

**NOTICE OF MEETING**  
**Tuesday, April 28, 2020**  
**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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**REGULAR MEETING AGENDA**

Members of the public may view a live stream of the Regular Board Meeting by clicking the Tuesday, April 28 Regular Board Meeting Video link found at <https://www.pdhp.org/park-board/meetings/>

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA  
For public comment, members of the public should email Brian Romes, Executive Director, at [bromes@pdhp.org](mailto:bromes@pdhp.org). Emails will be accepted until 5:45 p.m. on Tuesday, April 28. Email comments will be read aloud during the meeting.
- V. EMERGENCY OPERATIONS PLANNING AND RESPONSE TO COVID-19
- VI. CONSENT AGENDA
  - A. Minutes from March 10, 2020 Workshop Meeting
  - B. Minutes from March 31, 2020 Regular Board Meeting
  - C. Bills and Payroll in the amount of \$1,173,099.72
- VII. UNFINISHED BUSINESS
  - A. Approval of the 2020 District HVAC Bid
  - B. Approval of the 2020 License Agreement with the North Shore Yacht Club
  - C. Approval of the 2020 Park Avenue Dredging Bid
- VIII. TREASURER'S REPORT
- IX. NEW BUSINESS
  - A. Approval of Sunset Valley Golf Club Restaurant/Bar Lease Agreement
  - B. Parks Foundation Update
  - C. Director's Report
  - D. Board Comments
- X. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT: Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or

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imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

**XI. ACTION FROM CLOSED SESSION IF ANY**

**XII. ADJOURNMENT**

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



# Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: April 28, 2020

Subject: **COVID-19 Emergency Operations Planning Update**

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## **Summary**

Executive Director Romes will provide an update regarding the Park District's emergency operational plans and response efforts due to the SARS-CoV-2 (Corona) Virus.

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF WORKSHOP MEETING  
MARCH 10, 2020**

The Workshop Meeting of the Board of Park Commissioners of the Park District of Highland Park was held in the Multi-Purpose Room at the West Ridge Center, 636 Ridge Road, Highland Park, Illinois.

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

**ROLL CALL**

**Present:** Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Ruttenberg, President Kaplan

**Absent:** None

**Staff Present:** Executive Director Romes; Director Smith, Director Voss, Director Dunn, Director Peters, Director Gogola, Director Carr; Assistant Director Henriques; General Manager/Superintendent of Golf Operations Ochs; Manager DiTomasso, Manager Grill; Executive Coordinator Hejnowski

**ADDITIONS TO THE AGENDA**

**EMERGENCY OPERATIONS PLANNING AND RESPONSE TO COVID-19**

Executive Director Romes reported that staff, including Donna Dunn, Director of Human Resources and Risk Management, Mitch Carr, Director of Recreation and Facilities, Liz Gogola, Director of Communications and Marketing, and himself have been closely monitoring the coronavirus (COVID-19) and associated health advisories issued by the World Health Organization, the Center for Disease Control, the Lake County Health Department and the Illinois Department of Public Health (IDPH). The District wants to ensure the Park Board and the community, that the health and safety of program participants, facility patrons, and staff is of the utmost priority.

The District is in regular communication with the City of Highland Park, as well as our other community partners at District 112 and 113. The City is in constant communication with the Highland Park Hospital and working with local, state, and national partners to ensure both the City and the Park District are taking precautionary measures to develop an Emergency Operations Plan.

Fortunately, the Illinois Department of Public Health continues to emphasize that the immediate health risk to the general public remains low, and the practices being implemented are focused on prevention, preparedness, continued education, and communication.

From a prevention standpoint, the Park District encourages staff, program participants, and community members to practice every day preventative actions, including staying home when sick, covering coughs and sneezes, frequent handwashing, avoiding the touching of eyes, nose, and mouth, and routine cleaning of frequently touched surfaces and objects.

Park District facilities have been provided extra cleaning supplies and are implementing additional measures to keep all facilities clean and safe.

The District is encouraging everyone to follow the three C's; Clean, Cover, and Contain. Clean your hands often with soap and water, cover your mouth when you sneeze, and stay home when you are sick to contain the spreading of germs. The Park District has even adopted germ-free greetings including the elbow bump or the foot shake.

In addition to regular communication with local and state agencies regarding COVID-19, the District is meeting weekly with local government partners including the Cities of Highland Park, Highwood, and Deerfield, the Highland Park Hospital, the Highland Park Library, Lake County, Moraine Township, and North Shore School District's 112 and 113; to ensure all parties are working together to prevent and prepare.

### **AFFILIATE AND SPONSORED GROUPS**

Assistant Director Henriques reported that policy 6.05, which governs the District's relationship with Affiliate and Sponsored Organizations, requires Park Board approval of yearly agreements. The District has asked current Affiliates and Sponsored Organizations, as well as a new Highland Park not-for-profit organization seeking affiliate status, to provide a brief presentation describing who they are, what they do, and how their organization benefits the Highland Park Community. Presenting groups include the American Youth Soccer Organization (AYSO), Highland Park Pops, Highland Park Strings, Highland Park Players, and Uptown Music Theater.

#### **American Youth Soccer Organization**

Assistant Director Henrique introduced Henry Kalter, Field and Safety Director and Brian Pastroff, Treasurer, from AYSO. Mr. Kolter reported that AYSO has been an affiliate of the Park District for over 40 years serving around 650 Highwood and Highland Park residents. Mr. Kolter reported the organization is not asking for financial contributions from the District. Instead, they are seeking continued use of Olson Park for soccer practices and games and would like to offer funds to renovate fields to show their appreciation and meet the needs of the soccer community. They are seeking approval from the Park Board and the District to renew an agreement with the Park District.

### **Highland Park Pops**

President Kaplan introduced Mark Zarr, Leader, Highland Park Pops. Mark Zarr reported that the Highland Park Pops is a 17-piece jazz band playing music from the early 1900s through today. The organization conducts weekly rehearsals at West Ridge Center and stores their instruments and equipment at the facility. The organization has a long-standing commitment and relationship with the City and Park District. The purpose of the organization is to provide a structured framework for big band musicians to play jazz in a structured setting on a weekly basis and to perform at civic functions throughout Highland Park and the north shore. 40% of the organization's members are Highland Park Residents. Mr. Zarr reported the organization is not asking for financial contributions from the District. The Highland Park Pops are seeking approval from the Park Board and the District to renew the current agreement so the 17-piece band can continue rehearsing and utilizing West Ridge Center.

Commissioner Grossberg would like to know if the organization is paid for their performances.

Mr. Zarr reported the musicians are not paid, but depending on the function, sometimes the organization receives donations.

Commissioner Grossberg would like to know if the Highland Park Pops would be available to play at some of the Districts events.

Mr. Zarr thanked Commissioner Grossberg reporting the Highland Park Pops are always available and eager to perform at events and functions offered by the District.

### **Highland Park Players**

President Kaplan introduced Ira Rosenthal, Vice President of the Highland Park Players. Mr. Rosenthal reported that the Highland Park Players have been an affiliate of the Park District for 32 years, conducting over 40 performances and award-winning musicals. Some productions are held in Highland Park and the board consists of 10 members, 5 of whom are residents. The Highland Park Players are a non-profit organization whose purpose is to enrich, educate, and entertain the community by providing area residents the opportunity to attend or participate in a unique theater experience. All organization funds are generated from grants, small donations, tickets, and ad sales. The Highland Park Players are seeking rehearsal space, possibly a venue to host large scale productions, and are seeking approval from the Park Board and the District to renew the current agreement.

Commissioner Grossberg would like to know if the organization has been in contact with the local schools for production space?

Mr. Rosenthal reported the Highland Park Players have been in communication with the local high school, with no luck since they require 3 weekends to host a production.

### **Highland Park Strings**

President Kaplan introduced Larry Block, Founder of the Highland Park Strings. Mr. Block reported that the Highland Park Strings have been an affiliate of the Park District for 41 years, beginning in 1979. The mission of the organization is to provide community classical concerts free of charge to Highland Park residents. Each concert caters to crowds ranging from 800 – 1000 residents. Mr. Block thanked the Park District for their contributions, ranging from rehearsal space to annual stipends to support the organization. The Highland Park Strings are seeking approval from the Park Board and the District to renew the current agreement.

### **Uptown Music Theater**

President Kaplan introduced Jamie Davidson from the Uptown Theater Group. Mr. Davidson reported that the Uptown Theater Group is a non-profit organization who provides educational instruction and training to help individuals in Highland Park to improve their theater abilities. Mr. Davidson reported that all rehearsals and performances will be held exclusively in Highland Park and 90% of the organization and participants are residents. The organization is seeking rehearsal space from the District and hopes to become an affiliate or sponsored organization.

## **ROSEWOOD BEACH**

Director Smith reported that at the February 25 Board Meeting staff reviewed options to further address erosion at Rosewood Beach due to record high lake levels and increased storm activity in Lake Michigan. Staff discussed with the Park Board a proposal from SmithGroup to develop construction documents for back of the beach revetments in the Interpretive and Swimming Coves. Staff also presented options to the Park Board for addressing erosion in the Recreation Cove. The Park Board approved staff entering into an agreement with SmithGroup to develop construction documents for the back of the beach revetments in the Interpretive and Swimming Coves, as well as construction documents for sand nourishment and breakwater enhancement in the Recreation Cove.

Director Smith reported that Margaret Boshek from SmithGroup will present detailed plans for sand nourishment and breakwater enhancement in the Recreation Cove. To ensure this work is completed prior to the opening of Rosewood Beach this summer, a construction bid packet will need to be released by March 12.

Director Smith reported that staff is seeking direction from the Park Board on proceeding with this bid for the Recreation Cove. If the Park Board elects to move forward, bid results will be shared at the March 31 Regular Park Board Meeting.

Ms. Boshek provided images of Rosewood Beach from 2015 through today and identified recession points forming in the Recreation Cove as a result of storm damages. She reported that waves are toppling over the breakwaters, crashing into the coves, and reaching the boardwalk causing exposure of rubble. She indicated that the first three breakwaters have sheetpile stems built within them which prevents a loss of sand from side-to-side or cove-to-cove. Unfortunately, the south breakwater in the Recreation Cove (the breakwater closest to the bluff), does not have a sheetpile stem built within it. This is causing it to be permeable. The high lake levels are allowing waves to pass through the rubble stones of this breakwater, resulting in a loss of sand in the cove and erosion along the backside of the breakwater.

Ms. Boshek recommends rock bedding stone and geo-textile fabric be placed along the south breakwater near the stem. Also, sand is recommended to be brought in and placed along the breakwater, and throughout the cove, to rebuild the shoreline. Her estimation of how much sand would be needed is based on the 2019 survey. She is determining the slope based on engineering trends and evidence gathered from the sand placement conducted in the Interpretive and Swimming Coves. Ms. Boshek estimates 5,500 cubic yards of sand will need to be placed and extend 64ft from the eroded areas within the cove, for an estimated cost of \$300,000.

Commissioner Bernstein would like to know if there are more affordable options.

Ms. Boshek reported that the district could shave the project costs to \$250,000, but areas of the cove will be negatively impacted. The current estimate will create an impermeable breakwater which will prevent further loss of sand.

Vice President Ruttenberg would like to know what the District would have to do if the Park Board does not approve the recommended construction and nourishment for the Recreation Cove.

Ms. Boshek and Director Smith reported that the playground and shade structures would need to be removed. The cove would have to be fenced off and signage would need to be placed to prevent individuals from accessing the cove since it poses a safety hazard.

Vice President Ruttenberg would like to know if the boardwalk would have to be fenced off.

Ms. Boshek reported that severe storms will continue to undermine the boardwalk. Staff will need to evaluate the boardwalk after each storm and block off it poses safety issues.

Commissioner Bernstein would like to know if the Park Board approves the recommended construction and nourishment for \$300,000, what will the Recreation Cove look like after the lake levels recede.

Ms. Boshek estimates the slope will flatten as intended, but the District will have the ability to move sand at lower levels to create a perched beach.

Commissioner Bernstein reported that Ms. Boshkek stated that 80% of the sand replenishment for the Interpretive and Swimming Coves would work and asked if she still stands by that.

Ms. Boshkek believes the nourishment in the Swimming Cove has exceeded her expectations and is preventing scouring. She feels the nourishment in the Interpretive Cove has suffered some loss due to the ravine as predicted, but the sand placed in front of the Interpretive Center has built resilience and is protecting the facilities infrastructure which was the greatest concern.

Commissioner Bernstein would like to know what the beaches will look like this summer assuming the Park Board approves the recommended construction and nourishment.

Ms. Boshkek reported that the sand placed in Swimming and Interpretive Coves is stable, so she does not see any changes occurring before and throughout the summer months. If the construction and nourishment is approved for the Recreation Cove, the community will have a new beach, but it may not be as flat as needed since placement will occur in the late Spring.

Commissioner Bernstein would like to know what is recommended come the Fall.

Ms. Boshkek suggested waiting until the Fall to reanalyze all three coves and determine if revetments are needed since this work can be done in the winter.

President Kaplan would like to know what the life expectancy of the Recreation Cove would be if the construction and nourishment are approved.

Ms. Boshkek estimated 1-2 years if the water levels continue to rise.

Vice President Ruttenberg would like to know how much of the \$300,000 is for the breakwater vs. the sand replenishment.

Ms. Boshkek and Director Smith reported that it is \$50,000 for the materials and \$250,000 for the sand. Sand is currently \$23 per cubic yard. The mobilization is included in the \$250,000.

Commissioner Bernstein feels that the District needs to move forward with the recommended construction and sand replenishment in the Recreation Cove. President Kaplan and Vice President Ruttenberg agreed.

Commissioner Grossberg is worried about the costs for other beaches and the future work it will take to make those usable, so he is cautious to spend more money at Rosewood Beach.

Commissioner Bernstein reported that two of the District's four beaches should not require a lot of money from capital, and Park Avenue's primary function is boating, so it should be tackled differently. He feels the District has made a significant investment at Rosewood Beach, so it would be irresponsible to not protect that investment.

President Kaplan reported that 4 members of the Park Board are electing to move forward, so Director Smith will release a construction bid packet by March 12 and share bid results at the March 31 Regular Park Board Meeting.

### **SUNSET VALLEY YOUTH GOLF DEVELOPMENT AND SHORT GAME AREA**

Superintendent Ochs reported that the Parks Foundation of Highland Park, with significant contribution from Illinois Golf Hall of Famer, Joel Hirsch, has been raising funds for a new state-of-the-art Youth Golf Development and Short Game Area at Sunset Valley Golf Club. This facility is designed to encourage younger and newer golfers, as well as entice more seasoned golfers who wish to concentrate on their short game. Also, this will be an area for the Highland Park High School golf teams to warm up before they begin their matches. Golfers will be able to access the new “Youth Golf Development and Short Game Area” very easily, as it is planned to be adjacent to the south parking lot at Sunset Valley Golf Club. Staff has contracted Rick Jacobson to design and develop the short game area. Bids for construction were released to the public on February 11, 2020.

Staff received two bids for the Sunset Valley Youth Golf Development and Short Game Area on March 3 from two golf course construction companies. The lowest responsible bidder was Wadsworth Golf Construction at \$148,046.50. Wadsworth was also the Golf Course Construction Company for Sunset Valley in 2017 and has worked on numerous local golf course renovations and staff is pleased with their results.

This project is solely funded by donations and a grant. The estimated overall budget for all hard costs and soft costs is \$200,000. Currently, the Parks Foundation has received approximately \$175,000 in donations and grant funds for the Sunset Valley Youth Golf Development and Short Game Area. The Parks Foundation continues to accept donations for the necessary construction funding including a golf outing scheduled on July 27.

Superintendent Ochs provided an overview of the project timeline. He explained that bidding and permitting began in February, the contract was approved the end of March, construction should begin in July, the project should be completed by August, and the Sunset Valley Youth Golf and Short Game Area should open in Spring 2021. Staff will be seeking final approval from the Park Board of Commissioners at the March 31 Park Board Meeting.

Vice President Ruttenberg would like to know if there will be access to the short game area from the clubhouse.

Superintendent Ochs reported that there is currently a separate bid for a paved path, which is budgeted at \$25,000, which allows for one-way traffic.

Commissioner Grossberg and President Kaplan would like to know if the short game area will be staffed and operational details.

Executive Director Romes reported that operations are still being worked out and will be discussed in detail when the District gets closer to the opening date.

### **RECREATION CENTER OF HIGHLAND PARK SPIN CYCLE REPLACEMENT**

Manager DiTomasso reported that there are 33 Keiser cycles located at the Recreation Center of Highland Park which were purchased in 2013. The cycles have met their useful life and need to be replaced. Staff will discuss with the Park Board of Commissioners the overall process taken to evaluate and recommend a cycle replacement.

The cycle industry has changed over the past 7 years and so have expectations of our members. As a result, staff has conducted significant research about the latest trends in cycling, participated in various cycle classes, solicited feedback from current RCHP instructors and members, and consulted industry experts and nearby fitness club managers to gain insight into overall market changes.

Manager DiTomasso reported that staff asked for member feedback, and 50% of members said they would prefer the new immersive experience. Staff consulted with equipment and media companies, attended webinars, and live classes to determine which were the top cycles and associated technologies. The top three were Life Fitness and the Coach by Colors program, Stages and the Flight program, and Keiser with the Motosumo program so demos were brought on site.

Stages cycles and the associated Flight program is the overall preferred equipment and technology of both RCHP staff and members. 9 of 9 RCHP instructors and 29 of 32 RCHP members selected Stages and Flight as their preferred choice due to the overall comfort and ease of use by the rider. Other significant factors included upgraded technology, members' ability to have a choice on how they use the equipment and associated technology, as well as the instructor's ability to plan their class in advance and save their program for future use. Manager DiTomasso provided a short video clip of the immersive experience to the Park Board.

Manager DiTomasso noted the local supplier of the Stages cycles and the associated Flight program is Direct Fitness Solutions. They have provided a proposal quote of \$57,770 which includes 28 new Stages cycles and the associated Flight program. The budgeted project expense in the 2020 Capital Budget is \$60,000. Staff will recommend at the March 31 Park Board Meeting approval by the Park Board of Commissioners to purchase the Stages cycle and the Flight program by Sole Source from Direct Fitness Solutions.

Vice President Ruttenberg reported that a significant number of participants do not want to be shown on video.

Manager DiTomasso reported that the Stages cycles and Flight program allows participants to anonymously ride and not share their statistics and progress with the group.

### **OPEN TO PUBLIC TO ADDRESS BOARD**

President Kaplan moved Public Comment up the agenda to allow speakers to address the board. The following were comments from the public.

Allison Pearson

324 Seven Pines Circle, Highland Park

Mrs. Pearson would like to know if there is additional land available for the District to build another enclosed dog park since the dog park at the Fink regularly floods.

### **COMMUNITY PARK AT THE RECREATION CENTER OF HIGHLAND PARK PROPERTY NAMING**

Director Gogola reported that in accordance with the Park District's GreenPrint 2024 Master Plan and as part of the Park District's Capital Development Initiative to convert the property previously known as the Highland Park Country Club, currently referred to as Community Park at the Recreation Center of Highland Park, to a one-of-a-kind passive recreation area, staff was tasked to develop a new name for the property. The naming of the property was led by seven staff members from the Planning, Natural Areas, and Marketing Departments who were involved in the property development planning. Five residents, who also served on the Property Project Advisory Committee, volunteered to serve on the Property Naming Resident Advisory Committee. Nine staff members volunteered to serve on a Naming Staff Advisory Committee as well. Over a series of meetings, the committees considered a new name for the property that meets the criteria of the Park District Naming Policy, that best reflects the interest of the community and ensures a worthy and enduring legacy for the District's park and recreation system including; ensuring the property is easily identified and located; providing a name that will engender a strong public image and will have public support.

Director Gogola reported that the committees' final recommended name "The Preserve of Highland Park" reflects the property's unique nature as a one-of-a-kind green space and passive recreation destination for the public and provides a classic distinction that is representative of the Highland Park community and the entities adjacent to the property – Recreation Center of Highland Park, banquet facilities, Highland Park Golf Learning Center, and the future Senior Center. Staff will recommend at the March 31 Park Board Meeting approval by the Park Board of Commissioners to name the park property (currently referred to as Community Park at the Recreation Center of Highland Park) The Preserve of Highland Park.

President Kaplan wanted to know why the Park Board decided against the current name, Community Park.

Director Gogola reported that the committees felt it doesn't capture the essence of the property.

Vice President Ruttenberg feels the name becomes the name of the entire property, so the Preserve encompasses the property and becomes the brand.

Commissioner Bernstein, Commissioner Grossberg, and Commissioner Flores Weisskopf feel it's important to include Highland Park in the name, even if the community refers to the property as the Preserve, the brand is the "Preserve of Highland Park".

### **COMMUNITY PARK AT THE RECREATION CENTER OF HIGHLAND PARK / SKOKIE RIVER WOODS PROJECT**

Vice President Ruttenberg would like to know if the Park District needs to inform third parties of the property renaming.

Manager Grill suggests staff confer with the City of Highland Park since they own the property.

Manager Grill reported that the Lake County Forest Preserve District approved the first amendment to the intergovernmental agreement by, between, and among the Lake County Forest Preserve District, The Park District of Highland Park, and the City of Highland Park concerning the properties known as Skokie River Woods and Community Park.

Director Smith provided a brief overview of the next steps, reporting that the intergovernmental agreement will be presented to the Park Board for approval at the March 31 Regular Board Meeting, then the agreement will be presented to the City for approval.

Director Smith noted that the Park District submitted several grant applications and was awarded federal and state funds. The OSLAD grant, which was awarded by the state, indicates the project cannot commence until the grant agreement is signed. Director Smith estimates the grant should be available within a month. The federally funded grant could not provide an estimated timeline of when the agreement and funds will be available to the District. Director Smith recommends completing the project in phases, in hopes of completing a portion this summer, but chances are the trail work will not be completed until 2021.

President Kaplan recommends meeting with City Council to address the changes to the project timeline since the Park District will no longer be able to meet the agreed-upon completion dates.

Director Smith and Manager Grill will contact City Council to see if a project update is required.

Manager Grill reported that this project encompasses several pieces including the Golf Conversion, which is the purchase of the golf course from the City of Highland Park, the Skokie River Woods Gateway Path and Overlook, which is related to the recently approved IGA shared between the Lake County Forest Preserve District, the Park District, and the City, and added amenities which includes a restroom facility, interpretative signage, and a pedestrian traffic circle, which are being funded by grants. The entire enhancement project is estimated at \$2.1million. Since the District secured \$600,000 in grant funds, the total cost for the District has been reduced to \$1.5million.

Vice President Ruttenberg thanked staff for their hard work to obtain such significant grant contributions.

Commissioner Grossberg would like to know why the District is using asphalt trails.

Manager Grill reported that the property is on a flood plain so soft surfacing on trails would wash away. She noted that the District has a routine asphalt replacement program, so this property would be included with the maintenance budget moving forward. In addition, the property includes 50 acres of natural areas, which will have a soft surface mud trail and a mile circuit for cross country skiers.

### **ROSEWOOD PARK DRAINAGE & GRADING IMPROVEMENTS**

Director Smith provided visuals of Rosewood Park and the pathways from the upper parking lot to the beach, identifying the pathway from the stairs and the alternative pathway which runs along the ravine. The ravine path regularly experiences washout damage during rainstorms from water traveling down the path and over the bluff. Staff has worked with Dan Creaney Company to develop a solution that will mitigate the impacts storms have on the trail and the bluff. The plan calls for regrading a 75-foot portion of the path and installation of drains in portions of the park. Water will be diverted to a drainpipe daylighting into the ravine. The park will not be damaged as a result of the drainage installation.

This project was bid out and four fully responsive sealed bids were received February 13, 2020. Drainage improvements were the Base Bid and path regrading was Alternate #1. The lowest bid came from Joel Kennedy Construction Corp. for \$310,491. Staff reached out to Joel Kennedy

Construction Corp., to negotiate a lower price. The contractor reduced the cost of Alternate #1 by \$10,600 for an updated Total Bid amount of \$299,881. Director Smith reported that staff will recommend at the March 31 Park Board Meeting approval of the Base Bid and Alternate #1 from Joel Kennedy Construction Corp.

### **REVIEW OF VOUCHERS**

Vice President Ruttenberg reviewed the Park District's vouchers stating they are all consistent with the District's policies.

Executive Director Romes provided a farewell and thanked Assistant Director Henriques for her time and services spent with the Park District, stating she will truly be missed.

Commissioner Flores Weisskopf thanked Assistant Director Henriques for her services noting she is a smart individual with a great personality so she and the District will miss her.

### **CLOSED SESSION**

Motion was made Commissioner Grossberg, seconded by Vice President Ruttenberg to adjourn into Closed Session for discussion of Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired – for discussions between internal or external auditors and the Board.

#### **Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Ruttenberg, President Kaplan  
**Nay:** None  
**Absent:** None  
**Abstain:** None

#### **Motion Carried**

The meeting adjourned into Closed Session at 8:46 p.m.

The meeting reconvened into Open Session at 9:51 p.m.

### **ACTION FROM CLOSED SESSION IF ANY**

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

**ADJOURNMENT**

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 9:52 p.m.

Respectfully submitted,

Brian Romes, Secretary

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF REGULAR MEETING  
MARCH 31, 2020**

The Regular Meeting of the Board of Park Commissioners of the Park District of Highland Park was conducted remotely due to the Governor's Declaration of Emergency as a result of the COVID-19 Pandemic. Members of the public were able to view a live stream of the Regular Board Meeting.

The meeting was called to order at 6:00 p.m. by President Kaplan

**Roll Call:**

**Present:** Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Ruttenberg, President Kaplan

**Absent:** None

**Staff Present:** Executive Director Romes; Director Smith; Director Voss; Director Peters; Director Gogola, Director Dunn; Director Carr; General Manager/Superintendent of Golf Operations Ochs, Assistant Director Maliszewski; Manager Johnson; Executive Coordinator Hejnowski

**ADDITIONS TO THE AGENDA** – None

**APPROVAL OF RESOLUTION 2020-07 ADOPTING TEMPORARY RULES FOR PUBLIC COMMENT DUE TO COVID-19**

Executive Director Romes reported that the District is complying with Governor Pritzker's Executive Order, 2020-10, enforcing a shelter in place and 2020-07, which suspends certain requirements of the Open Meetings Act. Therefore, the Park District will be conducting board meetings remotely, accepting public comments via email, and providing live streams of each meeting throughout the order. To ensure full compliance of the Open Meetings Act the district is also recommending the approval of resolution 2020-07 adopting temporary rules for public comment during the governor's declaration of emergency.

