

NOTICE OF MEETING
TUESDAY, June 11, 2013
6:00 p.m.

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

WORKSHOP MEETING AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. REVIEW OF AT GROUP AND WB OLSON CONSTRUCTION COST ESTIMATES
- V. BOARD ORIENTATION
- VI. REVIEW OF VOUCHERS
- VII. OPEN TO PUBLIC TO ADDRESS BOARD
- VIII. **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 (c)6 – the setting of a price for sale or lease of property owned by the District; Section (c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- IX. **ADJOURNMENT**

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



MEMORANDUM

To: Board of Park Commissioners
From: Director Stumpf
Date: June 6, 2013
Re: **ROSEWOOD PROJECT BUDGET REVIEW**
C: Executive Director McElroy

The Rosewood Project is now firmly in the design development stage, cost estimates are attached. Jerry Aulisio of AT Group, the Park District's Owners Representative, will present a summary report detailing the Rosewood project budget. W.B. Olson, the project construction management firm, will also be on-hand to answer questions.

After board discussion and direction, construction drawings will be initiated with intent to go to bid later this summer.

PARK DISTRICT OF HIGHLAND PARK
ROSEWOOD BEACH RENOVATION
MASTER PROJECT BUDGET

6/11/2013

BUDGET SUMMARY	A INITIAL BUDGET ESTIMATE 7/5/2012	B BUDGET ADJUSTMENTS 01/04/13	C DD ESTIMATE 06/07/13	D CHANGE (C - B)
DEVELOPMENT COSTS				
Land	\$0	\$0	\$0	\$0
Environmental Analysis	\$0	\$0	\$0	\$0
Surveys and Plats	\$0	\$0	\$0	\$0
Subsurface Exploration	\$0	\$8,000	\$8,000	\$0
Traffic Study	\$0	\$0	\$0	\$0
Legal Fees	\$0	\$0	\$0	\$0
Governmental Approvals	\$73,099	\$60,000	\$30,000	(\$30,000)
Utility Connection Fees	\$0	\$10,000	\$20,000	\$10,000
TOTAL DEVELOPMENT	\$73,099	\$78,000	\$58,000	(\$20,000)
CONSTRUCTION				
Environmental Abatement	\$0	\$0	\$0	\$0
Site & Building Improvements	\$3,629,956 (1)	\$3,549,742 (2)	\$4,427,372 (3)	\$877,630
Design/Construction Contingency	\$422,852 10%	\$255,302 6%	\$221,369 5%	(\$33,933)
CM Fee	\$181,183 5.0%	\$159,738 4.5%	\$209,193 4.5%	\$49,455
CM Insurance	\$21,037 0.5%	\$19,824 0.5%	\$24,290 0.5%	\$4,466
TOTAL CONSTRUCTION	\$4,255,028	\$3,984,606	\$4,882,224	\$897,618
FURNITURE & FIXTURES & EQUIPMENT				
Furniture & Fixtures	\$0	\$25,000	\$25,000	\$0
Building Signage	\$0	\$0	\$0	\$0
Telephone System	\$0	\$0	\$0	\$0
Moveable Equipment	\$0	\$0	\$0	\$0
Structured Cabling	In construction	In construction	In construction	\$0
CCTV	In construction	In construction	In construction	\$0
AV Equipment	In construction	In construction	In construction	\$0
TOTAL FF&E	\$0	\$25,000	\$25,000	\$0
CONSULTANTS				
Concept Plans - Fee Component 1	\$0	\$54,000	\$54,000	\$0
A&E and Civil- Fee Component 2	\$298,244 7.0%	\$255,015 6.4%	\$312,462 6.4%	\$57,448
Landscape Design	\$0	\$0	\$0	\$0
Interiors	\$0	\$0	\$0	\$0
FF&E Services	\$0	\$0	\$0	\$0
Reimbursable Expenses	\$0	\$17,500	\$17,500	\$0
Construction Material Testing	\$15,000	\$15,000	\$15,000	\$0
Preconstruction Services	\$10,000	\$10,000	\$10,000	\$0
Reimbursables	\$10,000	\$10,000	\$0	(\$10,000)
Owner's Representative	\$0	\$58,000	\$58,000	\$0
Reimbursables	\$0	\$4,250	\$4,250	\$0
SUBTOTAL CONSULTANTS	\$333,244	\$423,765	\$471,212	\$47,448
MISCELLANEOUS				
LEED Certification	\$0	\$0	\$0	\$0
Title Company	\$0	\$0	\$0	\$0
Financing	\$0	\$0	\$0	\$0
Construction Utilities	\$0	\$0	\$0	\$0
SUBTOTAL MISCELLANEOUS	\$0	\$0	\$0	\$0
CONTINGENCY				
Owner's Project Contingency	\$0	\$150,000 3.3%	\$150,000 2.8%	\$0
SUBTOTAL CONTINGENCY	\$0	\$150,000	\$150,000	\$0
TOTAL BUDGET	\$4,661,371	\$4,661,371	\$5,586,436	\$925,065

BUDGET NOTES

1. Budget estimate based on WB Olson's In-progress budget dated 7/5/2012 with non-CM provided items shown in other budget line items
2. Budget adjustments reflect actual contractual agreements and a proposed redistribution of contingency and other fees.
3. Budget estimate based on WB Olson's estimate dated 6/7/2013





MEMORANDUM

Date: June 7, 2013

To: Board of Commissioners

From: Executive Director McElroy

Re: Board Orientation

Attached is the updated Park District of Highland Park Board Orientation Manual. At the workshop meeting on Tuesday, Attorney Rob Bush and Executive Director Liza McElroy will review and discuss portions of this manual with you.



BOARD ORIENTATION MANUAL

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PREFACE

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Introduction

History of the Park District

Parks and Facilities

Maps and Locations

INTRODUCTION

A park district is a unit of local government created for the purpose of providing park and recreation facilities and programs. A park district is an independent public agency and is separate and distinct from the city, county or any other body politic within which it lies. It is an agency through which in part the people of the State carry on government. It is not purely local in function, for the Courts have ruled that park property is held in trust for the use of the people of the State at large and not for the exclusive use of the people of the District.

STATUTORY AUTHORITY

A park district is purely a creation of the legislature and has no inherent powers, but only such powers as have been granted to it by the legislature or as are necessarily implied to give effect to the powers specifically granted.

The District is governed by numerous statutes of the State of Illinois. However, the principal statutory authority is the Park District Code (Illinois Compiled Statutes, Chapter 70, Act 1205, Sections 1-1, et seq.), which is a codification of the general law relating to park districts in Illinois. References to, and excerpts from the Park District Code and other related laws are contained in this Policy Manual.

HISTORY OF THE PARK DISTRICT OF HIGHLAND PARK

The Park District of Highland Park as we know it today, was shaped by people such as Everett Millard, Julius Rosenwald, Jens Jensen, May T. Watts, Jesse Lowe Smith and others. Their belief in protecting open space and providing recreation for all the people of Highland Park has carried the Park District from its inception to its current vision.

The Park District of Highland Park was born at the height of the American Renaissance—a time when great social, political and cultural movements, with roots in Chicago and ties to Highland Park, swept the nation. Progressive leaders such as Rosenwald, Millard and Ward Willits, for whom Frank Lloyd Wright designed his first Prairie style home, lived in Highland Park and were connected to the grand public projects taking shape in Chicago.

Inspired by the White City of the 1893 Columbian Exposition and drawing a Midwestern sensibility from the architecture of Wright and Prairie landscaping of Jensen, these leaders shared a belief that nature, especially that which could be found in our own woodlands, prairies, ravines and shorelines, was a balm for the human spirit in an increasingly mechanized world.

Highland Park was rapidly growing in population, and congestion was a concern. On May 29, 1909 the citizens of Highland Park voted in favor of their own bold plan: the establishment of a park district to acquire and maintain open space, in particular a lakefront park at the end of Ravine Drive. Everett Millard and George A. Mason campaigned for the passage of a parks referendum, which upon its narrow passage, established the Highland Park East Park District. The newly formed district, led by five commissioners with a budget of \$1,000, was given authority over all property from Fort Sheridan to the southern county line. It was later granted authority to acquire property west of the railroad tracks. Ravine Beach was the first planned park followed by Sunset Woods Park and Sunset Valley Golf Course in 1920.

