District. Failure to maintain the required insurance may result in termination of the affiliate agreement with the particular affiliate organization at Park District's option.

14. No Third Party Beneficiaries. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity, who is not a party of this Agreement, or to acknowledge, establish or impose any legal duty to any third party.
15. Termination. Notwithstanding any other provision in this Agreement, the Park District retains the right to terminate this Agreement at any time and for any reason, including, but not limited to misconduct of Nova-HP or for the misuse of property, for purposes deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because Nova-HP has breached any of its obligations under this Agreement.
16. Indemnification. To the fullest extent permitted by law Nova-HP shall indemnify and hold harmless the Park District and the School District and their officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising from or in any way connected with (I) the conduct or management of Nova-HP programs and events at School District facilities, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of Nova-HP, or the partners, directors, officers, agents, employees, invitees or contractors of Nova-HP; (iii) any accident, injury or damage whatsoever occurring in or at School District facilities regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Nova H-P shall similarly protect, indemnify and hold and save harmless the Park District, the School District and their officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of affiliate organization's breach of any of its obligations under, or Nova-HP's default of, any provision of this Agreement.
17. **Attorney Fees:** Nova-HP shall be solely responsible for all costs, expenses and attorney fees related to any litigation, arbitration, or other proceeding between Nova-HP and any third party, including, but not limited to, the School District.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the date first above written.

PARK DISTRICT OF HIGHLAND PARK

NOVA-HP

By: _____

By: _____

_____ (Print Name)

Its: _____

Its: _____

ATTEST:

By: _____

By: _____

_____ (Print Name)

Its: _____

Its: _____

Date: _____

Date: _____

INTERGOVERNMENTAL AGREEMENT FOR MAINTENANCE AND
USE OF CERTAIN SCHOOL PROPERTY

THIS AGREEMENT is made as of this _____ day of _____, 2013, by and between the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, a unit of local government (“Park District”), and the Board of Education of Township High School District No. 113, Lake County, Illinois, a body politic and corporate (“School District”). Park District and School District are hereinafter sometimes individually referred to as a “Party” and jointly referred to as the ‘Parties.’”

Recitals:

- A. The Parties ~~are of the opinion~~ find and agree that it is in the best interest of the residents of both the School District and the Park District that properties described in this Agreement be used by the above named agencies in accordance with the terms of this Agreement.
- B. Park District and School District are authorized by Article 7, Section 10 of the Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) to enter into an intergovernmental agreement providing for Park District use of School District facilities..
- C. Park District is authorized to enter into arrangements with nonprofit entities to provide and facilitate the Park District’s provision of public programs, and Park District intends to enter into an arrangement with Nova-HP, an Illinois nonprofit corporation (aka Highland Park Teen Center NFP) which is an affiliate of the Park District, to facilitate the provision of after school sports, music and arts opportunities to high school students. School District is authorized to allow lease and/or use of school facilities by other local government and community groups pursuant to the Illinois School Code.
- D. . The Park District and the School District ~~are therefore desirous of cooperating~~ desire to cooperate to allow the use of School District facilities -whereby the equipment and facilities of the School District may be used by the Park District, through its arrangement with Nova-HP for the provision of after school programs for high school students, in order to give the public increased utilization and benefit of the properties for both School District and Park District purposes.

Formatted: English (United States)

E. This Agreement does not make either Pparty the agent of the other, or create a partnership, joint venture or similar relationship between the Pparties.

NOW, THEREFORE, in consideration of the mutual promises of the Parties hereinafter contained and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals. The recitals are hereby incorporated and made part of this Agreement.

2. Term. This Agreement shall be for an initial term of two (2) years commencing on _____, provided that either party may terminate this Agreement at the conclusion of the first year by written notice to the other Party of its intent to terminate the agreement. Such notice shall be sent by certified mail return receipt requested to the other Party at its address set forth below (or such other address as either Party may hereinafter designate to the other party in writing), or by hand delivery evidenced by receipt, on or before _____.

3. Purpose. The Park District shall be authorized to use the Properties for the purpose of providing programs to high school students in the community outside of school hours (“Program”).