Motion was made by Vice President Ruttenberg seconded by Commissioner Bernstein to approve Resolution 2020-07 Adopting Temporary Rules for Public Comment Due to COVID-19.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Ruttenberg, President Kaplan

**Nay:** None

**Absent:** None

**Abstain:** None

## Motion Carried

### PUBLIC COMMENT FOR ITEMS ON THE AGENDA – None

#### EMERGENCY OPERATIONS PLANNING AND RESPONSE TO COVID-19

Executive Director Romes reported that The District is experiencing significant changes and is continuing to change as the country learns more about the virus. The stay at home order was extended to April 30, so the District is examining new and creative ways to provide enriching programs and services throughout the shelter in place. The District is focused on three primary initiatives through the development of an Emergency Response Business Plan:

1. **Emergency Planning** - In response to the COVID-19 Pandemic, the District's first priority is to ensure the health and safety of all residents and staff. To this end, the Park District closed all facilities and playgrounds swiftly. While this was a difficult decision, it was an important one. As our local leaders have been communicating regularly, staying at home saves lives. During this time of closure, staff continues to monitor parks and facilities.
2. **Strategic Planning** - In an effort to continue the District's mission of enriching community life, staff has been working hard to ensure residents can continue staying active and healthy during the stay at home order. Staff is providing online activities for all ages and interests on our website and Facebook page. However, because facilities are closed, there are hundreds of programs that were canceled, and thousands of registrations that must be refunded. All memberships have been put on hold, and the District is no longer charging for services during the closure. In the meantime, staff is evaluating and planning new and different procedures and setting a course of action that ensures when the community returns they will have security in knowing staff is implementing the best practices that will keep them safe and healthy. For the next month, gathering in groups and playing sports is not permitted at the District's parks. As we encourage the community to stay healthy, the community needs to practice social distancing while using park trails.
3. **Business Planning** - Like every other service provider that exists to serve our customers' needs through the delivery of an experience, rather than a physical product, the Park District is experiencing significant financial loss from this closure. Each month that the district is closed accounts for an average of nearly \$500,000 of lost revenue. Program fees provide for 50% of the Park District's financing. This revenue contributes to support capital infrastructure and the staff that deliver programs and services. Staff is working daily to create a sustainable business model during this time of uncertainty. To this end the District has three objectives that will be implemented over the next 30 days, and beyond:
  - a. ***Evaluate monthly operating expenditures*** - In an effort to reduce spending during this time of closure, staff has been preparing projections for monthly revenue loss, anticipating a closure of 30, 60 and 90 days. Staff are evaluating every line item from the budget, to see where the District can cut costs in the short and long term, keeping

in mind that when the District re-opens, customers will expect the same quality of programming they've become accustomed to.

- b. ***Evaluate staffing levels*** – Currently, all part/full-time staff have been paid throughout the closure. The Park District has always strived to be known as an employer of choice, understanding how difficult it is to recruit and retain the best staff. With this in mind, the District is committed to providing a competitive salary and benefits to part-time and full-time staff. During this time of closure, many full-time staff are still coming in daily to check on facilities and parks or conduct necessary business functions. Many others are working full time from home. There are others, unfortunately, that while under normal circumstances play some of the most critical roles in serving our community, are unable to work during the stay at home order. As this closure continues, the Park District will struggle to sustain operations in the long term due to the \$500,000 monthly loss in revenue, combined with over \$600,000 in staffing costs. As a result, some difficult decisions regarding staffing levels will have to be made so the Directors are working with professional associations, neighboring park districts, PDRMA, and the District's attorneys to make the most responsible decisions on behalf of the community, and most importantly, on behalf of the staff who serve this community.
- c. ***Evaluate capital projects*** - In an effort to ensure adequate cash flow that keeps the District operational in the short and long term and staff is evaluating every line item from the capital plan in an effort to defer or eliminate projects during this closure and into the future. Staff are working to ensure the District remains fiscally responsible during such unprecedented times.

The District is pleased to report that there have not been any reported cases of COVID-19 from customers or staff. In addition, the District has a fund balance over 25% of annual expenditures in preparation of times of uncertainty. The capital fund has over \$7 million, and the District issued \$7.2 million in General Obligation Bonds to help cover the costs of capital projects. Lastly, the District is grateful for the local and municipal leaders and healthcare organizations that have been providing support during this time.

Commissioner Bernstein and the Park Board thanked Executive Director Romes for his leadership and the initiatives he has taken with sister governments to ensure the District is making the most fiscally responsible decisions for the community and staff.

**APPROVAL OF RESOLUTION 2020-06 GRANTING EMERGENCY POWERS TO THE BOARD PRESIDENT AND EXECUTIVE DIRECTOR DURING THE GOVERNOR'S DECLARATION OF EMERGENCY**

Executive Director Romes reported that in compliance with the governor's Executive Orders, the District is conducting most business operations remotely and may find it necessary to

temporarily waive certain policies and procedures necessary to facilitate the continuity of the administration of the Park District and asks that the Park Board grant such emergency powers to the Park Board President and Executive Director throughout the term of the Executive Order. The Park Board President and the Executive Director jointly exercise the authority to adopt emergency regulations, services, policy waivers, spending, staffing, and resource management. For example, the District typically requires two signatures of approval on every check, the Park Board President and Executive Director may waive the current policy and allow one signature or verbal approval to ensure checks are being cut in a timely fashion.

Commissioner Bernstein would like to know when the park board will be notified if emergency powers are executed. Executive Director Romes referenced a section from the resolution stating that none of the emergency powers herein described may be exercised until after both the Board President and the Executive Director have signed under oath a statement describing with specificity the scope and purpose of the emergency actions. Such statements shall be filed with the Board Secretary and the Board of Park Commissioners as soon as practicable.

Commissioner Grossberg would like to know if and how emergency powers will be executed if the Park Board President and Executive Director are unable to make a joint decision. Executive Director Romes reported that all monumental decisions will be discussed with the entire Park Board before such powers are executed.

Vice President Ruttenberg requested the resolution be revised, disagreeing with the verbiage referencing that any emergency statements be filed with the Board Secretary and the Board of Park Commissioners as soon as practicable, suggesting that such actions must be made immediately.

Commissioner Bernstein suggests the verbiage referencing that any emergency statements be filed with the Board Secretary and the Board of Park Commissioners as soon as possible and/or practicable. Vice President Ruttenberg agreed with Commissioner Bernstein's recommendation.

President Kaplan advised Executive Director Romes to contact the District's legal counsel so the resolution can be slightly revised.

Motion was made by Vice President Ruttenberg seconded by Commissioner Grossberg to approve Resolution 2020-06 with the changes as noted by the Park Board, Granting Emergency Powers to the Board President and the Executive Director During the Governor's Declaration of Emergency.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores  
Weisskopf, Vice President Ruttenberg, President Kaplan

**Nay:** None

**Absent:** None  
**Abstain:** None

**Motion Carried**

**CONSENT AGENDA**

Minutes from the February 11, 2020, Workshop Meeting; Minutes from the February 25, 2020 Board Meeting; Approval of 2020 Affiliate and Sponsored Group Agreements; Approval to Enter into an Agreement with Wadsworth Golf Construction Company for the Construction of the Sunset Valley Youth Golf Development and Short game Area; Approval of Ordinance 2020-03 – Recreation Center of Highland Park Property to be Named the “Preserve of Highland Park”; Approval of the Northern Illinois Municipal Electric Collaborative (NIMEC) Bid for the Recreation Center of Highland Park; Approval of Revision to Policy #5.03 Refunds of District Fees; Approval of Ordinance 2020-04 Approving the First Amendment to Intergovernmental Agreement by, Between and Among the Lake County Forest Preserve District, the Park District of Highland Park and the City of Highland Park; Approval of First Student Transportation Services Contract Extension for Summer Camp; Approval of the 2019 Fire/Suppression/Fire Alarm Testing and Maintenance RFP; Bills and Payroll in the Amount of \$1,334,067.38.

President Kaplan asked that Item G, Approval of the 2020 Landscape Services Bid, and Item H, Approval of the 2020 Routine Ground Maintenance Services Bid be removed from the consent agenda. President Kaplan and Executive Director Romes discussed having such services be completed by Parks Staff throughout the closure.

Vice President Ruttenberg asked that Item I, Approval of the 2020 License Agreement with the North Shore Yacht Club, be removed from the consent agenda. President Kaplan agreed with Vice President Ruttenberg’s recommendation.

Motion was made by Vice President Ruttenberg to approve items A – F and J – N on the Consent Agenda seconded by Commissioner Grossberg.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores  
Weisskopf, Vice President Ruttenberg, President Kaplan  
**Nay:** None  
**Absent:** None  
**Abstain:** None

**Motion Carried**

**UNFINISHED BUSINESS**

**2020 License Agreement with the North Shore Yacht Club**

This item was removed from the Consent Agenda. Director Carr provided a summary of the discussions shared between the District and the Yacht Club's Commodore, Laura Knapp, regarding the approval of the 2020 License Agreement and how the Executive Order would impact the terms. Director Carr reported if the agreement is approved this evening, the terms would go into effect as of April 1, 2020, which impacts the Licensing Fee. The District could offer prorations during the closure. Due to the closure, the District has not been able to conduct a full assessment of the site to better determine what operations and storage opportunities will be available this summer. Once the District re-opens, staff will contact boaters whose storage spaces have been compromised due to the high lake levels, as they will receive a full refund. A statement was shared with the boating community earlier this year that the District can only provide storage and accommodate returning boaters, everyone else shall be placed on a waitlist.

President Kaplan would like to know if an amendment needs to be made to the current license agreement regarding the proration during the closure.

Vice President Ruttenberg reported the agreement is contingent upon the opening of the facility and recommended differing the agreement and discussing it at a later meeting.

Executive Director Romes reported that changes can be made to the agreement if it's approved this evening or at a later meeting.

Vice President Ruttenberg reported that due to the unforeseen circumstances it's highly advised to differ this item until the district reopens and can assess the site. All members of the Park Board agreed with Vice President Ruttenberg's recommendation.

**2020 Landscape Services Bid / 2020 Routine Ground Maintenance Services Bid**

Executive Director Romes recommended removing these items from the consent agenda so the District can re-evaluate the contracts, ensuring the services do not commence until the District re-opens. During the closure, the work would be conducted in house, so long as the services are considered essential for parks and natural areas.

Commissioner Bernstein would like to know what's considered essential services and if the District has the equipment and staffing abilities to conduct these services throughout the closure.

Executive Director Romes reported that such services could not be absorbed during normal operations or over the summer months, beginning in June. Staff will not be able to absorb all the

services listed on each agreement, but the District would like to re-evaluate and determine which services can be conducted in house throughout the closure.

Commissioner Bernstein would like to know if the District will lose the bids by taking such actions.

Director Voss is in communication with the current contractors regarding the postponing of services till the District re-opens.

The Park Board agreed with Executive Director Romes recommendation. Such items will be reviewed at the April 28 Board Meeting.

### **2020 Ice Rink Compressor Replacement Project Bid**

Assistant Director Maliszewski reported that the compressors at Centennial Ice Arena (CIA) has been in operation for 47 years. Due to the age of the system, along with the phase-out of R-22 (refrigerant) and the United States' commitment to the Montreal Protocol, a new system is needed. The useful life of a compressor system varies, but between 30-50 years can be expected.

In December 2019, the Park District contracted I.B Storey to engineer and design a new system. On Thursday, March 12, 2020, the Park District received two (2) sealed bids for the 2020 Ice Rink Compressor Replacement Project for materials and labor to install the newly designed system. The project includes removal of the current compressor, installation of a new compressor, and upgrading the system controllers.

The first bid came from Davis Mechanical Service, Inc. for \$2,497,500. The second bid came from Stellar Industrial Solutions, Inc. for \$2,250,000. The bid proposals came in much higher than expected, so I.B. Storey and Park District staff reached out to the low bidder, Stellar Industrial Solutions, Inc., to understand the bid results and negotiate a lower price. The contractor reduced the Base Bid by \$422,000 for an updated Base Bid amount of \$1,828,000.

Park District staff contacted Air Comfort, the District's preventative maintenance contractor for CIA, to discuss the possible risks which could occur by deferring the project until 2021. They responded that current compressor has two leaks, a glycol leak in the flooring, and a refrigerant leak. Air Comfort would recommend the District re-enter into the current preventative maintenance agreement (\$20,000) to ensure the system remains as operable as possible, replace eroded valves (\$6,000), and purchase 500lbs of R-22 to fill the current compressor to capacity (\$15,000). Due to the age and poor condition of the compressor, there is no guarantee the

recommendations will keep it operating. If the system becomes inoperable, rental units are not available.

Park District Staff contacted Stellar Solutions, Inc. and I.B. Storey regarding the possibility of postponing the project till 2021 to see if the fees would change. Both I.B. Storey and Stellar Solutions, Inc. felt they are providing the best deal, so if the project we're re-bid the amount would not decrease. Staff recommends approval of the Base Bid from Stellar Industrial Solutions, Inc., in the amount of \$1,828,000. References for this contractor were favorable. Construction is anticipated to begin early June and be completed in early August.

Commissioner Bernstein reported that this is a difficult project, but the risks are significant and could lead to the facility closing if the compressor becomes inoperable. Furthermore, the District must be able to operate once we are beyond the curve. He recommends using money from the bonds and proceeding with the replacement project.

Commissioner Grossberg would like to get a better idea of costs if the project we're deferred.

Assistant Director Maliszewski reported that if the project does not occur this year, it will need to be completed in 2021, and could not provide an estimated price tag for short-term repairs since they are dependent upon the severity of the breakdown. In regard to the current leak, R-22 is a phased-out refrigerant and is no longer being produced due to the Montreal Protocol since it's causing holes in the ozone. Any amount of R-22 purchased will be reported to the EPA, placing CIA under a microscope. The EPA will monitor the District to ensure plans are in place, and funds set aside to replace the system.

Commissioner Grossberg would like to know how long the project will take, and when the approval is needed from the Park Board.

Assistant Director Maliszewski reported that the project takes 2 months to complete, but the strict timeline requires a decision to be made this evening. If the project is not approved tonight, it will be pushed back until 2021.

Vice President Ruttenberg would like to know how much the District will pay upfront and when will other project costs be due.

Director Smith reported that engineering fees have already been paid and suggest that invoices will be due in June and August.

Vice President Ruttenberg would like to know if a portion of the project can be differed after construction begins.

Assistant Director Maliszewski would have to review the contract terms.

Commissioner Flores Weisskopf would like to know if shutting down the facility for the remainder of the year is a possible option.

Assistant Director Maliszewski reported that CIA is one of the larger revenues producing facilities for the District, ice rentals and learn to skate classes contributing to a significant amount of that revenue. He also fears a decision like that will not be well received by the community

Vice President Ruttenberg would like the contract reviewed, in case we suspend the contract after demolition but is willing to approve the bid this evening, knowing that chances are it's all or nothing, and if that's the case he feels the compressor must be replaced this year.

Assistant Director Maliszewski will further review the contract.

Motion was made by Vice President Ruttenberg to approve the 2020 Ice Rink Compressor Replacement Bid project and seconded by Commissioner Bernstein.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Ruttenberg, President Kaplan  
**Nay:** None  
**Absent:** None  
**Abstain:** None

**Motion Carried**

**Hidden Creek Aquapark Pool Filtration System Installation Bid**

Director Carr reported that the water filtration system at Hidden Creek Aqua Park (HCAP) has been servicing the pool for 22 seasons. The recent performance of the filters, along with an inspection of the internal filtration system indicates that the system is nearing the end of its useful life. As a result, staff has been planning for a replacement of the current sand filtration system, circulation pumps, and valves as well as reworking and upgrading the system controller.

A goal in the replacement of the current system is to install a system that provides the most up to date technologies, delivering the cleanest and safest water possible. Additionally, staff is seeking a system that provides sustainability improvements through energy efficiency, reduction of chemical usage and water loss through filtration. Staff contracted an engineering and design firm, WT Group, to develop our desired specifications for this commercial pool filtration system.

Staff discussed with the Park Board of Commissioners the benefits of a regenerative filtration system versus a sand filtration system at the January 14, 2020 Workshop Meeting. It was recommended that the board approve staff to move forward with a regenerative filtration system, manufactured by Paddock Filtrex Systems. This recommendation was approved at the January 28, 2020 Regular Board Meeting.

Construction and formal bid documents were released on February 21, 2020. Bids were due on March 17, 2020, and at that time two bids were received. Stuckey Construction Company presented the lowest qualified bid at \$177,000. WT Group, the Park Districts' contracted engineering firm, has had extensive experience working with Stuckey Construction on similar projects and is comfortable recommending Stuckey Construction to complete this work. The cost of equipment installation was anticipated at \$220,000. Stuckey Construction's proposal of \$177,000 is \$43,000 below the anticipated installation costs.

The anticipated project expense in the 2020 capital budget is \$425,000. While this project is \$10,200 over budget, due to the circulation pumps which have been deemed necessary, such expenses we're planned and set aside for the 2022 capital budget. Staff can remove \$235,000 from the 2022 capital budget, resulting in a \$12,800 savings to the 5-year capital plan.

Director Carr reported the project timeline has been impacted and the circulation pumps for this project are still on backorder due to supply chain distribution issues. Staff recommends approval from the Park Board of Commissioners for the Hidden Creek Filtration installation bid by Stuckey Construction in the amount of \$177,000 and to defer the project until the Fall of this year. The current system is still operational and would be able to sustain an additional season and the contractor will not change the price should the project be postponed until September.

Commissioner Bernstein would like to know when invoices would be due if the project is defers to the Fall.

Director Carr reported that engineering payments have been covered. As parts are delivered, those invoices will need to be paid, but the bulk of the project costs are from the installation which would begin in the Fall. Payments would be due at such time.

Motion was made by Vice President Ruttenberg to approve the Hidden Creek Aquapark Pool Filtration System Installation Bid and to differ the project till the Fall and seconded by Commissioner Bernstein.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores  
Weisskopf, Vice President Ruttenberg, President Kaplan  
**Nay:** None  
**Absent:** None  
**Abstain:** None

**Motion Carried**

**Resolution 2020-05 Authorizing a Contract for Procurement of the Recreation Center of Highland Park Cycle Equipment and Program**

Assistant Director Maliszewski reported that there are 33 Keiser cycles located at the Recreation Center of Highland Park which were purchased in 2013. The cycles have met their useful life. As a result, staff has been planning for a replacement of the cycles and associated programming. At the March 10, 2020, Board Workshop Meeting staff provided the Park Board of Commissioners an update regarding the options to replace the current cycles at the Recreation Center of Highland Park. At that time, staff shared the process taken to support a recommendation to replace the current cycles with Stages equipment and the associated Flight software. Staff presented three separate options for cycle replacement and associated software and recommends authorizing a contract with Direct Fitness Solutions for procurement of the Stages cycle equipment and Flight program software in the amount of \$57,770, but to differ the purchase until staff has a better understanding of how fitness memberships and classes will be impacted once facilities re-open.

Commissioner Bernstein recommends differing approval of resolution 2020-05.

Commissioner Grossberg would like to know if the current spin bikes are still operational.

Assistant Director Maliszewski reported that the current spin bikes have met their useful life but are still operational.

Commissioner Flores Weisskopf and Vice President Ruttenberg agree with Commissioner Bernstein's recommendation, suggesting that now is not the appropriate time.

The Park Board did not approve resolution 2020-05 Authorizing a Contract for Procurement of the Recreation Center of Highland Park Cycle Equipment and Program but is open to discussing come the Fall or Winter.

### **2020 Park Avenue Dredging Bid**

Director Smith reported that this project is completed annually to ensure the boat launch is operational. The objective of this annual project is to remove and relocate lake bottom sand to provide enough depth of water for recreational boats to enter and exit the boat ramp. All removed sand will be relocated into Lake Michigan per the Park District's permit.

The District received three (3) sealed bids on Thursday, February 13, 2020 for materials and labor to complete the 2020 Park Avenue Dredging Project. The lowest bid came from John Keno and Company. Their total base bid was \$32,400. The budgeted amount for the project is \$37,000. This project is broken into two items, mobilization/demobilization and the cost per cubic yard to transport and place dredged material. John Keno and Company bid \$11,700 for the mobilization/demobilization and \$11.50 per cubic yard of dredged material. Their current bid is based on the maximum amount of sand which could be dredged based on the District's permit. Director Smith reported that the chances of dredging the maximum amount are unlikely based on historical data, suggesting the estimated cost would be \$20,000.

Commissioner Bernstein would like to know how this will impact the boating community if the project was differed. Would the boat launch still be operational?

Director Smith reported that staff conducted sand depth measurements and found that there are problematic areas so many vessels may not be able to launch, if the dredging does not occur.

Vice President Ruttenberg doesn't feel comfortable committing to \$20,000 - \$30,000 at this point in time, suggesting Park Avenue may not be able to open or operate for several months.

President Kaplan would like to know if a decision needs to be made this evening.

Director Smith reported that the scheduled dredging begins in mid-May, so the project could be differed, so long as that provides John Keno and Company enough time to complete the project. The worst-case scenario is that the District may have to delay the opening of the launch.

President Kaplan would like to know if the board can postpone the dredging even if approved tonight, such as the dredging could begin in late May or early June.

Director Smith doesn't think that would be an issue but will need to speak with John Keno and Company.

Commissioner Bernstein would like to know if the site is currently operable regardless of the virus.

Director Carr reported that staff has not visited the site but planned to operate boating if the lake levels permitted such operations. If staff cannot secure the dock to the groin than the lake levels would not allow operations to occur.

Commissioner Bernstein would like to know if the dredging is approved April 28, how quickly could the site be dredged and when would the site be able to open?

Director Smith reported that the dredging typically doesn't occur till mid-May so even if approval occurred at the end of May John Keno and Company should be able to begin the dredging as scheduled.

The Park Board did not approve the 2020 Park Avenue Dredging Bid and asked staff to place this item on the April 28 Board Meeting Agenda for further review.

### **Rosewood Park Drainage and Grading Improvements Bid**

Director Smith reported that the Rosewood Park Ravine Path regularly experiences washout damage during rainstorms from water traveling down the path and over the bluff. Staff has worked with Dan Creaney Company to develop a solution that will mitigate the impacts storms have on the trail and bluff. The plan calls for regrading and installation of drains in portions of the park. Water will be diverted to a drainpipe daylighting into the ravine. Additionally, a 75-foot portion of the path is steep and regularly poses challenges for patrons. Staff has worked with Dan Creaney Company to develop plans to regrade this portion of the path.

Staff reached out to the low bidder for both the Base Bid and Alternate #1, Joel Kennedy Construction Corp., to negotiate a lower price. The contractor reduced the cost of Alternate #1 by \$10,600 for an updated Total Bid amount of \$299,881.

Staff feels this is not an essential project and recommends deferring to a future year.

President Kaplan would like to know the impact if the project were deferred.

Director Smith reported heavy rains cause runoff and flooding along the path, which could lead to bluff failure. If this occurs Rosewood park has another point of access.

The Park Board did not approve the Rosewood Park Drainage and Grading Improvements Bid.

**Rosewood Beach Recreation Cove Protection Project**

Director Smith reported that at the March 10, 2020 Workshop Meeting, the Park Board directed staff to proceed with plans to nourish the Recreation Cove at Rosewood Beach to protect infrastructure in this cove. This project will include the placement of stone along the interior of the south breakwater to mitigate the passage of sand through this area, and the placement of “birdseye” sand in the cove to protect the boardwalk, playground, and shade structure. This work is scheduled to occur April 6, 2020, through April 24, 2020.

Two separate invitations to bid were released. One bid was to purchase material for the project (sand and stone) the other to hire a contractor to place the materials. The lowest, complete bid for both projects was John Keno and Company, bidding \$172, 811 to purchase materials and \$133,032 to place the materials. The total project cost is \$324,000 with bids, engineering, and construction oversight fees. There is \$350,000 budgeted for this project. This project will take three (3) weeks to complete, and the site will need to be shut down during this time. Staff recommends approval from the Park Board for the 2020 Rosewood Beach Sand and Stone Purchase Base Bid and the 2020 Rosewood Beach Nourishment Project Base Bid and Alternates 1, 2 and 3 from John Keno and Company, Inc.

Commissioner Bernstein feels that having more space available at the beach will allow the District to better comply with the executive orders of social distancing and would like the project completed before Memorial Day.

Vice President Ruttenberg feels natural areas are in high demand due to the declaration of emergency and suggest the Park Board approve the recommended projects.

Motion was made by Vice President Ruttenberg to approve the 2020 Rosewood Beach Sand and Stone Purchase Base Bid and the 2020 Rosewood Beach Nourishment Project Base Bid and Alternates 1, 2 and 3 from John Keno and Company, Inc. and seconded by Commissioner Bernstein.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Flores Weisskopf, Vice President Ruttenberg, President Kaplan  
**Nay:** Commissioner Grossberg  
**Absent:** None

**Abstain:** None

**Motion Carried**

**TREASURER'S REPORT**

Director Peters reported that as of February 29, the interest income from the general fund was trending high due to the amount of money not spent in the capital fund from 2019, but the variance is expected to narrow throughout the year. The general and recreation funds include monthly budget allocations for payroll that are evenly distributed throughout the year. The difference between the budget gap and the actual amount closed is due to a large portion of the January payroll being accrued back to December 2019, and \$100,000 variance since the District's monthly insurance premium was not paid till March as a result of PDRMA, and not all positions have been filled.

Contractual services we're largely underbudgeted by \$27,000. Police service fees were underbudgeted by \$18,000. Contingencies were underbudgeted by \$8,000 as no dollars were used. The recreation fund program revenue was over budget by \$33,000 due to early registration for Park School. While some adjustments have been made, some variations still need reallocations over the course of the year. Fees and charges, were over budget due to permanent tee times by \$13,000. Personal training wages were \$12,000 under budget. Utility differences have a \$50,000 difference. Capital project fund came in under budget and is expected to remain under budget as the year progresses.

Commissioner Bernstein reported that he and Commissioner Ruttenberg spent 3.5 hours last week discussing the current budget, projections to expenses and revenue as a result of the pandemic, and capital project deferrals. He anticipates that he and Commissioner Ruttenberg will be meeting with staff more frequently to ensure the District is keeping a close eye on cash flow and the decisions being made.

**NEW BUSINESS**

**Parks Foundation Update**

Commissioner Grossberg reported that the Champions Banquet has been postponed. The Foundation is discussing term limits, charter changes, and the number of directors. The annual meeting is scheduled for May 19. The foundation has a new brochure and will be launching a new website over the next few weeks.

**Director's Report**

Executive Director Romes reported that he does not have additional items, and he appreciates the cooperation from the community during these difficult times.

### **Board Comments**

President Kaplan thanked Executive Director Romes and staff for their efforts and updates throughout these times.

Commissioner Bernstein would like to know if facilities, parks, and natural areas are still being checked.

Director Romes reported that all areas are being checked daily, so essential functions are still occurring while complying with the Executive Order.

Director Carr reported that complex facilities are receiving routine maintenance, but some operations may change to save on utility and maintenance expenses such as draining the pool at the Recreation Center of Highland Park.

Commissioner Bernstein would like to know when public restrooms and drinking fountains will be available.

Director Voss reported public restrooms and drinking fountains will not be available during the Executive Order and proper signage has been placed throughout parks and natural areas indicating areas are closed.

Commissioner Bernstein would like to know who is responsible for monitoring parks and natural areas.

Executive Director Romes reported that gates are up, paths are closed, signs are posted, and staff is checking areas in an attempt to work with the local police department to ensure people are not congregating in such areas.

### **ADJOURNMENT**

A motion was made by Vice President Ruttenberg and seconded by Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 8:24 p.m.

Respectfully submitted,

Brian Romes, Secretary



To: Board of Park Commissioners

From: Karen Lakoske - Accounts Payable Administrator  
Mari-Lynn Peters - Finance Director  
Brian Romes - Executive Director

Date: April 28, 2020

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written March 21, 2020 through April 22, 2020 to be presented to the Board for approval on April 28, 2020.