While the newly formed park district, renamed the Park District of Highland Park in 1935, was acquiring land, the City of Highland Park established a recreation department which was initially housed in the Army-Navy Center. The department was later relocated into City Hall.

During the next 20 years the Park District continued to focus on the acquisition of property while the City expanded its recreation programs. In 1972 a community-wide advisory committee was formed and they determined that it would be in the community's best interest if the City's Recreation Department merged with the Park District of Highland Park. The merger was completed in 1973.

Today, the Park District manages over 600 acres of land, 44 parks, and offers nearly 2,800 recreation programs and seasonal special events. It operates nine facilities including an ice rink and gymnastics facility, nature center, tennis and racquetball complex, community center, fitness center, an 18-hole golf course, a water park, and the Yacht Club. Neighborhoods throughout Highland Park enjoy close proximity and easy access to parks and open spaces that offer both the recreation and solitude that only nature, as noted by progressive leaders and early naturalists, can provide.

Park District of Highland Park

Parks & Facilities

Address

BROWN PARK - Burton Avenue across from Highland Place	655 Burton Avenue
BUCKTHORN PARK - Cavell Avenue, south of Friar Tuck Avenue	1815 Cavell Avenue
CARROL F. SNYDER PARK - 1/2 block north of Roger Williams Avenue on Pleasant Avenue	747 Pleasant Avenue

CENTENNIAL ICE ARENA End of Trail Way north of Half Day Road	3100 Trail Way
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CENTRAL PARK - Central Avenue at Lake Michigan	125 Central Avenue
CLOVERDALE PARK - Between Cloverdale Avenue & Eastwood Avenue	1780 Eastwood Avenue
DANNY CUNNIFF PARK - End of Trail Way north of Half Day Road	2700 Trail Way

DEER CREEK COURTS Parkway Clavey Road & Deer Creek Parkway	701 Deer Creek
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DEVONSHIRE PARK - At the corner of Devonshire Court & Winthrop Road 1 block south of Deerfield Road	1060 Devonshire Court
FOLEY'S POND - McDaniels Avenue just south of Bob-O-Link Road	1268 McDaniels Avenue
FOUNDER'S PARK - Lake Cook Road & St. Johns Avenue	1 St. Johns Avenue

WALTER E. HELLER NATURE PRESERVE & CENTER Ridge Road, north of Half Day Road	2821 Ridge Road
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HIDDEN CREEK AQUAPARK Place Beverly Place & Central Avenue	1220 Fredrickson
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HIGHMOOR NATURE PRESERVE - Between Park Avenue & Half Day Road - Access from Ridge Road	2255 Ridge Road
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JENS JENSEN PARK - Roger Williams Avenue & St. Johns Avenue	540 Roger Williams Ave
KENNEDY PARK - Clavey Road, next to the Lutz Family Center	850 Clavey Road
KNOLL PARK - Krenn Avenue at Hyacinth Place	3485 Krenn Avenue
LARRY FINK MEMORIAL PARK - Deer Creek Parkway north of Clavey Road	1377 Deer Creek Parkway
LAUREL PARK & ROSE GARDEN - St. Johns Avenue at Laurel Avenue adjacent to City Hall & the Library	1755 St. Johns Avenue
LEONARDI PARK - North end of Grange Avenue off of Park Avenue West	2300 Grange Avenue
LINCOLN PARK - Green Bay Road at Lincoln Avenue West across from Lincoln School	1280 Green Bay Road
LINCOLN PLACE - St. Johns Avenue at Lincoln Avenue West	1410 St. Johns Avenue
LONGVIEW PARKWAY - St. Johns Avenue along the tracks - Lincoln Avenue to Roger Williams Avenue	1040 St. Johns Avenue
MAY T. WATTS NATURE PARK - Roger Williams Avenue at Baldwin Avenue	355 Roger Williams Ave
MEMORIAL PARK - Laurel Avenue, Prospect Avenue & Linden Avenue	405 Prospect Avenue
MILLARD PARK - East end of Ravine Drive & lake bluff top	35 Ravine Drive
MOONEY PARK - South end of Cavell Avenue west to Ridge Road	1160 Cavell Avenue
MORAINÉ PARK - Sheridan Road & Moraine Road	2501 Sheridan Road
MORONEY PARK - St. Johns Avenue between Beech Street & Cedar Avenue	1055 St. Johns Avenue
OLD ELM PARK - Krenn Avenue & Audubon Place, 2 blocks south of Old Elm Road	3420 Krenn Avenue
OLSON PARK - Between Spruce Avenue & Ridge Road, ¼ mile south of Park Avenue - Access from Ridge Road	1800 Spruce Avenue
PARK AVENUE BEACH - Park Avenue at Lake Michigan	8 Park Avenue
PORT CLINTON PARK - St. Johns Avenue & Bloom Street	2627 St. Johns Avenue

**RECREATION CENTER OF HIGHLAND PARK - Park Avenue West
just east of US Route 41 & Park Avenue West Intersection**

1207 Park Avenue West

RED OAK PARK - Magnolia Lane	2127 Old Briar Road
RED OAK OUTDOOR TENNIS - South of Red Oak School	530 Red Oak Lane
ROGER WILLIAMS PARK - Roger Williams Avenue & Baldwin Road to Ravinia School	335 Roger Williams Ave
RORY DAVID DEUTSCH TOT LOT - Hilary Lane west of Beverly Place	1301 Hilary Lane
ROSEWOOD BEACH - Off Sheridan Road, just north of Cary Avenue	883 Sheridan Road
ROSEWOOD PARK - End of Roger Williams Avenue at Lake Michigan	45 Roger Williams Avenue
SHERIDAN PARK - Western Avenue Parkway at Audubon Place	3430 Western Avenue
SHERWOOD PARK - Arbor Avenue south of Midland Avenue	1435 Arbor Avenue
SKATE PARK - Sunset Woods Park, Sunset Road, between Central Avenue & Park Avenue West	1801 Sunset Road
SKOKIE RIVER WOODS - Route 22 & Highway 41	1232 Half Day Road
SLEEPY HOLLOW PARK - End of North Avenue at Idlewood Lane or off of Trail Way north of Half Day Road	2755 Trail Way

**SUNSET VALLEY GOLF COURSE
Sunset Road, west of McDaniels off of Court Avenue**

1390 Sunset Road

SUNSET WOODS PARK - Sunset Road, between Central Avenue & Park Avenue West	1801 Sunset Road
WEIL TOT LOT - St. Johns Avenue south of Cedar in Moroney Park	1025 St. Johns Avenue