4. Assignment. Subject to approval by the School District as detailed below, the Park District may enter into an arrangement with its affiliate Nova-HP, an Illinois nonprofit corporation, assigning part or all of the Park District’s rights under this Agreement to Nova-HP. Neither the Park District nor the School District shall be deemed to be the employer of any Program staff. In the event of such assignment, the Park District shall retain all its obligations and responsibilities under this Agreement vis a vis the School District unless otherwise expressly provided in this Agreement. In order to be effectuated, such an assignment must be approved by the School District through execution of an agreement between the School District and Nova-HP (the “Nova Agreement”) outlining further conditions of use of the Properties and other terms referenced in this Agreement or deemed appropriate by the School District. The Nova agreement between the School District and Nova-HP, if executed, shall include provisions by which Nova-HP assumes responsibility and liability for damage to the Properties (other than ordinary wear and tear) and injury to persons arising from its use of the Properties, and Nova agrees to indemnify the School District for same, and further agrees to provide security and supervision for the Program and liability insurance on terms acceptable to the School District.

5. Staffing. All staff working in the Program on the Properties, whether volunteers or employees of the Park District or assignee Nova-HP, shall submit to fingerprint criminal background checks

at the expense of the Park District or assignee. All Program staff shall be volunteers or employees of the Park District or assignee Nova-HP. [Nova shall not knowingly employ any individual who has been convicted of any of the offenses enumerated in Section 8-23\(c\) of the Park District Code, 70 ILCS 1205/8-23\(c\).](#) The School District retains the right to exclude any Program staff from the Properties when, in its sole discretion, it finds such staff to be unsatisfactory. The Highland Park High School Principal will be the School District contact for Program staff.

6. The Properties. The Park District shall have use of the following School District property (the "Properties"):

a) One (1) office in Highland Park High School to be occupied by one (1) individual responsible for the Program, such as the Executive Director of Nova-HP. Such office will have phone access. Long distance and other costs directly attributable to phone use in that office shall be paid by the Park District; copiers will be available for use at cost. The Nova Agreement, if executed, will require Nova-HP to assume such phone and copier costs, and will address the availability of a School District email account.

b) One (1) room in which to set up and maintain radio equipment for operation of a radio program as an activity in the Program.

c) Other rooms and facilities at Highland Park High School outside of school hours for use in the Program, in accordance with the approval and priority usage set forth in this Agreement.

d) The Park District shall have the right to use such public and visitor driveways and parking areas that currently exist or that are installed in the future on the Properties for access to and from the Properties and for parking purposes relating to Program uses, provided that this use shall not unduly interfere with the School District usage.

7. Approval and Priority for Use of the Properties. The Park District shall request space for Program use under paragraph 6.c above. Park District requests for use under separate usage agreements with the School District shall have priority over requests under this Agreement. The School District and Park District will provide dates and times of uses by the end of February of each year during the term of this Agreement for use during the following year that runs from July 1 through June 30. At that point, both Parties ~~can see~~ [will determine whether if](#) requests [for the Nova program](#) can be accommodated. The Park District also may make additional requests to the School District during the year for Program use of the Properties under paragraph 6.c above, which requests will be subject to School District approval. The Park District shall continue to make all requests for Program usage of the Properties even in the event Nova-HP becomes the assignee under this Agreement.

The School District shall have the right to rent school buildings on the Properties to third parties when they are not scheduled by the Park District for activities or programs.

8. Parking. It is agreed that during non-School Hours, the School District shall not restrict public use of drives, parking lots, and other common areas at the properties as may be required for Program use by the Park District, except as may be necessitated for safety, security, construction or repairs.

9. Building Access, Security and Custodial Services. The School District will provide one (1) security access swipe card to the individual responsible for the Program under paragraph 6.a; use of this card is subject to all rules and procedures applicable to School District staff. The School District shall not be responsible for providing supervision for the Program staff or activities contemplated by this Agreement. The School District shall be responsible for building security, routine custodial maintenance, and supplies for the Properties when the High School building is otherwise in use by the School District. If the Properties in paragraph 6.c are used for Program purposes outside such time of general building use by the School District, the School District will require that the Park District pay the costs for District staff to provide security and custodial services. In the event the Nova Agreement is executed, any -such costs attributable to Nova shall be addressed by borne by Nova, in the Nova Agreement, if executed.