**BILLS**

<b><u>DATE</u></b>	<b><u>AMOUNT</u></b>
April 8, 2020	\$ 309,718.42
April 22, 2020	\$ 87,968.02
April 22, 2020	\$ 329.00
Void Payments	\$ (33,600.00)
Bank Drafts	\$ 61,689.60
P-Card	\$ 130,903.77
<b>TOTAL</b>	<b>\$ 557,008.81</b>

**PAYROLL DISBURSEMENTS**

March 13, 2020	\$ 312,743.70
March 27, 2020	\$ 303,347.21
<b>TOTAL</b>	<b>\$ 616,090.91</b>
<b>GRAND TOTAL</b>	<b>\$ 1,173,099.72</b>

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 04-28-20 and you are hereby authorized to release the checks from the appropriate funds.

\_\_\_\_\_  
Finance Committee Member

ATTEST: \_\_\_\_\_  
Secretary



Park District of Highland Park, IL

# Check Register

Packet: APPKT02316 - 20200408 4

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
15147	ABC PRINTING COMPANY	04/08/2020	Regular	0.00	210.00	184569
246334	Invoice	04/01/2020	14 Closure signs	0.00	210.00	
10149	ANCEL, GLINK, DIAMOND, BUSH,	04/08/2020	Regular	0.00	5,195.00	184570
74912	Invoice	04/08/2020	Professional fees thru February 28, 2020	0.00	5,195.00	
10502	CITY OF HIGHLAND PARK	04/08/2020	Regular	0.00	12,853.47	184571
000573 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1801 S	0.00	198.94	
000592 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1801 S	0.00	176.76	
000795 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1801 S	0.00	176.76	
000810 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 2627 St	0.00	32.04	
001726 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 0 Ravin	0.00	62.69	
002480 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 45 Rog	0.00	318.19	
005210 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 125 Ce	0.00	330.34	
005211 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 125 Ce	0.00	651.67	
005221 040120	Invoice	04/01/2020	Water/Sewer 1/1/20-3/31/20 1377 Deer	0.00	320.72	
005222 040120	Invoice	04/01/2020	Water/Sewer 1/1/20-3/31/20 1377 Deer	0.00	291.15	
005246 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1390 S	0.00	471.65	
007491 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 3100 Tr	0.00	1,818.84	
009806 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1390 S	0.00	504.91	
015005 040120	Invoice	04/01/2020	Water/Sewer 1/1/20-3/31/20 486 Roger	0.00	25.50	
015813 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 405 Pro	0.00	34.50	
016770 040120	Invoice	04/01/2020	Water/Sewer 1/1/20-3/31/20 1220 Fredri	0.00	848.77	
016772 040120	Invoice	04/01/2020	Water/Sewer 1/1/20-3/31/20 2205 Skoki	0.00	752.27	
016883 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 19 St Jo	0.00	27.25	
018000 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1055 St	0.00	34.50	
018647 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 3100 Tr	0.00	608.72	
018829 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 2501 S	0.00	299.82	
019308 040120	Invoice	04/01/2020	Water/Sewer 1/1/20-3/31/20 1377 Deer	0.00	294.85	
021030 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 2900 Tr	0.00	100.27	
022091 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1301 Hi	0.00	34.50	
024593 040120	Invoice	04/01/2020	Water/Sewer 03/01/20-03/31/20 1755 St	0.00	8.50	
025539 040120	Invoice	04/01/2020	Water/Sewer 1/1/20-3/31/20 1377 Deer	0.00	464.86	
026407 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1207 P	0.00	293.29	
026425 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 31 Park	0.00	276.70	
026451 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 335 Ro	0.00	25.50	
029312 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 885 Sh	0.00	221.55	
032271 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1201 P	0.00	923.97	
032272 040120	Invoice	04/01/2020	Water/Sewer 01/01/20-03/31/20 1201 P	0.00	2,871.03	
032272 40120	Credit Memo	04/01/2020	20% credit applied from 10/1/19-12/31/1	0.00	-647.54	
	**Void**	04/08/2020	Regular	0.00	0.00	184572
	**Void**	04/08/2020	Regular	0.00	0.00	184573
10537	COMMONWEALTH EDISON COMPAN	04/08/2020	Regular	0.00	1,178.17	184574
0203254004 031	Invoice	03/17/2020	HPGLC/ Dog Park Lights 02/17/20-03/17/	0.00	1,178.17	
16142	CONSTELLATION NEWENERGY INC	04/08/2020	Regular	0.00	6,682.79	184575
17065067001	Invoice	03/26/2020	1201 Park Ave W 02/25/20-03/25/20	0.00	6,682.79	
18487	DAN PROCACCIO	04/08/2020	Regular	0.00	200.00	184576
032320	Invoice	03/23/2020	On site photography - Women's Tennis	0.00	200.00	
10624	DANIEL CREANEY COMPANY	04/08/2020	Regular	0.00	13,345.00	184577
42982	Invoice	03/19/2020	Moralne Park Path	0.00	13,345.00	

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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	
17122	DYNEGY ENERGY SERVICES	04/08/2020	Regular	0.00	19,955.57	184578
<u>331665720031</u>	Invoice	03/27/2020	February-March 2020	0.00	19,955.57	
14505	ELIZABETH TANG	04/08/2020	Regular	0.00	12.00	184579
<u>1130285</u>	Invoice	04/07/2020	Refund	0.00	12.00	
18495	FALCONS HOCKEY ASSOC	04/08/2020	Regular	0.00	10,073.19	184580
<u>1130354</u>	Invoice	04/07/2020	Refund	0.00	178.59	
<u>1130354-1</u>	Invoice	04/07/2020	Refund	0.00	1,148.85	
<u>1130354-10</u>	Invoice	04/07/2020	Refund	0.00	748.65	
<u>1130354-2</u>	Invoice	04/07/2020	Refund	0.00	1,956.15	
<u>1130354-3</u>	Invoice	04/07/2020	Refund	0.00	1,380.00	
<u>1130354-4</u>	Invoice	04/07/2020	Refund	0.00	345.00	
<u>1130354-5</u>	Invoice	04/07/2020	Refund	0.00	403.65	
<u>1130354-6</u>	Invoice	04/07/2020	Refund	0.00	1,666.35	
<u>1130354-7</u>	Invoice	04/07/2020	Refund	0.00	748.65	
<u>1130354-8</u>	Invoice	04/07/2020	Refund	0.00	748.65	
<u>1130354-9</u>	Invoice	04/07/2020	Refund	0.00	748.65	
18494	GREENBRIAR ELEMENTARY	04/08/2020	Regular	0.00	308.00	184581
<u>1130336</u>	Invoice	04/07/2020	Refund	0.00	308.00	
16679	HIGHLAND PARK GIANTS HOCKEY	04/08/2020	Regular	0.00	3,570.00	184582
<u>1130352</u>	Invoice	04/07/2020	Refund	0.00	850.00	
<u>1130352-1</u>	Invoice	04/07/2020	Refund	0.00	850.00	
<u>1130352-2</u>	Invoice	04/07/2020	Refund	0.00	510.00	
<u>1130352-3</u>	Invoice	04/07/2020	Refund	0.00	425.00	
<u>1130352-4</u>	Invoice	04/07/2020	Refund	0.00	425.00	
<u>1130352-5</u>	Invoice	04/07/2020	Refund	0.00	510.00	
15152	ILLINOIS STATE TREASURER'S OFFICE	04/08/2020	Regular	0.00	898.87	184583
<u>UPD601 0407202</u>	Invoice	04/07/2020	Unclaimed property 09/2012 - 09/2014	0.00	898.87	
14158	LISSA NELSON	04/08/2020	Regular	0.00	41.19	184584
<u>1130287</u>	Invoice	04/07/2020	Refund	0.00	13.73	
<u>1130287-1</u>	Invoice	04/07/2020	Refund	0.00	13.73	
<u>1130287-2</u>	Invoice	04/07/2020	Refund	0.00	13.73	
18490	MAGGIE MIANI	04/08/2020	Regular	0.00	19.00	184585
<u>1130082</u>	Invoice	04/06/2020	Refund	0.00	19.00	
16928	E-QUANTUM CONSULTING, LLC	04/08/2020	Regular	0.00	330.00	184586
<u>6330</u>	Invoice	04/01/2020	Electric Consulting Service	0.00	330.00	
17106	MISS CATHY MUSIC INC	04/08/2020	Regular	0.00	819.00	184587
<u>040320</u>	Invoice	04/03/2020	2020 Winter class fee	0.00	819.00	
17710	MNJ TECHNOLOGIES DIRECT, INC	04/08/2020	Regular	0.00	2,452.55	184588
<u>0003705138</u>	Invoice	12/16/2019	3 Viewsonic 22" monitors	0.00	537.08	
<u>0003706402</u>	Invoice	12/23/2019	3 Display port cables with latches	0.00	42.75	
<u>0003715403</u>	Invoice	02/19/2020	1 Lenovo ThinkPad Touchscreen Noteboo	0.00	1,249.00	
<u>0003715691</u>	Invoice	02/20/2020	Subscription license 1 month	0.00	179.98	
<u>0003715958</u>	Invoice	02/22/2020	Lenovo 4-yr extended warranty	0.00	254.00	
<u>0003716217</u>	Invoice	02/20/2020	Lenovo ThinkPad docking station	0.00	189.74	
10006	NCPERS GROUP LIFE INSURANCE	04/08/2020	Regular	0.00	112.00	184589
<u>3301042020</u>	Invoice	03/13/2020	NCPERS Group Life Insurance	0.00	112.00	
13604	NORTH SHORE GAS	04/08/2020	Regular	0.00	4,439.70	184590
<u>0601145072-000</u>	Invoice	03/17/2020	Deer Creek 02/13/20-03/11/20	0.00	1,488.50	
<u>0601145072-000</u>	Invoice	03/17/2020	RCHP 02/14/20-03/10/20	0.00	1,278.53	
<u>0601145072-000</u>	Invoice	03/17/2020	1240 Fredrickson Pl 02/13/20-03/10/20	0.00	1,121.67	
<u>0602225773-000</u>	Invoice	03/17/2020	1390 Sunset Rd 02/13/20-03/10/20	0.00	130.31	
<u>0602405421-000</u>	Invoice	03/16/2020	2900 TrailWay,Cunniff Park Shelter 2/13/	0.00	144.37	

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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>0602405421-000</u>	Invoice	03/17/2020	1377 Clavey Rd 02/13/20-03/10/20	0.00	148.53	
<u>0602405421-000</u>	Invoice	03/17/2020	3100 Trail Way 02/13/20-03/11/20	0.00	127.79	
18492	NORTH SHORE RADIO CLUB	04/08/2020	Regular	0.00	120.00	184591
<u>1130315</u>	Invoice	04/07/2020	Refund	0.00	120.00	
11998	PARK DISTRICT RISK MGMT AGCY	04/08/2020	Regular	0.00	30,797.77	184592
<u>0320133</u>	Invoice	03/31/2020	Property/Liability/Workers Comp/Emp	0.00	30,797.77	
11998	PARK DISTRICT RISK MGMT AGCY	04/08/2020	Regular	0.00	154,656.48	184593
<u>0320133H</u>	Invoice	03/31/2020	Health Invoice	0.00	154,656.48	
11998	PARK DISTRICT RISK MGMT AGCY	04/08/2020	Regular	0.00	4,327.14	184594
<u>05012020</u>	Invoice	04/01/2020	Health Invoice	0.00	4,327.14	
16020	PAUL FOWLER	04/08/2020	Regular	0.00	26.00	184595
<u>1130301</u>	Invoice	04/07/2020	Refund	0.00	13.00	
<u>1130305</u>	Invoice	04/07/2020	Refund	0.00	13.00	
12053	PETER BAKER & SON CO.	04/08/2020	Regular	0.00	85.00	184596
<u>28407</u>	Invoice	12/22/2019	Dumping charge	0.00	85.00	
18493	PRAIRIE CROSSING CHARTER SCHOC	04/08/2020	Regular	0.00	312.00	184597
<u>1130316</u>	Invoice	04/07/2020	Refund	0.00	312.00	
12211	RICOH USA, INC	04/08/2020	Regular	0.00	747.75	184598
<u>5059111780</u>	Invoice	03/17/2020	Copies 02/17/20-03/16/20	0.00	747.75	
16459	SANTO SPORT STORE	04/08/2020	Regular	0.00	4,056.00	184599
<u>703819</u>	Invoice	03/09/2020	100 Caps	0.00	1,300.00	
<u>704244</u>	Invoice	03/03/2020	Jerseys,caps,socks,belts,pants	0.00	572.60	
<u>704255</u>	Invoice	03/05/2020	28 dozen baseballs	0.00	1,439.50	
<u>704353</u>	Invoice	03/05/2020	1 Basketball Jersey	0.00	43.90	
<u>704378</u>	Invoice	03/11/2020	28 Hoodies	0.00	700.00	
16076	SARAH KOKES	04/08/2020	Regular	0.00	193.75	184600
<u>032420</u>	Invoice	03/24/2020	Photographic fee	0.00	193.75	
18491	SHEILA GUTMAN	04/08/2020	Regular	0.00	140.00	184601
<u>1130308</u>	Invoice	04/07/2020	Refund	0.00	140.00	
18410	SIRICH LLP	04/08/2020	Regular	0.00	16,200.00	184602
<u>433212</u>	Invoice	04/06/2020	Professional services thru 03/31/20	0.00	16,200.00	
12393	SMITHGROUP, INC.	04/08/2020	Regular	0.00	9,954.42	184603
<u>0145399</u>	Invoice	02/27/2020	Project# 10857 Professional Fees 01/01/2	0.00	8,204.42	
<u>0145403</u>	Invoice	02/27/2020	Prof Service 01/01/20-01/31/20 Beach M	0.00	1,750.00	
17189	W-T STRUCTURAL ENGINEERING LLC	04/08/2020	Regular	0.00	1,000.00	184604
<u>1913641A-03</u>	Invoice	03/30/2020	Hidden Creek-Filtration Renovation	0.00	1,000.00	
16409	TOTAL PARKING SOLUTIONS INC	04/08/2020	Regular	0.00	1,800.00	184605
<u>104916</u>	Invoice	03/25/2020	5/1/20-4/30/20 Parts/labor/prevent main	0.00	840.00	
<u>104917</u>	Invoice	03/25/2020	05/01/20-04/30/21 1yr WebOffice CMS	0.00	960.00	
12703	UNITED WAY OF METRO CHICAGO	04/08/2020	Regular	0.00	44.00	184606
<u>032620</u>	Invoice	04/07/2020	United Way	0.00	44.00	
17301	WILSON SPORTING GOODS	04/08/2020	Regular	0.00	94.60	184607
<u>4530614374</u>	Invoice	03/13/2020	7 Tennis racquets	0.00	94.60	
17515	WINDSTREAM	04/08/2020	Regular	0.00	2,468.01	184608

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>72408515</u>	Invoice	03/22/2020	March 2020	0.00	2,458.01	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	105	38	0.00	309,718.42
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>105</b>	<b>40</b>	<b>0.00</b>	<b>309,718.42</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
Bank Code: AP-AP BANK						
18512	ABBY DANEIL	04/22/2020	Regular	0.00	59.60	184609
<u>1130876</u>	Invoice	04/10/2020	Refund	0.00	14.90	
<u>1130891</u>	Invoice	04/10/2020	Refund	0.00	14.90	
<u>1131038</u>	Invoice	04/10/2020	Refund	0.00	29.80	
18086	ALINA DAVIDSON	04/22/2020	Regular	0.00	29.30	184610
<u>1131675</u>	Invoice	04/20/2020	Refund	0.00	29.30	
18519	ALISA UNRUCH	04/22/2020	Regular	0.00	29.80	184611
<u>1131157</u>	Invoice	04/13/2020	Refund	0.00	29.80	
16349	ALISON ABRAMS	04/22/2020	Regular	0.00	8.56	184612
<u>1131659</u>	Invoice	04/17/2020	Refund	0.00	8.56	
18556	ALISON REDFIELD	04/22/2020	Regular	0.00	11.38	184613
<u>1131703</u>	Invoice	04/20/2020	Refund	0.00	11.38	
10111	AMALGAMATED BANK OF CHICAGO	04/22/2020	Regular	0.00	475.00	184614
<u>1855170000 040</u>	Invoice	04/01/2020	Annual Administrative Fee	0.00	475.00	
18139	AMERICAN BACKFLOW & FIRE PREV	04/22/2020	Regular	0.00	450.00	184615
<u>21447</u>	Invoice	04/10/2020	Fire sprinkler system Investigate & troubl	0.00	450.00	
17766	ANGELA KALB	04/22/2020	Regular	0.00	17.46	184616
<u>1131574</u>	Invoice	04/15/2020	Refund	0.00	17.46	
15740	ANITA ZIMMERMAN	04/22/2020	Regular	0.00	17.46	184617
<u>1131561</u>	Invoice	04/14/2020	Refund	0.00	17.46	
17774	ANNE SIEH	04/22/2020	Regular	0.00	150.00	184618
<u>1131587</u>	Invoice	04/15/2020	Refund	0.00	150.00	
18553	BRENT GAMSE	04/22/2020	Regular	0.00	86.08	184619
<u>1131681</u>	Invoice	04/20/2020	Refund	0.00	86.08	
16940	BRIAN EDMONSON	04/22/2020	Regular	0.00	14.90	184620
<u>1131019</u>	Invoice	04/10/2020	Refund	0.00	14.90	
15454	BRITTNEY SAKS	04/22/2020	Regular	0.00	150.00	184621
<u>1131590</u>	Invoice	04/15/2020	Refund	0.00	150.00	
10378	CALL ONE	04/22/2020	Regular	0.00	130.26	184622
<u>1210674 041520</u>	Invoice	04/15/2020	April-May 2020	0.00	130.26	
18517	CANDICE CRANE	04/22/2020	Regular	0.00	79.34	184623
<u>1131054</u>	Invoice	04/10/2020	Refund	0.00	14.90	
<u>1131059</u>	Invoice	04/10/2020	Refund	0.00	14.90	
<u>1131258</u>	Invoice	04/14/2020	Refund	0.00	17.68	
<u>1131407</u>	Invoice	04/14/2020	Refund	0.00	31.86	
18496	CAROL POMERANTZ	04/22/2020	Regular	0.00	70.66	184624
<u>1130538</u>	Invoice	04/09/2020	Refund	0.00	70.66	
18548	CAROLE ORTIZ	04/22/2020	Regular	0.00	12.67	184625
<u>1131698</u>	Invoice	04/20/2020	Refund	0.00	12.67	
18520	CARYN TATELLI	04/22/2020	Regular	0.00	150.00	184626
<u>1131592</u>	Invoice	04/15/2020	Refund	0.00	150.00	

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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	
18506	CATHERINE NGULUBE	04/22/2020	Regular	0.00	39.98	184627
<u>1130474</u>	Invoice	04/08/2020	Refund	0.00	39.98	
18448	CHARLES LETTVIN	04/22/2020	Regular	0.00	14.90	184628
<u>1131153</u>	Invoice	04/13/2020	Refund	0.00	14.90	
14371	CHILDREN'S THEATRE COMPANY	04/22/2020	Regular	0.00	1,567.80	184629
<u>042020</u>	Invoice	04/20/2020	Winter 2020 Theatre class fees	0.00	1,567.80	
18518	COURTNEY DOLKART	04/22/2020	Regular	0.00	59.60	184630
<u>1131057</u>	Invoice	04/10/2020	Refund	0.00	14.90	
<u>1131062</u>	Invoice	04/10/2020	Refund	0.00	14.90	
<u>1131539</u>	Invoice	04/14/2020	Refund	0.00	14.90	
<u>1131539-1</u>	Invoice	04/14/2020	Refund	0.00	14.90	
13958	DANA COHEN	04/22/2020	Regular	0.00	25.00	184631
<u>1131602</u>	Invoice	04/15/2020	Refund	0.00	25.00	
18507	DANA LEVENSTEIN	04/22/2020	Regular	0.00	55.00	184632
<u>1130532</u>	Invoice	04/09/2020	Refund	0.00	55.00	
18521	DANA REED	04/22/2020	Regular	0.00	25.81	184633
<u>1131218</u>	Invoice	04/13/2020	Refund	0.00	25.81	
18522	DANIEL HARTMAN	04/22/2020	Regular	0.00	29.80	184634
<u>1131553</u>	Invoice	04/14/2020	Refund	0.00	29.80	
18501	DANIEL LEEB	04/22/2020	Regular	0.00	17.68	184635
<u>1130561</u>	Invoice	04/09/2020	Refund	0.00	17.68	
18505	DAVID GOLD	04/22/2020	Regular	0.00	79.96	184636
<u>1130469</u>	Invoice	04/08/2020	Refund	0.00	39.98	
<u>1130471</u>	Invoice	04/08/2020	Refund	0.00	39.98	
18562	DAVIS BANCORP INC	04/22/2020	Regular	0.00	1,227.00	184637
<u>87898</u>	Invoice	03/31/2020	March 2020	0.00	1,227.00	
18523	DENISE BASS	04/22/2020	Regular	0.00	15.00	184638
<u>1131274</u>	Invoice	04/14/2020	Refund	0.00	15.00	
17882	DENISLAVA DOMINGUEZ	04/22/2020	Regular	0.00	28.14	184639
<u>1131677</u>	Invoice	04/20/2020	Refund	0.00	28.14	
18552	DIANA COHEN	04/22/2020	Regular	0.00	83.85	184640
<u>1131674</u>	Invoice	04/20/2020	Refund	0.00	83.85	
10762	DUNLOP SPORTS GROUP AMERICAS	04/22/2020	Regular	0.00	1,015.20	184641
<u>5899596 SQ</u>	Invoice	02/21/2020	Balls	0.00	1,015.20	
18524	ELENI TSILIMIGRAS	04/22/2020	Regular	0.00	50.00	184642
<u>1131605</u>	Invoice	04/15/2020	Refund	0.00	50.00	
18550	ELIZABETH BROSTOFF	04/22/2020	Regular	0.00	55.26	184643
<u>1131672</u>	Invoice	04/20/2020	Refund	0.00	55.26	
18525	ELYSE WEISS	04/22/2020	Regular	0.00	14.90	184644
<u>1131302</u>	Invoice	04/14/2020	Refund	0.00	14.90	
18558	EMILY VAUGHN	04/22/2020	Regular	0.00	43.40	184645
<u>1131710</u>	Invoice	04/20/2020	Refund	0.00	43.40	
14204	ENVIRONMENTAL SERVICES FIRM IN	04/22/2020	Regular	0.00	3,127.00	184646
<u>14384</u>	Invoice	03/29/2020	Analyze on-site collection of material	0.00	3,127.00	
18526	ERIK SODERSTROM	04/22/2020	Regular	0.00	18.90	184647
<u>1131291</u>	Invoice	04/14/2020	Refund	0.00	18.90	

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	
13627	EVELYN PADORR	04/22/2020	Regular	0.00	60.07	184648
<u>1130530</u>	Invoice	04/09/2020	Refund	0.00	60.07	
17719	CONSTELLATION NEWENERGY - GAS	04/22/2020	Regular	0.00	10,907.37	184649
<u>2848751-2</u>	Invoice	04/17/2020	Adjustments Nov,Dec 2019 & Jan, Feb 202	0.00	3,370.13	
<u>2865234</u>	Invoice	04/07/2020	03/01/20-03/31/20	0.00	5,653.26	
<u>2873996</u>	Invoice	04/15/2020	March 2020	0.00	1,883.98	
17910	HAROLD EISENBERG FOUNDATION	04/22/2020	Regular	0.00	1,828.00	184650
<u>1131582</u>	Invoice	04/15/2020	Refund	0.00	1,828.00	
18542	HEIDI ALOUSH	04/22/2020	Regular	0.00	20.40	184651
<u>1131668</u>	Invoice	04/20/2020	Refund	0.00	20.40	
18527	HIGHLAND PARK FIGURE SKATING C	04/22/2020	Regular	0.00	350.00	184652
<u>1131584</u>	Invoice	04/15/2020	Refund	0.00	350.00	
18368	I.B. STOREY US INC	04/22/2020	Regular	0.00	33,600.00	184653
<u>2020 - 03</u>	Invoice	01/02/2020	Rink engineering compressor replacemen	0.00	33,600.00	
11194	ILLINOIS SHOTOKAN KARATE CLUBS	04/22/2020	Regular	0.00	3,778.25	184654
<u>844</u>	Invoice	04/20/2020	2020 Winter class fee	0.00	3,778.25	
14025	IRENA RATNER	04/22/2020	Regular	0.00	74.00	184655
<u>1130540</u>	Invoice	04/09/2020	Refund	0.00	74.00	
18528	IRENE SAVINE	04/22/2020	Regular	0.00	50.00	184656
<u>1131601</u>	Invoice	04/15/2020	Refund	0.00	25.00	
<u>1131601-1</u>	Invoice	04/15/2020	Refund	0.00	25.00	
18561	J MILLER MARKETING INC	04/22/2020	Regular	0.00	750.00	184657
<u>10506</u>	Invoice	02/03/2020	Advertising	0.00	250.00	
<u>10787</u>	Invoice	03/03/2020	Advertising	0.00	500.00	
18557	JACOB RIEHM	04/22/2020	Regular	0.00	14.58	184658
<u>1131704</u>	Invoice	04/20/2020	Refund	0.00	14.58	
18546	JAMES LYNCH	04/22/2020	Regular	0.00	89.20	184659
<u>1131695</u>	Invoice	04/20/2020	Refund	0.00	89.20	
17747	JAMIE SHANOV	04/22/2020	Regular	0.00	34.92	184660
<u>1131576</u>	Invoice	04/15/2020	Refund	0.00	17.46	
<u>1131579</u>	Invoice	04/15/2020	Refund	0.00	17.46	
18529	JEANNE LINDQUIST	04/22/2020	Regular	0.00	44.70	184661
<u>1131238</u>	Invoice	04/13/2020	Refund	0.00	14.90	
<u>1131271</u>	Invoice	04/14/2020	Refund	0.00	29.80	
15070	JENNIFER LAMB	04/22/2020	Regular	0.00	17.55	184662
<u>1131692</u>	Invoice	04/20/2020	Refund	0.00	17.55	
15877	JING ZHANG	04/22/2020	Regular	0.00	29.80	184663
<u>1131135</u>	Invoice	04/13/2020	Refund	0.00	29.80	
18514	JORDAN STRAUSS	04/22/2020	Regular	0.00	14.90	184664
<u>1131007</u>	Invoice	04/10/2020	Refund	0.00	14.90	
18590	KARA JACOBS	04/22/2020	Regular	0.00	15.93	184665
<u>1131383</u>	Invoice	04/14/2020	Refund	0.00	15.93	
18531	KERRI AGUAYO	04/22/2020	Regular	0.00	25.00	184666
<u>1131608</u>	Invoice	04/15/2020	Refund	0.00	25.00	
18504	KIMBERLY ZANOTTI	04/22/2020	Regular	0.00	17.86	184667
<u>1130460</u>	Invoice	04/08/2020	Refund	0.00	17.86	