**WEST RIDGE CENTER & PARK
Ridge Road, 1-1/2 blocks north of Clavey Road**

636 Ridge Road

WOODRIDGE PARK - South end of Clavey Road at end of Barberry Road	150 Barberry Road
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Grid Location	Park Name	Location	Acreage	Dog Park	Picnic Area	Shelter	Walking Paths/Trails	Restrooms	Vending	Playground 5-12 Yrs	Playground 2-5 Yrs	Baseball Field	Softball Field	Basketball Court	Football Field	Soccer Field	Tennis Court	Fishing	Disc Golf
Community Parks																			
B2	Danny Cunniff Park	2700 Trail Way	64.37	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
F4	Larry Fink Memorial Park	1377 Deer Creek Pkwy.	71.11	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
C4	Sunset Woods Park	1801 Sunset Rd.	33.97	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Neighborhood Parks																			
E6	Brown Park	655 Burton Ave.	4.47	*						*	*		*				*		
D2	Cloverdale Park	1780 Eastwood Ave.	3.44							*	*		*				*		
E3	Devonshire Park	1060 Devonshire Ct.	0.68							*	*		*				*		
E6	Jens Jensen Park	486 Roger Williams Ave.	0.8		*					*	*		*				*		
F5	Kennedy Park	850 Clavey Rd.	6.58							*	*	*	*				*		
D5	Lincoln Park	1280 Green Bay Rd.	3.86					*		*	*		*				*		
E2	Mooney Park	1160 Cavell Ave.	6.13			*	*	*		*	*		*				*		
E6	Moroney Park	1055 St. Johns Ave.	2.07	*						*	*		*				*		
A3	Old Elm Park	3420 Krenn Ave.	5.77			*	*	*		*	*		*				*		
C1	Olson Park	1800 Spruce Ave.	20.49			*	*	*		*	*		*				*		
B4	Port Clinton Park	2627 St. Johns Ave.	4.57	*						*	*		*				*		
D3	Rory David Deutsch Tot Lot	1301 Hilary Ln.	0.28							*	*		*				*		
D3	Sherwood Park	1435 Arbor Ave.	2							*	*		*				*		
B2	Sleepy Hollow Park	2755 Trail Way	14.895							*	*		*				*		
E6	Carrol F. Snyder Park	747 Pleasant Ave.	3.69							*	*		*				*		
E3	West Ridge Park	636 Ridge Rd.	16.64			*	*	*		*	*	*	*				*		
F4	Woodridge Park	150 Barberry Rd.	11.77							*	*		*				*		
Special Use Parks																			
C5	Central Park (Park Ave.)	125 Central Ave.	8.77	*				*	*	*	*		*				*		
F7	Founder's Park	1 St. Johns Ave.	0.31							*	*		*				*		
C3	Golf Learning Center	2205 Skokie Valley Hwy.	20.86					*	*	*	*		*				*		
D3	Hidden Creek AquaPark	1220 Fredrickson Pl.	15	*	*			*	*	*	*		*				*		
D5	Laurel Park	1755 St. Johns Ave.	2.53							*	*		*				*		
C5	Memorial Park	405 Prospect Ave.	0.71	*						*	*		*				*		
D6	Millard Park	35 Ravine Dr.	11.13				*			*	*		*				*		
B5	Moraine Park	2501 Sheridan Rd.	12.54	*	*		*	*		*	*		*				*		
C5	Park Ave. Boating/Fishing	8 Park Ave.	1.66					*	*	*	*		*				*		
F3	Red Oak Tennis	530 Red Oak Ln.	1.71							*	*		*				*		
E7	Rosewood Park	45 Roger Williams Ave.	15.49*	*	*	*	*	*		*	*		*				*		
E7	Rosewood Beach	883 Sheridan Rd.	15.49*	*	*	*	*	*		*	*		*				*		
D4	Sunset Valley Golf Course	1390 Sunset Rd.	121.44					*	*	*	*		*				*		
Passive Natural Areas																			
D4	Foley's Pond Park	1268 McDaniels Ave.	4.64			*	*	*		*	*		*				*		
B1	Heller Nature Center	2821 Ridge Rd.	89.8	*	*	*	*	*	*	*	*		*				*		
C1	Highmoor Nature Preserve	2255 Ridge Rd.	10.56							*	*		*				*		
C2	Leonardi Park	2300 Grange Ave.	0.35							*	*		*				*		
E6	May T. Watts Nature Park	355 Roger Williams Ave.	1.76			*	*	*		*	*		*				*		
B2	Skokie River Woods		24.97							*	*		*				*		

* Rosewood Beach and Rosewood Park areas are combined.

All Park District facilities and parks are smoke-free areas.

BOARD INFORMATION

BOARD WORKSHOP AND REGULAR MEETINGS

- Dates - Workshop Meetings are the 2nd Tuesday and Regular Meetings are the 4th Tuesday of each month, special meetings called as necessary.
- Where - Park District of Highland Park's West Ridge Center, 636 Ridge Road, Highland Park, IL 60035. Meetings may be held at other District locations with proper notification.
- Time - 6:00 p.m. Workshops and 6:00 p.m. Regular Board Meetings.
- Quorum - majority of Board (3).
- Open Meetings Act - illegal for a majority of a quorum (3) to gather to discuss District business without public notice at least 48 hours in advance of meeting.

MEETING PROCEDURES

- To place an item on the Agenda: amend the Agenda at the Board meeting; speak to the President or Executive Director prior to the meeting; reference at a prior Board meeting (Board Policy Manual, Section 5.09).
- Voice vote vs. roll call vote - roll call used to clarify a vote, go to Executive Session, approve Consent Agenda, approve any spending brought to the Board of over \$20,000 and approve ordinances.
- When to abstain or withdraw (recuse) from voting - it is a general rule that no one can vote on a question in which he/she has a direct personal or pecuniary interest (however, it does not prevent a member from voting for self for any office or position). A Commissioner should explain why he/she is recusing him/herself prior to a motion being made or discussion and once that declaration is made, he/she must remain silent including abstaining from discussion.
- When and how to make a motion - a motion is a proposal that the assembly take certain action or express itself as holding certain views. A member makes a motion by obtaining the floor and stating, "I move that...."
- To second a motion - a second allows the motion to be discussed and voted on. A member seconds a motion by stating "second" after the motion has been made.
- Newspaper coverage - the press may be at Board meetings.
- Policy and Procedure Manual - distributed to all Board Members at orientation.

BOARD DECISIONS

- Three affirmative votes are required to adopt any item of business (there are a few circumstances under the Illinois Park Code which require a super majority).
- Disagreements - you may disagree with a decision but, per Board policy, you should support the Board's position once passed.
- Board decisions should be based on serving the District at-large and not one geographic area. Individual Board members do not set policy.
- Individual Board members cannot speak for the Board but can express personal opinions.
- Individual members cannot encumber funds or direct action - must come from a majority of the Board.

BOARD PROCEDURES

- Issuing directives - Board functions as a team and issues orders through Board action at meetings.
- Requests for Action – All communication goes through the Executive Director.
- Salary - Board members serve as volunteers per Park District Law passed by Illinois General Assembly.
- Citizen Complaints - Board sets policy and generally does not get involved in grievances; complaints politely heard then usually referred to Executive Director for resolution.

ANNUAL MEETING

- Annual meeting is the second meeting (Regular Board Meeting) in May and business at the meeting includes:
 - Oath of office administered to new Board members.
 - President and Vice President elected by Board.
 - Secretary/Executive Director, Treasurer, Auditor and Attorney appointed by President and approved by the Board.
 - Some Board Committee representatives appointed by President and approved by Board (usually at a subsequent meeting).

PARK DISTRICT OF HIGHLAND PARK
2013 Workshop and Regular Meeting Dates
West Ridge Center
636 Ridge Road
Highland Park, IL 60035

All Meetings begin at 6:00 p.m. Meetings are held at West Ridge Center, 636 Ridge Road, Highland Park, IL 60035 unless otherwise indicated.

TUESDAY, JANUARY 8	Workshop Meeting
TUESDAY, JANUARY 22	Regular Meeting
TUESDAY, FEBRUARY 12	Workshop Meeting
TUESDAY, FEBRUARY 26	Regular Meeting
TUESDAY, MARCH 12	Workshop Meeting
TUESDAY, MARCH 19	Regular Meeting
TUESDAY, APRIL 2	Workshop Meeting
TUESDAY, APRIL 23	Regular Meeting
TUESDAY, MAY 14	Workshop Meeting
TUESDAY, MAY 28	Regular Meeting
TUESDAY, JUNE 11	Workshop Meeting
TUESDAY, JUNE 25	Regular Meeting
TUESDAY, JULY 9	Workshop Meeting
TUESDAY, JULY 23	Regular Meeting
TUESDAY, AUGUST 13	Workshop Meeting
TUESDAY, AUGUST 27	Regular Meeting
TUESDAY, SEPTEMBER 10	Workshop Meeting
TUESDAY, SEPTEMBER 24	Regular Meeting
TUESDAY, OCTOBER 8	Workshop Meeting
TUESDAY, OCTOBER 22	Regular Meeting
TUESDAY, NOVEMBER 5	Workshop Meeting
TUESDAY, NOVEMBER 19	Regular Meeting
TUESDAY, DECEMBER 3	Workshop Meeting
TUESDAY, DECEMBER 17	Regular Meeting

BOARD FUNCTIONS

BOARD/STAFF ROLES

- Board Members - set policy and determine overall direction of District.
- Board President - official spokesperson for Board matters including officiating at Board meetings, advising the Executive Director on the agenda, giving official statements to the press and referring Board matters to legal counsel (job description included in Policy and Procedure Manual, Section 2.03.1).
- Executive Director - advises Board, administers day-to-day operation of the District and acts within limits set by the Board, sets the agenda with input from the Board President and Commissioners.