10. Policies, Rules and Regulations. All use of the Properties by Program staff, employees, volunteers, agents, guests and invitees is subject to the Board Policies and Administrative Procedures of the School District, and student handbook and athletic codes.

11. Storage. The School District agrees to provide the following storage space for equipment used in the Program offered on the Properties: ~~when feasible~~

(List).

12. Repair Notice. If either Party observes any of the other Party's items needing repair, it will timely advise the other Party, who shall make or cause to be made all necessary repairs and reconstruction at its sole cost and expense in a timely manner.

13. No Third Party Beneficiaries. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party, except that the Park District has the right to assign to Nova its rights under this Agreement.

14. Entire Agreement. This Agreement constitutes the entire agreement between the Parties

Formatted: English (United States)

pertaining to the subject matter hereof and supersedes all prior or contemporaneous agreements and understandings whether oral or written of the Parties in connection therewith. No modification of this Agreement shall be effective unless made in writing, signed by both Parties, and dated after the date hereof.

IN WITNESS WHEREOF Park District and School District have each caused this Agreement to be executed by duly authorized officers thereof as of the date and year first above written.

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

Township High School District No. 113
1040 Park Avenue West
Highland Park, Illinois 60035

By:

By:

President

President

Attest:

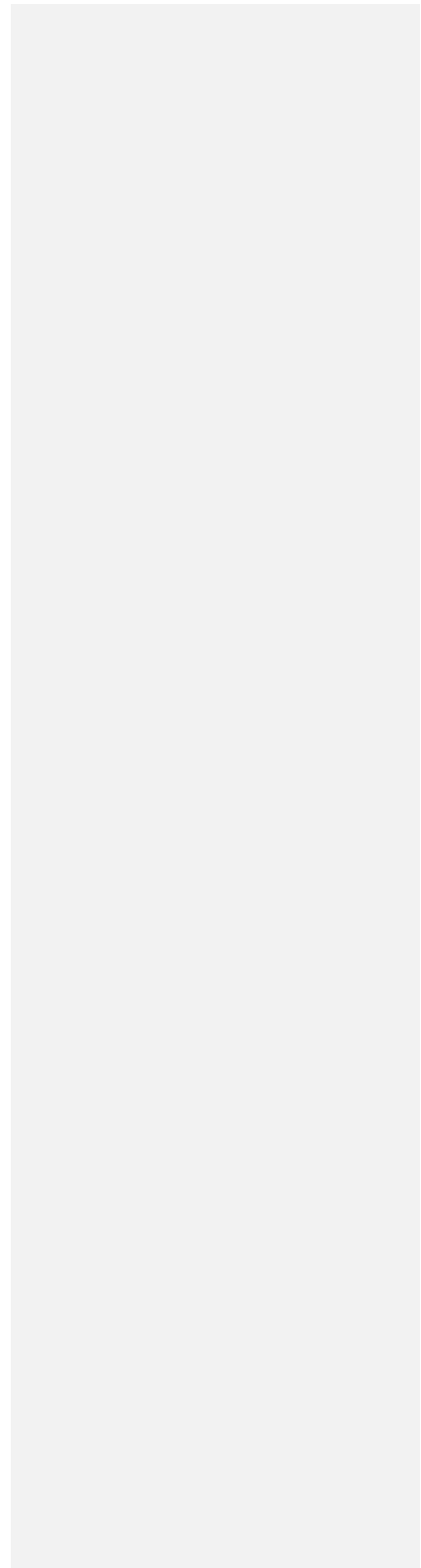
Attest:

Secretary

Secretary

Date

Date





MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

Date: November 27, 2013

Re: Rosewood Update

C: Executive Director McElroy

A status report will be given on the construction at Rosewood at the December 3, 2014 Workshop Meeting.



MEMORANDUM

To: Board of Park Commissioners

From: Director Baker

Date: November 27, 2013

Re: **EMERALD ASH BORER (EAB) UPDATE**

C: Executive Director McElroy, Superintendent Green

Staff will attend the December 3rd Board Workshop to present an update on the status of the Emerald Ash Borer (EAB) tree removals.