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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	
18532	KIRBEY ROGIC	04/22/2020	Regular	0.00	18.00	184668
<u>1131292</u>	Invoice	04/14/2020	Refund	0.00	18.00	
18515	KRISANDA RONGEY	04/22/2020	Regular	0.00	14.90	184669
<u>1130786</u>	Invoice	04/10/2020	Refund	0.00	14.90	
11541	LANER MUCHIN, LTD	04/22/2020	Regular	0.00	178.75	184670
<u>582732</u>	Invoice	04/01/2020	Prof Services thru 03/20/20-Audit respon	0.00	178.75	
18248	LAURA DOCKS	04/22/2020	Regular	0.00	50.00	184671
<u>1131596</u>	Invoice	04/15/2020	Refund	0.00	50.00	
18545	LAURA KRAMER	04/22/2020	Regular	0.00	37.72	184672
<u>1131689</u>	Invoice	04/20/2020	Refund	0.00	37.72	
18498	LESLIE KATZ	04/22/2020	Regular	0.00	14.90	184673
<u>1130720</u>	Invoice	04/09/2020	Refund	0.00	14.90	
18511	LESLIE PRICE	04/22/2020	Regular	0.00	14.90	184674
<u>1130844</u>	Invoice	04/10/2020	Refund	0.00	14.90	
18513	LILIA CAPATINA	04/22/2020	Regular	0.00	29.80	184675
<u>1130936</u>	Invoice	04/10/2020	Refund	0.00	29.80	
18533	LINDSAY STEIN	04/22/2020	Regular	0.00	25.00	184676
<u>1131594</u>	Invoice	04/15/2020	Refund	0.00	25.00	
18549	LINDSEY BLOCK	04/22/2020	Regular	0.00	19.53	184677
<u>1131669</u>	Invoice	04/20/2020	Refund	0.00	19.53	
18534	LINDY RESNICK	04/22/2020	Regular	0.00	31.86	184678
<u>1131447</u>	Invoice	04/14/2020	Refund	0.00	31.86	
18559	LISA WEATHERS	04/22/2020	Regular	0.00	17.76	184679
<u>1131711</u>	Invoice	04/20/2020	Refund	0.00	11.24	
<u>1131712</u>	Invoice	04/20/2020	Refund	0.00	6.52	
18551	LOIS CAIN	04/22/2020	Regular	0.00	5.50	184680
<u>1131673</u>	Invoice	04/20/2020	Refund	0.00	5.50	
17799	LORENA JAIMES	04/22/2020	Regular	0.00	80.00	184681
<u>1131688</u>	Invoice	04/20/2020	Refund	0.00	80.00	
18474	LAKESHORE RECYCLING SYSTEMS, LI	04/22/2020	Regular	0.00	866.92	184682
<u>0004404020</u>	Invoice	03/31/2020	04/01/20-04/30/20 Trash removal	0.00	45.55	
<u>0004404022</u>	Invoice	03/31/2020	Trash Removal 04/01/20-04/30/20	0.00	126.89	
<u>0004404024</u>	Invoice	03/31/2020	Trash Removal 04/01/20-04/30/20	0.00	303.68	
<u>0004404287</u>	Invoice	03/31/2020	Trash Removal 04/01/20-04/30/20	0.00	390.80	
18535	MARCIA MORAN	04/22/2020	Regular	0.00	25.00	184683
<u>1131603</u>	Invoice	04/15/2020	Refund	0.00	25.00	
18536	MARNI MORRIS	04/22/2020	Regular	0.00	18.90	184684
<u>1131290</u>	Invoice	04/14/2020	Refund	0.00	18.90	
18502	MATTHEW SINK	04/22/2020	Regular	0.00	17.68	184685
<u>1130578</u>	Invoice	04/09/2020	Refund	0.00	17.68	
18544	MICHAEL GURTMAN	04/22/2020	Regular	0.00	21.92	184686
<u>1131686</u>	Invoice	04/20/2020	Refund	0.00	21.92	
18547	MICHAEL MIZEL	04/22/2020	Regular	0.00	9.52	184687
<u>1131697</u>	Invoice	04/20/2020	Refund	0.00	9.52	
18500	MICHELLE WINTERSTEIN	04/22/2020	Regular	0.00	17.68	184688
<u>1130558</u>	Invoice	04/09/2020	Refund	0.00	17.68	

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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	
16288	MILENA BRUNSTEIN	04/22/2020	Regular	0.00	14.90	184689
<u>1130743</u>	invoice	04/09/2020	Refund	0.00	14.90	
18508	MIRANDA WULFING	04/22/2020	Regular	0.00	35.00	184690
<u>1130635</u>	Invoice	04/09/2020	Refund	0.00	17.50	
<u>1130635-1</u>	invoice	04/09/2020	Refund	0.00	17.50	
15369	MOTHER'S TRUST FOUNDATION	04/22/2020	Regular	0.00	13.00	184691
<u>1131640</u>	invoice	04/17/2020	Refund	0.00	13.00	
18537	NANCY KAVADAS	04/22/2020	Regular	0.00	125.00	184692
<u>1131599</u>	Invoice	04/15/2020	Refund	0.00	125.00	
13604	NORTH SHORE GAS	04/22/2020	Regular	0.00	4,504.78	184693
<u>0601145072-000</u>	Invoice	04/14/2020	Deer Creek 03/12/20-04/10/20	0.00	1,398.28	
<u>0601145072-000</u>	Invoice	04/14/2020	RCHP 03/11/20-04/10/20	0.00	1,312.84	
<u>0601145072-000</u>	Invoice	04/14/2020	1240 Fredrickson Pl 03/11/20-04/08/20	0.00	861.44	
<u>0602225773-000</u>	Invoice	04/14/2020	1390 Sunset Rd 03/11/20-04/08/20	0.00	186.30	
<u>0602405421-000</u>	Invoice	04/14/2020	1377 Clavey Rd 03/11/20-04/10/20	0.00	119.66	
<u>0602405421-000</u>	Invoice	04/14/2020	3100 Trail Way 03/12/20-04/08/20	0.00	101.60	
<u>0602405421-000</u>	Invoice	04/07/2020	Aquatic Park 03/02/20-04/01/20	0.00	248.30	
<u>0608197647-000</u>	Invoice	04/02/2020	Sunset Rd N of Bldg 03/02/20-04/01/20	0.00	276.36	
14914	NORTH SHORE WATER RECLAMATIC	04/22/2020	Regular	0.00	2,999.62	184694
<u>4257418</u>	Invoice	04/11/2020	636 Ridge Rd 08/18/19-11/12/19 #1	0.00	555.56	
<u>4257864</u>	Invoice	04/11/2020	1240 Fredrickson 06/18/19-09/13/19 #1	0.00	124.14	
<u>4258363</u>	Invoice	04/11/2020	1377 Deer Creek Plow(Maint)09/13/19-1	0.00	32.56	
<u>4258670</u>	Invoice	04/11/2020	1220 Fredrickson Pl 09/13/19-12/13/19 #	0.00	59.02	
<u>4260528</u>	Invoice	04/11/2020	Golf Learning Center 09/13/19-12/13/19	0.00	150.59	
<u>4260532</u>	Invoice	04/11/2020	1390 Sunset Rd 09/13/19-12/13/19 #1	0.00	36.63	
<u>4260885</u>	Invoice	04/11/2020	8 Park Ave 09/13/19-12/13/19 #1	0.00	32.56	
<u>4260905</u>	Invoice	04/11/2020	1201 Park Ave W 09/13/19-12/13/19 #1	0.00	1,302.40	
<u>4260917</u>	Invoice	04/11/2020	1801 Sunset Rd(Sunset Woods)06/18/19-	0.00	518.93	
<u>4261073</u>	Invoice	04/11/2020	3100 Trail Way 09/13/19-12/13/19 #1	0.00	32.56	
<u>4261093</u>	Invoice	04/11/2020	2700 Trail Way 09/13/19-12/13/19 #1	0.00	50.88	
<u>4261145</u>	Invoice	04/11/2020	1377 Deer Creek Pkwy 09/13/19-12/13/1	0.00	103.79	
13772	PAIGE FARBER	04/22/2020	Regular	0.00	175.00	184695
<u>1131588</u>	Invoice	04/15/2020	Refund	0.00	150.00	
<u>1131589</u>	Invoice	04/15/2020	Refund	0.00	25.00	
14912	PAMELA GUSSIS	04/22/2020	Regular	0.00	150.00	184696
<u>1131585</u>	Invoice	04/15/2020	Refund	0.00	150.00	
11998	PARK DISTRICT RISK MGMT AGCY	04/22/2020	Regular	0.00	344.10	184697
<u>043020</u>	Invoice	04/21/2020	EAP Services for p.t. employees 4/15/20 s	0.00	344.10	
18538	PAUL O'CONNOR	04/22/2020	Regular	0.00	25.00	184698
<u>1131600</u>	Invoice	04/15/2020	Refund	0.00	25.00	
16431	PAULA BOILINI	04/22/2020	Regular	0.00	36.52	184699
<u>1131671</u>	invoice	04/20/2020	Refund	0.00	36.52	
18263	PAULA SABOL	04/22/2020	Regular	0.00	21.75	184700
<u>1131706</u>	Invoice	04/20/2020	Refund	0.00	21.75	
18555	RICHARD PHILLIPS	04/22/2020	Regular	0.00	26.62	184701
<u>1131702</u>	Invoice	04/20/2020	Refund	0.00	26.62	
16239	RICOH USA, INC.	04/22/2020	Regular	0.00	3,337.90	184702
<u>103520880</u>	Invoice	04/06/2020	Ricoh Lease 04/25/20-05/24/20	0.00	3,337.90	
18539	ROBERT MILLA	04/22/2020	Regular	0.00	29.80	184703
<u>1131148</u>	Invoice	04/13/2020	Refund	0.00	29.80	

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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
18543 <u>1131680</u>	RONALD FLEISCHER Invoice	04/22/2020 04/20/2020	Regular Refund	0.00 0.00	26.62 26.62	184704
18497 <u>1130548</u>	SANDY SIMON Invoice	04/22/2020 04/09/2020	Regular Refund	0.00 0.00	60.07 60.07	184705
16459 <u>703829</u> <u>704074</u> <u>704142</u> <u>704163</u> <u>704164</u> <u>704222</u> <u>704234</u> <u>704278</u> <u>704279</u>	SANTO SPORT STORE Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	04/22/2020 02/26/2020 02/05/2020 02/18/2020 02/26/2020 02/26/2020 02/17/2020 02/24/2020 02/27/2020 02/27/2020	Regular Hoodies,jackets,shirts,shorts,pants Floor hockey equipment Backpack Jerseys,caps,socks,belts,pants Jerseys,caps,socks,belts,pants 13 Tees 2 Pants Tees,hooded fleece, Hooded fleece	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 1,041.00 135.00 67.00 2,863.00 2,683.00 118.00 64.00 828.50 50.00	184706
17023 <u>1131025</u>	SARI ROTHBART Invoice	04/22/2020 04/10/2020	Regular Refund	0.00 0.00	14.90 14.90	184707
12393 <u>0145982</u>	SMITHGROUP, INC. Invoice	04/22/2020 03/24/2020	Regular Prof Services 02/01/20-02/28/20 Beach	0.00 0.00	3,500.00 3,500.00	184708
18540 <u>1131370</u>	STEPHANIE MANTELMAN Invoice	04/22/2020 04/14/2020	Regular Refund	0.00 0.00	14.90 14.90	184709
13538 <u>1131212</u> <u>1131212-1</u> <u>1131212-2</u> <u>1131212-3</u>	STEPHEN MONDROWSKI Invoice Invoice Invoice Invoice	04/22/2020 04/13/2020 04/13/2020 04/13/2020 04/13/2020	Regular Refund Refund Refund Refund	0.00 0.00 0.00 0.00 0.00	44.00 7.00 7.00 15.00 15.00	184710
14625 <u>1131591</u>	SUE KENO Invoice	04/22/2020 04/15/2020	Regular Refund	0.00 0.00	150.00 150.00	184711
18516 <u>1131047</u>	SUPRIA BHALLA Invoice	04/22/2020 04/10/2020	Regular Refund	0.00 0.00	14.90 14.90	184712
18499 <u>1130502</u>	TARYN STEIN Invoice	04/22/2020 04/09/2020	Regular Refund	0.00 0.00	25.81 25.81	184713
18541 <u>1131116</u>	TESS GOMISCEK Invoice	04/22/2020 04/13/2020	Regular Refund	0.00 0.00	12.67 12.67	184714
18503 <u>1130676</u> <u>1131598</u>	VICTORIA SCHAFFER Invoice Invoice	04/22/2020 04/09/2020 04/15/2020	Regular Refund Refund	0.00 0.00 0.00	39.90 14.90 25.00	184715
16823 <u>5009868899</u>	WELLS FARGO EQUIPMENT FINANCI Invoice	04/22/2020 04/02/2020	Regular Walking green's mower lease	0.00 0.00	1,046.23 1,046.23	184716
16823 <u>5009868900</u>	WELLS FARGO EQUIPMENT FINANCI Invoice	04/22/2020 04/02/2020	Regular Walking green's mower lease	0.00 0.00	515.26 515.26	184717
18554 <u>1131700</u>	ZARANA PATEL Invoice	04/22/2020 04/20/2020	Regular Refund	0.00 0.00	25.85 25.85	184718
18509	ZBIGNIEW JONAK	04/22/2020	Regular	0.00	13.00	184719

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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>1130703</u>	Invoice	04/09/2020	Refund	0.00	13.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	162	111	0.00	87,968.02
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>162</b>	<b>111</b>	<b>0.00</b>	<b>87,968.02</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02329 - 20200422 7

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						
12264	ROTARY CLUB OF HIGHLAND PARK	04/22/2020	Regular	0.00	329.00	184720
<u>8370</u>	Invoice	04/01/2020	Qtrly dues	0.00	329.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	329.00
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>329.00</b>



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# Check Register

Packet: APPKT02324 - 20200422 1

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK 18368	I.B. STOREY US INC	04/22/2020	Regular	0.00	-33,600.00	184517

**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	-33,600.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-33,600.00



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# Check Register

Packet: APPKT02307 - 20200330 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>						
10058	AFLAC	03/30/2020	Bank Draft	0.00	874.72	DFT0002541
<u>AFLAC 032720</u>	Invoice	03/27/2020	AFLAC 032720	0.00	874.72	
11161	ICMA RETIREMENT TRUST #302037	03/30/2020	Bank Draft	0.00	5,644.22	DFT0002542
<u>ICMA 457 03272</u>	Invoice	03/27/2020	Wire Transfer ICMA 457 Deferred Comp	0.00	5,644.22	
12825	ICMA RETIREMENT TRUST #705568	03/30/2020	Bank Draft	0.00	335.00	DFT0002543
<u>ICMA Roth 03272</u>	Invoice	03/27/2020	Wire Transfer ICMA Roth	0.00	335.00	
11177	ILL MUNICIPAL RETIREMENT FUND	03/30/2020	Bank Draft	0.00	50,256.29	DFT0002544
<u>IMRF March 202</u>	Invoice	03/27/2020	IMRF 03/27/20	0.00	50,256.29	

**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	4	4	0.00	57,110.23
EFT's	0	0	0.00	0.00
	<b>4</b>	<b>4</b>	<b>0.00</b>	<b>57,110.23</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02315 - 20200408 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
11188	ILLINOIS DEPT. OF REVENUE	04/08/2020	Bank Draft	0.00	109.00	DFT0002545
March 2020	Invoice	04/07/2020	March 2020	0.00	109.00	

**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	109.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>109.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02321 - 20200416 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11161	ICMA RETIREMENT TRUST #302037	04/16/2020	Bank Draft	0.00	4,135.37	DFT0002564
<u>ICMA 457 04102</u>	Invoice	04/10/2020	Wire Transfer ICMA 457 Deferred Comp	0.00	4,135.37	
12825	ICMA RETIREMENT TRUST #705568	04/16/2020	Bank Draft	0.00	335.00	DFT0002565
<u>ICMA Roth 04102</u>	Invoice	04/10/2020	Wire Transfer ICMA Roth	0.00	335.00	

**Bank Code PAYROLL Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	4,470.37
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>2</b>	<b>0.00</b>	<b>4,470.37</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02303 - 20200319 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: AP-AP BANK</b>						
10313	BOA P-CARD STATEMENTS	03/19/2020	Bank Draft	0.00	130,903.77	DFT0002528
030720	Invoice	03/07/2020	P-Card with PA	0.00	130,903.77	

**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	130,903.77
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>130,903.77</b>

P-Card Transactions  
02/08/20 - 03/07/20

Vendor Name	Transaction Count	Amount Total
22ND CENTURY MEDIA	1	\$500.00
4IMPRINT	2	(\$120.52)
ACT Dupage Forest	1	\$60.00
ACT USTA TOURN	1	\$28.00
ADOBE ACROPRO SUBS	3	\$76.96
AEREX PEST CONTROL SER	2	\$195.00
ALAMO TOLL	1	\$5.20
ALBINO ENTERPRISE	1	\$1,242.55
ALPHA PRIME WIRELESS C	1	\$180.00
AMAZON.COM 2X3IL4HC3 A	1	\$178.10
AMAZON.COM 7D2XU0JN3 A	1	\$9.01
AMAZON.COM 7T3P66GJ3 A	1	\$51.00
AMAZON.COM 7T4237FB3 A	1	\$4.99
AMAZON.COM 9O46X4SD3 A	1	\$41.98
AMAZON.COM AMZN.COM/BI	1	(\$19.55)
AMAZON.COM O28MZ07F3 A	1	\$37.98
AMAZON.COM OS0EM2S73 A	1	\$8.99
AMAZON.COM UL0XR05G3 A	1	\$9.99
AMAZON.COM XD2639S33 A	1	\$5.99
AMAZON.COM Y002X7XK3 A	1	\$38.24
AMZN DIGITAL F95KY5X53	1	\$2.58
AMZN Mktp US 1872T5TH3	1	\$21.64
AMZN Mktp US 1E8EO7YU3	1	\$29.90
AMZN MKTP US 2453H8LR3	1	\$44.87
AMZN MKTP US 262YU6V93	1	\$74.48
AMZN Mktp US 3J9OR0LN3	1	\$13.99
AMZN Mktp US 3S4NE00Y3	1	\$7.99
AMZN Mktp US 3T7G925Z3	1	\$91.44
AMZN Mktp US 5Q5711493	1	\$152.00
AMZN Mktp US 5W3ZI34H3	1	\$107.99
AMZN MKTP US 6V7O543R3	1	\$24.17
AMZN MKTP US 8D7112OP3	1	\$30.28
AMZN Mktp US AG1EU3GB3	1	\$8.50
AMZN Mktp US A16TG5493	1	\$64.65
AMZN Mktp US CP62731A3	1	\$43.28
AMZN Mktp US E11ZQ4YG3	1	\$575.34
AMZN MKTP US F27J47P13	1	\$27.99
AMZN MKTP US FL5AI1J83	1	\$50.89
AMZN Mktp US G05F33VQ3	1	\$12.78
AMZN Mktp US HE9JA8CA3	1	\$22.05
AMZN MKTP US IW3N95S73	1	\$41.70
AMZN Mktp US JC82P1883	1	\$11.98
AMZN Mktp US JI9QB0VQ3	1	\$21.80
AMZN Mktp US JX7WB4963	1	\$67.40
AMZN MKTP US K24H544S3	1	\$50.34
AMZN Mktp US KY79P1923	1	\$17.84
AMZN MKTP US LL9LG4EQ3	1	\$26.25
AMZN Mktp US N249D3X53	1	\$39.97
AMZN Mktp US NW4L22L53	1	\$40.21
AMZN MKTP US OO6YB3JH3	1	\$48.97
AMZN MKTP US QI1L62593	1	\$28.69

## P-Card Transactions

02/08/20 - 03/07/20

AMZN Mktp US QW7S00VR3	1	\$582.80
AMZN MKTP US RB7G34CW3	1	\$40.69
AMZN Mktp US RK83V1E73	1	\$44.95
AMZN MKTP US RW6VU96U3	1	\$77.99
AMZN MKTP US SW96Q72P3	1	\$43.94
AMZN MKTP US UO3IJ4VI3	1	\$62.59
AMZN MKTP US YB2WM1DU3	1	\$49.98
AMZN MKTP US ZO9VB9V43	1	\$23.96
ANDERSON LOCK CO	1	\$622.58
ANIMOTO INC	1	\$264.00
AQUATIC COUNCIL	1	\$345.00
ARLINGTONPARKDIST	1	\$68.00
AT&T PREMIER EBIL	1	\$1,024.61
ATT BUS PHONE PMT	2	\$180.42
AVALON PETROLEUM	1	\$6,236.01
BABOLAT VS NORTH AMERI	1	\$301.57
BATTERIES PLUS #0576	1	\$77.94
BHFX #10	1	\$30.00
BLN SPAMTITAN	2	\$180.00
BP#8935264J & S BP QPS	1	\$99.26
BUCK BROS INC LIBERTYV	1	\$563.34
BURRIS EQUIPMENT CO	6	\$3,091.02
CABLE WHOLESALE.COM	1	\$562.39
CANTEEN COFFEE78052560	1	\$218.59
CANVA 02606-23186681	1	\$3.00
CANVA 02619-22663196	1	\$1.00
CANVA 02619-22738924	1	\$1.00
CAROLINA BIOLOGIC SUPP	1	\$134.09
CERAMIC SUPPLY CHICAGO	2	\$1,409.65
CHICAGO AUDUBON SOCIET	2	\$136.00
CHICAGO DOGS I	1	\$50.00
CHICAGO TRIB SUBSCRIPT	2	\$31.92
CITY OF HIGHLAND PARK	1	\$8,171.75
CITY OF HIGHLAND PARK	2	\$200.00
CKO WWW.ISTOCKPHOTO.C	2	\$271.45
CLEANITSUPPLY.COM	1	\$207.56
CLUCKERS CHARCOAL CHIC	2	\$171.14
COLLEY ELEVATOR COMPAN	1	\$398.00
COMCAST	1	\$12,007.67
COMCAST CHICAGO	1	\$148.35
COMCAST CHICAGO CS 1X	7	\$1,577.00
COMFORT INN & SUITESIN	1	\$188.50
COMPLIANCESIGNS.COM	1	(\$3.87)
CPI COLEPARMERINSTRUMT	1	\$89.92
CRAFTWOOD LUMBER & HAR	31	\$2,174.55
DAVIDS BRIDAL 117	1	\$159.90
DOG WASTE DEPOT	1	\$691.46
DOLLAR TREE	2	\$66.00
DOMESTIC UNIFORM 5	1	\$274.00
DOORDASH TONY CORNICIO	1	\$56.21
DROPBOX DM44GH8RV8W6	1	\$11.99
DTV DIRECTV SERVICE	2	\$440.97

## P-Card Transactions

02/08/20 - 03/07/20

E.T. PADDOCK ENTERPRIS	1	\$768.00
EASTER EGG	1	\$3,300.00
EINSTEIN BROS BAGELS07	1	\$24.12
EMPIRE COOLER SERVICE	1	\$150.00
EMPOWER FUSION CHICAGO	3	\$63.00
EXTREME TOWING & RECOV	1	\$150.00
FACEBK 8NRM5R6WU2	1	\$100.00
FACEBK AVU3CREWU2	1	\$100.00
FACEBK BSKT2R6WU2	1	\$100.00
FACEBK E6QM8R6WU2	1	\$100.00
FACEBK EUKLER6WU2	1	\$28.18
FACEBK GYB7RQ2XU2	1	\$100.00
FACEBK SX7XHREWU2	1	\$100.00
FEDEX 507932296	1	\$21.47
FISH TECH	2	\$19.74
FLASHINGBLINKYLIGHTS.C	1	(\$578.00)
G&O THERMAL SUPPLY	3	\$290.81
GAME DAY USA	2	\$726.15
GLENVIEW PARK DISTRICT	1	\$10.00
Google LLC	1	\$350.00
Google LLC ADS4050332	1	\$500.00
Google LLC GSUITE_pchp	1	\$4.28
GRAINGER	5	\$1,087.36
GROWER EQUIPMENT & SUP	2	\$399.05
HALOGEN SUPPLY COMPANY	3	\$979.32
HARBOR FREIGHT TOOLS 5	1	\$255.77
HARRELLS LLC	3	\$7,020.55
HEY AND ASSOCIATES INC	1	\$2,400.00
HIGHLAND PARK FORD LIN	2	\$681.16
HOBBY-LOBBY #0195	1	\$7.96
HOMEDEPOT.COM	3	\$797.69
HP CHAMBER OF COMMERCE	1	\$1,250.00
HTTP://WWW.GOGOAIR.COM	1	\$12.00
ID WHOLESALER	1	(\$10.79)
IDLEWOOD ELECTRIC SUPP	8	\$1,004.60
IL CAMPING OR MUSEUM	4	\$71.00
ILIPRA.ORG	4	\$760.00
ILLINOIS GOVERNMENT FI	1	\$300.00
IN ANTHONY'S BALLOONS	1	\$432.00
IN BULLDOG SECURITY,	1	\$221.00
IN CATERING BY MICHAEL	1	\$5,398.87
IN SOUND OF MUSIC SYS	1	\$38.00
IN THE LOCAL MOMS NET	1	\$150.00
IRON OAKS	1	\$420.00
JEWEL-OSCO	9	\$302.06
JOHNSTONE SUPPLY OF VH	2	\$1,709.92
JORSON AND CARLSON COM	1	\$464.78
JP SPORTS	1	\$649.38
KEYTH TECHNOLOGIES	1	\$15.00
LAKE GENEVA CANOPY TOU	1	\$534.92
LAKESHORE RECYCLING SY	6	\$1,277.36
LEVELUPPOTBELLY325827	1	\$137.88

## P-Card Transactions

02/08/20 - 03/07/20

LIFE FITNESS	1	\$179.21
LIFE FITNESS LLC	1	\$24.34
LITTLE TOMMY S PLUMBIN	3	\$3,673.00
LOWES #02728	1	\$479.32
MAGISTO	1	\$15.00
MAILCHIMP MONTHLY	1	\$285.81
MARIANOS #533	1	\$14.95
MARIANOS #542	3	(\$34.16)
MARK VEND CO.	1	\$186.80
MASTER CLEANERS	1	\$70.00
MAX'S DELI OF HIGHLAND	1	\$37.41
MCDONALD'S F1369	1	\$6.53
MEETMAKER COM	1	\$703.80
MENARDS 3327	4	\$245.06
MEN'S JOURNAL	1	\$14.95
MGMT ASSC OF IL	1	\$5,760.00
MICHAELS STORES 2037	1	\$50.86
MICHAELS STORES 9961	1	\$25.71
MUSCLE & FITNESS	1	\$24.97
MUTUAL ACE HARDWARE & NAPA AUTO PRTS HIGHLAN	28	\$985.75
NATIONAL RECREATION & NORTHSHORE PHYSICIAN	48	\$3,013.31
OFFICEMAX/DEPOT 6182	1	\$2,329.81
OFFICESUPPLY.COM	1	\$222.00
PALOS SPORTS	1	\$34.99
PANERA BREAD #204019	12	\$2,695.85
PANERA BREAD 204412 O	1	\$43.50
PARK DISTRICT OF HIGHL	1	\$120.85
PARTSWAREHOUSE.COM	1	\$100.76
PARTY CITY 168	7	\$7.00
PAYPAL IADOREWHATI	1	\$45.16
PICKLEBALLCENTRAL	1	\$53.52
POTBELLY #42	1	\$375.00
PROFESSIONAL SKATERS A	1	\$99.99
PROSAFETY	1	\$93.00
R H WITT HEATING	1	\$425.00
RAL IN_DNR_CAMP	2	\$346.50
RED RIDGE RANCH	1	\$532.00
REVDANCE.TENTH HOUSE	1	\$47.80
ROGANS SHOES INC MUNDE	1	\$330.00
ROSATIS PIZZA - BANNOC	4	\$1,349.92
ROSE PEST SOLUTIONS	1	\$150.00
SAFELITE AUTO GLASS	2	\$290.41
SANTO SPORT STORE	1	\$143.00
SITEONE LANDSCAPE SUPP	1	(\$15.17)
SMITHEREEN PEST MANAGE	8	\$1,626.71
SP ACTIVE SPORTS	1	\$2,248.48
SUNSET FOODS #1	1	\$108.00
TAKEFORM	2	\$150.70
TARGET 00010702	1	\$2.99
TARGET 00011684	1	\$1,072.74
	7	\$27.00
		\$306.05

P-Card Transactions  
02/08/20 - 03/07/20

TEAMSNAP	1	\$119.88
THE HOME DEPOT #1926	7	\$753.93
THE HOME DEPOT #1941	1	\$64.97
THE HOME DEPOT 1926	2	\$377.87
THERM FLO INC	1	\$3,193.00
TRIBUNE PUBLISHING COM	1	\$223.72
U OF IL ONLINE PAYMENT	2	\$525.00
ULTIMATE NINJAS LIBERT	1	\$100.00
VERTICAL ENDEAVORS-GLE	2	\$100.00
VESCO MIDWEST	1	\$450.00
WAL-MART #1735	1	\$9.72
WAL-MART #2816	1	\$107.09
WAREHOUSE DIRECT	23	\$2,832.83
WASHBURN MACHINERY INC	1	\$206.32
WEISSMAN DESIGNS FOR D	2	\$1,199.60
WISCONSIN RIVERSIDE CA	1	\$512.73
WM SUPERCENTER #3893	4	\$238.79
WMS AQUATICS	1	\$192.44
WSG WILSON SPTG GDS	1	\$2,558.40
YOUR ADVANTAGE II LT	1	\$225.00
ZOHO-MANAGEENGINE SER	1	\$2,395.00
<b>TOTAL</b>		<b>\$130,903.77</b>



# Memorandum

**To:** Park Board of Commissioners

**From:** Mitch Carr, Director of Recreation and Facilities; Tony Matzke, Facilities Maintenance Manager; and Brian Romes, Executive Director

**Date:** April 28, 2020

**Subject:** **2020 District HVAC Bid**

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## **Summary**

The Park District of Highland Park took a different approach to scheduled/budgeted capital repairs for facilities Heating Ventilation and Air Conditioning (HVAC) systems. This year, due to the number of units scheduled for replacement, staff decided to bundle all projects into one large bid. The expectation was that this approach would receive better pricing by using one contractor as well as create efficiencies in managing one bid and one contractor to do all HVAC replacements.