LEGISLATIVE RELATIONS

- Work with state legislators and local government officials to keep them informed of District activities/issues and the parks and recreation field.
- Invite officials to events, groundbreakings, etc.
- The first two bullets help to bring District and parks and recreation issues to the forefront and positively affect legislation and the disbursement of grants.
- IAPD Legislative Conference (spring) and Legislative Golf Outing (summer) provide opportunities to interact with legislators.

WHO DOES WHAT?

RESPONSIBILITY	BOARD	ADMINISTRATOR
Accounting/auditing	Approves/rejects reports, authorizes expenditures	Oversees, develops monthly financial reports
Building, renovation, leasing	Makes decisions, assumes responsibility	Recommends and helps prioritize projects. Could also sign contracts if given authority by the board
Budget	Approves/rejects	Develops and recommends
Capital purchases	Approves/rejects	Prepares list of projects and requests
Day-to-day operations	No role	Management decisions
Emergency repairs	Works with administrator and develops appropriate policy	Notifies president of board and acts with concurrence
Facilities	Approves/rejects plans	Develops reports and master plans
Fees	Adopts policy	Develops fee schedules
Firing of staff	No role	Makes all decisions
Goals, long-term (more than 1 year)	Approves/rejects	Recommends and provides input
Goals, short-term (less than 1 year)	Monitors	Establishes and carries out
Hiring attorney	Approves/rejects	Interviews, submits final candidates to board
Hiring consultants	Approves/rejects	Interviews, submits recommendations to board
Hiring staff	No role	Approves all hiring
Intergovernmental Agreements	Meets with governing boards of other agency/approves	Assists in negotiations, seeks legal advice, develops for board approval
Lobbying	Nonpartisan advocate for parks and recreation	Provides board with information on legislative issues
Maintenance	No role (oversight only)	Sets up schedule
Personnel policies	Adopts	Recommends, administers staff
Planning	Requires and approves/rejects	Conducts research, develops goals
Policies	Reviews, formulates, adopts	Provides input, advises, researches, drafts language
Public	Solicits input, refers complaints to administrator	Actively seeks input, works with citizen advisory councils, addresses complaints
Repairs (emergency)	Works with the executive	Notifies board president for joint decision

WHO DOES WHAT?		
RESPONSIBILITY	BOARD	ADMINISTRATOR
Repairs (major)	Approves/rejects	Obtains estimates and prepares recommendation
Repairs (minor)	Policy should include amount that can be spent without board approval	Authorizes repairs up to prearranged amount
Salaries	Allocates line item for salaries in budget	Approves salaries with recommendation from staff
Services	Promotes and interprets programs to public and government officials	Develops programs based on objectives, philosophy, purpose and goals; researches public needs and interests
Signing checks	Approves signatures, oversight responsibilities	Develops policy (two signatures, check and balance); authorized to spend money
Staff deployment and assignment	No role	Establishes schedules
Staff evaluation	Evaluates only administrator	Evaluates other staff
Staff grievances	No role (but develops grievance policy)	Grievances stop at the administrator
Supply purchases	Establishes policy	Spends according to policy and maintains audit trail
Vandalism (major)	Approves repairs	Obtains estimated prices and makes recommendations
Vendor contracts	Reviews and selects	Recommends to board

FINANCIAL PROCEDURES

FISCAL YEAR

- April 1 – March 31

BUDGET PROCESS

- Budget presented to Board in March.
- Board puts budget on 30-day waiting period and holds public hearing prior to approval as required by State law.
- Approved final budget document prepared in March/April and presented to the Board for final approval in May.
- If necessary, prepare supplemental budget and appropriations ordinance to reflect material changes.

TAX LEVY PROCESS

- Tax Cap Legislation - limits growth to 5% or Consumer Price Index, whichever is lower.
- Tax Levy Report prepared in November for Board review.
- Truth-in-Taxation Hearing required if the total levy exceeds 105% of the prior year levy.
- Levy Ordinance adopted in November/December.
- Levy must be filed by last Tuesday in December.
- Tax bills computed by County and mailed in May to residents.
- Tax collections received by County are sent to District around June 1 and September 1.

STRATEGIC PLAN AND LONG-RANGE CAPITAL PLAN

- Available on the Park District website.

FINANCIAL REPORTS

- Monthly financial reports presented to Board.
- Voucher Lists - reviewed twice a month by Board for approval.
- Treasurer's Report - produced and distributed annually.
- Investment Report - printed and reconciled monthly.
- Budget Document includes:
 - Executive Summary
 - Budget Detail and Supplemental Charts

DEBT

- Bonds issued to finance large capital projects or to address other board approved concerns.
- Bond authority restored in 2004 to \$1,321,376 due to the passage of Senate Bill 83. The District must go to public referendum to issue General Obligation bonds over that amount as adjusted for CPI.
- Outstanding bond issues include:
 1. General Obligation Limited Tax Debt Certificate Series 2004 (\$7,300,000), \$745,000 outstanding, issued to finance the Recreation Center of Highland Park.
 2. General Obligation Limited Tax Debt Certificate Series 2005 (\$4,150,000), \$425,000 outstanding, issued to finance the Recreation Center of Highland Park.
 3. General Obligation Limited Tax Debt Certificate Series 2013 (\$8,755,000).

AUDIT PROCESS

- Board hires audit firm via Request for Proposal process based on State law.
- Our auditors are Lauterbach and Amen.

INSURANCE

- PDRMA (Park District Risk Management Agency) - proactive approach through a group pooling of financial resources (Annual Report is attached). Coverage includes:
 - Liability (General, Auto, Public Officials, Employment Practices, Employee Benefits) including health insurance.
 - Property
 - Worker's Compensation
 - Volunteer Medical Accident
 - Pollution Liability
 - Underground Storage Tanks
- PDRMA has 145 members including Park Districts, Forest Preserve Districts and Special Recreation Associations located across Illinois.
- Park District was reaccredited in 2012.

LEGAL PROCEDURES

STATE STATUTES

- Park District Code - permissive legislation and autonomous powers.
- Open Meetings Act includes what topics, called “exceptions,” the Board can discuss in closed session (i.e. litigation, personnel, etc.).

ATTORNEY

- Law Firm – Ancel Glink is general counsel. Attorney advises Board regarding legal matters - staff consults regularly.
- Contractual arrangement on a per hour charge.
- President or Executive Director contacts attorney if information or legal opinion is needed.
- PDRMA also has legal counsel that advises members on tort liability, auto, employment issues, property, etc.

PUBLIC OFFICIALS LIABILITY

- PDRMA insurance includes coverage for Commissioners against lawsuits when performing duties as an elected Commissioner (appointed officials and employees also included).

PERSONNEL

ORGANIZATIONAL STRUCTURE

- Structure includes five Departments (see attached Organizational Chart).
- Each Department Head will provide you with a more detailed overview of his/her Department functions.

HIRING

- Board hires Executive Director.
- Executive Director hires Department Heads and Human Resources Manager.
- Department Heads and Division Managers hire full-time and some part-time employees.
- Supervisors and Managers hire part-time and seasonal employees.
- All hires based on merit. If a Board member is approached or has an individual that they want considered for employment, inform the person that they must complete an employment application.

PERFORMANCE APPRAISALS

- Board evaluates Executive Director annually.
- Executive Director evaluates members of the Management Team.
- Job descriptions for all full-time and part-time positions.
- Evaluation Process - pay for performance.