To: Executive Director/Board of Commissioners
From: Director of Finance
Date: December 3, 2013
Subject: Bills presented for the Board's review on December 3, 2013.
Checks written November 15, 2013 through November 22, 2013

BILLS

<u>DATE</u>		<u>AMOUNT</u>
November 22, 2013	\$	97,026.41
Bank Drafts	\$	11,052.29
P-Card	\$	176,319.94
TOTAL	\$	284,398.64

PAYROLL DISBURSEMENTS

November 29, 2013	\$	301,942.65
TOTAL	\$	301,942.65
GRAND TOTAL	\$	586,341.29



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP BANK						
10034	ABSOLUTE HOME IMPROVEMENTS	11/22/2013	Regular	0.00	7,665.00	174190
10049	ADP, INC.	11/22/2013	Regular	0.00	5,392.03	174191
10062	AIR COMFORT CORP	11/22/2013	Regular	0.00	39,565.52	174192
10088	ALICIA O'CONNOR	11/22/2013	Regular	0.00	390.00	174193
13696	ANIMAL QUEST ENTERTAINMENT IN	11/22/2013	Regular	0.00	50.00	174194
10221	AUDE WILKINS-PETTY CASH	11/22/2013	Regular	0.00	300.00	174195
10305	BLECK ENGINEERING COMPANY, INC	11/22/2013	Regular	0.00	190.00	174196
10378	CALL ONE	11/22/2013	Regular	0.00	4,535.54	174197
10536	COMCAST	11/22/2013	Regular	0.00	91.42	174198
10720	DIRK URBAN	11/22/2013	Regular	0.00	7,700.00	174199
13672	DONNA ORSI	11/22/2013	Regular	0.00	151.00	174200
11011	GRANT BOYLE	11/22/2013	Regular	0.00	1,595.00	174201
11104	HIGHLAND PARK COUNTRY CLUB	11/22/2013	Regular	0.00	16,577.46	174202
13691	JAY ZAYER	11/22/2013	Regular	0.00	91.00	174203
13692	JULIE MOSS	11/22/2013	Regular	0.00	226.00	174204
11797	MIDCO	11/22/2013	Regular	0.00	6,115.40	174205
11926	NORTH SHORE GAS	11/22/2013	Regular	0.00	1,556.64	174206
13697	PACK 31	11/22/2013	Regular	0.00	40.00	174207
12063	PIERO'S PIZZA, INC.	11/22/2013	Regular	0.00	1,252.65	174208
12129	PURCHASE POWER	11/22/2013	Regular	0.00	2,500.00	174209
12208	RICOH AMERICAS CORP	11/22/2013	Regular	0.00	269.00	174210
12211	RICOH USA, INC	11/22/2013	Regular	0.00	388.75	174211
13673	STEVE KATZ	11/22/2013	Regular	0.00	192.00	174212
13694	TRACY LOEWENTHAL	11/22/2013	Regular	0.00	117.00	174213
13695	YOO MI HAHN	11/22/2013	Regular	0.00	75.00	174214

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	26	25	0.00	97,026.41
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
	26	25	0.00	97,026.41



Park District of Highland Park, IL

Check Register

Packet: APPKT00116 - 2013-11-22 3

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	11/07/2013	Bank Draft	0.00	176,319.94	DFT0000154
11188	ILLINOIS DEPT. OF REVENUE	11/19/2013	Bank Draft	0.00	288.00	DFT0000156

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	176,607.94
EFT's	0	0	0.00	0.00
	2	2	0.00	176,607.94

Check Register

Packet: APPKT00116-2013-11-22 3

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	11/15/2013	Bank Draft	0.00	9,247.78	DFT0000155
10058	AFLAC	11/18/2013	Bank Draft	0.00	1,446.51	DFT0000157
12825	ICMA RETIREMENT TRUST #705568	11/15/2013	Bank Draft	0.00	70.00	DFT0000158

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	10,764.29
EFT's	0	0	0.00	0.00
	3	3	0.00	10,764.29