The table below shows the projects that were included in the 2020 Park District HVAC bid as well as the budget for each item.

<b><u>Bid Item Description</u></b>	<b><u>Approved Budget</u></b>
Deer Creek Racquet Club – 4 units	\$150,000
West Ridge Center – 2 units	\$37,000
Centennial Ice Arena – 1 unit	\$50,000
Recreation Center of Highland Park- 4 units	\$80,000
Alternate Hidden Creek Aqua Park Concessions unit	Not budgeted
<b>Total Approved Budget</b>	<b>\$317,000</b>

## **Bid Results**

A total of six sealed bid were received for HVAC replacements. The table below outlines the results.

<b>Contractor</b>	<b>Tiles in Style</b>	<b>Oak Brook Mechanical</b>	<b>MG Mechanical</b>	<b>Core Mechanical</b>	<b>AA Service Co.</b>	<b>FE Moran, Inc.</b>
DCRC	\$107,065.45	\$ 94,801.00	\$104,900.00	\$ 86,325.00	\$117,117.00	\$113,000.00
WRC	\$ 19,072.20	\$ 22,210.00	\$ 20,900.00	\$ 40,150.00	\$ 19,517.00	\$ 49,800.00
CIA	\$ 15,600.00	No Bid	\$ 26,300.00	\$ 47,600.00	\$ 35,537.00	\$ 36,400.00
RCHP	\$ 60,633.20	\$100,743.00	\$ 90,300.00	\$ 93,145.00	\$128,177.00	\$ 76,400.00
<b>BASE TOTAL</b>	<b>\$202,370.85</b>	<b>\$217,754.00</b>	<b>\$242,400.00</b>	<b>\$267,220.00</b>	<b>\$299,347.00</b>	<b>\$275,600.00</b>
Alternate	\$ 6,415.50	\$ 16,144.00	\$ 10,400.00	\$ 24,185.00	\$104,272.00	\$ 34,800.00
<b>BASE + ALTERNATE</b>	<b>\$208,786.35</b>		<b>\$252,800.00</b>	<b>\$291,405.00</b>	<b>\$309,775.00</b>	<b>\$310,400.00</b>

All total project bids came in under the total budget, including the alternate for the Hidden Creek Aqua Park concessions unit. Oak Brook Mechanical was eliminated due to an incomplete bid. Tiles in Style, the low bidder, was evaluated for qualifications and unfortunately was eliminated for consideration. Their references did not show support that they were qualified to lead a large commercial HVAC replacement project. MG Mechanical was the next lowest responsive bidder with a base project bid of \$242,400 and a bid alternate of \$10,400. They have good references that show they can perform this work.

Staff recommends moving forward with the base bid which totals \$242,400. These items encompass replacing 11 total units which have met or exceeded their useful life. Staff recommend deferring the alternate item until 2021.

### **Financial Impact**

Total Available Budgeted Funds for this project	\$317,000
Bid Recommendation	<u>\$242,400</u>
Anticipated Amount <u>under</u> budget	\$74,600

### **Recommendation**

Staff recommends the Park Board of Commissioners authorize the Executive Director to enter into a contract with MG Mechanical for the HVAC Replacement base bid in the total amount of \$242,400.



# Memorandum

**To:** Board of Park Commissioners

**From:** Mitch Carr Director of Recreation and Facilities; Brian Romes, Executive Director

**Date:** April 28, 2020

**Subject:** **2020 License Agreement with the North Shore Yacht Club**

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## **Background**

The North Shore Yacht Club (NSYC) is a not-for-profit organization that promotes and encourages safe boating techniques and has a long history of providing boating education for its members, and the Highland Park community. In addition, the NSYC provides recreational program opportunities in the area of non-motorized boating to the general public for which the Park District of Highland Park (PDHP) does not otherwise provide. The attached License Agreement allows the NSYC to exclusively use Park District of Highland Park property during certain identified times as outline in the agreement, as well as the ability to store NSYC equipment on the property for purposes of delivering programming to the boating community. Substantial changes in the 2020 agreement when compared to the 2019 agreement are as follows:

- The Agreement term will be from April 1, 2020 – December 31, 2020, to allow future contract terms to begin on the Park Districts fiscal calendar year.
- The Park District has agreed to provide standard season opening and season closing duties for the building and beach, as well as provide routine maintenance of the building and weekly grooming of the beach throughout the boating season. However, “Emergency” maintenance requests that may be needed to the sand ramp or dock that specifically support NSYC events, and are outside the District’s scheduled maintenance, will be billed as additional fees to NSYC.

## **Financial Impact**

The License Agreement Fee for NSYC is \$6,500 in line with what was budgeted for 2020. With the Park District closure of all facilities starting March 14 and until further notice, due to the COVID – 19 Pandemic, the license fee will be adjusted to a pro-rated amount.

**Recommendation**

Staff recommends approval from the Park Board of Commissioners authorization for the Executive Director to enter into the 2020 License Agreement with the North Shore Yacht Club.

## **2020 LICENSE AGREEMENT**

This License Agreement (“Agreement”) is made as of this \_\_\_\_\_ day of \_\_\_\_ 2020, but is effective April 1, 2020 by and between the PARK DISTRICT OF HIGHLAND PARK, an Illinois park district and unit of local government (“District”) and NORTH SHORE YACHT CLUB an Illinois not-for-profit corporation (“NSYC”). District and NSYC are hereinafter sometimes referred to individually as a “Party” and together as the “Parties.”

### **Recitals**

**WHEREAS**, District is the lessee of certain property owned by the City of Highland Park located at 8 Park Avenue, Highland Park, IL (the “Property”) and the owner of certain personal property and buildings located on the Property which is maintained and operated by District as a public boating and fishing facility; and

**WHEREAS**, NSYC is a not-for-profit corporation that promotes and encourages boating and safe boating techniques and has a history of providing boating education and activities related to boating for its members and the general public; and

**WHEREAS**, NSYC has for many years been an affiliate organization of the District and as such provides recreational program opportunities to the general public which the District is permitted to but might not otherwise provide; and

**WHEREAS**, NSYC has warranted to the District that its membership and activities are open and available to all persons on an equal basis; and

**WHEREAS**, District has for many years permitted NSYC to use various portions of the Property to conduct activities consistent with NSYC’s charter and the District’s recreational mission, including the provision of boating lessons for NSYC program participants, NSYC business related to its boating activities, and social events related to its boating activities (collectively, the “Licensed Activities”) during days and times as agreed to by the District; and

**WHEREAS**, NSYC desires to be able to continue to conduct the Licensed Activities including the provision of boating lessons for NSYC program participants, at and from the Property, and District has determined that permitting such continued use on and subject to the terms and conditions hereinafter set forth in this Agreement is in the District’s and the public’s interest.

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

1. Incorporation of Recitals. The foregoing recitals are hereby incorporated into this Agreement, and made part hereof, and all covenants, terms, conditions and provisions hereinafter contained shall be interpreted and construed in accordance therewith.

2. Term. This Agreement shall commence effective April 1, 2020 and, unless sooner terminated as provided in this Agreement, shall expire at midnight on December 31st, 2020. The term of this Agreement shall automatically renew for additional one (1) year terms (each commencing on January 1) unless the Park District delivers notice of non-renewal at least thirty (30) days prior to the expiration of the term or any renewal term. If the Park District elects not to renew and this Agreement terminates on December 31 of any year, the Park District shall permit NSYC to holdover for not more than 120 days, but only for the purpose of storing personal property and not for operating any programs.
3. Licenses and Permission. District hereby grants NSYC and NSYC accepts from the District --subject to the terms, covenants and agreements herein contained—1) a non-exclusive, non-assignable license to use the building commonly known as the “Clubhouse” and 2) an exclusive, non-assignable license to use following portions of the Property: A) designated space in the “garage” building located immediately south of the Clubhouse (“Garage”); B) the room adjacent to the Clubhouse containing storage lockers (“Locker Room”); C) 18 spaces in the District’s boat storage racks located on the beach proximate to the Clubhouse (“Boat Rack”); D) designated spaces on the cable lock-up fixture located on the beach proximate to the Clubhouse (“Cable Lock-Up”); E) space number 102 on the south parking pad (“Space 102”); F) two storage spaces (“Spaces 103 and 104) suitable for storing an 18-foot sailboat on a trailer and one additional empty trailer; and G) if available, additional storage space for the NSYC committee boat on the south pad or, if unavailable, the use of the 50/50 lot behind the reclamation building (the “Alternative Storage Spaces”), all as more specifically depicted on Schedule F. The licenses granted herein are collectively referred to as the “License” and the portions of the Property for which the License is granted is sometimes collectively referred to as the “Licensed Facilities” or individually as a “Licensed Facility”.

NSYC may not use any other areas of the Property for storage purposes without prior written approval of the Park District. In addition, the NSYC agrees and covenants to comply with the maximum Yacht Club building occupancy, posted by the Highland Park Fire Department, of 60 members/guests at any given time.

The District reserves the right, but shall be under no obligation, to enter upon the Licensed Facilities at any time(s) to inspect them for compliance by NSYC with the provisions of this Agreement, to make such repairs as the District shall deem necessary or advisable, and for all other lawful reasons.

4. Fee. In consideration of the License granted NSYC under this Agreement, NSYC shall pay a fee to District (“License Fee”). The fee shall be in the amount of Six Thousand Five Hundred Dollars (\$6,500) per year. The License Fee shall be paid in two equal installments each as follows:

2020:

First Payment of \$3,250 Due on or before: April 1, 2020

Second Payment of \$3,250 Due on or before: August 1, 2020

If NSYC is delinquent in any payment more than ten (10) days past the date for payment specified above, a notice will be sent to NSYC at the physical address and email address set forth in this Agreement (“Notice of Non-Payment”). If the NSYC does not satisfy any delinquent payment within five (5) business days after receipt of the Notice of Non-Payment, the District shall have the option to suspend the License or terminate this Agreement immediately upon notice to NSYC.

With the Park District closure of all facilities starting March 14, 2020 and until further notice, due to the Covid – 19 Pandemic, the license fee will be adjusted to a pro-rated amount. This amount will be determined once the facilities re-open.

5. No Assignments/Agreements without District Consent. NSYC shall not license or grant to third parties, in whole or in part, its rights under this agreement other than to rent lockers in the Locker Room to NSYC members. Further, NSYC shall permit only members, their guests, and program participants to use the Licensed Facilities. In particular, neither NSYC nor its members shall use any portion of the Licensed Facilities to store any equipment or personal property (including but not limited to sails, Stand Up Paddle masts, oars, rudders or life jackets) that is not owned by NSYC, its members, or the District. Further, NSYC shall not enter into any agreements concerning the Licensed Facilities or teaching programs which compete with similar Park District programs with any person, entity, contractor or subcontractor (other than the locker rentals) without the express prior written consent of the District.
6. Use of Licensed Facilities/Specified Times. NSYC shall have use of the Clubhouse at the times specified in Schedule “A” attached to and incorporated in this Agreement. NSYC shall have the use of Garage, Locker Room, Boat Rack, Cable Lock-Up, Spaces 102, 103, and 104, as depicted in Schedule “F” and, if available, the Alternative Storage Spaces, at all times. District reserves the right to use or permit third parties to use, the Clubhouse at any time or times when not in use by NSYC pursuant to the schedule set forth in Schedule “A”. Any requests for alterations of the set schedule for the NSYC must be in writing to the District at least 10 (10) business days prior to the NSYC committing to the use of the facility. NSYC must receive prior approval from District prior to scheduling any activity on dates/times not identified on Schedule “A”. Schedule “A” may be modified in writing by agreement of NSYC and District. The Parties acknowledge that NSYC may decide to cancel a scheduled use of the Clubhouse. In that event it is essential that the Clubhouse be available for use by the District or other persons. Accordingly, NSYC shall inform District immediately if it will not be using the Clubhouse for a Social Event Date on any of the dates/times scheduled for NSYC’s use, but not later than ten (10) business days before the scheduled event. District acknowledges that other reserved dates/times for the use of the Clubhouse are weather dependent and that advance notice of non-use may not be feasible.

7. Condition of Licensed Facilities. As of the date hereof, NSYC is aware of the following condition issues identified in Schedule E and, subject to the terms of this section, accepts the Licensed Facilities in an as-is, where-is condition, with all faults. The District shall perform the repairs as listed in Schedule E. Within five (5) days from discovery, NSYC shall advise District of any additional safety or repair issues in written format to District.

NSYC shall not use extension cords in the Licensed Facilities except in compliance with manufacturer recommendations and for Temporary Use (“Temporary Use” being defined as an extension cord being plugged in for no more than 12 consecutive hours and no more than 40 total hours out of any 72-consecutive hour time period) unless such use is approved by the District.

8. Insurance. NSYC shall obtain and maintain the insurance as set forth on Schedule “B”. All liability insurance maintained by NSYC shall name the District, its officers, agents, and employees and volunteers as an additional insured. It shall be a condition of the License that Licensee shall provide District with certificates of insurance demonstrating compliance with the minimum insurance requirements set forth in Schedule “B”. A copy of the certificate of insurance must be provided to the District upon renewal of each term of the Agreement. Upon NSYC’s failure to obtain or maintain the required insurance, the District shall have the option to suspend the License or terminate this Agreement immediately upon notice to NSYC. Alternatively, the District has the option, but not the obligation, to obtain such insurance for NSYC and charge NSYC 110% of the cost thereof, which amount shall be paid on demand.
9. Custodial Fees. NSYC shall pay all custodial/maintenance fees in accordance with the attached Schedule “C” for the current boating season. This fee must be paid in full by August 1, 2020.

10. Maintenance. Maintenance responsibilities shall be shared by the Parties as follows:

- a. Except for damage or misuse caused by NSYC or its members or as otherwise provided in this License Agreement, District shall be responsible for maintaining the Licensed Facilities and its systems in good repair and for cleaning the Licensed Facilities (except as noted in the attached Schedule C and Section 9 herein”).

Maintenance required because of breakage, vandalism or other unanticipated circumstances must be directed by NSYC to District’s Park Avenue Manager. Action on such requests will be at the reasonable discretion of the District, subject to budgetary and appropriation constraints. In the event District determines not to perform any repair/replacement for which it receives notice from NSYC in a reasonable time, NSYC shall have the option to terminate the License by giving no less than 14 days prior written notice thereof

to District and, except for accrued obligations of the Parties under this License, the Agreement shall thereupon cease.

- b. Except as otherwise provided in subparagraph 10.a above, NSYC shall at all times be responsible for maintaining in a clean, neat and sanitary condition the Licensed Facilities, including the storage areas reserved for use by NSYC and/or its members in the Clubhouse and including the kitchen after use by NSYC. NSYC shall, after any licensed use, remove all food waste and other garbage from the Clubhouse by placing same in the dumpsters located on the south parking pad. The NSYC shall sweep out the Yacht Club building at the end of every day its members use the facility. It is understood that the NSYC is not responsible for the general cleaning of the Clubhouse restrooms. However, if it is determined by the Park District staff, that the Yacht Club building was not cleaned properly, as described above, the NSYC will be subject to an additional \$50 cleaning fee (not covered by Schedule C custodial/maintenance fees) for each occurrence.
- c. A maintenance checklist form as provided by District shall be used for establishing standards for clean-up and evaluating the Licensed Facilities' condition following licensed usage.

11. Items of Personal Property. The District shall have no liability to NSYC, its members, guests or other NSYC patrons regarding any stolen, missing, lost or broken items of personal property. NSYC, its members, guests or other NSYC patrons shall have no claim for loss of value, loss of use, consequential damages, or any other claim against the District for any item of personal property. NSYC shall indemnify and hold the District harmless against any claim by its members, patrons or guests arising or resulting from any stolen, missing, lost or broken items of personal property. Nothing herein shall be construed to characterize the District as a bailee or NSYC, and its members, patrons and guests, as bailors.
12. Rules and Regulations. Except as otherwise expressly provided in this License Agreement, both NSYC and any member(s) of NSYC reserving a Licensed Facility for their own use, shall comply with and adhere to the general procedures, rules and regulations of the District governing application for use of Licensed Facility. NSYC shall comply with all other applicable laws, ordinances, rules and regulations in the conduct of its activities at and its use of the Property. District reserves the right to revise its current rules and regulations pertaining to the Licensed Facilities and to promulgate such other and additional rules and regulations as in its reasonable judgment may from time to time be needed for safety, care, cleanliness and reputation of the Property, including without limitation the Licensed Facilities, and for the preservation of good order therein and to ensure that its use is in conformity with all applicable laws. Provided, however, that NSYC may terminate this License Agreement upon five (5) days prior written notice, if in the reasonable opinion of

NSYC any of the rules and regulations singularly or together, effectively deny the NSYC continued use of the Licensed Facilities as contemplated by this License and, in such event, NSYC shall be responsible only for such payments and the performance of such other obligations as shall have accrued prior to the date of termination. All rules and regulations shall be binding upon the Parties with the same force and effect as if they had been inserted herein at the time of the execution of this License Agreement.

13. Hold Harmless. To the fullest extent permitted by law, NSYC shall defend, indemnify and hold harmless District, its officers, employees and agents and their successors and assigns, from and against any and all claims or demands of whatsoever nature, including without limitation claims or demands for loss of, or damage to property or for injury or death to any person from any cause whatsoever directly or indirectly arising from, related to or connected with NSYC's use of the Licensed Facilities, or the conduct by NSYC of its organized activities or events on the Property and/or Licensed Facilities, or the grant of the License hereunder. NSYC shall pay all costs and expenses, including without limitation court costs and attorney's fees, which shall be incurred by or imposed on District either in enforcing the terms of this License or in any litigation or other proceeding to which District may be made a party relating to the License or NSYC's use of the Property (other than proceedings brought by District or NSYC to enforce the provisions of this License Agreement where judgment is entered on all counts in favor of NSYC). Provided, however, that NSYC shall have no liability hereunder for bodily injuries sustained or property damage suffered by, or the death of, any person where such injury, death or damage resulted from an intentional wrongful act of willful and wanton conduct of the District or its employees or agents. Further provided that NSYC shall have no liability for bodily injuries sustained or property damage suffered by, or the death of any member of the general public using the Licensed Facilities, unless such injuries, damage or death occurred by reason of damage to the Property or Licensed Premises caused by NSYC, its officers, members, invitees or guests, or during an activity sponsored, organized or supervised by NSYC. Nothing herein provided is intended to waive nor shall it waive any of the immunities afforded District under the "Local Government and Governmental Employees Tort Immunity Act" and District shall continue to have all of the protections and immunities provided by said Act as now or hereafter amended. The scope of the indemnity herein described shall not be limited by the insurance coverage required herein, the parties agreeing and acknowledging that such coverage being only a minimum amount reasonably necessary to cover the risks for the activities permitted under this License.
14. Alcohol. NSYC shall not make available for consumption on the Property any alcoholic beverages unless NSYC shall have first complied with the District's "Application to Serve Alcoholic Beverages and Acquire Host Liquor/Liquor Liability Insurance", attached hereto as Schedule "D", and any and all other ordinances, rules or regulations, as modified from time to time by District as otherwise modified by the terms of this License Agreement, as the same relate to sale, delivery, or consumption of alcoholic beverages. If the District permits NSYC to deliver alcohol on the Property, NSYC will be solely responsible for compliance with all applicable State and local licensing requirements.

15. Alterations to Licensed Facility. NSYC shall make no alterations in or additions to the Licensed Facilities or any other part of the Property without District's prior written consent. Any alterations permitted by the District shall become the property of the District and NSYC shall have no claim for payment or reimbursement for any costs related thereto.
16. Property Loss. If the Clubhouse is made unusable or untenable by fire or other casualty, District may elect to terminate the License as of the date of the fire or casualty by giving notice to NSYC within forty-five (45) days after that date. If District elects to repair, restore or rehabilitate the Clubhouse at District's expense within one hundred twenty (120) days after District is enabled to take possession of the Clubhouse and undertake reconstruction or repairs, this License shall not terminate, but the License Fee shall be abated on a per diem basis while the Clubhouse is unusable or untenable. District shall advise NSYC promptly in writing of the date District was enabled to take possession of the Clubhouse and undertake reconstruction or repairs. If District elects to repair, restore or rehabilitate the Premises and does not substantially complete the work within the one hundred twenty (120) day period, NSYC may terminate the License as of the date of the fire or casualty provided NSYC gives written notice to District no later than one hundred thirty (130) days after District is enabled to take possession of the Clubhouse and undertake reconstruction or repairs. In the event of termination of the License pursuant to this paragraph, the License Fee shall be apportioned on a per diem basis and be paid to the date of such fire or casualty. If District elects not to repair NSYC may terminate the License by giving written notice to District within thirty (30) days after NSYC is advised by District of its election not to repair. Notwithstanding the foregoing, in order to continue to use portions of the Licensed Facilities to perform its Licensed Activities, NSYC may elect to terminate this License as to that part of the Licensed Facilities that are so damaged, and the Licensed Fee shall be adjusted in a reasonable manner.

With respect to any loss generally covered under the classification "Fire and Extended Coverage Insurance," the one suffering said loss releases the other of and from any and all claims and they further mutually agree that their respective insurance companies shall have no right of subrogation against the other on account thereof.

17. State of Imminent Danger of Loss of Life or Property. In the event of a bona fide emergency (which for purposes of this paragraph shall mean reasonably perceived state of imminent danger of loss of life or property), District may, but shall not be obligated to, cure without notice any uncured default by NSYC under this License and whenever District so elects, all costs and expenses incurred, including attorneys' fees, shall be paid by NSYC to District on demand. Alternatively, in the event of a bona fide emergency, as herein defined, District shall have the option to suspend the License or terminate this Agreement immediately upon notice to NSYC.
18. Damage to Property. NSYC shall be responsible for all damage caused by NSYC, its members or its or their invitees done to any of the District's furniture, fixtures and equipment located in or about the Licensed Facilities, ordinary wear and tear and loss by fire or other casualty not the fault of NSYC excepted. NSYC shall also be responsible for

any and all damage done to all or any part of the Licensed Facilities or Property by NSYC, its employees, agents, members and invitees, and NSYC shall promptly reimburse District for the full cost for repair of all such damages or replacement. NSYC shall return the Licensed Facilities fixtures and equipment to District at the termination of the License in as good a condition as it received same, reasonable wear and tear and damage by fire or other casualty not the fault of NSYC and poor condition cause by failure of the District to carry out its repair and maintenance obligations under this Agreement excepted.

19. Written Notices. All notices, requests, demands, payments, donations, or other communications with respect to this Agreement shall be in writing and shall be deemed to have been duly given upon delivery or refusal of addressee to accept delivery, addressed as follows (or to such other persons or addressees as may be designated by notice given to the other Party in accordance with this Paragraph 13): Notice may be sent by personal delivery, fax or email notice is deemed received with proof of receipt by the intended recipient.

A. NORTH SHORE YACHT CLUB  
PO BOX 12  
Highland Park, IL 60035

And to:

Attention: Laura Knapp, NSYC Commodore  
700 College Place  
Highland Park, IL 60035  
[laura@studiohp.net](mailto:laura@studiohp.net)  
847-757-0480

B. PARK DISTRICT OF HIGHLAND PARK  
636 Ridge Road  
Highland Park, IL 60035  
Attention: Brian Romes, Executive Director  
[bromes@pdhp.org](mailto:bromes@pdhp.org)

With Copy to:

Adam Simon  
Ancel, Glink  
140 S. Dearborn  
6<sup>th</sup> Floor  
Chicago, Illinois 60603  
[asimon@ancelglink.com](mailto:asimon@ancelglink.com)

20. Miscellaneous Provisions

- A. This Agreement sets forth the entire understanding of the Parties with respect to the subject matter hereof, and supersedes any and all previous communications and understandings, oral or written, between the Parties. This Agreement cannot be modified or amended unless in writing signed by both Parties and dates a date subsequent to the date of this Agreement.
- B. The headings of the paragraphs of this Agreement are for convenience and reference only, do not form any part of the Agreement, and in no way modify, interpret or construe the meaning of any provision of this Agreement, or the intent of the Parties.
- C. Nothing contained in this Agreement is intended, or shall be interpreted or construed, as creating any partnership or joint venture between the Parties, or as either expressly or implicitly providing any right, privilege or benefit of any kind whatsoever to any person or entity that is not a Party to this Agreement, or as acknowledging, establishing or imposing any legal duty or obligation on the part of either Party to any third party.
- D. This Agreement shall inure to the benefit of, and be binding upon the Parties and their respective permitted successors and assigns, provided however that neither this Agreement nor any right, interest or obligation of NSYC under this Agreement may be assigned in whole or in part by NSYC to any third party without the prior written consent of the District which the District may grant or withhold in its sole discretion, other than as provided in Section 5.
- E. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Venue for any dispute arising under this Agreement shall be exclusively in the Circuit Court of Lake County, Illinois.
- F. Survival. All repair and restoration, insurance and indemnification obligations, and all releases and waivers, described herein shall survive the expiration or earlier termination of this Agreement.
- G. CONTRACT CONSTRUCTION.  
The rule of contract law that any ambiguity in an agreement shall be construed against the party drafting the Agreement shall not be applicable to construction of this Agreement, as the Parties acknowledge they have been represented by counsel in regard to the negotiation and finalizing of this Agreement.