EXECUTIVE DIRECTOR

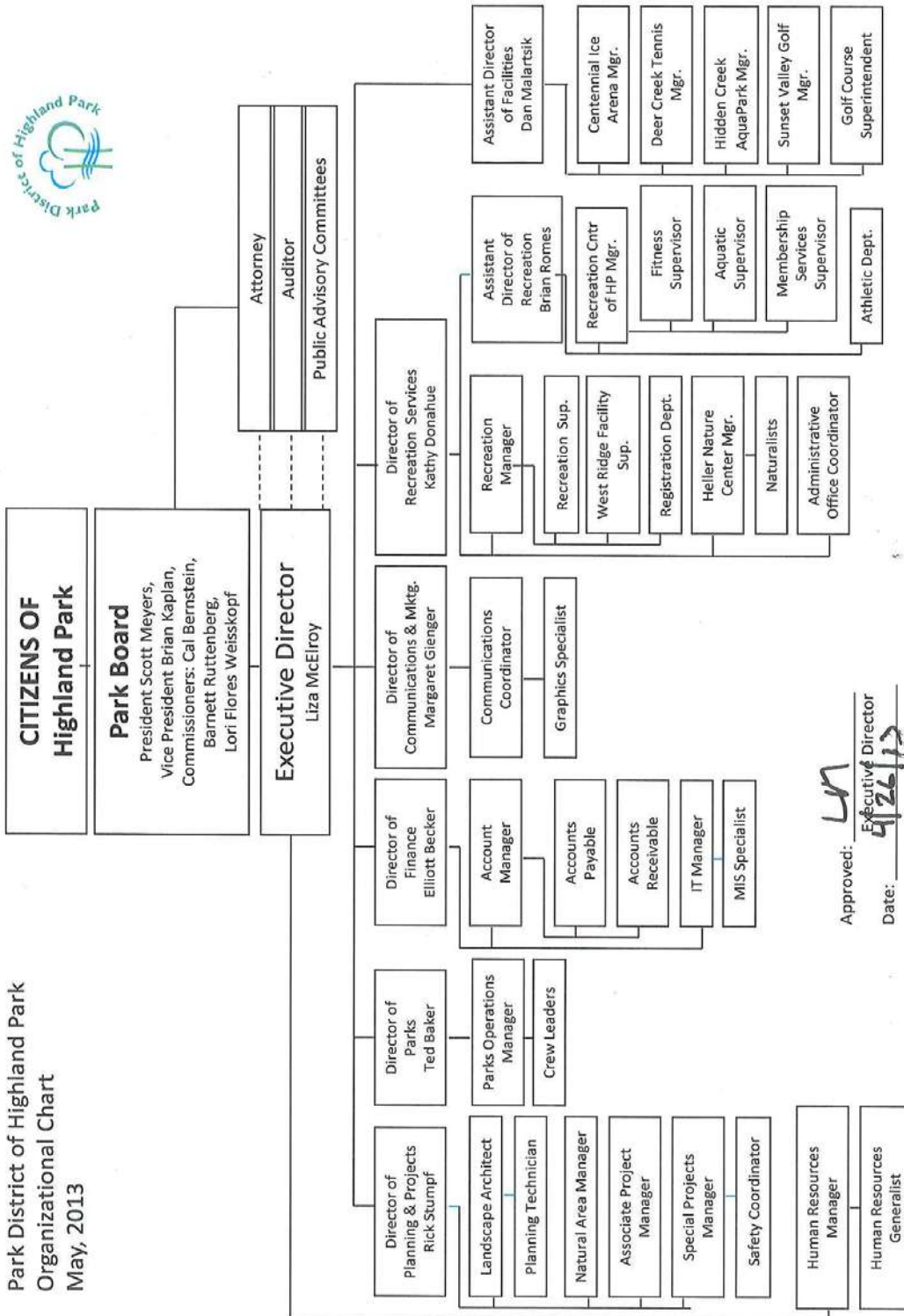
- Takes direction from Board as whole - not individual members.
- Makes decisions based on Board's executive limitations and policy direction.

EMPLOYEE RECOGNITION

- Annual, full-time Employee Recognition.
- Employees plan social events for full- and part-time employees.
- Department luncheons for full- and part-time employees.
- Voluntary job shadowing program for full-time employees.

Documents Included

Park District of Highland Park
Organizational Chart
May, 2013



Approved: *LM*
Executive Director
Date: 5/26/13

LONG- AND SHORT-RANGE PLANNING

MISSION STATEMENT

To enrich community life through healthy leisure pursuits and an appreciation of the natural world.

VISION STATEMENT

To provide extraordinary experiences in parks and recreation, consistently exceeding the public's expectations, while:

- Inspiring environmental stewardship and education
- Using nimble decision-making and creative solutions
- Creating a harmonious workplace with passionate, forward-thinking staff that share true camaraderie
- Enriching the quality of life for our community

STRATEGIC PLAN 2012-2016

The Park District of Highland Park worked collaboratively with Heller and Heller Consulting, Inc., Board members and staff to develop the Park District of Highland Park's current Strategic Plan. Incorporating results from the 2009 Attitudes and Interest Survey and community focus groups, the Plan is designed to serve as a road map for decision making through March 2016.

The Strategic Plan's intent is to:

- Establish a four year strategic direction
- Incorporate resident needs into future planning
- Drive innovation as part of the organizational culture
- Strengthen and identify elements of organizational culture through values
- Develop preliminary approaches to infrastructure and capital project needs
- Create groundwork for a subsequent master plan process

The platform for the Plan began in 2009 as Leisure Vision completed a series of community input meetings and developed and administered a statistically valid household survey that addressed community needs and funding priorities. Subsequently, in 2011 an additional series of focus groups and public meetings were held as part of the planning process.

The 2012-2016 Strategic Plan identifies themes, objectives, and short, mid, and long term initiatives to be completed through a series of measurable action steps. Staff is held accountable for the implementation of the Plan which is posted on the District's website along with quarterly progress updates.

SURVEYS AND OTHER PLANNING DOCUMENTS

- PDHP is developing a ten-year Master Plan in 2013.
- Four-year Strategic Plan, 2012-2016
- Five-year Capital Plan
- 2009 Community Attitude and Interest Survey - used to develop Strategic Plan.
An assessment should be conducted every three to five years in conjunction with long-range planning processes.

INTERGOVERNMENTAL COOPERATION

Northern Suburban Special Recreation Association (NSSRA)
City of Highland Park
North Shore School District 112
Township High School District 113
Lake County Forest Preserve District
PDRMA

MARKETING AND COMMUNICATIONS

PARK DISTRICT OF HIGHLAND PARK PUBLICATIONS

- Seasonal Brochure - four times a year
- Athletic Brochure - twice a year
- Camp Brochure - once a year
- Discover Community Newsletter - three to four times a year
- Annual Report
- Ice Show Program - once a year
- E-newsletters for Athletics, Centennial Ice Arena, Deer Creek Courts, Heller Nature Center, Hidden Creek AquaPark (seasonal), Recreation Center of Highland Park, Sunset Valley Golf Course, West Ridge Center - monthly
- Facility Rental Tri-Folds
- Other Publications and Promotional Materials

MEDIA / PRINT AND ELECTRONIC

- Local newspapers - Highland Park News, TribLocal, What's Happening
- Press releases and photo opportunities are sent frequently to local media.
- Events are posted and sent monthly to local media (newspapers, magazines and websites)

ADVERTISING

- Annual advertising plan which includes all facilities.

SOCIAL MEDIA

- Website, Facebook, YouTube, and Twitter

PROMOTIONS AND MARKETING

- Establishing a plan for each department/facility.