P-CARD TRANSACTIONS

10/08/13 - 11/07/13

Vendor Name	Transaction Count	Amount Total
2XL CORP/CARE-GYMWIPES	1	\$1,299.59
4IMPRINT	1	\$556.22
ACCUCUT, LLC	2	\$547.50
ACORN NATURALISTS	1	\$61.15
ADOLPH KIEFER AND ASSO	1	\$99.95
ADVANTAGE SIGN SUPPLY	2	\$541.23
AFFY TAPPLE	1	\$57.26
AIR COMFORT CORPORATIO	9	\$4,833.00
AMAZON MKTPLACE PMTS	8	\$232.78
Amazon.com	3	\$168.72
AMERICAN 00173146656535	1	\$417.80
AMERICAN BUILDING SVCS	1	\$250.00
AMERIGAS propane	1	\$70.00
AMERITEX	1	\$244.10
ANIMAL CARE CTR OF LK	1	\$219.45
ANTONS FRUIT RANCH	1	\$11.08
APPLE HOLLER	1	\$790.00
AQUA VISIONS	1	\$340.79
ARAMARK 79380139	1	\$238.28
ARC SERVICES/TRAINING	4	\$327.00
ARLINGTON POWER EQUIPM	1	\$666.75
ATT BUS PHONE PMT	7	\$1,087.35
AVALON PETROLEUM	2	\$9,935.93
B & H PHOTO-VIDEO.COM	1	\$173.00
BARRACUDA NETWORKS INC	1	\$400.00
BED BATH & BEYOND #64	1	\$67.96
BELLA VIA RISTORANTE	1	\$149.80
BEST BUY 00003137	2	\$63.98
BUCK BROS INC LIBERTYV	1	\$40.15
BUFFOS	1	\$76.24
BURRIS EQUIPMENT CO	1	\$464.00
CDW GOVERNMENT	4	\$1,318.78
CELLO DEPOT INC	1	\$114.06
CERAMIC SUPPLY CHICAGO	1	\$177.90
CHARLES J. FIORE CO	3	\$502.77
CHIPOTLE 0580	1	\$36.90
CITY OF HIGHLAND PARK	2	\$14,686.20
CLIFFORD WALD AND COMP	1	\$436.31
COLUMBIA PIPE & SUPPLY	3	\$156.13
CONSERV FS INC	1	\$2,368.68
CORNER BAKERY	1	\$225.40
COUNTRY BUMPKIN GARDEN	1	\$615.50
COUNTRY STYLE MARKET P	1	\$189.97
CRAFTWOOD LUMBER COMP/	43	\$1,019.23
CROSSFIT FREEDOM	1	\$20.00
CTC CONSTANTCONTACT.CO	1	\$170.00
CVS #05960	2	\$66.69
CVS PHARMACY #4787 Q03	2	\$26.55
CYGANY, INC	1	\$565.00
DADANT AND SONS INC	1	\$216.45