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

NORTH SHORE YACHT CLUB

PARK DISTRICT OF HIGHLAND PARK

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

Attest: \_\_\_\_\_

Secretary, Board of Park Commissioners

**SCHEDULE “A”**  
**April 1, 2020 through December 31, 2020**

Clubhouse: The North Shore Yacht Club shall have use of the clubhouse during the boating season at the following times:

1. NSYC Reserved Time: These are the times reserved at the beginning of the season for regular club activities.

Tuesday: 5:00 p.m. - 10:00p.m.

Thursday: 5:00 p.m. - 10:00p.m

Saturday: 8:00 a.m. - 2:00 p.m.

Sunday: 8:00a.m. - 10:00 p.m.

Saturday Evenings: The PARK DISTRICT shall reserve the Clubhouse for NSYC Events one Saturday evening per month for the months of June, July, September, October, and November, and for two Saturday evenings in August. These Dates may be reserved in advance of the public reservations which begin on February 1 of each year. The Saturday evening must be used for NSYC activities. Reserved time not used by NSYC will be made available to the PARK DISTRICT. The Clubhouse must be cleaned up (beginning 30 minutes prior to departure) and vacated on Friday nights by 10:00pm and Saturday nights by 11:00pm.

2. Open Time: All times not listed above are available and must be scheduled individually through the PARK DISTRICT. The PARK DISTRICT may reserve time for other activities in the Clubhouse. Open times not reserved will be made available to the North Shore Yacht Club at the discretion of the PARK DISTRICT. The availability of Open Time not reserved by the public may be reserved three weeks or less prior to the date desired and must be done through the PARK DISTRICT by a designated NSYC representative. If attendance for this request will exceed 15 individuals, normal rental procedures and fees may be required as determined by the PARK DISTRICT. The PARK DISTRICT will set its policies for making reservations.
3. Material Distribution: The NSYC will provide, upon request, the PARK DISTRICT with all membership and promotional material available for distribution. The PARK DISTRICT must be informed of proposed promotions, events and advertisements.
4. Season Parking Decals: PARK DISTRICT season parking decals are available through the PARK DISTRICT. Season parking decals (will be made available to non-resident NSYC members at a \$75 discount. Non-NSYC members attending Club events may request a complimentary one-day parking pass *on-site* through the NSYC Commodore or NSYC event manager

5. General: The PARK DISTRICT representative and NSYC Commodore will meet to arrange for day-to-day building usage items including, but not limited to: closets in the clubhouse, kitchen, locks, closing time, daily sweeping of the building and furniture.

**SCHEDULE “B”  
NOT-FOR-PROFIT ORGANIZATIONS/COMMUNITY GROUPS**

**I. Commercial General Liability Including: *Limits:***

- Bodily injury \$1,000,000 per occurrence
- Property damage \$2,000,000 annual aggregate
- Personal injury Occurrence Form
- Advertising injury
- Medical payments
- Marine
- ATHLETIC PARTICIPATION EXCLUSION DELETED (for athletic groups, programs, leagues)

**1. Coverage to be considered if these exposures exist as a result of the group’s operations:**

- Ownership, use or maintenance of property
- Incidental medical malpractice
- Sexual abuse and molestation (for the group, not the individual)
- Consumption or use of food products
- Liquor liability
- Workers Compensation

**2. Accident Medical Insurance:**

Sports groups should also consider purchasing Accident Medical Insurance that pays the medical bills of an injured participant or staff member as excess coverage after benefits are paid under any other collectible insurance. This coverage is often required in many sports liability insurance programs.

**II. Directors and Officers Liability *Limits:***

- Wrongful acts \$1,000,000 per occurrence
  - Errors and omissions \$2,000,000 annual aggregate
- Claims-made Form

**III. Liquor Liability *Limits:***

- Host liquor liability (serve liquor) \$1,000,000 or statutory
- Dram shop liability (sell liquor)
- Workers Compensation

## SCHEDULE C

The PARK DISTRICT shall assign fixed rates regarding custodial and utility expenses incurred at the Clubhouse. The NSYC portion will be determined by using the expenses incurred one year prior to the current license agreement.

In addition, since staffing ceases on Labor Day weekend, all custodial service for the Clubhouse will also end. However, custodial service will still be provided for an occasional Clubhouse rental until the boating season ends during the second week of November.

Since Park Avenue staffing ends on Labor Day and the NSYC has continued use of the Clubhouse until the second weekend of November, the Park District will provide custodial service one day per week for these ten (10) remaining weeks. This additional custodial service will be solely incurred by the NSYC.

Finally, The PARK DISTRICT will provide season opening and closing services for the beach areas. These services include the installation of the beach cables, sand ramp for small craft vessel launching and the boat racks. The PARK DISTRICT will also provide weekly grooming services. These services should be considered customary for all small craft vessel patrons and not specific to NSYC. In the event that a severe weather event or large lake waves cause damage to any of the beach area, the PARK DISTRICT will conduct repairs and grooming services as soon as administratively possible for boating patrons. If the NSYC is in need of emergency repair services for their programs the PARK DISTRICT can provide these services. Direct costs for these services will be billed to the NSYC.

Electrical

\$ 407.62      NSYC usage: 30% (\$1,358.72) utility expense from previous year)

Custodial

\$ 600.00      NSYC portion: Opening Day to Labor Day

\$ 324.00      Additional NSYC usage (Labor Day through 1<sup>st</sup> Saturday of November =  
(Cleaned: 1x per week x 2 hours x 9 weeks x \$18.00/hr = \$324 yr.)

**\$1,331.62**      **NSYC Total Portion** (this fixed amount will be added to annual payments).

**This fee must be paid in full by August 1, 2020.**



Schedule D

**Park District of Highland Park  
Application to Serve Alcoholic Beverages and Acquire  
Host Liquor/Liquor Liability Insurance**

**Serving**

Anyone serving alcoholic beverages at a Park District facility must fill out the attached forms and obtain Host Liquor/Liquor Liability Insurance. This insurance is available through the Park District Risk Management Agency (PDRMA) Policy #ESE010658 for a fee of \$195 per event (maximum of 100 attendees) (\$215 per event for over 100 attendees). Fill out the attached form with payment and check made out to the Park District of Highland Park or credit card information. Application must be made a minimum of 10 business days before the event.

**Selling**

Anyone selling alcoholic beverages, even if by tickets, or as part of a paid meal, must obtain a license from the City of Highland Park. Authorization for a 48-hour "Class D" liquor license may be obtained from the City by sending a copy of the approved Park District of Highland Park's Special Permit For Serving Alcoholic Beverages at Functions to:

Mayor Nancy R. Rotering  
City of Highland Park  
1707 St. Johns Avenue  
Highland Park, IL 60035

Include a check in the amount of \$25 per day made payable to the City of Highland Park.

Dram Insurance in addition to the Host Liquor/Liquor Liability Insurance is required for any event where alcoholic beverages are sold. Total insurance cost for events of up to 100 people is \$365.

## SCHEDULE E

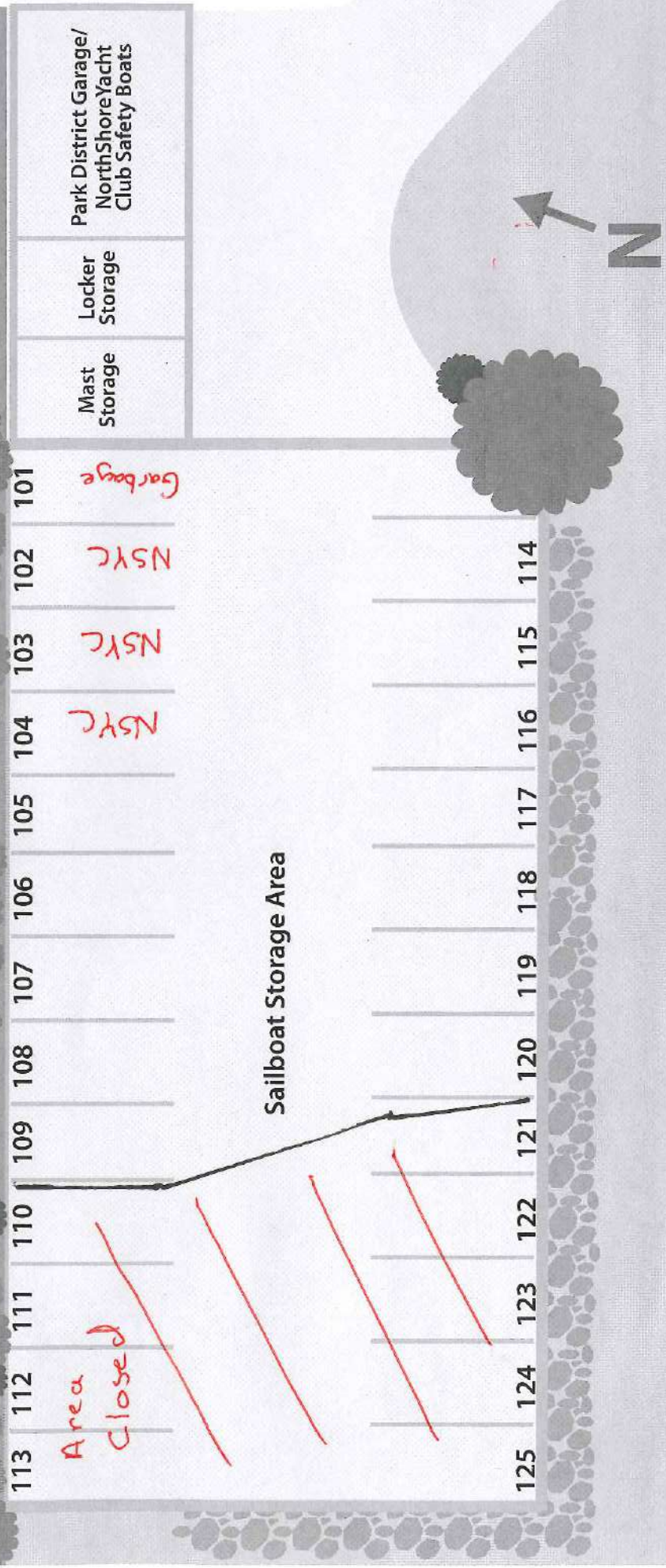
Items for repair and timing of those repairs as discussed in meeting between Park District of Highland Park and North Shore Yacht Club on January 31, 2020.

1. Deck Condition. District will continue to maintain the deck, including refinishing and repainting, as needed.
2. Gutters. District will ensure all gutters are cleaned prior to the start of season and regularly check and clear debris throughout the season.
3. Lighting. District will ensure the navigation light by the hut is operational and repair and optimize light fixtures on and around the NSYC grounds prior to start of season.
4. Dampness. District will regularly inspect the clubhouse for dampness and dehumidify as needed. District will maintain as much clearance above the foundation on the rear of the clubhouse as possible.
5. Fireplace. District will clean the flue and repair the doors of the clubhouse fireplace prior to start of season.
6. Bathrooms. District will ensure clubhouse toilets are operational and do not “run”, showers and shower heads are operational, and stall locks are working prior to start of season.
7. Doors. District will maintain exit doors and door hardware for proper operation.
8. Window Screens. District will repair any torn or missing screens and install on all windows, prior to start of season.
9. Firepit. District will maintain firepit enclosure and metal cover, as needed.
10. Trees. District will evaluate and address any hazardous trees, as needed.
11. Beach Storage. District will tighten storage cables and replace space markers prior to start of season. District will replace broken rollers on tiered racks prior to start of season.
12. Sand Ramp. Complete installation of entire ramp, including all tiles, steel grates, and will be maintained prior to start of season, throughout season, subject to provisions outlined in schedule C

SCHEDULE F

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**Park Avenue Boating Facility**  
**Park District of Highland Park**  
**South Pad Storage**



# Memorandum

**To:** Park Board of Commissioners

**From:** Michael Evans, Landscape Architect; Jeff Smith, Director of Planning and Projects; and Brian Romes, Executive Director

**Date:** April 28, 2020

**Subject:** **2020 Park Avenue Dredging Bid**

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## **Summary**

The Park District of Highland Park received three (3) sealed bids on Thursday, February 13, 2020, for materials and labor to complete the 2020 Park Avenue Dredging Project. The objective of this annual project is to remove and relocate lake bottom sand to provide enough depth of water for recreational boats to enter and exit the boat ramp. All removed sand will be relocated into Lake Michigan per the Park District's permit. This work is anticipated to take place on May 11, 2020, through May 15, 2020.

## **Bid Results**

<b>Company Name</b>	<b>Base Bid Item #1 Mobilize/Demobilize</b>	<b>Base Bid Item #2 Transport and Place Dredge Material <i>Up to 1,800 CY</i></b>	<b>Total Base Bid</b>
John Keno and company	\$11,700	\$11.50/CY Up To \$20,700	\$32,400
DK Contractors, Inc.	\$35,046	\$1.00/CY Up To \$1,800	\$36,846
Copenhaver Construction, Inc.	\$39,000	\$14.00/CY Up To \$25,200	\$64,200

References from the lowest bidder, John Keno and Company, are favorable and they have adequate experience in the planned work.

**Financial Impact**

Total Available Budgeted Funds for this project	\$37,000
Bid Recommendation	<u>\$32,400</u>
Anticipated Amount <u>under</u> budget	\$ 4,600

**Recommendation**

Staff recommends the Park Board of Commissioners accept Base Bid Item #1 and #2 from John Keno and Company, Inc., in the total amount of up to \$32,400.



Park District of Highland Park, IL

DISTRICT WIDE

# Income Statement

Current Period Ending 03/31/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
100 - PROGRAMS	234,854.30	302,601.69	1,218,448.53	1,188,302.41	30,146.12	2,927,414.43	218,697.31	974,702.35
110 - CAMPS	2,421.44	6,040.00	4,753.94	6,040.00	-1,286.06	1,911,333.50	7,433.81	10,931.31
120 - LESSONS	12,895.50	25,825.66	89,877.33	98,636.83	-8,759.50	374,985.50	20,072.05	83,604.95
130 - SPECIAL EVENTS	11,886.10	890.86	23,571.10	18,081.16	5,489.94	112,105.00	2,037.00	15,220.00
410 - TAX	5,082.17	25,000.00	30,646.18	45,000.00	-14,353.82	13,523,199.00	6,774.56	23,949.59
420 - FEES & CHARGES	35,548.83	53,877.38	131,912.76	133,858.27	-1,945.51	1,870,237.00	39,748.32	105,130.07
440 - MEMBERSHIPS	76,995.07	126,641.06	309,734.20	379,923.18	-70,188.98	1,635,001.20	124,209.73	365,682.94
450 - RENTALS	69,234.15	136,947.96	266,301.51	332,848.39	-66,546.88	1,361,334.70	88,773.70	297,534.89
460 - MERCHANDISING	1,704.41	5,837.47	21,469.79	16,531.60	4,938.19	175,519.00	1,311.26	18,137.72
470 - INTEREST INCOME	35,470.34	14,161.00	87,791.64	42,483.00	45,308.64	170,000.00	31,135.03	87,535.55
480 - MISCELLANEOUS INCOME	153,580.74	19,495.14	194,747.28	54,911.77	139,835.51	306,117.43	5,661.72	48,972.49
510 - OTHER INCOME	0.00	0.00	955,327.45	0.00	955,327.45	73,978.13	0.00	0.00
520 - BOND/DEBT PROCEEDS	7,060.29	0.00	6,453,729.89	7,100,000.00	-646,270.11	7,100,000.00	0.00	0.00
<b>Total Revenue:</b>	<b>646,733.34</b>	<b>717,318.22</b>	<b>9,788,311.60</b>	<b>9,416,616.61</b>	<b>371,694.99</b>	<b>31,541,224.89</b>	<b>545,854.49</b>	<b>2,031,401.86</b>
<b>Expense</b>								
100 - PROGRAMS	144,099.51	169,809.55	412,660.15	531,432.09	118,771.94	1,742,372.36	164,612.83	333,673.38
110 - CAMPS	3,088.84	6,338.45	22,305.33	26,618.29	4,312.96	1,036,564.89	1,600.00	9,284.15
120 - LESSONS	15,996.63	16,708.65	49,060.18	49,683.55	623.37	191,345.95	25,139.91	48,554.54
130 - SPECIAL EVENTS	13,653.10	15,150.00	59,648.72	63,481.06	3,832.34	236,312.08	3,295.94	43,414.03
610 - SALARIES & WAGES	514,847.37	598,799.27	1,489,717.30	1,773,246.20	283,528.90	8,154,729.26	779,119.02	1,521,025.14
620 - CONTRACTUAL SERVICES	140,019.04	173,178.20	659,122.34	820,295.00	161,172.66	2,944,773.67	117,613.02	436,465.50
630 - INSURANCE	166,900.66	188,434.66	313,838.13	565,303.98	251,465.85	2,323,922.96	169,705.45	349,699.41
640 - MATERIALS & SUPPLIES	27,460.95	42,283.46	63,418.04	96,695.23	33,277.19	602,514.61	34,212.05	73,945.74
650 - MAINTENANCE & LANDSCAPING CONTRACTS	31,634.76	26,819.87	52,601.82	65,522.77	12,920.95	425,817.47	12,536.69	32,098.72
660 - UTILITIES	81,181.65	73,534.47	129,008.93	189,599.35	60,590.42	920,634.66	103,961.23	123,478.09
670 - PENSION CONTRIBUTIONS	56,898.70	72,869.99	165,676.21	202,428.36	36,752.15	891,036.45	46,248.75	132,836.01
680 - COST OF GOODS SOLD	526.57	6,876.80	1,483.68	9,230.40	7,746.72	42,427.50	1,115.37	3,005.51
710 - DEBT RETIREMENT	851.04	0.00	851.04	0.00	-851.04	3,273,044.50	950.00	950.00
720 - CAPITAL OUTLAY	16,422.27	639,519.85	65,007.44	1,912,947.15	1,847,939.71	7,694,927.00	123,134.71	139,814.60
<b>Total Expense:</b>	<b>1,213,581.09</b>	<b>2,030,323.22</b>	<b>3,484,399.31</b>	<b>6,306,483.43</b>	<b>2,822,084.12</b>	<b>30,480,423.36</b>	<b>1,583,244.97</b>	<b>3,248,244.82</b>
<b>Report Total:</b>	<b>-566,847.75</b>	<b>-1,313,005.00</b>	<b>6,303,912.29</b>	<b>3,110,133.18</b>	<b>3,193,779.11</b>	<b>1,060,801.53</b>	<b>-1,037,390.48</b>	<b>-1,216,842.96</b>

## Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	-268,845.48	-397,428.02	-741,351.11	-1,188,883.60	447,532.49	312,539.98	-425,099.42	-834,567.28
25 - SPECIAL RECREATION	0.00	0.00	-162,455.01	-162,137.31	-317.70	556,988.38	0.00	-152,959.73
29 - RECREATION	-365,093.52	-258,170.46	-66,629.30	-560,138.75	493,509.45	2,781,889.24	-478,040.15	-66,956.15
60 - DEBT SERVICE	-851.04	0.00	-851.04	0.00	-851.04	-1,692,390.50	-950.00	-950.00
70 - CAPITAL PROJECTS	67,942.29	-657,406.52	7,275,198.75	5,021,292.84	2,253,905.91	-898,225.57	-133,300.91	-161,409.80
<b>Report Total:</b>	<b>-566,847.75</b>	<b>-1,313,005.00</b>	<b>6,303,912.29</b>	<b>3,110,133.18</b>	<b>3,193,779.11</b>	<b>1,060,801.53</b>	<b>-1,037,390.48</b>	<b>-1,216,842.96</b>

## General Corporate/Recreation \$950,000

Largely timing differences:

- Accrued interest of roughly \$40,000 needs to be reversed as the interest was received.
- \$35,000 of Pcard rebate was received one month earlier than budgeted for.
- Miscellaneous income is over budget largely due to receiving sponsorships for back brochure covers and 4th fest by two local banks ahead of the budgeted months for about \$24,000.
- Salaries, benefits and insurance continue to lag behind budget as monthly budget allocations by a combined \$200,000. Also, not all positions are filled and there is now a hiring freeze.

## Capital Projects fund \$2,253,905.91

- Bond issuance greater than expected.
- Excess cash sitting in the capital projects fund from last year.
- Over \$14,000,000 of capital cash invested earning interest.
- Projects have been delayed or eliminated due to COVID-19.
- NSSRA payments are being averaged over the year in the budget.



Park District of Highland Park, IL

01 - GENERAL FUND

# Income Statement

Current Period Ending 03/31/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
410 - TAX	5,082.17	25,000.00	30,646.18	45,000.00	-14,353.82	5,760,000.00	6,774.56	23,949.59
420 - FEES & CHARGES	2,258.52	2,299.08	6,769.56	6,897.24	-127.68	36,600.00	3,061.15	9,033.10
460 - MERCHANDISING	0.00	16.57	77.72	49.07	28.65	540.00	48.07	117.95
470 - INTEREST INCOME	35,470.34	14,161.00	87,791.64	42,483.00	45,308.64	170,000.00	31,135.03	87,535.55
480 - MISCELLANEOUS INCOME	35,259.77	982.43	40,759.25	5,542.68	35,216.57	53,300.00	1,950.81	17,580.71
510 - OTHER INCOME	0.00	0.00	0.00	0.00	0.00	10,425.00	0.00	0.00
<b>Total Revenue:</b>	<b>78,070.80</b>	<b>42,459.08</b>	<b>166,044.35</b>	<b>99,971.99</b>	<b>66,072.36</b>	<b>6,030,865.00</b>	<b>42,969.62</b>	<b>138,216.90</b>
<b>Expense</b>								
610 - SALARIES & WAGES	173,238.75	217,649.17	523,483.21	649,547.51	126,064.30	2,795,046.32	297,059.27	585,780.45
620 - CONTRACTUAL SERVICES	35,016.73	71,567.67	95,251.49	216,608.80	121,357.31	1,012,140.62	30,134.26	86,126.51
630 - INSURANCE	85,158.55	94,767.81	161,255.25	284,303.43	123,048.18	1,137,666.82	87,245.49	180,097.12
640 - MATERIALS & SUPPLIES	13,403.92	9,319.74	27,871.13	29,877.01	2,005.88	234,973.90	18,277.98	33,871.30
650 - MAINTENANCE & LANDSCAPING CONTRACTS	8,477.93	7,316.87	19,740.89	19,615.41	-125.48	98,817.47	5,679.74	16,827.02
660 - UTILITIES	11,875.02	10,714.89	19,818.90	19,244.79	-574.11	122,705.60	12,935.47	18,776.77
670 - PENSION CONTRIBUTIONS	19,745.38	28,550.95	59,974.59	69,658.64	9,684.05	316,974.29	16,736.83	51,305.01
<b>Total Expense:</b>	<b>346,916.28</b>	<b>439,887.10</b>	<b>907,395.46</b>	<b>1,288,855.59</b>	<b>381,460.13</b>	<b>5,718,325.02</b>	<b>468,069.04</b>	<b>972,784.18</b>
<b>Report Total:</b>	<b>-268,845.48</b>	<b>-397,428.02</b>	<b>-741,351.11</b>	<b>-1,188,883.60</b>	<b>447,532.49</b>	<b>312,539.98</b>	<b>-425,099.42</b>	<b>-834,567.28</b>

Tax collection is behind due to receiving \$20,000 less in replacement taxes than budgeted for. Interest income appears high, but the accrual for interest received needs to be reversed. Miscellaneous income is over budget by \$35,000, due to receiving the Pcard rebate earlier than budgeted for. The general fund includes monthly budget allocations for payroll that are spread equally over the year. As discussed previously, the difference to budget gap should close as the year progresses due to a large portion of January payroll being accrued back to December. Also, causing more than a \$113,000 variance in the General Fund is the absence of the Park District's Health and Risk Management Monthly Insurance premium payment to PDRMA. The March insurance was paid in April, while the budgeted amount is allocated evenly over the year. Additionally, not all positions are filled. Contractual services is largely under budget due to less than anticipated legal fees of \$30,000. Additionally, police service fees are under budget by \$18,000 as the first payment does not get paid until March, but the amount is budgeted over all 12 months. Contingencies are under budget by \$12,000, as no contingency dollars have been used. Education and training, employment verification and staff development are all showing savings, as these activities has have stopped since COVID.



Park District of Highland Park, IL

25 - SPECIAL RECREATION FUND

# Income Statement

Current Period Ending 03/31/2020

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
<b>Revenue</b>								
410 - TAX	0.00	0.00	0.00	0.00	0.00	971,263.00	0.00	0.00
<b>Total Revenue:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>971,263.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense</b>								
620 - CONTRACTUAL SERVICES	0.00	0.00	162,455.01	162,137.31	-317.70	414,274.62	0.00	152,959.73
<b>Total Expense:</b>	<b>0.00</b>	<b>0.00</b>	<b>162,455.01</b>	<b>162,137.31</b>	<b>-317.70</b>	<b>414,274.62</b>	<b>0.00</b>	<b>152,959.73</b>
<b>Report Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>-162,455.01</b>	<b>-162,137.31</b>	<b>-317.70</b>	<b>556,988.38</b>	<b>0.00</b>	<b>-152,959.73</b>

Special Recreation expenditures are almost equal to the NSSRA budgeted amount for each member district



Park District of Highland Park, IL  
29 - RECREATION FUND

# Income Statement

Current Period Ending 03/31/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
100 - PROGRAMS	234,854.30	302,601.69	1,218,448.53	1,188,302.41	30,146.12	2,927,414.43	218,697.31	974,702.35
110 - CAMPS	2,421.44	6,040.00	4,753.94	6,040.00	-1,286.06	1,911,333.50	7,433.81	10,931.31
120 - LESSONS	12,895.50	25,825.66	89,877.33	98,636.83	-8,759.50	374,985.50	20,072.05	83,604.95
130 - SPECIAL EVENTS	11,886.10	890.86	23,571.10	18,081.16	5,489.94	112,105.00	2,037.00	15,220.00
410 - TAX	0.00	0.00	0.00	0.00	0.00	5,211,282.00	0.00	0.00
420 - FEES & CHARGES	33,290.31	51,578.30	125,143.20	126,961.03	-1,817.83	1,833,637.00	36,687.17	96,096.97
440 - MEMBERSHIPS	76,995.07	126,641.06	309,734.20	379,923.18	-70,188.98	1,635,001.20	124,209.73	365,682.94
450 - RENTALS	69,234.15	136,947.96	266,301.51	332,848.39	-66,546.88	1,361,334.70	88,773.70	297,534.89
460 - MERCHANDISING	1,704.41	5,820.90	21,392.07	16,482.53	4,909.54	174,979.00	1,263.19	18,019.77
480 - MISCELLANEOUS INCOME	-377.48	6,461.50	35,289.58	13,215.46	22,074.12	108,145.00	3,710.91	31,391.78
510 - OTHER INCOME	0.00	0.00	4,846.95	0.00	4,846.95	63,553.13	0.00	0.00
<b>Total Revenue:</b>	<b>442,903.80</b>	<b>662,807.93</b>	<b>2,099,358.41</b>	<b>2,180,490.99</b>	<b>-81,132.58</b>	<b>15,713,770.46</b>	<b>502,884.87</b>	<b>1,893,184.96</b>
<b>Expense</b>								
100 - PROGRAMS	144,099.51	169,809.55	412,660.15	531,432.09	118,771.94	1,742,372.36	164,612.83	333,673.38
110 - CAMPS	3,088.84	6,338.45	22,305.33	26,618.29	4,312.96	1,036,564.89	1,600.00	9,284.15
120 - LESSONS	15,996.63	16,708.65	49,060.18	49,683.55	623.37	191,345.95	25,139.91	48,554.54
130 - SPECIAL EVENTS	13,653.10	15,150.00	59,648.72	63,481.06	3,832.34	236,312.08	3,295.94	43,414.03
610 - SALARIES & WAGES	341,608.62	381,150.10	966,234.09	1,123,698.69	157,464.60	5,359,682.94	482,059.75	935,244.69
620 - CONTRACTUAL SERVICES	62,976.81	67,839.62	218,081.87	233,736.16	15,654.29	1,006,607.43	77,312.56	175,784.06
630 - INSURANCE	81,742.11	93,666.85	152,582.88	281,000.55	128,417.67	1,186,256.14	82,459.96	169,602.29
640 - MATERIALS & SUPPLIES	14,057.03	32,963.72	35,546.91	66,818.22	31,271.31	367,540.71	15,934.07	40,074.44
650 - MAINTENANCE & LANDSCAPING CONTRACTS	23,156.83	19,503.00	32,860.93	45,907.36	13,046.43	327,000.00	6,856.95	15,271.70
660 - UTILITIES	69,306.63	62,819.58	109,190.03	170,354.56	61,164.53	797,929.06	91,025.76	104,701.32
670 - PENSION CONTRIBUTIONS	37,153.32	44,319.04	105,701.62	132,769.72	27,068.10	574,062.16	29,511.92	81,531.00
680 - COST OF GOODS SOLD	526.57	6,876.80	1,483.68	9,230.40	7,746.72	42,427.50	1,115.37	3,005.51
720 - CAPITAL OUTLAY	631.32	3,833.03	631.32	5,899.09	5,267.77	63,780.00	0.00	0.00
<b>Total Expense:</b>	<b>807,997.32</b>	<b>920,978.39</b>	<b>2,165,987.71</b>	<b>2,740,629.74</b>	<b>574,642.03</b>	<b>12,931,881.22</b>	<b>980,925.02</b>	<b>1,960,141.11</b>
<b>Report Total:</b>	<b>-365,093.52</b>	<b>-258,170.46</b>	<b>-66,629.30</b>	<b>-560,138.75</b>	<b>493,509.45</b>	<b>2,781,889.24</b>	<b>-478,040.15</b>	<b>-66,956.15</b>

**Fund Summary**

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	-365,093.52	-258,170.46	-66,629.30	-560,138.75	493,509.45	2,781,889.24	-478,040.15	-66,956.15
<b>Report Total:</b>	<b>-365,093.52</b>	<b>-258,170.46</b>	<b>-66,629.30</b>	<b>-560,138.75</b>	<b>493,509.45</b>	<b>2,781,889.24</b>	<b>-478,040.15</b>	<b>-66,956.15</b>

Memberships were down nearly \$50,000 due to senior memberships and at-risk members cancelling before closure and then all memberships were suspended on March 13.