SPONSORSHIPS AND PARTNERSHIPS

- Back cover ad of brochures (seasonal, athletic and camp).
- Firecracker 4 annual four-mile run/three-mile family fun walk.
- Dasher Boards at Centennial Ice Arena.
- Centennial Ice Arena's Annual Ice Show program guide.
- Centennial Zamboni

PARKS, PLANNING, RECREATION & FACILITIES DEPARTMENTS

PARKS

- Department Overview
 - Responsibilities of Director
 - Department Organization and Personnel
 - Comprehensive Plan and Capital Development Plan
 - Committees and Organizations the Department Works with
 - Park Policies/Ordinance Book
 - Safety Standards – Playground, OSHA, CDI, Confined Space, etc.
 - Environmental Responsibility/Policy and Preservation

PLANNING

- Department Overview
 - Responsibilities of Director
 - Statistics – Number of Parks, Acres, Leased Areas, Buildings, Facilities, Equipment, New Property Acquisitions

RECREATION AND FACILITIES

- Department Overview
 - Responsibilities of Director
 - Department Organization and Personnel
 - Committees and Organizations the Department Works with
- General Programs
- Cultural Arts & Special Events
- Camps
- Athletics
- Hidden Creek AquaPark
- Community Centers – Recreation Center of Highland Park/West Ridge Center
- Centennial Ice Arena
- Deer Creek Courts
- Sunset Valley Golf Course
- Heller Nature Center
- Park Avenue Boating/Beach

MISCELLANEOUS PROCEDURES AND PROJECTS

ADVISORY COMMITTEES

- Athletic Advisory Committee
- Centennial Ice Arena Advisory Committee
- Heller Nature Center Advisory Committee
- Hidden Creek AquaPark Advisory Committee
- Lakefront Advisory Committee
- Parks Advisory Committee
- Recreation Advisory Committee
- Recreation Center of Highland Park Advisory Committee
- Sunset Valley Golf Course Advisory Committee
- Tennis Advisory Committee
- Neighborhood and Community Park Advisory Committees
- Form task forces for short-term issues which need citizen input (e.g. Rosewood Beach Development, Strategic Plan)

AFFILIATES

- American Youth Soccer Organization (AYSO)
- Best Futures Inc.
- Chicago Wind Soccer
- COHO Swimming
- Falcons Hockey Association
- Highland Park Aquatic Club (HPAC)
- Highland Park Figure Skating Club
- Highland Park Giants High School Hockey Club
- Highland Park Players
- Highland Park Pops Big Band
- Highland Park Strings
- Highland Park Tennis Association
- Illinois Audubon Society
- North Shore Yacht Club (NSYC)
- Northern Suburban Special Recreation Association (NSSRA)

CONFERENCES AND SEMINARS

- Board sets the number of Commissioners that can attend in its policy.
- Expenses associated with conferences paid by District.
- Travel arrangements made by staff.
- Money advanced or reimbursed based on per diem for that particular location (use the amount set by IRS).
- Policy included in this section.

ILLINOIS ASSOCIATION OF PARK DISTRICTS (IAPD)

- Commissioner association.
- District is a member.
- Lobbying efforts with State Legislature.
- Committee involvement.
- Produces Illinois Parks and Recreation magazine, which you will receive monthly.
- Provides training and networking opportunities.
- Annual conference in January held jointly with IPRA

ILLINOIS PARK AND RECREATION ASSOCIATION (IPRA)

- Professionals' association.
- Provides training and networking opportunities.
- Works cooperatively with IAPD.

NATIONAL RECREATION AND PARK ASSOCIATION (NRPA)

- Agency and professional membership.
- Has Citizen/Board member branch.
- Lobbies and provides professional services.
- Produces Parks & Recreation magazine, which you will receive monthly.
- Annual conference in October.

USE OF FACILITIES/PROGRAMS

- Commissioners receive pass to use facilities and programs except when the program involves an outside contractor or private instruction. Similar privileges also available to your immediate family while a Board member.

COMMUNICATION

- Executive Director will call or e-mail you frequently on a variety of matters.
- Executive Director sends "Update" memorandum weekly.
- Let Executive Director know about potential problem areas so they can be addressed appropriately.
- No surprises! Executive Director will try to keep Board informed to avoid surprises at Board meetings; would appreciate the same courtesy from Board members.
- Compliments/criticisms from community - speak to Executive Director and a response will be prepared.
- Suggestions - give Executive Director a call. Executive Director will provide copy of requested information to other Board members or will advise Board of response.

RECREATION PROGRAM/FACILITY IDEAS

- Ideas for new programs/facilities always welcome.
- Ideas will be investigated and if they can be worked into Department work plans (after research is completed) and space and budget considerations permit, they will be implemented.

ORDINANCE NO. 01-04 (“CONDUCT ORDINANCE”) – AN ORDINANCE REGULATING THE USE OF THE PARKS AND PROPERTY OWNED OR CONTROLLED BY THE PARK DISTRICT OF HIGHLAND PARK

- Purpose of ordinance is to provide an optimal recreational experience for residents and visitors while minimizing the District’s loss exposure.
- Provides guidelines on park and facility use.
- Enforced by Police Department.
- Mirrors City Code and state regulations.

SAFETY MANUAL

- Established policies and procedures for safe operation of programs, equipment, facilities, personal protection, etc.



To: Executive Director/Board of Commissioners
From: Director of Finance
Date: June 11, 2013
Subject: Bills presented for the Board's review on June 11, 2013.
Checks written June 1, 2013 through June 6, 2013

BILLS

<u>DATE</u>	<u>AMOUNT</u>
June 6, 2013	\$ 360,417.74
TOTAL	\$ 360,417.74

Schedule for Board Member review and recommended approval at Board Meeting of monthly vouchers payable. Also, contact for any checks needing Board Member signature prior to issuance.

2013
June

6/6/2013

From: Treasurer

To: Executive Director/Board of Commissioners

Subject: Bills and Payroll Disbursements authorized by Finance
Committee Member(s). Checks written

From 1-Jun-13

To 6-Jun-13

For approval on 25-Jun-13

Summary by Fund

Corporate	\$87,924.08
Recreation	\$190,792.19
Special Recreation	\$0.00
Capital Projects	\$81,663.58
Debt Service	\$37.89
Total	360,417.74

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV. DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
ADP, INC.	173280	52532	421326914	05-17-13	5,278.60	AUTOPAY II PROCESSING 05/10/13	
		52533	421847571	05-31-13	584.13	AUTOPAY II PROCESSING 05/24/13	
		52534	421509744	05-24-13	2,094.74	ADP HR/BENEFITS SOLUTION	
			TOTAL CHECK:		7,957.47		
A-Z ENTERTAINMENT, LTD.	173281	52530	13625	05-09-13	300.00	CAMPS:CAMP SUNSHINE DANCE DAY	
AEREX PEST CONTROL	173282	52536	917335	05-16-13	57.00	HELLER NATURE CENTER:SERVICE	
AEROTECHTURE INTERNATIONAL	173283	52528		05-20-13	394.00	HELLER:SOLAR DISPLAY REPAIR	
AIR COMFORT CORPORATION	173284	52535	100888	05-28-13	25.48	HELLER NATURE CENTER:SERVICE	
RAY AMIDEI	173285	52531		05-28-13	385.00	CPR/AED TRAINING 04/30/13, 05/15/13	
MERLE ARENSON	173286	52529		05-21-13	1,500.00	HILLARD PARK CAPITAL PROJECT	
JEFF SCHWARZ	173287	52659		06-03-13	1,156.00	ATHLETICS:ADULT SOFTBALL OFFICIALS	
MICHELLE BAUMAN	173288	52538		05-21-13	350.00	SPECIAL EVENTS:07/04/13 FEE	
THE BRAVE WAY, LLC	173289	52539	130518-01	05-20-13	100.00	WEST RIDGE CENTER:3/2/13 & 5/18/13	
CENTERPOINT ENERGY SERVICES	173291	52546	4417151	05-16-13	3,001.84	AQUATIC PARK NSG 0179425, RCHP	
CLOWNING AROUND ENTERTAINMENT	173297	52540	25790	05-13-13	769.50	CAMPS:SWEAT SHOP 7/10/13 DEPOSIT	
		52541	25790	05-13-13	769.50	CAMPS:SWEAT SHOP 7/10/13 BALANCE DUE	
			TOTAL CHECK:		1,539.00		
COMED	173299	52557	1898688000	05-30-13	19.53	RAVINE DR SEC APT	
		52558	1821106004	05-29-13	460.55	1377 DEER CREEK PKWY(FINK BALLFIELD)	
		52559	1310498019	05-30-13	56.62	2501 SHERIDAN RD	
		52560	1982062001	05-31-13	15.96	LAUREL AVE BANDSTAND	
			TOTAL CHECK:		552.66		
COMCAST	173301	52548	877110056009	04-06-13	390.39	ADMIN:SERVICE TV & WIFI	
		52549	877110056000	05-20-13	10.63	DEER CREEK COURTS:SERVICE TV	
		52550	877110056021	04-13-13	245.27	RCHP:SERVICE WIFI	
			TOTAL CHECK:		646.29		
	173290	52551	877110056021	05-13-13	81.48	RCHP:SERVICE WIFI	
	173292	52552	877110056032	05-22-13	134.85	PLANNING:SERVICE WIFI	
	173294	52553	877110056000	05-20-13	82.96	CENTENNIAL ICE ARENA:SERVICE TV	
	173296	52554	877110056009	05-06-13	263.35	ADMIN:SERVICE TV & WIFI	