P-CARD TRANSACTIONS

10/08/13 - 11/07/13

DARLING INTERNATIONAL	2	\$236.00
DD/BR #306048 Q35	3	\$100.65
DIRECT FITNESS SOLUTIO	1	\$329.00
Discount School Supply	1	\$41.54
DLT SOLUTIONS 703-773-	1	\$1,444.06
DMI DELL K-12/GOVT	6	\$3,139.55
DOLRTREE 2139 00021394	1	\$10.00
DOLRTREE 4921 00049213	1	\$35.00
Dominicks Stor00031096	1	\$2.19
DROPBOX	1	\$99.00
EAGLE FENCE DISTRIBUTI	1	\$106.72
EBS	1	\$378.50
ECOLAB CENTER	1	\$383.84
EMERGENCY MEDICAL PROD	1	\$59.13
EXPEDIA Expedia.com	3	\$666.60
EXPERT CHEMICAL & SUPP	1	\$335.00
FEDEX 443359268	1	\$60.28
FISHTECH	4	\$53.80
FITNESS EXPERIENCE	1	\$185.00
FLUORECYCLE INC.	1	\$111.49
FOREST AWARDS	8	\$306.22
FOX VALLEY FIRE AND SA	2	\$700.50
FROMUTH TENNIS MOTO	1	\$37.95
FULL SOURCE LLC	1	\$229.24
FUN EXPRESS	1	\$185.56
G AND O THERMAL SUPPLY	1	\$103.92
GAI GAIAM AMERICAS	1	\$309.30
GENESIS NURSEY INC	2	\$2,339.72
GOLF ASSOCIATES SCOREC	1	\$1,122.28
GOVERNMENT FINANCE OFF	1	\$150.00
GROOT INDUSTRIES INC	1	\$116.33
HALOGEN SUPPLY COMPANY	2	\$9,637.90
HANCOCK FABRICS 6171	1	\$15.83
HIGHLAND PARK FORD LIN	1	\$475.75
HIGHLAND PARK UTILITY	42	\$30,690.96
HP CHAMBER OF COMMERCE	1	\$35.00
HYATT HOTELS MCCORMICK	1	\$93.73
ICE MOUNTAIN WATER	1	\$96.16
IDLEWOOD ELECTRIC/HIGH	7	\$272.32
IDLEWOOD ELECTRIC/HIGH	4	\$85.92
ILIPRA 00 OF 00	2	\$420.00
ILLINOIS ASSOC OF PARK	1	\$175.00
INFINITY FOUNDATION	1	\$50.00
INTERNATIONAL TRANSACTIO	1	\$0.48
IPRA	1	\$150.00
J2 EFAX PLUS SERVICE	1	\$33.90
JEWEL #3453	1	\$25.34
JEWEL #3459	13	\$541.20
JFP ALESCO SANS GRAPPH	2	\$144.80
JIMMY JOHN'S - CLAVQPS	1	\$127.79
JIMMY JOHNS - 488	1	\$38.25

P-CARD TRANSACTIONS

10/08/13 - 11/07/13

JO-ANN STORES #2117	1	\$175.41
JOHNSTONE SUPPLY OF GU	4	\$431.48
JORSON AND CARLSON COM	1	\$125.72
JUSTRITESAFETYONLINE.C	1	\$94.91
KANDM TEAM OUTFITTERS	3	\$97.00
KEN'S QUICK PRINT, INC	1	\$364.75
KEYSTONE HATCHERIES	1	\$369.15
KEYTH TECHNOLOGIES	2	\$237.00
KEYTH TECHNOLOGIES	1	\$22.50
KLIPFOLIO INC.	1	\$60.00
LAKE CTY HEALTH DEPT L	1	\$60.00
LAKESIDE GLASS & MI	1	\$680.00
LIFE FITNESS	1	\$74.01
LINCOLN EQUIPMENT INC	1	\$889.70
LOGSDON OFFICE SUPPLY	2	\$3,088.00
LOWES #01748	1	\$51.92
LOWES #02728	4	\$936.83
LOWES #02751	2	\$199.00
MANN LAKE LTD	1	\$908.80
MARCH INDUSTRIES,	1	\$148.66
MARTIN LUTHER KING SEL	1	\$21.00
MASTER BREW BEVERAGES	1	\$404.86
MATERIAL SYSTEMS INC	1	\$1,187.83
MCMASTER-CARR	1	\$44.33
MENONI AND MOCOJNI	9	\$666.53
MICHAELS STORES 2037	1	\$45.56
MICHAELS STORES 3849	2	\$43.29
MIDWEST AUDIO	2	\$5.09
MIDWEST GROUNDCOVER	1	\$566.28
MOBILE MINI	2	\$299.12
MONOPRICE INC	1	\$84.81
MRS GROSSMANS PAPER CO	1	\$87.74
MS TEDDY BEAR	1	\$622.00
MUSCLEDRIVER USA	1	\$40.17
MUTUAL ACE HARDWARE	46	\$3,293.41
NATURE KICK CORPORATIO	1	\$280.00
NELS J JOHNSON TREE EX	1	\$11,193.00
NORTHSHORE COLLISION	1	\$1,536.25
OFFICE DIRECT INC	1	\$146.09
OFFICE MAX	1	\$99.99
ONCE UPON A BAGEL	1	\$67.66
ONCOURT OFFCOURT, LTD	1	\$426.48
ORIENTAL TRADNG CO	1	\$653.24
OVERNIGHTPRINTS	1	\$68.90
PALOS SPORTS INC	2	\$59.79
PANERA BREAD #4019	1	\$30.58
PANERA BREAD #644	4	\$369.87
PARKING METER ZONE 2	1	\$6.00
PARTY CITY #168	7	\$507.77
PARTYCITY.COM	1	\$55.20
PAYPAL DEALGENIUS	1	\$10.91