Rentals at Golf Learning were off budget by \$33,000 due to the timing difference of the receipt from the Dome. Additionally, \$6,100 of Falcons rent was miscoded and another \$13,000 in refunds was given to the Falcons and Giants for the COVID closure for the end of March. Another \$16,000 of revenue is lost due to Magic Spring soccer not renting our fields due to COVID.

Miscellaneous income is overbudget largely due to receiving sponsorships for back brochure covers and 4th fest by two local banks ahead of the budgeted months for about \$24,000.

Athletics program expenses are largely underbudget due to performing arts independent contractor budgeted to be hired, but was not, for \$15,000 at 2/28. This expense usually occurs in May and December. The martial arts independent contractor was budgeted equally throughout the year and as such, it appears to be underbudget. Personal training wages are under budget by \$12,000. Tennis wages appear to be underbudget by \$18,000, as their wages were budgeted equally throughout the year. This should even out as the year goes by.

The Recreation fund includes monthly budget allocations for payroll that are spread equally over the year. As discussed previously, the difference to budget gap should close as the year progresses due to a large portion of January payroll being accrued back to December. There is also a positive variance because 2 full time custodian positions are open and another reduced hours from 38 to 16 per week.

Maintenance and landscaping is under budget by \$13,000 due to the deferral of contracts during closure.

Also causing more than a \$116,000 variance in the Recreation Fund is the absence of the Park District’s Health and Risk Management Monthly Insurance premium payment to PDRMA. The March insurance was paid in April, while the budgeted amount is allocated evenly over the year. Additionally, not all positions are filled.

Roughly \$18,000 of the under-budget materials and supplies is a result of the golf course re-analyzing its expenses in the wake of COVID. The other \$13,000 savings is due to overall cessation of operations due to COVID.

Utilities difference is due to a timing difference of many bills of roughly \$60,000 in total.

Finally, pension contributions are trending down with unfilled positions and turnover from Tier A staff to Tier B staff replacements by roughly \$27,000.



Park District of Highland Park, IL

60 - DEBT SERVICE

# Income Statement

Current Period Ending 03/31/2020

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
<b>Revenue</b>								
410 - TAX	0.00	0.00	0.00	0.00	0.00	1,580,654.00	0.00	0.00
<b>Total Revenue:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,580,654.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense</b>								
710 - DEBT RETIREMENT	851.04	0.00	851.04	0.00	-851.04	3,273,044.50	950.00	950.00
<b>Total Expense:</b>	<b>851.04</b>	<b>0.00</b>	<b>851.04</b>	<b>0.00</b>	<b>-851.04</b>	<b>3,273,044.50</b>	<b>950.00</b>	<b>950.00</b>
<b>Report Total:</b>	<b>-851.04</b>	<b>0.00</b>	<b>-851.04</b>	<b>0.00</b>	<b>-851.04</b>	<b>-1,692,390.50</b>	<b>-950.00</b>	<b>-950.00</b>

Debt payments are only made in June and December. Therefore, this fund is spot on with projections.



Park District of Highland Park, IL

70 - CAPITAL FUND

# Income Statement

Current Period Ending 03/31/2020

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
<b>Revenue</b>								
480 - MISCELLANEOUS INCOME	118,698.45	12,051.21	118,698.45	36,153.63	82,544.82	144,672.43	0.00	0.00
510 - OTHER INCOME	0.00	0.00	950,480.50	0.00	950,480.50	0.00	0.00	0.00
520 - BOND/DEBT PROCEEDS	7,060.29	0.00	6,453,729.89	7,100,000.00	-646,270.11	7,100,000.00	0.00	0.00
<b>Total Revenue:</b>	<b>125,758.74</b>	<b>12,051.21</b>	<b>7,522,908.84</b>	<b>7,136,153.63</b>	<b>386,755.21</b>	<b>7,244,672.43</b>	<b>0.00</b>	<b>0.00</b>
<b>Expense</b>								
620 - CONTRACTUAL SERVICES	42,025.50	33,770.91	183,333.97	207,812.73	24,478.76	511,751.00	10,166.20	21,595.20
720 - CAPITAL OUTLAY	15,790.95	635,686.82	64,376.12	1,907,048.06	1,842,671.94	7,631,147.00	123,134.71	139,814.60
<b>Total Expense:</b>	<b>57,816.45</b>	<b>669,457.73</b>	<b>247,710.09</b>	<b>2,114,860.79</b>	<b>1,867,150.70</b>	<b>8,142,898.00</b>	<b>133,300.91</b>	<b>161,409.80</b>
<b>Report Total:</b>	<b>67,942.29</b>	<b>-657,406.52</b>	<b>7,275,198.75</b>	<b>5,021,292.84</b>	<b>2,253,905.91</b>	<b>-898,225.57</b>	<b>-133,300.91</b>	<b>-161,409.80</b>

Miscellaneous income is largely overbudget due to the large amount of cash on hand from the bond issuance as well as the large amount of cash sitting in the capital projects fund from last year that was previously anticipated to have been spent by 12/13/19. At 3/31, we have over \$14,000,000 of capital cash invested. The Capital Outlay is significantly under budget as projects have been delayed or eliminated due to COVID-19. The revised monthly budgeted numbers will be updated starting in April. Contractual services are largely underbudget due to NSSRA payments being averaged over the year in the budget column. The Capital Fund budget has been appropriately reallocated for the year and April budget should reflect actual better.



# RECREATION BY CENTER

Park District of Highland Park, IL

## Y-T-D MARCH 2020

Account Type	2019 Total Budget	2019 YTD Activity	2020 Total Budget	2020 YTD Activity
<b>Fund: 29 - RECREATION</b>				
<b>Center: 11 - ADMINISTRATIVE</b>				
Revenue	5,240,000.00	11,608.47	5,271,282.00	16,500.00
Expense	5,162,801.24	368,349.32	5,569,944.00	406,464.42
<b>Center: 11 - ADMINISTRATIVE Surplus (Deficit):</b>	<b>77,198.76</b>	<b>(356,740.85)</b>	<b>(298,662.00)</b>	<b>(389,964.42)</b>
<b>Net Revenue:</b>	<b>1.47%</b>	<b>-3,073.11%</b>	<b>-5.67%</b>	<b>-2,363.42%</b>
<b>Center: 24 - WEST RIDGE CENTER</b>				
Revenue	431,541.00	147,226.08	525,565.96	239,293.62
Expense	826,728.70	145,229.09	875,789.65	167,811.83
<b>Center: 24 - WEST RIDGE CENTER Surplus (Deficit):</b>	<b>(395,187.70)</b>	<b>1,996.99</b>	<b>(350,223.69)</b>	<b>71,481.79</b>
<b>Net Revenue:</b>	<b>-91.58%</b>	<b>1.36%</b>	<b>-66.64%</b>	<b>29.87%</b>
<b>Center: 26 - ATHLETICS</b>				
Revenue	958,379.00	195,405.65	955,092.97	316,036.09
Expense	922,942.28	140,949.28	914,819.32	169,411.86
<b>Center: 26 - ATHLETICS Surplus (Deficit):</b>	<b>35,436.72</b>	<b>54,456.37</b>	<b>40,273.65</b>	<b>146,624.23</b>
<b>Net Revenue:</b>	<b>3.70%</b>	<b>27.87%</b>	<b>4.22%</b>	<b>46.39%</b>
<b>Center: 28 - CAMPS</b>				
Revenue	808,416.00	1,600.00	987,541.00	100.50
Expense	587,252.22	29,250.21	657,076.00	25,560.32
<b>Center: 28 - CAMPS Surplus (Deficit):</b>	<b>221,163.78</b>	<b>(27,650.21)</b>	<b>330,465.00</b>	<b>(25,459.82)</b>
<b>Net Revenue:</b>	<b>27.36%</b>	<b>-1,728.14%</b>	<b>33.46%</b>	<b>-25,333.15%</b>
<b>Center: 29 - SPECIAL EVENTS</b>				
Revenue	60,305.00	21,625.00	64,285.00	23,490.00
Expense	210,304.34	46,865.31	190,993.66	48,015.75
<b>Center: 29 - SPECIAL EVENTS Surplus (Deficit):</b>	<b>(149,999.34)</b>	<b>(25,240.31)</b>	<b>(126,708.66)</b>	<b>(24,525.75)</b>
<b>Net Revenue:</b>	<b>-248.73%</b>	<b>-116.72%</b>	<b>-197.10%</b>	<b>-104.41%</b>
<b>Center: 31 - HIDDEN CREEK AQUAPARK</b>				
Revenue	387,467.00	1,923.61	427,880.00	2,138.42
Expense	471,161.18	22,350.26	563,474.68	31,431.78
<b>Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):</b>	<b>(83,694.18)</b>	<b>(20,426.65)</b>	<b>(135,594.68)</b>	<b>(29,293.36)</b>
<b>Net Revenue:</b>	<b>-21.60%</b>	<b>-1,061.89%</b>	<b>-31.69%</b>	<b>-1,369.86%</b>
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER</b>				
Revenue	121,237.50	7,247.50	143,640.50	4,150.17
Expense	99,583.28	12,782.79	134,451.45	15,680.18
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):</b>	<b>21,654.22</b>	<b>(5,535.29)</b>	<b>9,189.05</b>	<b>(11,530.01)</b>
<b>Net Revenue:</b>	<b>17.86%</b>	<b>-76.38%</b>	<b>6.40%</b>	<b>-277.82%</b>

Account Type	2019	2019	2020	2020
	Total Budget	YTD Activity	Total Budget	YTD Activity
<b>Center: 33 - ROSEWOOD BEACH</b>				
Revenue	75,271.00	1,250.10	86,515.00	30.00
Expense	124,067.86	7,405.41	144,011.88	12,394.93
<b>Center: 33 - ROSEWOOD BEACH Surplus (Deficit):</b>	<b>(48,796.86)</b>	<b>(6,155.31)</b>	<b>(57,496.88)</b>	<b>(12,364.93)</b>
<b>Net Revenue:</b>	<b>-64.83%</b>	<b>-492.39%</b>	<b>-66.46%</b>	<b>-41,216.43%</b>
<b>Center: 34 - PARK AVENUE</b>				
Revenue	106,068.00	21,164.89	104,681.00	10,085.05
Expense	112,812.05	10,735.72	120,079.51	6,876.25
<b>Center: 34 - PARK AVENUE Surplus (Deficit):</b>	<b>(6,744.05)</b>	<b>10,429.17</b>	<b>(15,398.51)</b>	<b>3,208.80</b>
<b>Net Revenue:</b>	<b>-6.36%</b>	<b>49.28%</b>	<b>-14.71%</b>	<b>31.82%</b>
<b>Center: 38 - ICE ARENA</b>				
Revenue	1,359,999.10	359,960.86	1,236,655.20	397,526.98
Expense	1,164,839.51	209,704.47	1,078,636.25	253,263.87
<b>Center: 38 - ICE ARENA Surplus (Deficit):</b>	<b>195,159.59</b>	<b>150,256.39</b>	<b>158,018.95</b>	<b>144,263.11</b>
<b>Net Revenue:</b>	<b>14.35%</b>	<b>41.74%</b>	<b>12.78%</b>	<b>36.29%</b>
<b>Center: 41 - MAINTENANCE</b>				
Revenue	-	-	-	-
Expense	806,560.88	87,072.78	776,887.19	103,968.87
<b>Center: 41 - MAINTENANCE Surplus (Deficit):</b>	<b>(806,560.88)</b>	<b>(87,072.78)</b>	<b>(776,887.19)</b>	<b>(103,968.87)</b>
<b>Net Revenue:</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Center: 42 - PRO SHOP</b>				
Revenue	1,518,909.00	33,840.17	1,439,530.00	55,046.55
Expense	562,921.88	53,683.66	502,375.52	57,324.58
<b>Center: 42 - PRO SHOP Surplus (Deficit):</b>	<b>955,987.12</b>	<b>(19,843.49)</b>	<b>937,154.48</b>	<b>(2,278.03)</b>
<b>Net Revenue:</b>	<b>62.94%</b>	<b>-58.64%</b>	<b>65.10%</b>	<b>-4.14%</b>
<b>Center: 49 - RECREATION CENTER ADMIN</b>				
Revenue	201,753.00	50,560.85	173,222.00	38,867.24
Expense	1,243,782.86	201,608.43	1,208,314.98	209,098.01
<b>Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):</b>	<b>(1,042,029.86)</b>	<b>(151,047.58)</b>	<b>(1,035,092.98)</b>	<b>(170,230.77)</b>
<b>Net Revenue:</b>	<b>-516.49%</b>	<b>-298.74%</b>	<b>-597.55%</b>	<b>-437.98%</b>
<b>Center: 51 - RECREATION CENTER FITNESS</b>				
Revenue	1,877,352.00	433,382.09	1,839,560.20	355,112.71
Expense	739,066.44	161,730.31	875,679.55	179,337.08
<b>Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):</b>	<b>1,138,285.56</b>	<b>271,651.78</b>	<b>963,880.65</b>	<b>175,775.63</b>
<b>Net Revenue:</b>	<b>60.63%</b>	<b>62.68%</b>	<b>52.40%</b>	<b>49.50%</b>
<b>Center: 53 - RECREATION CENTER AQUATICS</b>				
Revenue	231,370.00	39,402.19	230,067.50	42,639.73
Expense	313,329.26	69,789.63	370,015.39	82,220.69
<b>Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):</b>	<b>(81,959.26)</b>	<b>(30,387.44)</b>	<b>(139,947.89)</b>	<b>(39,580.96)</b>
<b>Net Revenue:</b>	<b>-35.42%</b>	<b>-77.12%</b>	<b>-60.83%</b>	<b>-92.83%</b>

Account Type	2019 Total Budget	2019 YTD Activity	2020 Total Budget	2020 YTD Activity
<b>Center: 55 - INDOOR TENNIS</b>				
Revenue	1,314,678.60	546,545.53	1,274,182.50	562,772.45
Expense	1,055,274.71	247,157.07	1,124,363.62	238,850.84
<b>Center: 55 - INDOOR TENNIS Surplus (Deficit):</b>	<b>259,403.89</b>	<b>299,388.46</b>	<b>149,818.88</b>	<b>323,921.61</b>
<b>Net Revenue:</b>	<b>19.73%</b>	<b>54.78%</b>	<b>11.76%</b>	<b>57.56%</b>
<b>Center: 56 - OUTDOOR TENNIS</b>				
Revenue	215,880.00	-	247,742.50	-
Expense	166,066.75	2,475.70	171,679.04	2,574.11
<b>Center: 56 - OUTDOOR TENNIS Surplus (Deficit):</b>	<b>49,813.25</b>	<b>(2,475.70)</b>	<b>76,063.46</b>	<b>(2,574.11)</b>
<b>Net Revenue:</b>	<b>23.07%</b>	<b>0.00%</b>	<b>30.70%</b>	<b>0.00%</b>
<b>Center: 61 - HELLER NATURE CENTER</b>				
Revenue	308,047.90	17,499.97	305,280.00	11,052.78
Expense	668,307.31	110,658.83	662,626.22	110,681.19
<b>Center: 61 - HELLER NATURE CENTER Surplus (Deficit):</b>	<b>(360,259.41)</b>	<b>(93,158.86)</b>	<b>(357,346.22)</b>	<b>(99,628.41)</b>
<b>Net Revenue:</b>	<b>-116.95%</b>	<b>-532.34%</b>	<b>-117.06%</b>	<b>-901.39%</b>
<b>Center: 74 - HPCC LEARNING CENTER</b>				
Revenue	248,750.00	2,942.00	358,694.00	24,516.12
Expense	278,349.19	27,880.16	382,463.71	40,546.75
<b>Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):</b>	<b>(29,599.19)</b>	<b>(24,938.16)</b>	<b>(23,769.71)</b>	<b>(16,030.63)</b>
<b>Net Revenue:</b>	<b>-11.90%</b>	<b>-847.66%</b>	<b>-6.63%</b>	<b>-65.39%</b>
<b>Center: 76 - HPCC BUILDING</b>				
Revenue	20,879.00	-	42,353.13	-
Expense	20,879.00	4,462.68	42,353.10	4,474.40
<b>Center: 76 - HPCC BUILDING Surplus (Deficit):</b>	<b>-</b>	<b>(4,462.68)</b>	<b>0.03</b>	<b>(4,474.40)</b>
<b>Net Revenue:</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Fund: 29 - RECREATION Surplus (Deficit):</b>	<b>(50,727.84)</b>	<b>(66,956.15)</b>	<b>(652,264.26)</b>	<b>(66,629.30)</b>
<b>Net Revenue:</b>	<b>-0.33%</b>	<b>-3.54%</b>	<b>-4.15%</b>	<b>-3.17%</b>
<b>Report Surplus (Deficit):</b>	<b>(50,727.84)</b>	<b>(66,956.15)</b>	<b>(652,264.26)</b>	<b>(66,629.30)</b>
<b>Net Revenue:</b>	<b>-0.33%</b>	<b>-3.54%</b>	<b>-4.15%</b>	<b>-3.17%</b>



Sunset Valley Golf Course

	<b>2019 Budget</b>	<b>2019 YTD Activity</b>	<b>2020 Budget</b>	<b>2020 YTD Activity</b>
Revenue	1,518,909.00	33,840.17	1,439,530.00	55,046.55
Expense	1,369,482.76	140,756.44	1,279,262.71	161,293.45
<b>Report Surplus (Deficit):</b>	<b>149,426.24</b>	<b>(106,916.27)</b>	<b>160,267.29</b>	<b>(106,246.90)</b>

Recreation Center of HP

	<b>2019 Budget</b>	<b>2019 YTD Activity</b>	<b>2020 Budget</b>	<b>2020 YTD Activity</b>
Revenue	2,310,475.00	523,345.13	2,242,849.70	436,619.68
Expense	2,296,178.56	433,128.37	2,454,009.92	470,655.78
<b>Report Surplus (Deficit):</b>	<b>14,296.44</b>	<b>90,216.76</b>	<b>(211,160.22)</b>	<b>(34,036.10)</b>

Deer Creek Raquet Club

	<b>2019 Budget</b>	<b>2019 YTD Activity</b>	<b>2020 Budget</b>	<b>2020 YTD Activity</b>
Revenue	1,530,558.60	546,545.53	1,521,925.00	562,772.45
Expense	1,221,341.46	249,632.77	1,296,042.66	241,424.95
<b>Report Surplus (Deficit):</b>	<b>309,217.14</b>	<b>296,912.76</b>	<b>225,882.34</b>	<b>321,347.50</b>

Park District of Highland Park  
Investment Schedule  
March 31, 2020

Security	Type		Purchase Date	Maturity Date	Interest Rate	Effective Yield to Mat	Purchase Price	Amortized Book Value	Par Value	Monthly Interest	Expected Interest
Customers Bank	CD	182	11/7/19	5/5/20	1.70%	1.70%	247,900.00	247,900.00	247,900.00	334.83	2,101.38
MUFG Union National	CD	365	5/14/19	5/13/20	2.40%	2.40%	247,000.00	247,000.00	247,000.00	470.99	5,928.00
Texas Capital Bank	CD	180	11/21/19	5/19/20	1.70%	1.70%	247,900.00	247,900.00	247,900.00	334.83	2,078.28
State Bank of India	CD	180	11/22/19	5/22/20	1.65%	1.65%	247,000.00	247,000.00	247,000.00	323.81	2,009.84
Bank of Baroda	CD	182	11/27/19	5/27/20	1.60%	1.60%	247,061.09	247,000.00	247,000.00	313.99	1,970.59
Citizens Bank National Association	CD	183	12/26/19	6/26/20	1.70%	1.70%	246,000.00	246,000.00	246,000.00	332.27	2,096.73
Millington Bank	CD	183	12/30/19	6/30/20	1.66%	1.66%	247,049.13	252,000.00	252,000.00	332.36	2,097.33
Bank of China	CD	270	11/7/19	8/3/20	1.78%	1.78%	246,700.00	246,700.00	246,700.00	348.89	3,248.33
Prudential Bank	CD	270	11/7/19	8/3/20	1.64%	1.64%	246,900.00	246,900.00	246,900.00	321.71	2,995.27
TBK Bank, SSB, The Nat'l Bank Savanna, IL	CD	285	12/18/19	9/28/20	1.68%	1.68%	246,700.00	249,937.02	249,937.02	333.61	3,278.63
Wells Fargo National Bank West	CD	276	1/17/20	10/19/20	1.66%	1.66%	249,074.79	249,074.79	249,000.00	328.41	3,125.53
First Mid-Illinois Bank & Trust	CD	365	3/14/19	3/13/20	2.70%	2.70%	243,000.00	243,000.00	243,000.00	521.28	6,561.00
Mainstreet Bank, VA	CD	367	3/15/19	3/16/20	2.60%	2.60%	243,000.00	243,000.00	243,000.00	501.98	6,352.62
Regant Bank, OK	CD	367	3/15/19	3/16/20	2.55%	2.55%	243,000.00	243,000.00	243,000.00	492.32	6,230.45
Third Coast Bank, Humble TX	CD	365	3/26/19	3/25/20	2.70%	2.70%	243,000.00	243,000.00	243,000.00	521.28	6,561.00
Cibi (Privatebank & Trust) Chicago	CD	367	4/12/19	4/13/20	2.50%	2.50%	243,000.00	243,000.00	243,000.00	482.67	6,108.29
First Capital Bank TN	CD	367	4/12/19	4/13/20	2.45%	2.45%	243,000.00	243,000.00	243,000.00	473.02	5,986.12
Vast Bank	CD	181	10/22/19	4/20/20	1.71%	1.71%	247,000.00	247,000.00	247,000.00	335.58	2,094.49
Pacific Western Bank, LA	CD	365	4/25/19	4/24/20	2.60%	2.60%	243,000.00	243,000.00	243,000.00	501.98	6,318.00
Fieldpoint Private Bank & Trust	CD	180	11/7/19	5/5/20	1.66%	1.66%	247,000.00	247,000.00	247,000.00	325.77	2,022.02
First State Bank, Gothenburg	CD	180	11/7/19	5/5/20	1.66%	1.66%	247,000.00	247,000.00	247,000.00	325.77	2,022.02
East Boston Savings Bank, MA	CD	368	5/24/19	5/26/20	2.40%	2.40%	243,000.00	243,000.00	243,000.00	463.36	5,879.93
Veritex Community Bank Dallas, TX	CD	270	9/20/19	6/16/20	1.80%	1.80%	246,000.00	246,000.00	246,000.00	351.81	3,275.51
First National Bank of McGregor	CD	270	11/7/19	8/3/20	1.60%	1.60%	246,000.00	246,000.00	246,000.00	312.72	2,911.56
First Internet Bank of Indiana	CD	271	2/26/20	11/23/20	1.50%	1.50%	246,000.00	246,000.00	246,000.00	40.44	2,739.70
Gateway First Bank, Cherokee OK	CD	365	12/23/19	12/22/20	1.80%	1.80%	245,000.00	245,000.00	245,000.00	350.38	4,410.00
							6,387,285.01		6,395,337.02	9,776.11	100,402.61



# Memorandum

**To:** Park Board of Commissioners

**From:** Ryan Ochs, General Manager/Superintendent of Golf Sunset Valley Golf Club;  
Brian Romes, Executive Director

**Date:** April 28, 2020

**Subject:** Sunset Valley Golf Club Restaurant/Bar Lease Agreement

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## **Summary**

In 2018 The District entered into a restaurant/bar license agreement with Open Kitchens Inc. for restaurant services at Sunset Valley Golf Club. The District's agreement with Open Kitchens included a lease payment of \$28,750 for the initial term of August 2018 through December 2019 (17 months), and a one-year extension in 2020 for \$31,000.

Open Kitchens has significant experience in golf course food and beverage operations including currently managing operations for Palatine Hills Golf Course, Mount Prospect Golf Course, and will be managing the new restaurant for Sportsman Country Club in Northbrook. The patrons of Sunset Valley are pleased with the quality of food and customer service provided by the Open Kitchens staff.

Park District staff has negotiated with Open Kitchens to extend the current lease agreement for five additional years. In exchange for a long-term lease agreement, Opens Kitchens has agreed to invest in a capital improvement project to the Kitchen, which includes a larger range hood and new oven. These improvements would allow kitchen staff to operate more efficiently, which in turn will provide improved customer service to our customers. All necessary improvements to the kitchen will be paid by Open Kitchens under this new agreement. However, equipment upgrades will remain property of the Park District. The lease payment will continue to be \$31,000 per calendar year, beginning on January 1, 2021, and concluding on December 31, 2025.