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV. DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
	173298	52555	877110056032	05-24-13	134.85	HELLER NATURE CENTER:SERVICE WIFI	_____
	173300	52556	877110056002	05-20-13	40.44	SVGC:SERVICE TV	_____
CRAFTWOOD LUMBER	173293	52547	764	05-31-13	819.15	SUPPLIES	_____
COURT & SPORT INC	173295	52544	42116	05-17-13	5,575.00	TENNIS:PREP COURTS SUNSET WOODS PARK	_____
CRYSTAL MANAGEMENT &	173302	52542	21183	03-14-13	7,557.33	RCHP:CLEANING SERVICES APRIL 2013	_____
		52543	21249	04-15-13	7,557.33	RCHP:CLEANING SERVICES MAY 2013	_____
				TOTAL CHECK:	15,114.66		
DROP ZONE PORTABLE SERVICES	173304	52561	75904	05-23-13	210.00	WALTER'S FIELD & BOAT LAUNCH RENTALS	_____
FERRET BACKGROUND CHECK	173306	52562	PDHIPRO52513	05-25-13	64.35	ADMIN:APPLICANT PROFILES	_____
FRIENDLY FARMS LTD	173308	52564	3142	05-01-13	1,800.00	SPECIAL EVENTS:7/4/13 SUPPLIES	_____
GILLIS PRODUCTS, INC.	173310	52569	36313	05-13-13	657.55	RCHP:SUPPLIES	_____
		52570	36311	05-09-13	123.60	RCHP:SUPPLIES	_____
		52571	36307	04-30-13	943.81	RCHP:SUPPLIES	_____
				TOTAL CHECK:	1,724.96		
GOLF CREATIONS	173312	52655	99649	05-20-13	2,530.00	LASER GRADING SUNSET/WEST RIDGE PRKS	_____
GRANDI BROS.	173314	52565	A473039	05-30-13	197.47	PARKS:FUEL FILTERS	_____
		52566	A226662	05-06-13	125.22	PARKS:PARTS	_____
		52567	A226707	05-21-13	58.95	PARKS:CARBURETOR	_____
		52568	A226800	05-23-13	302.00	PARKS:ENGINE	_____
				TOTAL CHECK:	683.64		
GYPSIES LLC.	173303	52572		04-01-13	6,000.00	CAMPS:TENT FINAL PAYMENT	_____
	173305	52573		04-01-13	2,900.00	CAMPS:6/21/13 BAREBACK RIDING 5 DAYS	_____
	173307	52574		04-01-13	2,900.00	CAMPS:6/28/13 BAREBACK RIDING 5 DAYS	_____
	173309	52575		04-01-13	2,900.00	CAMPS:7/5/13 BAREBACK RIDING 5 DAYS	_____
	173311	52576		04-01-13	2,900.00	CAMPS:7/12/13 BAREBACK RIDING 5 DAYS	_____
	173313	52577		04-01-13	1,755.00	CAMPS:7/17/13 BAREBACK RIDING 3 DAYS	_____
	173315	52578		04-01-13	1,755.00	CAMPS:7/24/13 BAREBACK RIDING 4 DAYS	_____
	173317	52579		04-01-13	2,900.00	CAMPS:8/2/13 BAREBACK RIDING 5 DAYS	_____
DAN HEUSER	173316	52580		05-29-13	60.00	PROFESSIONAL FEE 05/29/13	_____

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV.DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
HI-LAND ART & FRAME	173318	52581	502	05-02-13	207.40	SUPPLIES	_____
		52582	504	05-21-13	13.49	SUPPLIES	_____
				TOTAL CHECK:	220.89		
CITY OF HIGHLAND PARK	173319	52656	174946	04-03-13	10,748.88	EXTRA DUTY POLICE MAY 2013	_____
ILLINOIS GIRLS LACROSSE ASSOC.	173320	52658	458	04-22-13	3,430.00	ATHLETICS:SPRING GIRLS LACROSSE FEES	_____
ILLINOIS SHOTOKAN KARATE	173321	52584	904	05-27-13	2,580.20	WEST RIDGE CENTER:2013 SPRING FEE	_____
IMAGES ALIVE, LTD	173322	52583	10843	05-20-13	1,842.41	T-SHIRT SUPPLY	_____
DIANE NAFTZGER	173323	52605		05-28-13	4,340.50	WEST RIDGE CENTER:WINTER/SPRING 2013	_____
KREATIVE PARTIES	173324	52600		05-21-13	190.00	SPECIAL EVENTS:7/4/13 PLACEMENT FEES	_____
MENONI & MOCOJNI INC.	173325	52603	HPPARK	05-31-13	101.12	PARKS:PEA GRAVEL	_____
MIDWEST TRANSIT EQUIPMENT INC.	173326	52653	9823441	05-31-13	40,432.00	DISTRICT WIDE CAPITAL PROJECT - VAN	_____
MIDCO	173327	52652	270209	05-29-13	45.00	SERVICE	_____
MUTUAL ACE HARDWARE	173328	52604	1191	05-31-13	528.96	SUPPLIES	_____
3301-NCPERS - IL IMRF	173329	52606		05-23-13	80.00	NCPERS GROUP LIFE INSURANCE	_____
NEW TRIER PONY BASEBALL ASSOC	173330	52616		05-23-13	2,000.00	ATHLETICS:2 TEAMS	_____
NORTH SHORE GAS	173331	52607	150000697475	05-24-13	109.51	1390 SUNSET RD	_____
		52608	350000631729	05-24-13	129.98	1240 FREDRICKSON	_____
		52609	550000697448	05-24-13	84.10	SUNSET RD N OF BLDG	_____
		52610	850000697456	05-24-13	133.82	1390 SUNSET RD	_____
		52611	850002716409	05-24-13	73.91	1390 SUNSET RD MAINT BLDG	_____
		52612	150000614524	05-24-13	77.13	1377 CLAVEY RD	_____
		52613	150002637094	05-24-13	163.99	AQUATIC PARK NSG 0310037	_____
		52614	150002110177	05-23-13	70.85	2900 TRAIL WAY, CUNIFF PARK SHELTER	_____
	52615	150002637034	05-23-13	61.87	3100 TRAIL WAY	_____	
				TOTAL CHECK:	905.16		
STEVE OLSON PRINTING & DESIGN	173332	52632	7973	05-08-13	313.00	RCHP:SUPPLY FORMS	_____
		52633	7999	05-10-13	113.00	RCHP:BUSINESS CARDS	_____
		52634	8016	05-20-13	178.00	HIDDEN CREEK AQUA PARK:SUPPLY FORMS	_____
				TOTAL CHECK:	604.00		
ON-THE-GO SPORTS INC	173333	52617		05-19-13	539.00	ATHLETICS:FOOTBALL CLINIC FEE	_____
PARK DISTRICT RISK MGMT AGCY	173334	52619		05-31-13	26,903.84	PROPERTY/LIABILITY/WORKERS COMP/	_____