P-CARD TRANSACTIONS

10/08/13 - 11/07/13

PDRMA	5	\$225.00
PELLUCID	1	\$1,550.00
PIERO'S PIZZA HIGHLAND	1	\$57.61
POWER SYSTEMS	1	\$211.39
PRINCE AMERICAS LLC	1	\$424.43
PROVANTAGE LLC	2	\$578.62
PUBLIC RISK MANAGEMENT	1	\$385.00
PUNCHBOWL, INC.	1	\$79.99
QI AFTERSCHOOL.COM	1	\$211.29
RADIOSHACK COR00164103	3	\$54.98
READY CARE/ PUREFIJI	1	\$695.40
RECORD A HIT ENTERTAIN	2	\$1,875.00
RED'S GARDEN CENTER, I	7	\$1,536.40
REG.NGIN.COM	1	\$225.00
REINDERS, INC.	1	\$795.00
ROBERT HALF INTERNATIO	4	\$5,122.62
ROSEBUD PIZZARIA	1	\$103.00
S&S WORLDWIDE	2	\$27.58
SAMSCLUB #6228	2	\$301.64
SAMSCLUB #6331	1	\$420.07
SANTO SPORT STORE	2	\$971.90
SENTRY SECURITY	1	\$57.54
SHERIDAN AUTO PARTS	14	\$1,492.55
SHERWIN WILLIAMS #3396	1	\$710.97
SHERWIN WILLIAMS #3720	1	\$149.90
SIGNS NOW	5	\$563.96
SMARTHOME	1	\$56.87
SMITHEREEN PEST MANAGE	5	\$371.00
SPRINT WIRELESS	2	\$3,392.15
STAPLES 00116616	2	\$63.24
STARBUCKS #02543 HIGHL	1	\$39.73
START RITE TENNIS	1	\$47.07
SUN TIMES MEDIA ADVERT	1	\$57.60
SUNSET FOODS #1	5	\$110.82
SWANK MOTION PICTURES	1	\$321.00
TARGET 00011684	3	\$69.40
TCE HRDIRECT/GNEIL	1	\$69.68
TENNISDRILLS.TV SUBSCR	1	\$199.00
THE COLEMAN COMPANY	1	\$20.35
THE HOME DEPOT 1926	14	\$1,355.42
THEWASSERSTROMCOMPANY	1	\$7.02
THORNTONS #312	4	\$264.28
TIPPET INC.	1	\$203.00
TLF ULLENBRUCHS FLOWER	1	\$137.80
TPC GOPHER	2	\$644.44
UPPER CRUST BAGELS	1	\$18.26
UPS 000000X520W4413	1	\$7.16
US TOY CO INC 2	1	\$22.61
USPS 16360600333301813	3	\$27.12
WAL-MART #3893	2	\$53.80
WALGREENS #1173	1	\$61.96

P-CARD TRANSACTIONS

10/08/13 - 11/07/13

WALGREENS #3273	2	\$16.18
WALGREENS #5428	1	\$9.95
WAREHOUSE DIRECT	45	\$6,570.75
WAUKEGAN TIRE & SUPPLY	3	\$1,833.40
WESTSIDE TRACTOR SALES	1	\$71.75
WHATS HAPPENING COMMUN	1	\$350.00
WILL ENTERPRISES	1	\$414.61
WINDY CITY NOVELTIES	4	\$886.16
WM EZPAY	1	\$357.03
WSG WILSON SPTG GDS	2	\$199.94
WW GRAINGER	6	\$354.58
WWW.ELITEDEALS.COM	1	\$1,096.95
WWW.NEWEGG.COM	5	\$999.92
XYTRONIX RESEARCH	1	\$329.88
YOUR ADVANTAGE II LTD	1	\$482.00
ZEPOLE RESTAURANT SUPP	1	\$128.35
TOTAL		\$176,319.94