## **Recommendation**

Staff recommends approval from the Park Board of Commissioners authorization for the Executive Director to enter into an agreement with Open Kitchens Inc. beginning on January 1, 2021, and concluding on December 31, 2025, with an annual lease amount \$31,000, plus Kitchen improvements.

# EXECUTIVE DIRECTOR'S MONTHLY REPORT

APRIL 15, 2020

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## FACILITIES MARCH 2020

### DEER CREEK RACQUET CLUB

March Activity	2018	2019	2020
<b>Daily Court Rentals (Hours)</b>			
<i>Tennis</i>	146.50	150.75	53.75
<i>Racquetball</i>	20.50*	71	17
<b>Private Lessons (Hours)</b>	211.25	183.75	91.50
<b>Drop-Ins</b>			
<i>Tennis</i>	297	315	87
<i>Pickleball</i>			78
<b>Memberships</b>	<b>673</b>	<b>582</b>	<b>600</b>

\*Racquetball courts flooded and were unusable for much of March 2018.

#### News & Events

- Spring Session began March 9

## CENTENNIAL ICE ARENA

March Activity	2018	2019	2020
<b>Daily Drop-in Fees</b>			
Public Skate	479	695	228
Freestyle	240	52	23
Open Hockey	14	45	4
Open Gymnastics	50	154	38
Skate Rental	631	472	131
<b>Punch Passes</b>			
Public Skate	31	18	7
Freestyle	17	24	9
Skate Rental	12	4	2
<b>Facility Rentals</b>			
<b>Total Hours</b>	175.58	287.67	136.54

### News & Events

- No Spring Break Open Gymnastics or Public Skate due to Coronavirus closing

## RECREATION CENTER OF HIGHLAND PARK

Memberships	2018	2019	2020
<b>Annual</b>	1911 as of 3/31	1902 as of 3/13 1941 as of 3/31	1820 as of 3/13 Approx. 1787 as of 3/31
<b>Non-Annual</b>	54 as of 3/31	55 as of 3/13 53 as of 3/31	50 as of 3/13 Approx. 33 as of 3/31
<b>Total Memberships</b>	1965 as of 3/31	1955 as of 3/13 1994 as of 3/31	1870 as of 3/13 Approx. 1820 as of 3/31
<b>Kid Fit Memberships</b>	57 as of 3/31	53 as of 3/31	50 as of 3/13

Active Members	2018	2019	2020
Annual	3172 as of 3/31	3171 as of 3/13 3214 as of 3/31	2912 as of 3/13 Approx. 2862 as of 3/31
Non-Annual	54 as of 3/31	55 as of 3/13 53 as of 3/31	50 as of 3/13 Approx. 33 as of 3/31
Total Members	3226 as of 3/31	3225 as of 3/13 3267 as of 3/31	2962 as of 3/13 Approx. 2895 as of 3/31
Kid Fit Members	99 as of 3/31	92 as of 3/31	78 as of 3/13

Punch Pass/Day Pass	2018	2019	2020
Fitness/Aquatics Punch	46 as of 3/31	28 as of 3/13 37 as of 3/31	9 as of 3/13
Track Pass	1181 as of 3/31	2632 as of 3/31	3604 as of 3/31
Open Gym Punch	3 as of 3/31	4 as of 3/13 10 as of 3/31	5 as of 3/13
Kid Fit Punch Pass	7 as of 3/31	5 as of 3/13 7 as of 3/31	1 as of 3/13
Facility Day Pass	165 as of 3/31	50 as of 3/13 173 as of 3/31	40 as of 3/13
Aquatics Day Pass	127 as of 3/31	53 as of 3/13 169 as of 3/31	32 as of 3/13
Open Gym Day Pass	286 as of 3/31	236 as of 3/13 534 as of 3/31	159 as of 3/13
Kid Fit Day Pass	26 as of 3/31	14 as of 3/13 60 as of 3/31	6 as of 3/13
Kid Fit Time Out	31 as of 3/31	1 as of 3/13 19 as of 3/31	5 as of 3/13

Facility Usage	2018	2019	2020
Fitness / Aquatic	14326 as of 3/31	6292 as of 3/13 15701 as of 3/31	5184 as of 3/13
Track	2031 as of 3/31	1262 as of 3/13 2395 as of 3/31	940 as of 3/13
Kid Fit	541 as of 3/31	Approx. 191 as of 3/13 567 as of 3/31	Approx. 123 as of 3/13
Group Exercise (per class)	14	12.36	TBA
Water Aerobics (per class)	11	8	TBA
Total Group Exercise	6873	5532	TBA
Free Day Passes	196	188	TBA

Personal Training/Programs	2018	2019	2020
Personal Training Units Sold	396.75 as of 3/31	225.75 as of 3/13 443.75 as of 3/31	198.25 as of 3/13
Personal Training Usage	678 as of 3/31	305 as of 3/13 713 as of 3/31	295 as of 3/13
Small Group Units Sold	0 as of 3/31	24 as of 3/13 62 as of 3/31	36 as of 3/13
Small Group Training Usage	0 as of 3/31	26 as of 3/13 67 as of 3/31	37 as of 3/13
Private Swim Lessons	42	51.5	41.5
Rental Bookings (hours)	126.9 as of 3/31	80.4 as of 3/31	35.54 as of 3/13

## News & Events

- 2020 numbers are based on numbers from the 13<sup>th</sup> prior to our closure due to COVID-19. Guest passes and group exercise attendance cannot currently be reported on while the facility is closed. Kid Fit attendance numbers are an approximation based on RecTrac records.
- Total Memberships as of 3/13/2020 are at a 4.35% decrease compared to membership numbers from 3/13/2019 (1870 in 2020 vs 1955 in 2019). Total Members as of 3/13/2020 are at an 8.16% decrease compared to the number of members on 3/13/2019 (2962 in 2020 vs. 3225 in 2019).
- There have been 50 cancellations since our closure from those 32 previously submitted and 18 memberships adjusted as a result of the closure. All cancellations accepted until the facility re-opens have been and will continue to be effective 3/13/20. The approximate Total Memberships taking this deduction into account creates an 8.73% decrease compared to 3/31/2019 (1829 in 2020 vs. 1994 in 2019). When adding in additional members canceled as well, we are approximately at an 11.39% decrease in Total Members compared to 3/31/2019 (2905 in 2019 vs. 3267 in 2020).
- Overall Fitness/Aquatic Usage as of 3/13/2020 was down 17.61% compared to 3/13/2019 (5184 in 2020 vs. 6292 in 2019). Total Day Pass Sales, including Day, Open Gym, and Open Swim Passes, were also at a 31.86% decrease from 3/13/2019 (231 in 2020 vs. 339 in 2020).
- Personal Training Usage is down 3.28% from 3/13/2019 (295 in 2020 vs. 305 in 2019) as there were many cancellations during the beginning of the month prior to the closure. Fewer visits and patrons finishing their promotional packages from January has attributed to a 12.18% decrease in Personal Training Sales compared to 3/13/2019 (198.25 in 2020 vs. 225.75 in 2019). However, Small Group Training Sales and Usage are at a 42% increase compared to 3/13/2019 thanks to new small groups.
- Private Swim Lessons are at a 19.42% decrease compared to March 2019 due to a prime swim instructor being gone prior to our closure on the 13<sup>th</sup>.

## HELLER NATURE CENTER

March School, Scout and Custom Programs	2018	2019	2020
<b>HELLER NATURE CENTER</b>			
In-District Schools	2	4	0
Out-of-District Schools	2	0	1
Custom	4	5	1
<b>Total Number of Programs</b>	<b>8</b>	<b>9</b>	<b>2</b>

March Facility Rentals	2018	2019	2020
<b>HELLER NATURE CENTER</b>			
Rentals	4	4	2
Birthday Party Package	1	1	2
<b>Total</b>	<b>5</b>	<b>5</b>	<b>4</b>
<b>ROSEWOOD INTERPRETIVE CENTER</b>			
Rentals	3	2	0
Birthday Party Package	0	0	0
<b>Total</b>	<b>3</b>	<b>2</b>	<b>0</b>

### News & Events

- Heller was unable to run spring break programs and had to cancel rentals due to COVID-19.

## SUNSET VALLEY GOLF CLUB

March Activity	2019 Actual	2020 Budget	2020 Actual
<b>Golf Shop Sales</b>	45	45	76
Golf Balls	29	25	38
Accessories	16	20	38
<b>Golf Rentals</b>	95	180	140
Carts	95	180	140
<b>Golf Greens Fees</b>	190	303	327
Resident	68	0	153
Nonresident	111	0	155
Outing	0	0	0
Other	11	0	19
<b>Misc. Sales</b>	75	76	59
Sapphire Club	39	40	34
Permanent Tee Time	36	36	25

### News & Events

- Course open for play March 7, 2020
- Course closed on March 13, 2020 in accordance with Governor’s Executive Order, due to COVID-19
- 327 golfers in the 6 days we were open, including 200 players on March 8.
- Sapphire Club Loyalty
  - 46 sold through March
- Permanent Tee Times
  - Season starts May 2 through September 12
  - 106 sold through March
- Sunset Valley Golf App
  - Search “Sunset Valley Golf”, available in both Android and iOS
  - Waiting for course reopening to launch
- No events or rentals were scheduled in March

## HIGHLAND PARK LEARNING CENTER DRIVING RANGE MONTHLY SALES REPORT (Buckets Sold)

	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>
January	0	500	501
February	0	584	588
March	0	584	179
April	625	681	
May	1,168	2,556	
June	1,678	3,727	
July	1,914	4,581	
August	1,795	3,917	
September	1,104	1,993	
October	644	736	
November	93	125	
December	267	208	
<b>Totals</b>	<b>9,288</b>	<b>20,192</b>	<b>1,268</b>

## MINI GOLF MONTHLY SALES REPORT (Rounds Sold)

	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Actual</u>
March			
April	167	167	
May	401	717	
June	913	1,400	
July	1,266	1,800	
August	1,448	1,833	
September	576	1,667	
October	316	416	
November			
<b>Totals</b>	<b>5,087</b>	<b>8,000</b>	

### News & Events:

- Facility was closed on March 13<sup>th</sup> due to COVID-19. The facility did not reopen the rest of the month.
- Miniature golf is closed until April.

## WEST RIDGE CENTER MARCH RENTALS

	2018	2019	2020
Rental Bookings (hrs)	42.5	29	28

### News & Events:

- Affiliate rental hours totaled 23 hours for the month of March. Not included in above totals.

## SUMMER CAMPS APRIL 1, 2020

	2019	2020	Variance
Before & After Camp	77	88	11
CIT	54	43	-11
Big Top Little Top	39	43	4
Junior Spotlighters	38	43	5
Senior Spotlighters	46	39	-7
Golf Camps	24	24	0
Tennis Camps	55	46	-9
Girls Play Strong	26	29	3
Junior Varsity	33	31	-2
Varsity	27	34	7
Girls Outdoor Challenge	7	10	3
Hook Line and Sinker	3	5	2
Mini Crew	35	59	24
Camp Sunshine	103	106	3
Coast Guardians <sup>1</sup>	25	0	-25
Junior Crew	68	74	6
Senior Crew	82	62	-20
Senior Crew XL	34	25	-9
Mini Sunshine	13	5	-8
Trekkers	31	31	0
OAC	21	16	-5
Sand Trackers <sup>1</sup>	20	0	-20
High Tide/Low Tide <sup>2</sup>	0	34	34
Into the Wild <sup>2</sup>	0	68	68
Swim N' Gym	35	33	-2
<b>Total</b>	<b>896</b>	<b>948</b>	<b>52</b>

<sup>1</sup> No Longer Offered

<sup>2</sup> New Camp

## SMILE GRANT-IN-AID

March Activity	2019	2020
<b>Total YTD Subsidy</b>	<b>\$24,198</b>	<b>\$28,774</b>
<b>Households</b>		
<b>100% Subsidy YTD</b>	<b>41</b>	<b>40</b>
<b>50% Subsidy YTD</b>	<b>8</b>	<b>4</b>
<b>Total YTD</b>	<b>49</b>	<b>44</b>

### News & Events:

- Scholarship usage is up 19% compared to 2019. This can be attributed to the increase in household annual award limits for the 2020 scholarship cycle.

## PARKS & NATURAL AREAS

### News & Events

- Staff received four responses to the District’s Routine Ground Maintenance Services and Landscape Services bids. Staff received positive feedback when checking references for the low bidders.
- In response to the Governor’s stay at home order, staff locked tennis court gates, set up barriers to block the entrances to the Sunset skatepark, fenced off stairs and ravine path in Upper Rosewood, cautioned taped playground, bagged basketball hoops, and installed signs.
- During the stay at home order, staff continued to work a schedule for refuse collection at parks and check amenities and park features remained locked and barricaded.
- Staff returned to work during the week of April 13. Staff reviewed procedures including social distancing and personal hygiene. Each staff was provided with their own hand sanitizer, gloves, masks, cleaning wipes and assigned to their own truck, which will not be shared.
- Four park staff assigned to assist golf maintenance staff for the next several weeks.

# PLANNING

## News & Events

- The Rosewood Beach Recreation Cove Protection Project is currently in progress. Work includes the addition of birdseye sand to protect the cove, adjacent boardwalk and playground as well as the placement of stone along the interior side of the south breakwater to reduce the loss of sand through this breakwater. The project is expected to be completed by late April.
- The Centennial Ice Arena Compressor Replacement Project is currently in progress and expected to be completed in early August.
- A Request for Proposal has been released for Sunset Woods Playground Renovation Design Services to hire a firm to design two playgrounds scheduled for replacement. Staff will recommend a firm at the May 12<sup>th</sup> Workshop Meeting and seek Board Approval at the May 26<sup>th</sup> Regular Meeting. Playground design is scheduled for 2020 and construction for 2021.
- A bid is currently being developed for the Deer Creek Racquet Club Roof Replacement. This project will be bid out in May with construction occurring during July and August.

# COMMUNICATIONS AND MARKETING

## Social Media:

In the last month, we have seen the public take to the PDHP social media channels and pushed notifications like never before to stay connected and engaged:

- 162% increase in new monthly Facebook followers
- 521% increase in monthly Facebook engagement (comments, shares, likes, click thrus)
- 13,203% increase in monthly video views

12% increase in Instagram followers

Social Media			
			
<b>4,263</b>	<b>868</b>	<b>1,318</b>	<b>92</b>
Likes	Followers	Followers	Views

Email			
<b>45,115</b>	<b>11,009</b>	<b>3,503</b>	<b>233</b>
Total Audience	Emails Delivered	Emails Opened	Clicks to pdhp.org

pdhp.org		
<b>10,063</b>	<b>14,534</b>	<b>24,973</b>
Visitors	Visits	Pageviews

Digital Brochures	
Spring	
<b>73</b>	<b>1</b>
Views	Clicks to Register

**Graphics**



**Just In!**

Your Summer 2020 Brochure will be available exclusively online.

- ✓ Most up-to-date information
- ✓ Instant registration

Registration begins Monday April 20 at [pdhp.org](http://pdhp.org)

























practice **SOCIAL DISTANCING**

**ALWAYS KEEP**  
a distance of 3 Flemish Giant Rabbits  
between you and other people.

Ask a family member to take a walk with you.  
Try to find 5 spaces in a row to win. Enjoy, and have a fun walk!



**PDHP.org**

Page 	Pageviews  
	<b>22,951</b> % of Total: 100.00% (22,951)
1. / 	<b>5,204</b> (22.67%)
2. /park-school/ 	<b>3,607</b> (15.72%)
3. /2020/03/covid-19-community-health-preparedness/ 	<b>1,557</b> (6.78%)
4. /bids-rfps/ 	<b>934</b> (4.07%)
5. /recreation-center-highland-park-fitness-center-health-club-aquatics/ 	<b>926</b> (4.03%)
6. /2020/03/staying-happy-and-healthy-at-home/ 	<b>833</b> (3.63%)
7. /heller-nature-center/ 	<b>589</b> (2.57%)
8. /rosewood-beach-2/ 	<b>549</b> (2.39%)
9. /join-our-team/ 	<b>336</b> (1.46%)
10. /staff-directory/ 	<b>302</b> (1.32%)
11. /centennial-ice-arena/ 	<b>289</b> (1.26%)
12. /programs/ 	<b>278</b> (1.21%)
13. /beaches/ 	<b>262</b> (1.14%)
14. /bidrfp-results/ 	<b>244</b> (1.06%)
15. /2020/03/playground-closures/ 	<b>198</b> (0.86%)
16. /2020/04/covid-19-community-health-preparedness/ 	<b>194</b> (0.85%)
17. /contact/ 	<b>190</b> (0.83%)
18. /parks/ 	<b>188</b> (0.82%)
19. /deer-creek-racquet-club/ 	<b>177</b> (0.77%)
20. /pdhp-internal-staff-documents/ 	<b>175</b> (0.76%)
21. /camps/ 	<b>167</b> (0.73%)

# WINTER 2020 SEASONAL REPORTS

## Deer Creek Programs

	2019 Actual	2020 Budget	2020 Actual
<b>ADULT TENNIS</b>			
1.0 Drill & Play/Start ReStart	8	14	5
2.0 Drill & Play	8	12	12
2.5 Drill & Play	26	21	8
3.0 Drill & Play	61	66	55
3.5 Drill & Play	54	49	76
4.0 Drill & Play	24	24	16
4.5 Drill & Play	25	25	13
Leagues	33	33	32
<b>ADULT TENNIS</b>	<b>239</b>	<b>244</b>	<b>217</b>
<b>JUNIOR TENNIS</b>			
Red Ball 1	53	53	47
Red Ball 2	45	45	40
JDP 1	51	51	60
JDP 2	67	62	61
JDP 3	39	39	40
Tournament Prep 1	24	24	37
Tournament Prep 2	42	42	45
High School	43	65	38
Junior Excellence	32	37	29
High School Excellence	55	45	57
Matchplay	68	73	43
<b>YOUTH TENNIS</b>	<b>519</b>	<b>536</b>	<b>497</b>
<b>FAMILY TENNIS</b>			
Family Tennis Night	16	14	30
Parent's Day Out	23	24	8
Holiday Break Camp	67	75	72
<b>TENNIS EVENTS</b>	<b>106</b>	<b>113</b>	<b>110</b>
<b>TOTAL TENNIS</b>	<b>864</b>	<b>893</b>	<b>824</b>

## CIA Gymnastics and Skating Programs

	2019 Actual	2020 Budget	2020 Actual
ADULT/CHILD GYMNASTICS	92	93	121
EARLY CHILDHOOD GYMNASTICS	123	123	117
YOUTH GYMNASTICS	133	141	149
<b>GYMNASTICS TOTAL</b>	<b>348</b>	<b>357</b>	<b>387</b>
BEGINNER HOCKEY	66	64	31
ICE SHOW	277	257	276
ADULT SKATING	42	40	25
BASIC SKILLS SKATING	158	157	174
EARLY CHILDHOOD SKATING	142	135	127
FREESTYLE SKATING	57	56	55
SPECIALTY SKATING	40	45	57
<b>SKATING TOTAL</b>	<b>782</b>	<b>754</b>	<b>745</b>
<b>TOTAL GYMNASTICS AND SKATING</b>	<b>1,130</b>	<b>1,111</b>	<b>1,132</b>

## RCHP Aquatics and Fitness Programs

	2019 Actual	2020 Budget	2020 Actual
<b>ADULT AQUATICS</b>			
Adult Learn to Swim	0	0	0
Adult Group Training	0	0	0
Triathlon Training	0	0	8
<b>ADULT AQUATICS</b>	<b>0</b>	<b>0</b>	<b>8</b>
<b>EARLY CHILDHOOD AQUATICS</b>			
Paddlers 1	20	26	31
Paddlers 2	34	26	20
Paddlers 3	21	26	14
<b>EARLY CHILDHOOD AQUATICS</b>	<b>75</b>	<b>78</b>	<b>65</b>

<b>PARENT TOT AQUATICS</b>			
Orientation	4	15	20
Transition	9	15	20
<b>PARENT TOT AQUATICS</b>	<b>13</b>	<b>30</b>	<b>40</b>
<b>YOUTH AQUATICS</b>			
Little Swimmers 1	9	12	16
Little Swimmers 2	17	12	21
Little Swimmers 3	23	12	13
Junior Swim 1	6	12	8
Junior Swim 2	8	12	13
Stroke Development	4	12	14
<b>YOUTH AQUATICS</b>	<b>67</b>	<b>72</b>	<b>85</b>
<b>AQUATICS TOTAL</b>	<b>155</b>	<b>180</b>	<b>198</b>
<b>TEEN FITNESS</b>			
WERQ	10	10	0
CYCLE	0	7	0
CROSS TRAIN	8	10	8
YOGA	0	7	0
KICKBOXING	N/A	10	13
QUEENAX	0	N/A	N/A
<b>TEEN FITNESS</b>	<b>18</b>	<b>44</b>	<b>21</b>
<b>AQUATICS AND FITNESS TOTAL</b>	<b>173</b>	<b>180</b>	<b>198</b>

### Key Performance Highlights:

- Aquatic Staff has taken the time to work on participation retention and providing extra training to swim instructors to provide a quality program. In Fitness Teen Kickboxing continues to grow with teens and trainer offering expert professional instruction.

### Key Performance Drivers:

- Aquatics has seen an increase in our parent/ tot class which is wonderful because we want to build a foundation and trust with these participants and hopefully, they will grow with us.

### News and Events:

- Due to COVID-19 there will have to be refunds and this will drastically have an impact on keeping up with the momentum on feature classes.

## Heller Nature Center Programs

	2019 Actual	2020 Budget	2020 Actual
EARLY CHILDHOOD	0	8	0
PUBLIC PROGRAMS	85	101	0
AFTER SCHOOL	9	14	0
NEW PROGRAMS	0	0	0
<b>TOTAL HELLER PROGRAMS</b>	<b>94</b>	<b>123</b>	<b>0</b>

## Rosewood Interpretive Center Programs

	2019 Actual	2020 Budget	2020 Actual
EARLY CHILDHOOD	7	6	0
PUBLIC PROGRAMS	30	38	0
AFTER SCHOOL	5	6	0
NEW PROGRAMS	0	0	0
<b>TOTAL ROSEWOOD PROGRAMS</b>	<b>42</b>	<b>50</b>	<b>0</b>

## HIGHLAND PARK LEARNING CENTER PROGRAMS

	2019 Actual	2020 Budget	2020 Actual
<b>Pre-Junior</b>			
Pre-Junior Full Swing		8	
Pre-Junior Short Game		8	
<b>PRE-JUNIOR TOTAL</b>	<b>22</b>	<b>16</b>	
<b>Juniors</b>			
Juniors		4	
<b>JUNIOR TOTAL</b>	<b>2</b>	<b>4</b>	
<b>Ladies Golf</b>			
Ladies Golf		4	
Short Game		4	
Full Swing		4	
<b>ADULT TOTAL</b>	<b>19</b>	<b>20</b>	
<b>TOTAL HPGLC PROGRAMS</b>	<b>51</b>	<b>40</b>	<b>8</b>

## RECREATION PROGRAMS

	2019 Actual	2020 Budget	2020 Actual
<b>ADULT ART</b>	<b>34</b>	<b>13</b>	<b>35</b>
<b>YOUTH ART</b>	<b>10</b>	<b>10</b>	<b>13</b>
<b>YOUTH DANCE</b>	<b>55</b>	<b>57</b>	<b>37</b>
<b>CHILDHOOD ENRICHMENT PROGRAM</b>	<b>20</b>	<b>163</b>	<b>176</b>
<b>KINDER EXPRESS</b>	<b>20</b>	<b>8</b>	<b>6</b>
<b>VARIETY</b>	<b>25</b>	<b>45</b>	<b>51</b>
<b>PERFORMING ARTS</b>	<b>532</b>	<b>625</b>	<b>102</b>
<b>Dist 112 After School</b>	<b>12</b>	<b>50</b>	<b>73</b>
<b>Special Events (pre-registered)</b>	<b>704</b>	<b>920</b>	<b>697</b>
<b>TOTAL RECREATION PROGRAMS</b>	<b>1,412</b>	<b>1,891</b>	<b>1,190</b>

### News and Events:

- Daddy Daughter Dance structure changed after HPCC management changed.

## ATHLETIC PROGRAMS

	2019 Actual	2020 Budget	2020 Actual
<b>ALL SPORTS/PARENT TOT (129)</b>			
Parent Tot All sports	15	15	0
<b>ALL SPORTS/PARENT TOT</b>	<b>15</b>	<b>15</b>	<b>0</b>
<b>BASKETBALL - BOYS TRAVEL</b>			
Boys Travel	60	56	51
<b>BASKETBALL - BOYS TRAVEL</b>	<b>60</b>	<b>56</b>	<b>51</b>
<b>BASKETBALL - GIRLS TRAVEL</b>			
Girls Travel	9	9	22
<b>BASKETBALL - GIRLS TRAVEL</b>	<b>9</b>	<b>9</b>	<b>22</b>
<b>BASKETBALL BOYS FEEDER</b>			
Boys Feeder	52	50	50
<b>BASKETBALL BOYS FEEDER</b>	<b>52</b>	<b>50</b>	<b>50</b>
<b>BASKETBALL PRE K - 1</b>			
Parent/Tot Bball Winter	21	24	15
Little Dribblers	21	24	15
<b>BASKETBALL PRE K - 1</b>	<b>42</b>	<b>48</b>	<b>30</b>
<b>BASKETBALL - GRADES 1-2</b>			
All Star	35	30	42
<b>BASKETBALL GRADES 1-2</b>	<b>35</b>	<b>30</b>	<b>42</b>
<b>BASKETBALL - GRADES 3-4</b>			
Girls NCAA	27	20	21
Boys NCAA	64	40	57
<b>BASKETBALL GRADES 3-4</b>	<b>91</b>	<b>60</b>	<b>78</b>
<b>BASKETBALL - GRADES 5-6</b>			
Girls Travel House	16	16	0
Boys Travel House	31	28	32
<b>BASKETBALL - GRADES 5-6</b>	<b>47</b>	<b>44</b>	<b>32</b>
<b>BASKETBALL - PREP</b>			
Basketball Prep League	17	15	20
<b>BASKETBALL - PREP</b>	<b>17</b>	<b>15</b>	<b>20</b>
<b>HP FIELDHOUSE</b>			
Arena Flag Football	64	64	68
Drop in Soccer	103	100	108
Football Winter Clinic	42	40	52

<b>HP FIELDHOUSE</b>	<b>209</b>	<b>204</b>	<b>228</b>
<b>MARTIAL ARTS</b>			
Tae Kwon Do	51	40	60
Karate	51	40	47
<b>MARTIAL ARTS</b>	<b>102</b>	<b>80</b>	<b>107</b>
<b>SOFTBALL YOUTH CLINIC</b>			
Winter clinic	7	15	0
<b>SOFTBALL YOUTH CLINIC</b>	<b>7</b>	<b>15</b>	<b>0</b>
<b>VOLLEYBALL YOUTH</b>			
Volleyball Clinics	17	12	39
<b>VOLLEYBALL YOUTH</b>	<b>17</b>	<b>12</b>	<b>39</b>
<b>CLINICS</b>			
<b>CLINICS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>AFTER SCHOOL SPORTS</b>			
Multiple	1	1	3
<b>AFTER SCHOOL SPORTS</b>	<b>1</b>	<b>1</b>	<b>3</b>
<b>ATHLETICS TOTAL</b>	<b>652</b>	<b>639</b>	<b>660</b>