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV. DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
	173336	52620		05-31-13	105,140.42	HEALTH INVOICE	_____
INTEGRYS ENERGY SERVICES INC.	173337	52585	27018676-1	05-31-13	586.10	2821 RIDGE RD(HELLER NATURE CENTER)	_____
		52586	27018857-1	05-30-13	5,291.41	FINK PARK, MAINT BARN, INDOOR TENNIS	_____
		52587	27018994-1	05-30-13	2,160.17	HIDDEN CREEK AQUA PARK	_____
		52588	27083018-1	05-31-13	1,206.09	1801 SUNSET RD	_____
		52589	26965696-1	05-28-13	28.43	RAVINE DR SEC APT	_____
		52590	26965931-1	05-28-13	15.43	JENSON PARK	_____
		52591	26965709-1	05-28-13	55.58	ROSEWOOD PARK	_____
		52592	27018942-1	05-30-13	16.46	LINCOLN AVE BALLFIELD	_____
		52593	26908082-1	05-28-13	29.47	3452 KRENN AVE	_____
		52594	27083022-1	05-31-13	196.97	YACHT CLUB	_____
		52595	27018874-1	05-30-13	23.25	NAVIGATION LIGHT, BOAT RAMP BLDG	_____
		52596	26965695-1	05-28-13	87.32	WEST RIDGE BALLFIELD	_____
		52597	26965694-1	05-28-13	2,252.01	636 RIDGE RD(WEST RIDGE CENTER)	_____
				TOTAL CHECK:	11,948.69		
RACE TIME INC	173335	52621		05-15-13	150.00	SPECIAL EVENTS:06/30/13 DEPOSIT	_____
RICOH USA, INC	173338	52623	5026244438	05-26-13	14.86	RICOH 04/29/13 - 05/28/13	_____
		52624	5026243790	05-26-13	44.99	RICOH 04/29/13 - 05/28/13	_____
		52625	5026244209	05-26-13	247.20	RICOH 04/30/13 - 05/29/13	_____
		52626	5026244437	05-26-13	94.84	RICOH 04/29/13 - 05/28/13	_____
		52627	5026200711	05-22-13	246.19	RICOH 04/24/13 - 05/23/13	_____
		52628	5026201112	05-22-13	208.26	RICOH 04/24/13 - 05/23/13	_____
		52629	5026168505	05-20-13	123.95	RICOH 04/20/13 - 05/19/13	_____
		52630	5026168504	05-20-13	190.10	RICOH 04/20/13 - 05/19/13	_____
		52631	5026181536	05-21-13	156.81	RICOH 04/23/13 - 05/22/13	_____
				TOTAL CHECK:	1,327.20		
SPECIALTIES DIRECT	173339	52638	1346401-IN	04-12-13	880.00	MOONEY PARK CAPITAL PROJECT	_____
SMITHEREEN PEST MANAGEMENT	173340	52660	793793	05-01-13	45.00	DEER CREEK COURTS:SERVICE	_____
		52661	793859	05-01-13	60.00	HIDDEN CREEK AQUA PARK:SERVICE	_____
		52662	794508	05-01-13	56.00	SVGC:SERVICE	_____
		52663	810739	06-01-13	56.00	SVGC:SERVICE	_____
		52664	810043	06-01-13	45.00	DEER CREEK COURTS:SERVICE	_____
				TOTAL CHECK:	262.00		
JANET SICKLES	173341	52636		05-20-13	350.00	SPECIAL EVENTS:7/4/13 FEE	_____
TARGET BANK	173342	52640	00028951204	05-18-13	103.62	SUPPLIES	_____
	173344	52641	00028951205	05-18-13	130.24	SUPPLIES	_____
TEAM ONE LACROSSE	173343	52665	44954	04-15-13	19,349.40	ATHLETICS:SPRING BOYS LACROSSE	_____
TEAM SKATEBOARD INC.	173345	52645		05-29-13	294.00	WEST RIDGE CENTER:SPRING'13 FEE	_____

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV. DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
TYLER TECHNOLOGIES, INC	173346	52642	025-62574	02-15-13	13,219.80	WEST RIDGE BUSINESS OFFICE - INCODE	_____
		52643	025-69460	05-23-13	750.00	WEST RIDGE BUSINESS OFFICE - INCODE	_____
		52644	025-68785	05-16-13	125.00	WEST RIDGE BUSINESS OFFICE - INCODE	_____
				TOTAL CHECK:	14,094.80		
UNDERWATER PEOPLE INC	173347	52648		05-20-13	4,000.00	SPECIAL EVENTS:7/4/13 FINAL PAYMENT	_____
US MESSENGER & LOGISTICS INC	173348	52646	17181-18937	03-31-13	37.89	DEBT SERVICE:SERVICE	_____
UW/NORTH SHORE/HIGHLAND PK/HW	173349	52647		05-31-13	120.00	UNITED WAY	_____
SHARON ZASADIC	173350	52651		06-01-13	1,400.00	DEDUCTIBLE REIMBURSABLE	_____
BRUCE POWELL	173351	52618	24213	05-30-13	140.00	ADMIN:5/29/13 PROFESSIONAL FEE	_____
DIANE JERKLIN - PETTY CASH	173352	52599		05-15-13	200.00	BUS DRIVER PETTY CASH	_____
SOUND STRUCTURES, INC	173353	52635	212	05-20-13	300.00	HELLER NATURE CENTER:FINAL REPORT	_____
STEVE BALAZS	173354	52537	BSE-43387	03-26-13	1,000.00	SPECIAL EVENTS:07/12/13 FEE	_____
CATHERINE GAME DESIGN	173355	52545		05-28-13	1,620.00	DEV SIGNAGE FOR LAKEFRONT ED PROGRAM	_____
ILL ENVIRONMENTAL	173356	52598		06-04-13	250.00	ROSEWOOD PERMIT	_____
FASTSIGNS NORTHBROOK	173357	52563	138-71643	06-05-13	2,225.60	ATHLETICS:3 BANNERS	_____
MAD SCIENCE	173358	52602	11206	04-29-13	3,008.00	WEST RIDGE CENTER:WINTER 2013 FEE	_____
REDEXIM TURF PRODUCTS	173359	52622	10606	06-03-13	22,855.50	2013 NEW REDEXIM VERTI-DRAIN	_____
KEN SCHULTZ	173360	52637	BSE-43388	05-13-13	450.00	SPECIAL EVENTS:7/12/13 FEE	_____
TRAVEL AND MORE SPORTS	173361	52639		04-27-13	200.00	SPECIAL EVENTS:7/4/13 SUPPLIES	_____
LAUREN WISMER	173362	52649		05-21-13	350.00	SPECIAL EVENTS:7/4/13 FEE	_____
Laurie WHEELS	173363	52650		05-20-13	350.00	SPECIAL EVENTS:7/4/13 FEE	_____
GREEN ENERGY SERVICES	173364	52657		06-01-13	765.00	ATHLETICS:GIRLS SOFTBALL UMPIRE FEES	_____
<u>REFUNDS</u>							
GREGORY CIOKAJLO	173365		REFUND	06-05-13	10.00		_____
HIGHLAND PARK HIGH SCHOOL PTO	173366		REFUND	05-29-13	45.00		_____
ROSEMARY MOSS	173367		REFUND	05-29-13	13.99		_____
JULIA PAPHITIS-BERNATH	173368		REFUND	05-23-13	75.00		_____

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV. DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
JENNIFER SIEGAL	173369		REFUND	05-29-13	20.00		_____
SCOTT SULLIVAN	173370		REFUND	06-03-13	75.00		_____
CATHY TAYLOR	173371		REFUND	06-03-13	45.00		_____
MARY ANN WALSH	173372		REFUND	06-04-13	45.00		_____
TOTAL: REFUNDS						<u>328.99</u>	
GRAND TOTAL ALL CHECKS:							<u>360,417.74</u>

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 06-06-13 and you are hereby authorized to release the checks from the appropriate funds.

_____ ATTEST: _____
 Finance Committee Member Secretary